

St. Luke School Commission Meeting Minutes

Tuesday, Mar. 6, 2018 7:00 PM

The meeting was called to order at 7:02 PM.

In attendance: Dan Heslin, Elizabeth Kissel, Beth Borland, Sue MacGill, , Katie Kumler, Valerie Esposito, Terri Moore, Maribeth Cloud, Msgr. Schaedel, Andy Bauer, Jim Naughton, Kevin McCusker, Derek Hileman, Jenn Rotz, and Heather Allen

Elizabeth Kissel opened the meeting with a prayer.

The February meeting minutes were approved.

Elizabeth Kissel discussed the Principal's report. The School Commission discussed the overlap between the School Improvement Plan and the Strategic Plan and briefly reviewed the goals in the School Improvement Plan. In particular, the Commission discussed the goals of the School Improvement Plan communication goal. The School Commission members will review the School Improvement Plan and provide any feedback to Elizabeth Kissel. Given the nature of the School Improvement Plan as a formality required by the Archdiocese and the fact that the Strategic Plan is forthcoming, the School Improvement Plan will not be made public.

The recent ISTEP testing went well. The Wi-Fi was working well without significant problems.

The accreditation site visit went well. Some positive comments from the accreditation site visit included the presence of a strong Catholic identity and passionate, dedicated teachers. Constructive feedback included concerns related to technology integration and the need for more space.

The recent E-Learning day went well, with some opportunities to identify improvements, such as clearer guidelines on the amount of work to be done and the deadline for homework. The maximum number of E-Learning days will be four per year.

Elizabeth Kissel reviewed recent safety improvements. The recent improvements include:

- Implementing a policy that all classroom doors will be locked during the day

- Door will be locked from the school to the gym during concerts and presentations

- Enforce the policy of people signing in

- Give teachers "go bags," which will be used in the event of an evacuation due to fire, gas leak, etc. The bags include a list of students, phone numbers, first aid, etc.

IMPD is finalizing the report from the recent safety review and the administration will have an in-person review after the report.

The pre-school also has safety plans in place. There was a recent inspection at the pre-school that included a safety inspection.

Elizabeth Kissel identified an issue with parents picking up people in the north gym parking lot. People in cars picking up children do not follow the correct procedure of parking in specific spots and walking to pick up their child, leading to potentially dangerous situations. Beth

Borland and Heather Allen also identified the same issue. The Commission discussed the issue and decided to recommend closing the gate to the gym parking lot from after carpool until approximately 4:30 PM. Such a motion was made that passed unanimously.

Andy Bauer briefly discussed the finances for the current fiscal year. The school is well within the budget for the year. Andy also gave an update on the Master Plan. There will be town hall meetings on March 20th, one at night, one during the day.

Terri Moore gave an overview of the plan for nominating members for next year. The period for nominations may be extended to April 22nd. The Commission discussed amending the bylaws to allow non-Catholics to be members in order to better represent the school community. A vote on such an amendment will be considered at the next meeting.

Katie Kumler gave a brief update from the Stewardship Committee that anyone volunteering in school activities will have to take Safe and Sacred training, even if not volunteering to work around kids.

Andy Bauer gave an overview of the budget and tuition options for next year. Due to a large 8th grade class leaving, the planned hiring of a new teacher, tuition discount benefits offered to part-time employees, and other factors, a relatively high tuition increase would be required to meet the projected budget. There was extensive discussion and debate of the various options. Members of the Commission will plan to meet with members of the Finance Council to seek an increase in the subsidy from the parish to further assist in covering the cost of operating the school. There was a motion and a second for a 5.4% increase in tuition, which will be voted on at the next meeting.

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

Respectfully submitted by Kevin McCusker, School Commission Secretary

Appendix

- I. Principal's Report (pp. 4-7)
- II. Lockdown Overview (pp. 8-9)
- III. 2018-2019 Tuition Report (pp. 10-13)
- IV. Building and Grounds Committee Report (p. 14)
- V. Communications Committee Report (p. 14)
- VI. Stewardship Committee Report (p. 14)
- VII. Call for Nominations (p. 15)

St. LUKE PRINCIPAL'S REPORT

AGENDA ITEMS: *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.

Action items	Date	Status
✓ Math and ELA teams met to conduct backwards planning as a component of the vertical alignment of both sets of curricula ✓ The next step for Math will be to also look specifically at the High Math classes and determine how the curriculum maps for the high courses needs to vary from the on-level course	<i>Feb/March 2018</i>	<i>Ongoing</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:

SIP

Action items	Date	Status
✓ The SIP will be posted online. ✓ UPDATE: The necessary signatures will be collected this week and it will be posted by the end of the week.	<i>February</i>	<i>Pending</i>

AGENDA ITEM: *TECHNOLOGY INTEGRATION*

Discussion: St. Luke Catholic School is fostering a culture of meaningful technology integration, where the technology tools are being utilized to enhance student engagement, differentiation, and student growth.

Action Items	Date	Status
✓ The SLS Technology Committee will be providing a second round of technology breakout sessions at the February faculty meeting. These sessions will be centered on technology tools that enhance differentiation within the classroom.	<i>February</i>	<i>Complete</i>

AGENDA ITEM: COMMUNICATION & WEBSITE DEVELOPMENT

Discussion: Jenn Rotz was hired as a Communication Developer. She is continuing to work on developing content and updating the school website.

Attachments:

None.

Action items	Date	Status
<ul style="list-style-type: none"> ✓ Nick will be working with Jenn Rotz, the Communications and Marketing Developer/Consultant, to offer guidance in developing the web content in a manner that enhances our web presence, eases current communication hurdles, and improves our visibility to prospective parents. Jenn will create content and update the website to a more user friendly format. Jenn will also develop a communication plan that will streamline the use of the school website vs Rediker Plus Portals. ✓ UPDATE: Jenn Rotz is continuing to update the school website. The next round of updates will pertain to the Admissions portion of the website. ✓ UPDATE (Marketing & Promotions): We began requesting referrals and collecting feedback on GreatSchool.org and Google. 	<i>Ongoing</i>	<i>In Progress</i>

AGENDA ITEM: ACCREDITATION SITE VISIT

Discussion: St. Luke School has our Accreditation Site Visit on February 15, 2018.

Action items	Date	Status
<ul style="list-style-type: none"> ✓ UPDATE: The Accreditation Site Visit was very successful! The school thanks all of the parents, School Commission members, and PTO members who supported the visit! The preliminary findings of the site team stated our positives were a strong Catholic Identity and passionate, dedicated teachers and that our areas for improvement were technology and communication. The complete report will be shared once it has been received. 	<i>February</i>	<i>Complete</i>

AGENDA ITEM: E-LEARNING DAYS

Discussion: The school hosted its first e-learning day on President’s Day.

Action items	Date	Status
<ul style="list-style-type: none"> ✓ The school hosted its first eLearning day on President’s Day. Several other North Deanery schools have moved towards this model and have boasted the benefits of it, particularly on days of inclement weather. St. Luke’s goal with converting President’s Day to an eLearning day was to allow us to pilot the eLearning day in a controlled environment when it was planned to better prepare us for how to handle it in the event of an emergency closing. 	<i>February</i>	<i>Complete</i>

AGENDA ITEM: SCHOOL SAFETY & LATE DISMISSAL CARPOOL

Discussion: St. Luke is continuing to work on improving school safety policies and procedures.

Attachment: Overview of Lockdown procedures

Action items	Date	Status
<ul style="list-style-type: none"> ✓ School Safety: School safety remains a top priority for the administration. As we mentioned during the February School Commission meeting, we have IMPD do a safety audit on the building last month. We have not received the results of that audit, but have followed up with IMPD multiple times and anticipate receiving the report this week. ✓ School Safety: Below is a list of steps the school has taken to tighten up its safety policies and procedures: <ul style="list-style-type: none"> ✓ Locked classroom doors – The ability to get the building locked and secured quickly is imperative in the event of a lockdown. All classroom doors now remain locked during the school day. We have provided the teachers with “lockdown magnets” that cover the lock during the day so that students can easily enter classrooms. Rather than having to find keys and manually locking a door in the event of a lockdown, all our teachers need to do is pull off the magnet and pull the door closed. The magnets also have lockdown procedures printed on them as an added measure of communicating the lockdown procedures. ✓ Locked doors during concerts – The doors between the South Gym and the main school hallway (across from Jen Schaefer’s office) will be locked when the gymnasiums are being used during the school day for concerts and presentations since the North/South gym doors are unlocked during those times to allow parents to enter. ✓ One point of entry – School Safety is secured by ensuring there is only one point of entry during the school day. All visitors should enter/exit via the main entrance in the Welcome Center. Visitors who try to enter via other doors (i.e. the gym) will be asked to report to the Welcome Center where they will sign in on the iPad and receive a visitor’s badge. ✓ Name Tags for Visitors – We have ordered visitor badges with the St. Luke logo on them to clearly identify approved visitors in the building. Any adults without the name tag are asked to return to the front office to sign in. ✓ Anticipated Visitors – Teachers have been asked to notify the front office when they have an anticipated visitor (i.e. a parent conference or a class presentation.) This allows the front desk staff/volunteers to be better informed of who has permission to be entering the school during the instructional day. ✓ Go Bags – The school Safety Committee has assembled “Go Bags” which contain the essentials which would be needed in the event of an emergency evacuation. Each classroom will receive a bag which will hang on the wall adjacent to the door so that in the event of an emergency, the teacher could quickly grab the bag and have all necessary items. ✓ Lockdown Drills: We have scheduled IMPD to attend the March 14 faculty meeting to provide training to our staff on Intruder Drills. <ul style="list-style-type: none"> ✓ Staff Training: We began training our staff during the January faculty meeting on the basics of intruder drills. (See attachment.) IMPD will provide further training on lockdown drills to our staff at the March 14th faculty meeting. ✓ Student Training: We will provide age-appropriate training for our students to help them understand the steps in an age-appropriate manner. We will communicate this language to parents so that they are aware when their children will be learning about this at school and are prepared to support/answer any questions that may arise at home. ✓ Lockdown Drills: We will host our first lockdown drill following the staff training. Forth-going, these will become a part of our routine safety drills. 	February	Ongoing
<ul style="list-style-type: none"> ✓ North Parking Lot/Late Dismissal <ul style="list-style-type: none"> ✓ Carpool issues continue to create safety concerns. There have been 	March	Open

repeated concerns brought to administration about parents not following the school's policies for carpool procedures during late dismissal in the north parking lot. Despite repeated reminders being sent by the school, parents continue to pull up along the curb, creating a situation where students have to cross a line of traffic to get to their parked cars. Many cars pull through the lane very quickly, making it dangerous for students (especially our younger students!) to safely cross. An additional reminder was emailed to all parents Monday morning and administration has been patrolling this more actively, but it continues to be an area of concern. The school Administration would like to discuss this concern with the School Commission to generate additional ideas for keeping our children safe during late dismissal.

IN AN EMERGENCY WHEN YOU HEAR IT. DO IT.

LOCKDOWN! LOCKS, LIGHTS, OUT OF SIGHT.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

TEACHER

Lock interior doors
Turn out the lights
Move away from sight
Do not open the door
Maintain silence
Take attendance



LOCKOUT! SECURE THE PERIMETER.

STUDENTS

Return inside
Business as usual

TEACHER

Bring everyone indoors
Lock perimeter doors
Increase situational awareness
Business as usual
Take attendance



EVACUATE! TO ANNOUNCED LOCATION.

STUDENTS

Bring your phone
Leave your stuff behind
Follow instructions

TEACHER

Lead evacuation to location
Take attendance
Notify if missing, extra or injured students



SHELTER! HAZARD AND SAFETY STRATEGY.

STUDENTS

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

TEACHER

Lead safety strategy
Take attendance





STANDARD™ RESPONSE PROTOCOL

STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>

LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



St Luke Catholic School Commission

2018-19 School Tuition Presentation

2018-19 Tuition Increase Options

580 Students			585 Students			590 Students		
Total Increase Needed =		\$310	Total Increase Needed =		\$275	Total Increase Needed =		\$240
% Increase =		7.2%	% Increase =		6.3%	% Increase =		5.4%
Main Drivers of Increase			Main Drivers of Increase			Main Drivers of Increase		
Fewer Students =		\$160	Fewer Students =		\$120	Fewer Students =		\$90
Overall Salary Increase =		\$75	Overall Salary Increase =		\$75	Overall Salary Increase =		\$75
Additional Teacher =		\$70	Additional Teacher =		\$70	Additional Teacher =		\$70
Part Time Tuition Benefit =		\$50	Part Time Tuition Benefit =		\$50	Part Time Tuition Benefit =		\$50
Student Loan Program =		\$10	Student Loan Program =		\$10	Student Loan Program =		\$10
Salary Expense Decrease =		(\$45)	Salary Expense Decrease =		(\$45)	Salary Expense Decrease =		(\$45)
Lower Computer Expense =		(\$20)	Lower Computer Expense =		(\$20)	Lower Computer Expense =		(\$20)
Lower Contingency =		(\$20)	Lower Contingency =		(\$20)	Lower Contingency =		(\$20)
	Total Increase	Per Month		Total Increase	Per Month		Total Increase	Per Month
One Child Family	\$310	\$31	One Child Family	\$275	\$28	One Child Family	\$240	\$24
Two Child Family	\$543	\$54	Two Child Family	\$481	\$48	Two Child Family	\$420	\$42
Three Child Family	\$729	\$73	Three Child Family	\$646	\$65	Three Child Family	\$564	\$56
Four Child Family	\$868	\$87	Four Child Family	\$770	\$77	Four Child Family	\$672	\$67

Fewer Students - fixed costs being spread over fewer students increases the cost per student
 Overall Salary Increase - reflects the higher pay scale from the Archdiocese as well as teacher experience mix
 Additional Teacher - additional position for either enrichment or for middle school
 Part Time Tuition - extend the 75% tuition discount to part time staff on a pro rata basis
 Student Loan Program - experimental student loan forgiveness program of \$5k
 Salary Expense Decrease - lower anticipated costs for cafeteria and study table
 Lower Computer Expense - returning computer line item to \$40k from one time bump up to \$55k
 Lower Contingency - reducing contingency from \$27k to \$15k
 Analysis assumes a 2% increase in subsidy of ~\$9k

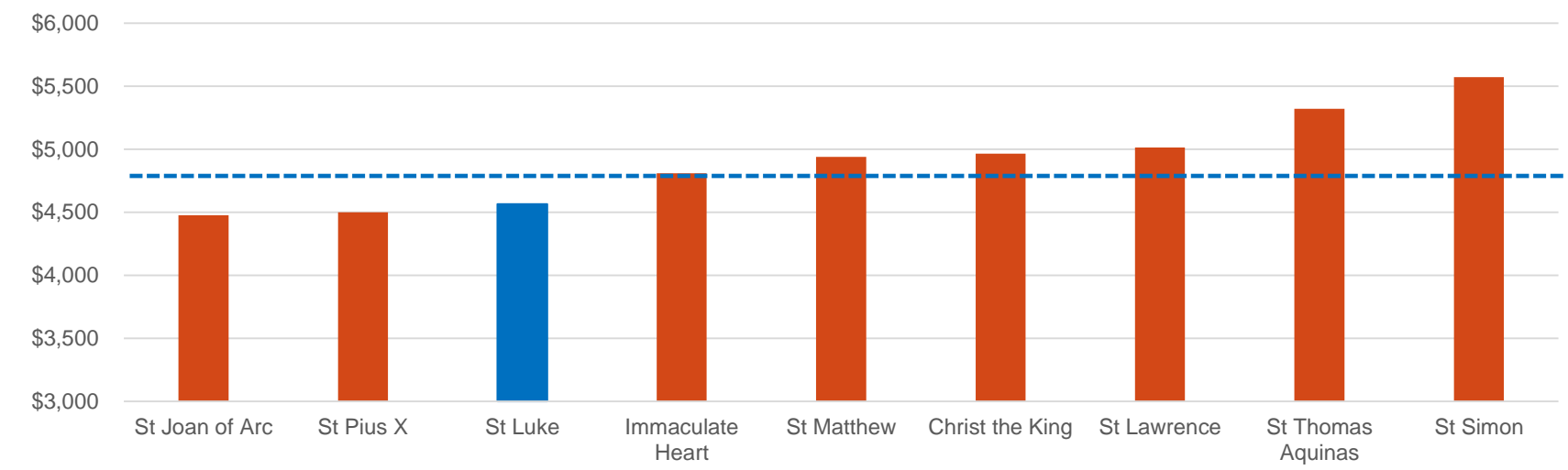
Tuition Increase History

St Luke Tuition	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018
*Full Day KG	\$575	\$575	\$575	\$575	\$575	\$575
One Child	\$3,800	\$3,875	\$3,935	\$4,015	\$4,135	\$4,315
Two Child	\$6,650	\$6,780	\$6,885	\$7,025	\$7,240	\$7,555
Three Child	\$8,930	\$9,105	\$9,245	\$9,435	\$9,720	\$10,125
Four Child	\$10,640	\$10,850	\$11,020	\$11,245	\$11,580	\$12,020
Five Child	\$12,350	\$12,595	\$12,595	\$12,850	\$13,240	\$13,735
Six Child				\$14,255	\$14,680	\$15,220
Non-Parishioner	\$5,940	\$6,015	\$6,075	\$6,155	\$6,340	\$6,610
Tech Fee (gr 5-8)						\$100

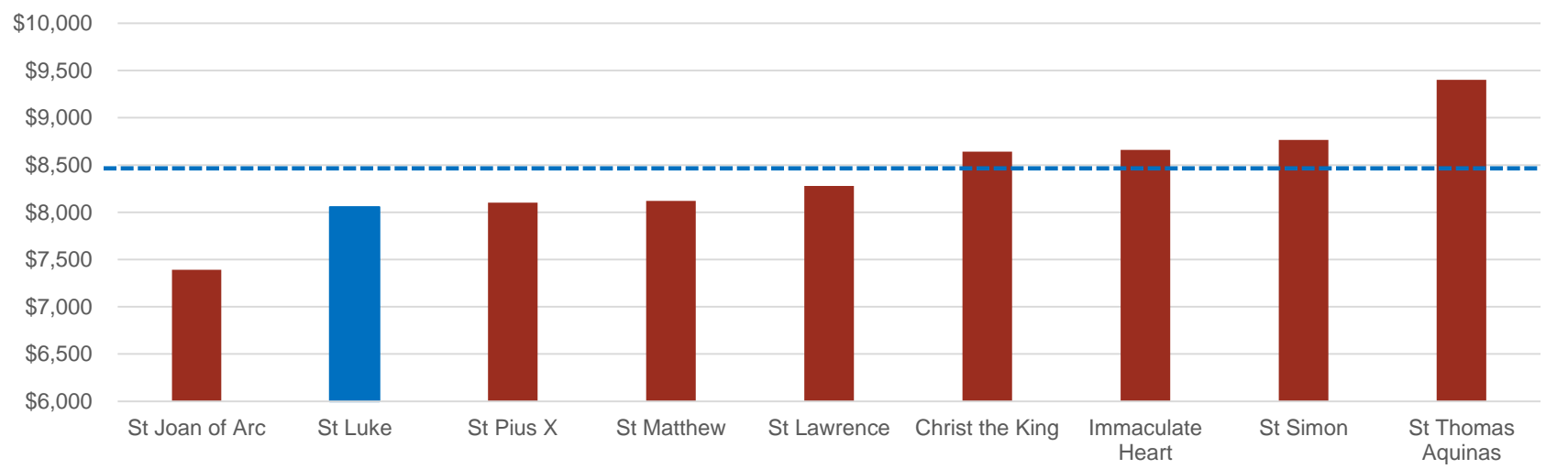
- Tuition increases have grown in the past 2-3 years as we've added Spanish, Latin, a second assistant principal, additional teacher aides in lower grades, etc.
- Tech fee of \$100 per student in grades 5-8 to pay for iPads was introduced in 2017-2018
- Should consider increasing the Kindergarten surcharge, perhaps setting it on a schedule of \$5 or \$10 increases each year

Other School Comparison – 2017-18 Tuition and Fees

1 Student



2 Students



Line illustrates where St Luke would be at \$275 increase/585 students and assumes all other schools hold tuition constant

Buildings and Grounds Committee Report 3/1/18 SLSC meeting

1. Wireless connections were strengthened in anticipation of ISTEP demands.
2. Patrick is disappointed with EMS and has met with the manager to improve service. Turnover at EMS has affected services. A new checklist will be posted in each classroom with jobs and initials of person performing them.
3. New outdoor lighting near the preschool has been bid; three plans were presented.
4. Budget items that affect the school are:
 - New sign in the turnaround that lists the address of the Church
 - New cubbies in the middle school classrooms that have old cloakroom closets.
 - Demolition of bookcases and wall repair in classrooms downstairs that have a humidity problem due to the concrete wall.
 - Replace the north gym lights
 - Repave the parking lots (not just patch)

Communications committee meeting 3/1/18 noon

Pictorial directory in print. Has been challenging due to retirement of personnel, dropped balls and phone tag. Hammering out a date for delivery now.

Hash tag campaign: big traction with #stlukestrong (school) especially teachers. #stlukeindy (parish) not much happening. Need improved marketing/rebranding/combination of the parish tag???

St Luke Church App is available but not officially launched. Search St luke catholic church indy. Deciding which ministries to include in app and who will upload content.

Website recently updated. Well received. A few glitches. A few new people being trained on managing the site.

Stewardship Committee Meeting Notes, March 5, 2018

Stewardship Marketing Campaign 2018

Week of Sept 29/30

Week of Oct 6/7

Week of Oct 13/14 – Commitment Card; required for St. Luke Parishioner discount on tuition

Fall Fest is 22Sep2018

Pizza, Pasta and Parishioner (P3) is 20Oct2018 after the 5:30pm Mass

Photo Directory - proof due March 19th. Directory should be available 15 business days after proof is approved.

Stewardship Calendar was reviewed. Some recommendations were not recommended; some requests needed additional information prior to decision.

Recommending synergy and dual approach toward the fund raising activities among some of the ministries

Seeing blurred lines between PTO and the SLS fundraising

The St. Luke School Commission is seeking nominees to serve on the Commission for a three-year term beginning in the fall of 2018.

The purpose of the Commission is to advise and collaborate with administrators and the pastor about issues related to the school.

Members interested in joining the Commission should be adult practicing Catholics with a strong commitment to the mission of the school. Of the four spots available, three are reserved for current parents of the school community, while the last is reserved for an at-large member that does not anticipate having children in school for at least two years following the appointment.

Each nominee should submit a short biography indicating why he/she is interested in serving with any strengths they will bring to the Commission's work.

Please contact Terri Moore(territmoore@ameritech.net) or Commission President, Dan Heslin (dheslin77@gmail.com) for further information or to submit a nomination.

The nomination period will close on April 15 and the election will take place the weekend of April 27.