

St. Luke School Commission Meeting Minutes

Tuesday, January 8, 2019, 7:00 PM

In attendance: Katie Kumler, Maribeth Cloud, Rob Stapleton, Kevin McCusker, Dan Heslin, Kevin Stitle, Daren Beam, Mike Hasch, Katee Schrage, Mary Jo Woodside, Msgr. Schaedel, Elizabeth Kissel, Beth Borland, Michele Marxer, and Kelly Wessel

Katie Kumler called the meeting to order at 7:01 PM. Msgr. Schaedel opened the meeting with a prayer.

A seventh grade parent briefly addressed the Commission to state concerns in regard to ensuring a successful education of that class for the second semester of this year and for preparation for next year.

The School Commission unanimously approved the minutes from last meeting.

Daren Beam briefly presented various versions of the mission statement. Members of the Commission can comment on those versions and we can discuss next meeting.

Katie Kumler reminded members of the Commission to submit the conflict of interest form if that has not been done.

Rob Stapleton reviewed tuition models for next based on projected enrollment. As has been discussed, the Commission may shift the book and supply fee to be part of tuition and shift supply fees from PTO to the school budget.

Katie Kumler presented an amendment to the bylaws that would formalize the spending and budgetary process for school-related groups such as PTO, grade level committees, etc.

There is no report from Pastoral Council, Stewardship, or SLAC since last meeting.

Mary Jo Woodside discussed the building and grounds meeting. The building and grounds committee has spent their budget for this year. Recent projects include some painting in some rooms of the school. There has been some discussion of new water fountains in the cafeteria but that project is on hold for now.

Elizabeth Kissel reviewed the Principal's Report. She will follow up with the School Commission members who previously volunteered to help with the handbook. She reviewed some possible changes to the school readiness plan and orientation. She reviewed the St. Luke "Care Team" that will monitor academic, behavioral, social/emotional, health, and attendance concerns and look for any indications of problems in regard to particular students.

Elizabeth Kissel then reviewed the math curriculum and reviewed how students will be grouped into "on-level" and "accelerated" courses. She discussed the mathematics support team that will help students at various ability levels to get the attention they need.

Katie Kumler briefly reviewed some topics for the next meeting.

Monsignor closed the meeting with a prayer at 8:11 PM.

Respectfully submitted by Kevin McCusker, School Commission Secretary

Appendix

- I. PTO Update (p. 4)
- II. Principal's Report (pp. 5-7)
- III. Student Support Systems handout (p. 8)
- IV. Mathematics Support Team (p. 9)
- V. Math Curriculum Overview (p. 10)

PTO Update

The December meeting was cancelled, therefore there is not much new to update.

Upcoming:

The President/Vice President will be meeting next week with the fundraising chairs to put together a fundraising plan request for the parish Financial Council (due next month).

Also, the Pres/VP will be meeting with the membership chairs to start setting up committee chairs and and board member recruitment for next year. The PTO will be looking to replace 7-9 Board members who will roll off PTO after serving a 3 year term.
next meeting, January 29th.

Approved Grant Requests:

\$1600 was approved by PTO Board via email in December to fund Catholic School's Week Programming (3 separate activities) requested by a committee of teacher's working to plan the upcoming celebration. Programs will correspond to that day's Catholic School Week theme.

ST. LUKE SCHOOL COMMISSION ~ JANUARY 2019

ST. LUKE PRINCIPAL'S REPORT

Vision Statement

St. Luke Catholic School (SLS) will graduate students that are prepared to attain their greatest spiritual, academic, social, physical, emotional, and creative potentials to make a positive difference in God's World.

Mission Statement

St. Luke Catholic School, with the love of Jesus Christ as our model and guide, is dedicated to educating students in Catholic Doctrine and practice.

AGENDA ITEM: *Handbook Review*

Discussion: Volunteers needed to review the Family and Student Handbook for 2019-20

Action items	Date	Status
<ul style="list-style-type: none">The Administration is seeking a couple of volunteers to review the language in the 2018-19 Family and Student Handbook in order to create the Handbook that will be distributed to families for the 2019-20 school year.. We will begin meeting in January with the intent of having any revisions completed by March 2019.	Jan. 2018	Open

AGENDA ITEM: *School Readiness*

Discussion: Volunteers needed to review the School Readiness procedures for 2019-20

Action items	Date	Status
<ul style="list-style-type: none">The Administration is seeking a couple of volunteers to review the Back to School procedures in preparation for the 2019-20 School Year.I am specifically looking for feedback regarding Back to School Day & RamQuest, the orientation process for new families, and the process of collecting beginning of the school year forms (Handbook Acknowledgement, Photo Release, Technology Agreement, Individual Classroom agreements, etc.)The intent will be to begin meeting in January with the goal of having our recommendations made by March 2018.	Jan. 2018	Open

STRATEGIC PLAN UPDATES

STRATEGIC PLAN: VISION AND MISSION

Discussion: This is an overview of the updates pertaining to the Vision and Mission goals outlined in the 2018-2021 Strategic Plan

Action items	Date	Status
GOAL #1: Evaluate the Mission/Vision Statement to ensure they still meet the heart and goal of SLS; Draft revisions if needed. <ul style="list-style-type: none"> EK met with Darren Beam on October 19th to review the Mission Statement. 	Oct. 19, 2018	In Progress
GOAL #4: Attendance Update (Beth Borland) <ul style="list-style-type: none"> Beth will provide the most current Attendance Report. *Discuss the best method for sharing this information with families. 	8/2018 to present	Ongoing

STRATEGIC PLAN: OPERATIONAL VITALITY

Discussion: This is an overview of the updates pertaining to the Operational Vitality goals outlined in the 2018-2021 Strategic Plan

Action items	Date	Status
GOAL #5A: Annual budget process launched earlier in school year to start evaluating current enrollment and expenses and pipeline estimate to draft early forecasts for next year.	Oct. 31, 2018	In progress
GOAL #5B: Evaluate development of a “Total Cost” of attendance model and evaluate using a flat fee approach that covers all needs without further funding requests during year. <ul style="list-style-type: none"> The School Commission Executive Board continues to work with the Finance Committee to evaluate the tuition, the implications of this year’s deficit, the predicted enrollment for 2019-20, and the effect of the additional fees such as the Kindergarten fee, the Technology Fee, and the Music Fee. 		
GOAL #6: Evaluate parking lot traffic procedures before and after school to identify areas of improvement to limit potential accidents <ul style="list-style-type: none"> Patrick Jendrzsak has placed an order for directional arrows to be painted in the north gym parking lot to help improve traffic flow. 	Nov. 2018	In Progress

STRATEGIC PLAN: ACADEMIC EXCELLENCE

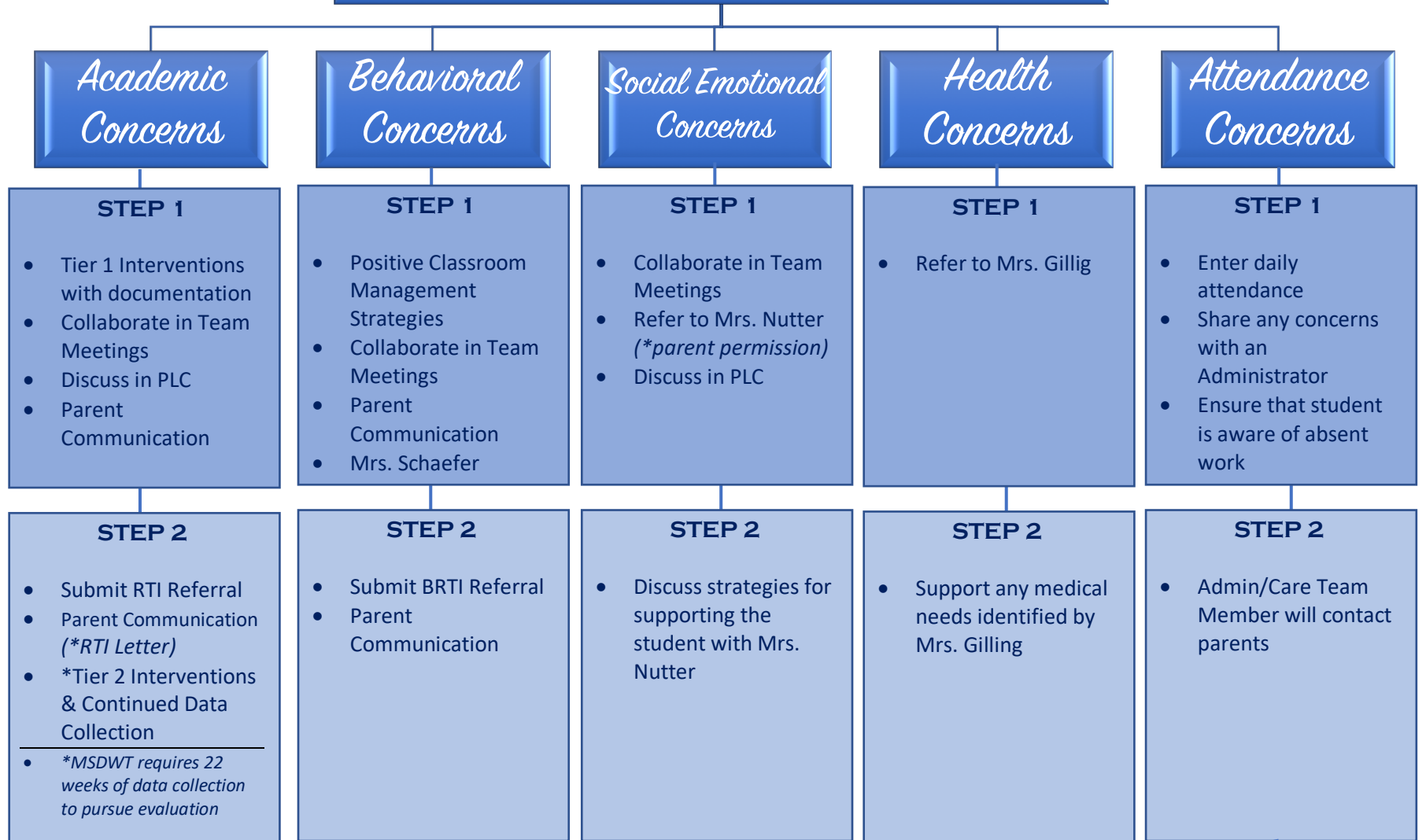
Discussion: This is an overview of the updates pertaining to the Academic Excellence goals outlined in the 2018-2021 Strategic Plan

Attachments:

- [Math Program Overview](#)
- [Math Support Systems Overview](#)

Action items	Date	Status
GOAL #9C: Describe and communicate the SLS approach to Differentiated Instruction. <ul style="list-style-type: none"> • Math Program Overview • Math Support Systems Overview 	11/2018	Math Complete
GOAL #9: Emphasize opportunities to incorporate cross curricular instruction including a focus on STEM, Art and Music, as well as enrichment opportunities (e.g., reading program, spelling bee, GeoBee, Math) to complement learning <ul style="list-style-type: none"> • Mr. Fleming hosts the Robotics Club. • Grades 4-8 will participate in the North Deanery Spelling Bee, • Mrs. Reilly is initiating a Middle School Math Team. 	1/2019	Complete / Ongoing
Goal 11: Develop a strategy to identify students for whom resource or enrichment will benefit most by using objective data (e.g., Individual Service Plan, NWEA data, ISTEP data, teacher input based on classroom performance). Develop a communication plan to keep parents abreast of these services. <ul style="list-style-type: none"> • The middle school math team developed a Math Intervention class for 6th - 8th grade students who either failed ISTEP last year or are showing signs of being at risk for failing ILEARN this year. This class will take place during the child's study hall (40 minutes, once per week) and will be led by the Middle School Math Interventionist, Mrs. Garrison, and will be supported by the Middle School Resource Teacher, Mrs. Moore. They will work in conjunction with the students' math teachers to analyze NWEA reports, ALEKS data, and classroom data to help gauge the standards that each students needs to address during this time. See Math Support Systems Overview . 	1/2019	Implementing
Goal 11: Provide professional development to teachers and instructional assistants on instructional strategies designed to support the needs of students with varied learning needs, including struggling students and high achieving students <ul style="list-style-type: none"> • On Monday, January 7 the teachers engaged in a staff development day centered on Differentiated Instruction. 	1/7/2019	Complete

Student Support Systems



St. Luke Care Team

Members: Tera Nutter, Toni Gillig, Elizabeth Kissel, Jennifer Schaefer, Beth Borland

Mission: To take a global look at all **Academic, Behavioral, SEL, Health and Attendance** concerns in order to look for trends and develop student support strategies.

Closing the Loop: The Care Team will follow up with both parents and teachers, as needed.

St. Luke Mathematics Support Team

Resource

Resource Teacher

WHO:

Students who qualify for an Individualized Service Plan

WHAT:

Students will receive accommodations, as indicated on their ISP. Students may receive additional remediation via push-in support during their math class as well as pull-out support during their Resource class.

Remediation

*Math Intervention Teacher**

WHO:

Students whom teachers identify as struggling based on state testing data, NWEA data, and classroom assessments

WHAT:

Students will receive targeted interventions to help reinforce lagging skills. This may include push-in support during their math class as well as pull-out interventions during their study hall.

General Education

Homeroom Teacher

WHO:

Students who are in the on-level math class, passed all state testing requirements, and do not have an ISP

WHAT:

Students will receive differentiated instruction during their math class. Homeroom Teachers will strive to create opportunities to foster growth in students of all mathematical ability levels.

Enrichment

Enrichment Teacher

WHO:

Students who have met the criterion for placement in the Accelerated Math Class

WHAT:

Students will participate in an accelerated curriculum using instructional practices designed to foster growth in high performing math students. They will receive push-in support from the Enrichment teacher.

St. Luke Catholic School

Math Curriculum Overview



Grades K - 1

All students in Grades K & 1 are taught math within their homeroom. Instruction will be differentiated within the class to ensure that all student's instructional needs are met. Supplemental support may be provided by either a Resource Teacher or an Enrichment Teacher to ensure that all students have the opportunity to grow.

Grades 2 – 5:

Grade Level Math:

Beginning in Grade 2, students will be placed in either on-level or accelerated math (see *below*.) The on-level math class will cover the current grade level's standards. Instruction will be differentiated within the class to ensure that all student's instructional needs are met.

Accelerated Math:

Beginning in Grade 2, students may be identified for placement in St. Luke's Accelerated Math program. Students may qualify for this math placement according to the following criterion:

- NWEA: Math score of 85% or greater on the NWEA Assessment *and*
- ISTEP: Pass Plus on the math ISTEP+ assessment (or comparable state assessment) during the previous school year (for students in 4th grade or higher) *and*
- Teacher recommendation based on meeting the above criterion and successfully completing the accelerated math course the previous year as reflected by the Quarter Grades, in-class assessments, and data collected via MobyMax/ALEKS.

The Accelerated Math program will cover the grade level standards, but will also extend to incorporate above-grade-level standards, where appropriate. It will also incorporate a high degree of instructional strategies gear towards enriching high performing math students. The Accelerated Math class at each grade will be taught by a teacher who understands the needs of high performing math students and will be supported by the Math Enrichment Teacher.

Grades 6 - 7

Beginning in 6th Grade, the Accelerated Math program will teach beyond the current grade level standards with the intent of help these students master High School Algebra 1 during their 8th grade year. In addition to the accelerated math placement guidelines listed above, a diagnostic pre-test will be given to ensure that students are academically equipped to be successful in each course.

The Middle School Math Interventionist will co-teach the on-level courses to provide additional remediation or enrichment, as needed. Differentiated Instructional strategies will be implemented at all levels to ensure that students' individual needs are met.

GRADE	ON-LEVEL	ACCELERATED
Grade 6	Course 1 (6 th Grade Standards)	Course 2 (7 th Grade Standards) <i>*6th Grade standards will be incorporated, as needed, to ensure proper vertical articulation of standards</i>
Grade 7	Course 2 (7 th Grade Standards)	Pre-Algebra (8 th Grade Standards)
Grade 8	Pre-Algebra (8 th Grade Standards) <i>*Students will be prepared to take Algebra 1 or Honors Algebra 1 at the high school level.</i>	Algebra 1 (9 th Grade Standards) <i>*Students will be prepared to test OUT of Algebra 1 at the High School level</i>