

St. Luke School Commission Meeting Minutes
Tuesday, November 5, 2013, 7:00 PM

The meeting was called to order at 7:05 PM.

In attendance: Andy Bauer, Andy Borland, Karen Dickinson, Nicole Duncan, Beth Leffler, Sue MacGill, Wendy Mehringer, Tim O'Brien, Eileen O'Brien – Metzger, Rob Shumaker, Michele Tillery, Steve Weber;

Excused: Msgr. Schaedel, Matt Behringer, Pat Crossin, Charissa Osborne

The October 1, 2013 meeting minutes were approved with no dissent.

Principal's Report – Steve Weber

- **Open House:** Our fall Open House was held on October 30. The reception room was full with families interested St. Luke. We handed out 34 information packets. In most cases both parents attended. Student Council members led tours. The feedback was positive from the families who attended.

It was interesting that only 5 of those attending received had received our post cards inviting them. The other families were either not on our parish list or were non-parish families. We are following up with all families who attended. There are about 40 siblings who are of age to start kindergarten. We have had some contact from families, who will most likely hold back younger summer birthday kids.

- **Washington, DC:** We were able to take the class trip to Washington, DC on October 21, 22, 23. Sixty students, twenty parents and four staff members went on the trip. We did pray a novena the nine days prior to the House vote to reopen the government, and low and behold, at 10:30 PM on the ninth day, the government reopened!

Students were able to visit Smithsonian Museums, the Capitol, Ford's Theater, Mount Vernon, Arlington Cemetery, where two students laid a wreath at the Tomb of the Unknown Soldier, the Holocaust Museum, all of the major memorials and take a subway ride on the DC metro system. The students were very well prepared from their study and presentations on the sites they visited. Their behavior was among the best in years. All in all, it was a successful and exhausting trip.

- **Professional Development Day:** All of our teachers participated in a professional development day at Bishop Chatard High School on Monday, October 28. There were two major speakers, one on mathematics and one on reading and language arts. They presented to K-5 teachers and then to 6-12 teachers. Bishop Coyne presided for Mass that was held at Christ the King. Both Msgr. Schaedel and Fr. Peter concelebrated the Mass. The afternoon was grade level and content area team meetings. Each grade level met to discuss how best to implement the new ideas and to collaborate. St. Luke resource teachers coordinated the meeting for all of the deanery resource teachers.

- **Accreditation Site Visit:** A team of ten principals and teachers and OCE will visit St. Luke on Tuesday, November 12. They will interview all teachers and staff, parish and school leadership, a group of parents and students. The goal is to review our school improvement plans and give us feedback on how we are doing. I'll attach the various documents we've sent to the team to review. The parent and community interviews will be held from 1:50-2:30 that day.
- **SGO:** Will be sending out letters to school families and prior donors to solicit donations to help with our 2014-15 financial aid. Donations can be sent directly to Educational Choice Charitable Trust or to Mr. Weber who will forward it as well. You can also make an electronic donation through their website www.choicetrust.org. Please make sure that you indicate that your donation is for St. Luke Catholic School on the donation form. You will receive an acknowledgement with a tax credit code to use on your Indiana taxes. Thank you for whatever donation you can make.
- **Marketing:** New signage was used for our open house and on the signposts facing 75th street. We are following up with families who attended our open house. Mrs. Tillery did attend the school choice forum at the Children's Museum and will attend the St. Luke Methodist kindergarten fair later this month. We have sent post cards to all parish families with children of kindergarten age.

President's Report – Andy Bauer

- Update since last meeting
- Results of Parish Survey reviewed.
- Preliminary Festival finance report showed a profit of \$30,000.

Strategic Planning –

- Goal is to coordinate with School Improvement Plan which is due at the end of year.
- Discussion had of likes, concerns, and changes suggested for St. Luke by stakeholders.
- Areas of focus most discussed involved technology, faith focus, improvement of communications in and between school and parish, focus on promoting school's reputation for excellence in all areas.

Committee/Liaison Reports

- Finance – Tim O'Brien – Will have tuition recommendation by next month.
- Nominations – Rob Shumaker – no report
- Faith Formation – Matt Behringer – no report
- Buildings and Grounds – Pat Crossin – no report
- Stewardship – Beth Leffler – Stewardship fair upcoming.
- PTO – Nicole Duncan
 - PTO funds have subsidized several field trips so far this year.
 - 1st graders received a PTO grant to go to Clowes hall.

- Have implemented a new International theme for each month. The students celebrated Octoberfest last month.
- Spiritwear Christmas preview is on-going.
- Dues receipts are up this year, as were proceeds from trashbag sales.
- Pastoral Council – Eileen O’Brien-Metzger – Parish Survey results presentation upcoming.
- SLAC – Andy Borland – Diane Anglen leaving as Co-Athletic Director at end of December.
- Parish Communications – Karen Dickinson – no report.

Pastor’s comments – N/A

Closing Prayer was said.

Meeting was adjourned at 8:50 PM.

Respectfully submitted by Andrew Borland, School Commission Secretary

Important Dates:

Next School Commission Meeting: December 3, 2013 at 7pm

Next Executive Committee/Finance Meeting: November 26, 2013