

## **St. Luke School Commission Meeting Minutes**

**Tuesday, Nov. 14, 2017 7:00 PM**

The meeting was called to order at 7:00 PM.

*In attendance:* Dan Heslin, Katie Kumler, Elizabeth Kissel, Beth Borland, , Msg. Schaedel, Maribeth Cloud, Valerie Esposito, Rob Stapleton, Jim Naughton, Derek Hileman, Kevin McCusker, Jenn Rotz, Andy Bauer, Sue MacGill

Msgr. Schaedel opened the meeting with a prayer.

Several parents of students attended the meeting and were invited to make a statement to the School Commission. One parent discussed the proposed middle school discipline policy. He suggested that some additional items should be added to the discipline policy. He further suggested that it should be clear to the community that the discipline policy is being followed.

A second parent discussed the size of 6<sup>th</sup> grade and how it impacts the day-to-day experience in the classroom. She further asked what the standards are for admitting students and how not having standards may impact the effectiveness of teaching the entire class. Another person concurred with Jessica's points about the class size. A fourth person said that the school should be responsible for the students that are accepted into the school.

The October meeting minutes were approved.

Nick LeRoy – parent pulse survey

Nick LeRoy reviewed the survey results that he had compiled, analyzed, and presented to the School Commission. He discussed academic performance in comparison to our peer schools over the past several and discussed the net promoter score for the parents and the teachers. Nick discussed specific feedback received regarding academics, differentiated instruction, and class size. Nick presented data comparing St. Luke's tuition relative to our peer schools. Nick reviewed the school's current marketing plan and recommended changes, such as improving the website. Finally, Nick presented several recommendations for actions to be taken in the short term and the long term. The School Commission discussed how to present the findings of the parent pulse survey to the community. Several action items were discussed and the next step is to determine who will take responsibility for the action items.

Dan Heslin briefly reviewed the results of the principal search survey. The summary of the results is in the appendix to these minutes.

Elizabeth Kissel reviewed the principal's report. Action items discussed include revising curriculum maps, using data to identify high-achieving students and students that need additional help in anticipation of using the data for differentiated learning. She also discussed action items relating to the school improvement plan and the school discipline policy and handbook. She reported that the cleanliness of the school has improved, but the cleanliness has not improved enough. Patrick Jendraszack met with a vendor that might possibly replace the current cleaning contractors.

Dan Heslin referred to the feedback on strategic questions, which is included in the appendix below. Since the members of the School Commission reviewed the feedback before the meeting, no further discussion of the strategic questions was had.

Andy Bauer briefly discussed the finance report. The current financial situation is approximately in line with the budget. Andy also discussed the book and supply fee and proposed keeping the fee the same based on an estimate that the cost of books and supplies will be roughly flat. Kevin McCusker proposed increasing the book and supply fee by \$5 to keep up with inflation. There was a motion to keep the book and supply fee the same as last year. The motion passed 7-2.

Monsignor closed the meeting with a prayer at 9:38 PM.

Respectfully submitted by Kevin McCusker, School Commission Secretary

## **Appendix**

- I. St. Luke Principal Search Survey Summary (pp. 4-8)
- II. Principal's Report (pp. 9-12)
- III. Feedback on Strategic Questions (pp. 13-15)
- IV. Finance Report (pp. 16-17)
- V. PTO Liaison Report (pp. 18-21)
- VI. Buildings and Grounds Liaison Report (p. 22)
- VII. Pastoral Council Liaison Report (p. 22)
- VIII. Summary of status of other liaison reports (pp. 22-23)

# St. Luke Principal Search

## *Survey Summary*

November, 2017



# Executive Summary

Principal search parent survey was delivered to inform selection and provide incoming administrator perspective on state of the school

Survey captured 160+ responses in an open ended format; no quantitative questions were asked

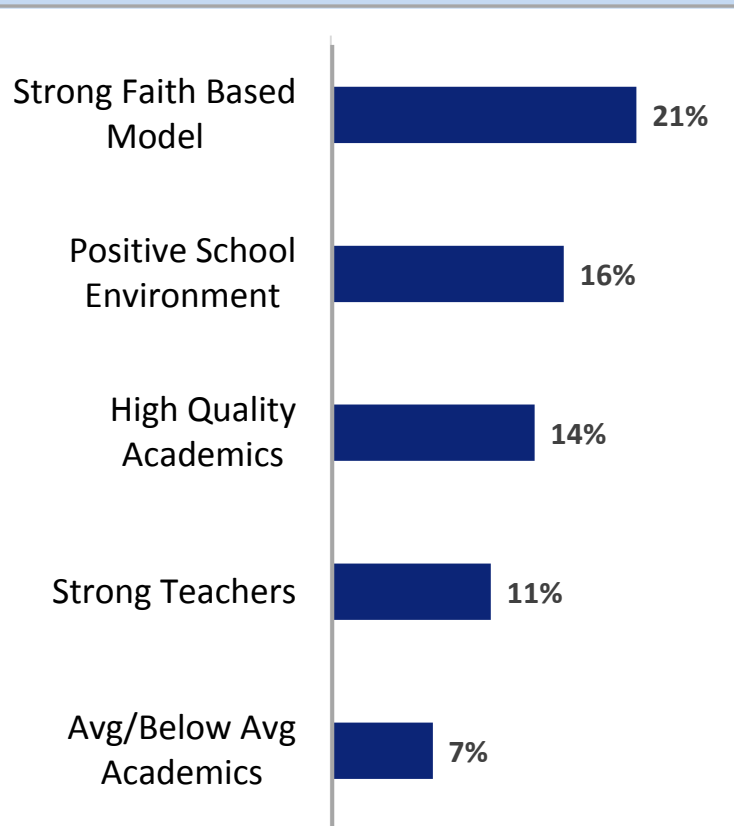
Principal Search Committee made the decision not to release results, even with the urging of School Commission; Principal was given details to identify key areas of focus going into 2017/2018 School year

School Commission decided it was worthwhile to review key questions focused on parent experience, areas of strength, and improvement needs to support future state strategic planning

School Commission President developed following summary to highlight key themes and close out open questions about survey results

# Q1: If your child is a student at St. Luke School, list 3-4 phrases that describe their experience

## Top 5 Response Frequency %

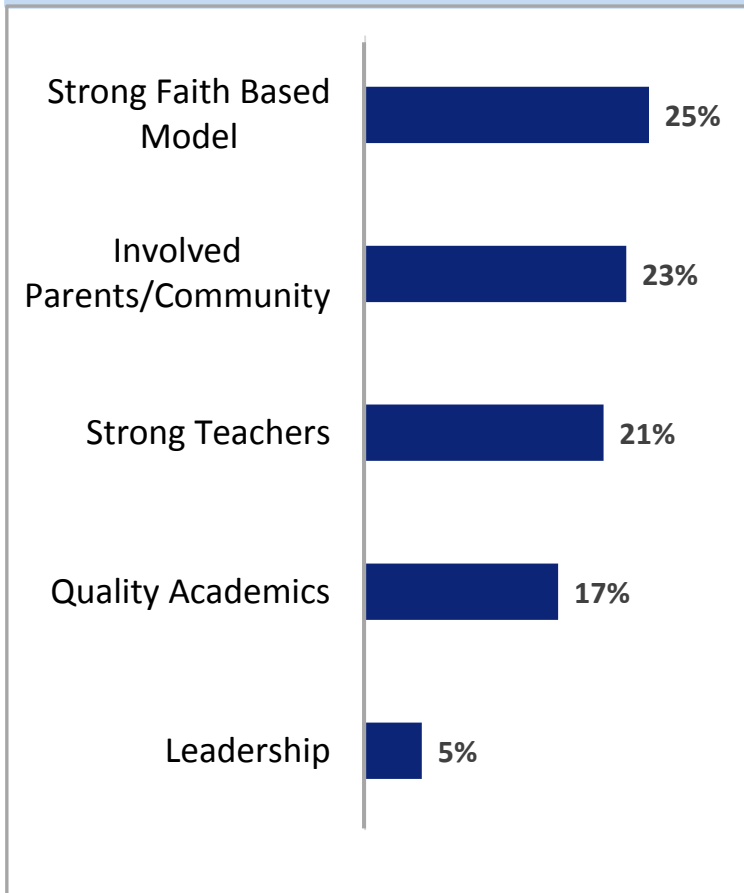


## Key Observations

- Strong belief in the level of Catholic identity for St. Luke School
- Overall, people felt teachers created a positive environment and the parents had a sense of community
- While 14% of responses focused on receiving a high quality education, 7% felt it was average or below
- Areas of improvement focused on 1<sup>st</sup> grade, math curriculum, and differentiated learning
- Beyond Top 5 responses clustered around challenging students (+), supportive community (+) and lack of leadership communication and follow through (-)

## Q2: What are the greatest strengths of St. Luke School?

### Top 5 Response Frequency %

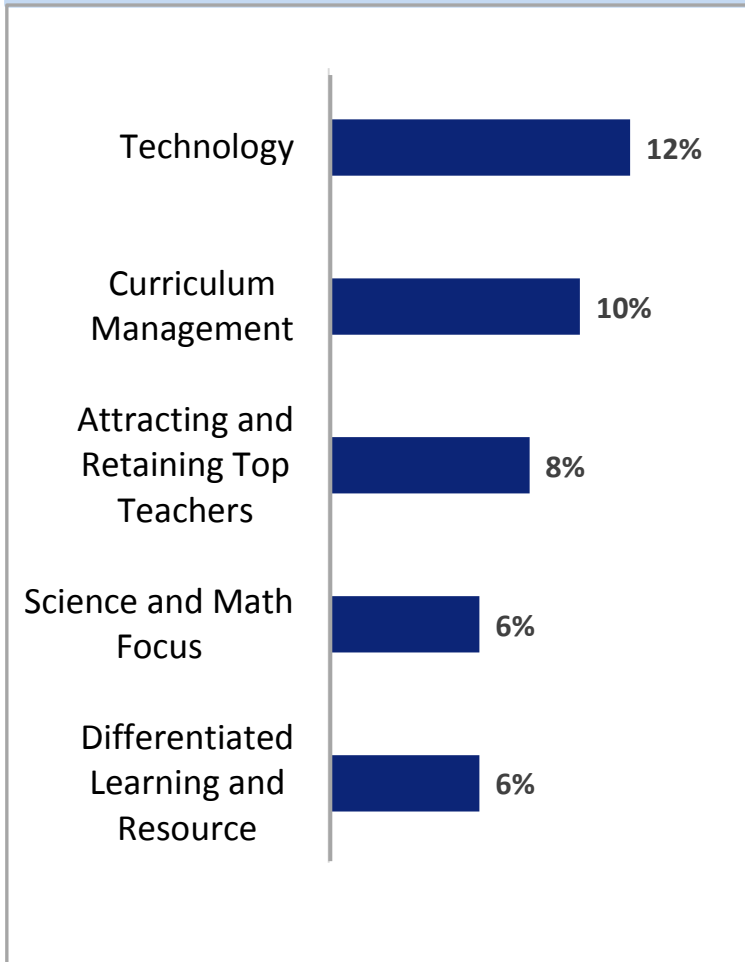


### Key Observations

- In line with prior question, Catholic faith rises to the top
- Highly engaged parents and an overwhelmingly positive community outperformed quality of academics
- Teacher base is broadly praised and feedback was shared on need to work hard to retain the best, while evaluate needed changes
- Smaller class sizes was mentioned as a close 6<sup>th</sup> place response and comes through in the next question around pressing needs

# Q3: What do you see as the most pressing school needs in the next 5 years that requires attention of the principal?

## Top 5 Response Frequency %



## Key Observations

- Top response focused on staying up to date on new technology and how to effectively use in the classroom
- Curriculum management that is consistent within grade levels, updated on current standards, and strives for innovation
- Emphasize the need to improve our Science and Math curriculum to set students up for high school success
- Broad recognition of evolving student needs due to varied demographics and importance of effectively deploying differentiation and resource
- Beyond Top 5 responses clustered around facility improvements, need for manageable class sizes, and accountability/professionalism, especially focused on front office staff



# St. LUKE PRINCIPAL'S REPORT

---

**Agenda item: Academic Performance and Curriculum Maps**

**Discussion:**

SLS received an 88.9% on the 2016-2017 Report Card (see attached.). To address this, we have developed and begun implementing a multi-faceted approach towards analyzing student performance, training teachers on the data tools available to them, training teachers on how to effectively implement strategies data to instruction, and training teachers on effective instructional strategies for differentiation.

**Attachments Provided:**

- ISTEP Growth Model Report Card
- Sample of an individual teacher's Rooney Foundation report summarizing individual students' data

<b>Action items</b>	<b>Date</b>	<b>Status</b>
✓ Provide training on reading and interpreting NWEA Data	<i>August: Teacher In-service</i>	<i>Completed</i>
✓ Assemble a data binder summarizing all NWEA data, ISTEP raw data, and ISTEP growth model data. Held individual meetings with each grade level to explain data and help/train teachers to triangulate these data points to identify at risk students.	<i>September: Teacher Prep Period</i>	<i>Completed</i>
✓ Provide professional development provided by the Rooney Foundation to train teachers on how to align their curriculum to the ISTEP check, check plus, and asterisk standards and how to ensure that the curriculum, instructional strategies, and assessments provided within the class are cohesive and designed to foster student growth.	<i>October: Faculty Meeting</i>	<i>Completed</i>
✓ Vertically align curriculum maps in ELA to ensure all critical skills are addressed in a cohesive manner. Sue O'Brien will begin meeting with the ELA Academic Team to initiate this process.	<i>November 15 (Sue O'Brien - ELA)</i>	<i>Open</i>
✓ Vertically align curriculum maps in Math to ensure all critical skills are addressed in a cohesive manner. Elizabeth Kissel will begin this process with 6-8 <sup>th</sup> math on Thursday, November 2.	<i>November 2 (E. Kissel)</i>	<i>Open</i>
✓ Elizabeth Kissel and Beth Borland will attend an NWEA Data Conference designed to provide training on the analysis of student data reports as well as the tools available through NWEA for provided ongoing formative assessment to drive differentiated classroom assessment.	<i>November 7 – 10</i>	<i>Open</i>

---

**Agenda item: School Improvement Plan****Discussion:**

The School Improvement Plan will be written based on the school performance data and posted on the school website.

**Attachments Provided:**

None at this time

<b>Action items</b>	<b>Date</b>	<b>Deadline</b>
✓ Elizabeth Kissel and Kate Bruner (chairman of School Improvement Committee) met to review the school data that is relative to the Archdiocese SIP requirements and initiate the process of writing the SIP.	<i>October</i>	<i>Completed</i>
✓ A 2017-2018 School Improvement Committee was assembled.	<i>October</i>	<i>Completed</i>
✓ The School Improvement Committee will meet to finalize the SIP.	<i>November</i>	<i>Open</i>
✓ The SIP will be posted online	<i>November</i>	<i>Open</i>

---

**Agenda item: School Handbook and Discipline Policy**

**Discussion:** The Family and Student Handbook will be updated by the new administration. The school discipline policies within the handbook will be reviewed and updated to provide more clear expectations and potential consequences.

**Attachments Provided:**

- A copy of the Family and Student Handbook (excluding the new discipline policies) will be available for review at the November School Commission meeting.

<b>Action items</b>	<b>Date</b>	<b>Status</b>
✓ Administration will review and update the Family and Student Handbook	<i>September - October</i>	<i>Completed</i>
✓ The BRTI Committee will meet to review the existing students discipline policy and make recommendations for a more comprehensive plan.	<i>October</i>	<i>Completed</i>
✓ The BRTI Committee will meet with administration to review the recommendations and finalize the plan.	<i>November</i>	<i>Open</i>
✓ The new Family and Student Handbook (with an updated discipline policy) will be posted online and sent home to parents in a Ram Page.	<i>November</i>	<i>Open</i>

---

**Agenda item: Technology Integration**

**Discussion:** Patrick J. is continuing to work with Net Excellence to complete the process of effectively activating the new hotspots, updating the firewall, and ensuring that all teachers and students have sufficient access to internet. Administration is working to develop and provide professional development for teachers to ensure that they have the tools needed to integrate technology in to their classroom to enhance differentiation and student engagement.

**Attachments Provided:**

N/A

<b>Action items</b>	<b>Date</b>	<b>Deadline</b>
✓ Patrick and Net Excellence are working together. Kevin McCusker is assisting.	<i>October/November</i>	<i>Ongoing</i>
✓ The SLS Technology Committee will be providing a technology breakout session at the November faculty meeting. They will offer 4 different sessions for teachers to choose from to ensure that all grade levels/disciplines have the opportunity to learn a new technology tool that is applicable to their classroom/curriculum.	<i>November 14</i>	<i>Pending</i>

---

**Agenda item: Bright Minds Marketing / Communication**

**Discussion:** Nick LeRoy is continuing to work with SLS on our Bright Minds Marketing campaign.

**Attachments:**

Nick will provide an overview of his materials at the November SC meeting.

<b>Action items</b>	<b>Date</b>	<b>Deadline</b>
✓ An initial pulse survey will be conducted (one for parents and one for staff).	<i>September</i>	<i>Completed</i>
✓ A summary report of these results will be compiled and shared with SLS administration and SC.	<i>October (admin) November (SC)</i>	<i>Completed*</i>
✓ Nick will continue to guide the next steps of this process. Elizabeth will keep SC informed of the progress.	<i>Ongoing</i>	<i>Ongoing</i>

**\*FOLLOW UP:**

**COMMUNICATION:** The need for improving communication was a consistent theme in the pulse survey. Administration has followed up with the staff on this and found that communication has been significantly impaired by two key items: (1) the lack of consistent internet access over the past 6 weeks has impeded teachers' ability to receive/send emails (2) the lack of access to a school phone or a confidential space to hold a private phone call with parents continues to pose challenges. It is not appropriate for teachers to have to use their own personal phones to communicate with parents. This uses their personal phone plan and provides parents with their personal phone numbers, which in some cases has created situations where teachers' personal time is not respected on evenings and weekends. There are also situations where teachers do not have a private space to place a phone call during their business hours because their classrooms are shared spaces (ex. a foreign language class may be held in there during their prep period) and SLS lacks a teacher work room.

**Action Item:** SLS Administration would like to again advocate that the teachers need a Teacher Work Room and access to school phone lines. If wiring the building for phones is not an option, we would like to consider using Voice Over Internet to provide phone access for the teachers in their classrooms.

Action items

Date

Deadline

### ***Status Update for Open items***

---

Track #	Timing	To Do	Owner(s)	Status	Resolution
1	May '17	Provide results of data analysis completed by Rooney Foundation to School Committee	E. Kissel	Closed	Presented at November SC Meeting
2	May '17	Post School Improvement Plan online	E. Kissel	Open	Anticipated end of Nov.
3	May '17	Post Discipline policy online	E. Kissel	Open	Anticipated end of Nov.
4	May '17	Provide School Commission with themes of the parent survey from the Principal search	D. Heslin	Closed	Presented at November SC Meeting
5	May '17	Monsignor noted we should consider providing oversight for the Pre-School as part of School Commission's charter; need to confirm this is the expectation and if so how it is incorporated	E. Kissel / Msgr. Schaedel	Open	
6	Aug. '17	Provide School Commission an update on progress to find a new Spanish teacher and/or plan in absence of a permanent hire	E. Kissel	Closed	Full time teacher hired (Mrs. Mary Ann Pain) as of 9/12

## Feedback on Strategic Questions

Category	Strategic Question/Commentary
Overarching Strategy	<ul style="list-style-type: none"> <li>• What is our guiding metric/goal (e.g., 90% pass rate on all state exams, % growth, kids pass out of x level language in high school)?</li> <li>• What do we want to be known for (low tuition, most Catholic, STEM)?</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>• How do we deliver a nutritious lunch program? Can we look at a program like flik independent school dining?</li> </ul>
Curriculum	<ul style="list-style-type: none"> <li>• Need curriculum maps for every grade to drive consistency and support students as they move through grades</li> <li>• How do we deliver differentiated learning to ensure we meet students where they are on a proficiency scale for any given topic?</li> <li>• What is our strategy for high achieving children (e.g., skip a grade, move up for a specific subject) and those that need more help?</li> <li>• How often do we evaluate and make sure our curriculum and associated text meets/exceeds standards?</li> <li>• How do we systematically identify kids in needs and implement a student-specific plan that gets tracked to support their development?</li> <li>• How well are St. Luke students prepared for high school? Do we have input from our feeder school Principals on level of proficiency and areas for growth?</li> </ul>
Discipline/Respect	<ul style="list-style-type: none"> <li>• Are students respectful of each other?</li> <li>• Is discipline consistent? What is our policy?</li> <li>• Are we consistent with our uniform policy? Who owns enforcement?</li> </ul>
Environment	<ul style="list-style-type: none"> <li>• What is our optimal school size to ensure the best learning environment? Max per grade, Max provide resource to?</li> <li>• Do we have proper screenings (grade preparedness, resource needs/ability to deliver, discipline) in place for new students?</li> </ul>
Faith Community	<ul style="list-style-type: none"> <li>• How many times per week should we have mass?</li> <li>• What other activities must be important to us growing our children in the faith (e.g., benediction,</li> </ul>

Category	Strategic Question/Commentary
	<p>living rosary, first Monday prayer)?</p> <ul style="list-style-type: none"> <li>• How do we integrate charity (e.g., Christmas store, toy drives, clothing drives, feeding the hungry) into our school environment?</li> </ul>
Finances	<ul style="list-style-type: none"> <li>• Do we want to be the lowest tuition?</li> <li>• Should we be focused on number of students (i.e. 600 student sweet spot) to meet our overall budget needs or adjusting tuition to cover operating costs?</li> <li>• Can we move to a single cost of attendance vs. base tuition+fees?</li> </ul>
Fine Arts	<ul style="list-style-type: none"> <li>• How well should our band/orchestra perform by the time they graduate?</li> <li>• What fine arts experience do we want for our students and how much funding will we commit?</li> </ul>
Foreign Language	<ul style="list-style-type: none"> <li>• What grade should foreign language start? Many schools start in K and we are later</li> <li>• Which languages should we offer?</li> <li>• What proficiency level do we want our students to be when they get to high school?</li> </ul>
Schedule/Activities	<ul style="list-style-type: none"> <li>• How long should classes be? (i.e. 30 min, 45 min, 60 min)</li> <li>• Are there too many activities outside the learning environment (e.g., PTO events, Pep rallies)?</li> <li>• Why can't 7<sup>th</sup> and 8<sup>th</sup> graders go outside for recess?</li> </ul>
Standardized Testing	<ul style="list-style-type: none"> <li>• Which/how many standardized tests should we take?</li> <li>• What is our goal/purpose for standardized testing and how do we use it to advance our learning environment?</li> <li>• What is the goal of having BCHS come into 8<sup>th</sup> grade and November 10<sup>th</sup> to administer their high school placement test?</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>• How do we support our teachers to keep the best engaged given diocese pay restrictions?</li> <li>• What training should we provide teachers to effectively integrate technology into the classroom?</li> <li>• Why do our teachers need to ask for supplies throughout the year? Are we covering their costs through tuition or need to reconsider?</li> <li>• What should be the main benefits for teachers at St. Luke to attract and retain?</li> </ul>
Technology	<ul style="list-style-type: none"> <li>• Do we want to be a 1:1 computing environment? If so, when should it start?</li> <li>• How do we effectively integrate technology in the classroom? Should there be specific school guidelines that teachers can look to for support and guidance, or is it essentially for each teacher to</li> </ul>

Category	Strategic Question/Commentary
	<p>decide?</p> <ul style="list-style-type: none"><li>• Should we hire a Parish/School tech support expert so that our teachers can focus on teaching and not support?</li><li>• What is our long-term plan for managing technology infrastructure (e.g., network, wiring, laptops) lifecycle? How often do we make updates to ensure things don't fall behind?</li><li>• Are we protected against cyber threats?</li></ul>

# St Luke Catholic School Commission

Finance Report – November 2017



# 2017-18 Finances

- 2017-18 financials are running in line with budget
  - Planned subsidy is (\$458,711)
  - Current projected subsidy was (\$454,542)
- Patrick is comfortable with current revenue/expense mix
- SGO outflows in October were \$77,455, which covered the full year of awards
  - Patrick in process of providing breakdown as well as remaining balance in SGO account
  - Review of 2018-19 award levels to take place after 1<sup>st</sup> of the year
- Next Step – Approve 2018-19 Book and Supply Fee
  - See separate notice sent prior to the meeting

Tuesday, October 24, 2017

## St. Luke Catholic School - PTO Meeting

---

Present: Heather Allen, Kathleen Art, Kelly Wessel, Mary Peterman, Emi Osterhaus, Liz Held, Kelly Rees, Nan O'Brien, Beth Brown, EJ Whitacre, Lori Feldman, Elizabeth Snook, Katheryn Stapleton, Mary Petruzzi, Ashley Hileman, Heather Malarney, Laura Deer, Kim Moriarty, Rachel Gallagher, Patricia Cominsky, Lori LeRoy, Whitney Robinson, Jacquelyn Gleaves, Kit O'Neil.

---

Not Present: Kristin Beam, Mandy Heslin, Alyssa Wagner, Angela Agricola, Julie Drew, Bis Feldmann, Kristin Crisp, Amy Waninger, Jenn Rotz, Molly Beckman, Jenny Rohn

---

**Meeting began at 7pm in the Parish Library.**

### **School Report (Jen Schaefer):**

- Fab Friday on 10/26
- Thank you for the teacher cart during conferences, it was very much appreciated!
- Trash bag parties following school during conferences are a great idea. The school is glad its here and incorporated into dismissal. Mrs King is especially excited to take part in the 1st grader's Fun Fun Fun party.

Mrs. Schaefer left meeting

### **Committee Reports:**

#### **Special Activities (Nan O'Brien):**

- Fab Friday this month, team shirts with uniform bottoms can be worn. Soft pretzels and apple juice will be served during lunch/recess with fun German music playing in background. Help is needed.
- Next Fab Friday will be November 17th. The theme is Thankful for Education. College, HS or school shirts can be worn. Turkey hand prints will be made.

#### **Finance (Kathleen Art):**

- Income > \$3000 /budgeted.
- Trash Bag sales <\$2000 sales from budget
- \$1400 generated from buzz book.
- 266 families have paid dues this year, compared to 277 LY at this time.

Tuesday, October 24, 2017

- Received check for just under \$500 from Chic-fil-A fundraiser.
- Spirit Wear sales brought in \$3762 this year, down \$171.08 from last year same period.
- PTO Financial Discussion followed.
  - operating \$18K in the negative this year.
  - Revenue driven activities (trash bag sales, dine for dollars, Buzz Book, dues) need to be pushed going forward.
  - More money has gone out to RamQuest, Hot Dog Nite which have grown.
  - Working on Strategy for Buzz Book sponsors for next year.
  - Question: What is our in/out history. Answer: Last Year's total revenue = \$97.5K, but expenses were \$114K which put us negative for the year at nearly \$17k. The surplus came out of PTO slush fund which began at \$42K this year. Minus carry over expenses from last year and outstanding grants, stands at \$37K.
  - Question: What are our largest expenses each year: Answer: Teacher Appreciation Week, Teacher Stipends (\$13K), Christmas Teacher Luncheon, Ram Quest (\$1.2-1.3K), Hot Dog night, March Madness, Field Trips....last year we went over with Mr. Weber's gifts, going away party, extra grants and iPads (\$15k)...there was an urging from church office to spend down the account, but because of when funds are collected and go out and delay in financial sheets... the budget never got balanced to see where we were headed.
  - Going forward: we have cut budgets back. We are looking for other new ways to balance the budget and adding in monthly dine for dollars events. PTO is talking to Mrs Kissel for ideas for next year such as not collecting dues next year and requiring an activity fee on top of tuition to help minimize some field trip expenses.
  - Also, Library renovations have been put on hold due to church/school/building committee looking at a strategic plan and uncertainty if in the long-term, the library will be in its current space. This leaves a \$15k cushion in the slush fund. This project is not being eliminated, just put on hold.
- All PTO Receipts need to be left in PTO mailbox, Re: Finance, Kathleen Art, including a good description of the expense. If you pay online, just email the online receipt directly to Kathleen. All expenses will paid in 2wks. If you have a vendor who needs paid the day of service, please get an invoiced early so that a check can be cut for that day.

**Spirit Wear/Gym Clothes:**

- Gym clothes order delivered to classrooms on 10/24.
- Spiritwear website open until 11/5. Orders delivered week of 11/27 -12/1. Great idea for Christmas!! Choose “gift option” when ordering if you don’t want it delivered to your student.
- Basketball girls opened/closed. Boys Basketball will open again for same 5 day period.
- Teachers will again have discount code again.
- See sales numbers (year to date) in the Finance section of these notes.
- We have a \$492 credit for swag to help us with RamQuest or Kdg orders next year.

**Fundraising:**

- We are selling the excess bags faster than in previous years. Currently have the current roll breakdown available: 24 white, 8 blue, 6 pumpkin, 9 yellow. We cannot promote these due to the fundraising time line for non-profit organizations, but available thru fundraising committee. (Inventory has decreased even since this meeting).
- Committee met with Exec to discuss overall strategy and going forward.
- 1st Dine to Donate was a success! We heard lots of positive comments following that and several school families want to participate thru their local businesses. Sales brought in \$492.52 donation to PTO.
- November, we have a one time opportunity thru [minted.com](http://minted.com) to offer a 15% discount to families and receive 15% from each order. This has the potential to be big! Share with family and friends here and out-of-town!
- December, we are planning to partner with Crew Car Wash - but this has not been finalized.
- Working with Fire by the Monon (Cominsky family) and the Nook (Amy Corbett) for dinner fundraisers January and on.
- Group offered more suggestions for marketing these monthly offerings: promote on the TV in Parish, Bulleting, Parish Email, Parish App (coming possibly next month!)

Tuesday, October 24, 2017

**Arts & Enrichment:**

- After School Enrichment (ASE) is pretty simple now.
- Reminder will go out from Mrs. Kissel regarding pick-up procedure to keep our kids safe in that back parking lot. discussion followed.
- Working on timing of the Winter and Spring sessions
- Will start planning the options in November for Winter session.
- In-school enrichment in a holding pattern as we await input from Mrs. Kissel/Kelly.

**President Remarks:**

- Please use the volunteer spreadsheet sent out recently and utilize the help of families not on the PTO board but want to help and participate!
- Heather recently attended the School Commission meeting discussion was held over:
  - strategic plan for the school, including data from the parent questionnaire.
  - Who is St. Luke Catholic school and what do we want it to be?
  - NWEA scores were all above average. More data on this topic available on School Commission Notes (Sept. minutes).
  - Teacher pay - there are challenges here!! Teacher pay is set by archdiocese and it is challenging for STL.

**Next Steps: Next meeting: Tuesday, November 28 6:30 Social, 7:00 Meeting.**

Meeting concluded and was adjourned at approximately 8:00pm.

## Buildings and Grounds – Sue MacGill

Buildings and grounds did not meet in Oct., the November meeting was 11/9/17. The following issues were discussed:

### TECHNOLOGY

The goal continues to be to provide consistent, safe, speedy, wireless access to Administration, teachers, students, and guests throughout the facility. To this end, 40 residential-capacity airports were retired and new WAP,s (wireless access points) were installed along with a new firewall. Additionally, separate networks are available for Admin., faculty, students, and guests with those networks being limited accordingly. Each teacher's computer is hard-wired which will improve service. The e-rate credit of 40% was not redeemed due to slow processing, that should be resolved by a company called NetXcellence.

### FACILITIES

The cleanliness of the building has been difficult to maintain due to lack of personnel from EMS, unacceptable job performance, and lack of supervision of workers ( supervisors were doing some cleaning, unable to supervise others). A probationary period of 30 days declined to show satisfactory improvements with the exception of a hard-working day porter. Patrick is continuing to work with EMS while soliciting other bids.

On a brighter facilities note, the gym restroom floors look great. There are some punch list items (transom needed, molding needs to be replaced on the bottoms of the lockers, trash cans needed in the spaces). This shiny new floor is in contrast to the sad south wall in the north gym, and the paint job that is needed near the concession stand.

### SAFETY

The plan to number doors from the outside has been long discussed and needs some momentum. Patrick has asked me to get with Beth and find something suitably safe and subtle. If anyone finds a building with appropriate numbering, send it my way.

## October Pastoral Council – Dan Heslin

- Elizabeth Kissel provided Parish Council an update on her first 90 days with the School and key areas of emphasis
- Discussed current NWEA results and the latest IN DOE report that rated St. Luke as 'B' school
- Challenge with the WiFi upgrade was discussed; while plans were being enacted to resolve, Parish Council wants us to evaluate hiring a technology leader for School/Parish that can help with non-teaching activities such as technical support and network management
- Reviewed upcoming dates for the Parish Master Plan; first review will be held mid-November with feedback collected over the past 5 weeks

## Parish Communications – Jim Naughton

Communications meeting scheduled for November 14<sup>th</sup> at noon.

SLAC – Valerie Esposito  
No SLAC meeting this month.

Stewardship – Katie Kumler  
No stewardship meeting this month.

Faith Formation  
No update received.

Finance  
No update received.

Nominations  
No update received.