

St. Luke School Commission Meeting Minutes

Tuesday, November 6, 2018, 7:00 PM

In attendance: Katie Kumler, Mary Jo Woodside, Mike Hasch, Jen Schaefer, Katee Schrage, Kelly Wessel, Beth Borland, Kevin McCusker, Elizabeth Kissel, Kevin Stitle, Daren Beam, Terri Moore

Katie Kumler called the meeting to order at 7:01 PM. Elizabeth Kissel led the meeting with a prayer.

The School Commission unanimously approved the minutes from last meeting.

Kevin McCusker read a proposed amendment to allow for appointing members to the commission when there is a vacancy. The language of the amendment was circulated via e-mail.

The Commission discussed updates from liaisons to other committees, including Parish Council and building and grounds. The building and grounds is working on getting multiple keys for the lock to the parking lot by the gym. Several Commission members suggested that the building and grounds should proceed with painting the arrows on the parking lots even if the parking lots might be redone in the next few years.

The new liaison for Parish Council Michele Marxer, was introduced.

The Commission discussed a change to the mission statement, including an ideal length, content to be included, and the intended audience. The proposed mission statement is:

St. Luke Catholic School, with the love of Jesus Christ as our model and guide, serves to integrate the Catholic doctrine and practice in our students. We seek to stimulate, nurture, and teach all aspects of the humanities, science, and social sciences in each child while cultivating a love for lifelong learning, and service to their community and God.

The Commission members will consider the mission statement and provide comments by November 20, with a vote to change the mission statement expected at the next meeting.

The School Commission, after reviewing the proposed amendment to change the bylaws, unanimously approved the amendment.

As part of determining and promoting the school identity, the School Commission considered adopting a motto, such as "St. Luke Strong."

The Commission discussed a possible change in the conflict of interest language for the St. Luke Parish Council. The School Commission may change its conflict of interest language to mirror the Parish Council. Additionally, Patrick Jendraszak will be providing a conflict of interest form for the School Commission members to sign.

The School Commission further discussed the attendance policy. There are multiple issues: what to do for tardies, unexcused absences, and excused absence, including when sick and scheduled absences. Questions include how are the various absences should be recorded and how and when homework should be sent home. After some discussion, the plan is for the teacher leadership to meet together and then Elizabeth Kissel will provide the Commission with feedback at the December meeting. The Commission may then establish a subcommittee to revise the attendance policy, if necessary. Daren Beam, Mike Hasch, and Kevin Stitle volunteered to be members of that committee. Additionally, Rob Stapleton is working on tuition models and cost per grade, rolling up fees, etc.

The School Commission then reviewed finances. The Commission discussed changing the book and supply fee and music instrumental fee to be part of tuition. Some other possibilities are to roll the kindergarten fee into tuition as well as other costs such as field trips. The Commission also discussed moving certain costs from the PTO to the school, with or without a change to the amount of voluntary dues requested by the PTO.

Elizabeth Kissel reviewed the Principal's Report. She reviewed the open house, which went well. The school had 16 families visit, up from 6 last year. She discussed the status of the domains of the strategic plan, as well as aspects such as continued work on the mission statement, social studies curriculum mapping, and student safety. There was a recent drill evacuating the students from the church, which went well.

Daren Beam closed the meeting with a prayer at 9:06.

Respectfully submitted by Kevin McCusker, School Commission Secretary

Appendix

- I. Principal's Report (pp. 4-7)
- II. St Luke School Commission Report to the Pastoral Council (pp. 8-10)
- III. Summary of Pastoral Council meeting (p. 11)
- IV. Finance Report (pp. 12-14)
- V. Amendment to the Bylaws (p. 15)

ST. LUKE SCHOOL COMMISSION ~ NOVEMBER 2018

ST. LUKE PRINCIPAL'S REPORT

AGENDA ITEM: *ADMISSIONS / OPEN HOUSE (J. Schaefer)*

Discussion: Jennifer Schaefer, Assistant Principal & Admissions Director, provided an update on our plans for

Action items	Date	Status
Admissions/Open House Follow Up: <ul style="list-style-type: none">The Open House was held on November 1, 2018	<i>Nov. 1</i>	<i>Complete</i>

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.	<i>Oct. 19, 2018</i>	<i>Ongoing</i>
GOAL #3: Partner with the Preschool and Parish to develop a pipeline model to forecast potential interest and support development efforts. <ul style="list-style-type: none">The school worked collaboratively with the Preschool to host the 2018 Open House. The preschool offered tours immediately following the school tours for any families who also had younger children.	<i>11/2/18</i>	<i>In Progress</i>
GOAL #4: Attendance Update (Beth Borland) <ul style="list-style-type: none">See attached.*Discuss the best method for sharing this information with families.	<i>8/2018 to present</i>	<i>Ongoing</i>

ATTENDANCE COMPARISON
2017-18 vs Q1 2018-19

2017- 2018 (Full Year)		2018 - 2019, Quarter 1	
Average Absent per Day	21.25 students	Average Absent per Day	14.89 students
Average % Present per Day	96.28%	Average % Present per Day	97.39%
Average Tardy per Day	18.8 students	Average Tardy per Day	18.52 students
Average Tardy per Mass Day	25.3 students	Average Tardy per Mass Day	26 students
Average Tardy per non-Mass Day	14.19 students	Average Tardy per non-Mass Day	13.92 students
Tardy; Late to School (Total Events)	3,406 total occurrences	Tardy; Late to School (Total Events)	772 total occurrences
Tardy Trends (per year):	Total # of Students:	Tardy Trends: <i>Number of students with 3+ Tardies</i>	Total # of Students:
0 - 9 Tardies	418 students	September 2018	24 students
10- 19 Tardies	97 students	October 2018	23 students
20 - 29 Tardies	18 students	3+ in both Sept. & Oct.	7 students
30+ Tardies	4 students		

•Greater than 3 late to school in a month is considered excessive. An administrator or school counselor will contact parents in cases of frequent tardiness to work out a positive solution.

•Habitual truancy includes students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.

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
<p>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.</p> <p>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.</p> <ul style="list-style-type: none"> On 10/31/18 the SC Executive Council met with Patrick Jendraszak to begin reviewing potential tuition considerations for the 2019-20 school year. (*See the November 2018 Finance Report from Rob Stapleton.) 	Oct. 31, 2018	In progress
<p>GOAL #6: SLS will minimize security risks threats on behalf of parents, students, faculty, and visitors through active planning and adherence to established safety procedures.</p> <ul style="list-style-type: none"> 8/2018 to Present – The St. Luke School staff participates in a safety training during each of the monthly staff meetings. 8/2018 to present – The School Safety Committee meets monthly to review school safety policies and procedures. 10/11/18 – The school conducted our first evacuation drill directly from mass. 10/29/18 – The St. Luke School, Preschool, and Parish staff participated in a four hour Active Intruder training. The training was delivered by a Noblesville Police Officer who works with the Noblesville School system and who was a responder during the Noblesville School Shooting last spring. 	8/2018 8/2018 10/208 10/2018	Ongoing
<p>GOAL #8: SLS will ensure facilities are properly maintained to deliver a clean and functional learning environment for all constituents.</p> <ul style="list-style-type: none"> EK and Patrick Jendraszak collaborate regularly regarding school cleanliness. If issues arise, EMS is contacted immediately to address it. 	8/2018 to present	Ongoing

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

Action items	Date	Status
<p>GOAL #9A: Curriculum Maps</p> <ul style="list-style-type: none"> Social Studies Curriculum Mapping will begin this month. (BB) 	Begin 11/2018	In Progress

St Luke School Commission Report to the Pastoral Council

October 2018

Executive Summary

The first quarter of the 2018-2019 is nearing completion. St. Luke Catholic School (SLS) received an A rating by the State of Indiana Department of Education. The growth scores in both English-Language Arts and Math were quite evident and moving in a promising direction.

The Commission will use this school year to gather as much information about the costs, which are above and beyond the tuition and book supply fees associated with attending SLS. SLS will continue to address necessary changes, which are likely to cost money. For example, some curricula must be updated to meet state standards requiring new and current textbook series. Additional expectations from Washington Township must be implemented to support the students receiving resource services. Professional development is an underpinning to the success of students as well. Spiritual ability and academic excellence continues to be the mission of SLS regardless of the cost and fees. Diligence in fiscal accountability remains a priority.

A summary of the state of the state for St. Luke is offered below using the five categories defined by the *National Standards and Benchmarks for Effective Catholic Elementary Schools*.

Mission and Catholic Identity

- The SLS will be updating the mission statement to better reflect the drive toward academic excellence, which is not explicit in the current version.

Academic Excellence

- The Fall NWEA testing was completed. The NWEA testing continues to be used in real time to evaluate student performance and help teachers identify strengths and areas for improvement.
- Archdiocese Accreditation Site Visit was completed in February 2018. Recommendations were built into the strategic plan.
- The 3 year Strategic Plan was designed and published to the St. Luke school website in June 2018. Implementation is being monitored during School Commission meetings.

- The SLS Student Handbook was revised and posted to the school website. Improvements to the Attendance, Discipline, Recess, and Social Media policies, as well as the Technology Agreement Forms were made.
- Math and ELA curriculum maps were created and continue to be implemented.
- Social Studies curriculum map will be development and completed by the end of this school year.

Governance and Leadership

- A full time Spanish teacher was hired and has fully engaged in the role beginning in September. A need for Spanish textbooks was identified and will be considered as part of the 2019 school budget.
- A new teacher was hired at the beginning of this academic school year for Math enrichment. This role has filled an identified need to offer specialized math instruction and strengthen the math curricula across grade levels. Having a teacher focused on the math curricula, student placement, and teacher development has been well received and a tremendous support to teachers and students.
- Some teachers accepted the opportunity this school year to teach a different grade. It has been well-received and provided professional growth and enthusiasm for existing teachers. Students will also reap the benefits of having teachers experienced in either grade levels above or below their current class. This type of teacher development and the continuity of the curricula are expected to enhance the overall SLS experience.

Operational Vitality

	Projected	Actual	Impact to Budget
# Students Enrolled	590	572	Approx. 80K
1 new teacher (Math)			Approx. 20K
1 change in scale. Moved from Aid to Teacher			Approx. 10K
Over budget			Approx. (-110K)

- Challenges to start the year, included realization that enrollment would not reach the budgeted number. The table provides a rationale for the budget deficit discussed at the last Pastoral Council meeting. The SLS budget is heavily dependent on student enrollment, which is not an exact science. However, the commission will continue to utilize data sources, such as the baptismal records and birth rates to recommend enrollment numbers.

- Buildings and Grounds:
 - Paving of the parking lots have certainly been a welcome improvement to both the traffic flow and the safety of students. Public safety, including students would still be enhanced by painting additional arrows indicating the counter clockwise direction of traffic in the North parking lot by the playground. This is quite obvious during morning carpool, evening and weekend sporting events by the gym, and as people use this area to turn around. This impacts St. Luke families as well as any visitors to St Luke School for events.

Technology

- The technology budget will be analyzed closely for the 2019 budget planning. The cost of purchasing iPads for the new 5th grade class continues to absorb the technology budget without leaving anything for other technology needs.

Summary of Pastoral Council Meeting
October 16, 2018

1. Conflict of Interest Policy proposed, which necessitated amendments to the Pastoral By-laws
 - a. A template was also proposed to be able to operationalize the conflict of interest policy. Patrick J will follow up.
2. School Update – see attached document
 - a. Feedback from Pastoral Council
3. Christian Social Action Commission –very detailed report on the types of ministries that SLS supports.
4. Faith Formation provided a summary of their ministry.
 - a. Their report noted the following:
 - i. What needs improvement – School parent engagement in Sunday worship and sacraments
 - b. Liaison to the Faith Formation Council is needed from the School Commission

Finance Update – November

- Goals
 - Mitigate \$115,000 tuition shortfall
 - Simplify/Streamline Fees
 - Evaluate tuition structure and adjustments needed (2023 enrollment projection – 525 students)
- Executive Council proposes the following:
 - Change “Book and Supply” Fee to something like “Non-refundable Registration Payment”
 - \$200 (to be verified)
 - Make non-refundable after May 1st, at the discretion of administration
- Roll-up Music Fee into Tuition (\$225)
 - Fee should reflect teachers – not instrument fee

Finance Update – October

- Investigation into the school budget reveals that the deficit is approximately \$110K (not \$165 as initially reported), driven by:
 - Current enrollment of 571 is a shortfall of ~20 students, the primary driver
 - The following factors have a smaller but still unfavorable impact on the budget
 - The family “mix” – Multi-child discount impact: Actual enrollment numbers are down for 1 and 2 child families and up for 3 and 4 child families. Non-parishioner enrollment is also less than budgeted.
 - Teachers taking health insurance – needs further investigation but suspected to be higher than expected. This expense seems to be trending upward and could be new paradigm.
 - New teacher salary and child discount is not likely a major factor.

STUDENTS by Grade Level			
Grade	#	Par	Non
1st	53	47	6
2nd	61	53	8
3rd	66	63	3
4th	64	57	7
5th	63	56	7
6th	67	61	6
7th	77	72	5
8th	69	62	7
Kindergarten	51	44	7
TOTAL	571	515	56
Parishioners	515		
Non-Parish	56		
TOTAL	571		

School Commission – Finance Update

- End of Fiscal Year 2017/18 – School budget ~ \$60 K favorable to budget
- Challenges for 2018/19
 - Enrollment: actual number of students short of budget (~572 vs 590)
 - Faculty tuition discounts higher than budgeted
 - Salaries & Benefits showing slightly higher than budgeted
- PTO
 - Current budget at \$103K
 - Projected expenses on budget
 - ~\$50 K in undesignated restricted funds carried over from last year
 - Commission & PTO reviewing budget to determine proper oversight

**SAINT LUKE CATHOLIC CHURCH
SCHOOL COMMISSION**

The Saint Luke Catholic Church School Commission amends the Saint Luke Catholic Church School Commission bylaws as follows.

I. Bylaws, Article III

Article III of the Saint Luke Catholic Church School Commission Bylaws is amended to add new section 5:

In the event of a vacancy, whether due to a lack of candidates for election or a Commission member leaving the Commission or other reason, the Pastor shall appoint a new member to fill the vacancy. The new member must satisfy all other requirements of membership, including the requirements of the minimum number of members from the Saint Luke School population and the Parish-At-Large community. The appointed member serves until the end of the term of the vacated position.

The amendments presented above have been approved by the School Commission and are hereby ratified by the pastor.

Katie Kumler
School Commission President

Monsignor Joseph Schaedel
Pastor