

St. Luke School Commission Meeting Minutes

Tuesday, Feb. 6, 2018 7:00 PM

The meeting was called to order at 7:03 PM.

In attendance: Dan Heslin, Elizabeth Kissel, Sue MacGill, Maribeth Cloud, Katie Kumler, Heather Allen, Valerie Esposito, Jim Naughton, Kevin McCusker, Andy Bauer

Andy Bauer opened the meeting with a prayer.

The January meeting minutes were approved.

The flu has been making the rounds at St. Luke School. On the day of the meeting, 15% of the students were absent.

Elizabeth Kissel reviewed the Principal's Report, which is attached below. She discussed the updated School Handbook, which includes an updated discipline policy and will be posted online.

The School Accreditation site visit is on Thursday, February 15th. The accreditation committee will meet with representatives of the School Commission from 1:20-2:00.

During the NWEA test, there were some problems with connections to the Internet. The administration has communicated to our hardware provider that we expect the problems to be addressed.

Building cleanliness has been better, but there were some recent problems. CYO has left the gym dirty several times. The SLAC liaison will pass on the message that the facilities should be left clean after CYO events.

There was an ice storm on one day since the January School Commission meeting. The parking lot and sidewalks were not treated for ice sufficiently before the beginning of school.

Elizabeth Kissel briefly discussed "E" days, which will be used for professional development of teachers, emergency situations, etc.

Andy Bauer gave a financial report, which is attached. The school is currently running approximately \$60,000 ahead of budget.

The finance committee has reviewed planned changes to tuition but is not yet ready to present specific suggestions to the School Commission. The School Commission will discuss tuition during the March meeting.

Andy Bauer is further reviewing a possible student loan forgiveness program, which may also include compensation for teachers who do not have student loans.

Andy reviewed the current status of the master plan. School representatives met with Patrick and Greg. A good solution for the school has been proposed, including feedback from the preschool representatives. The master plan will be presented to the parish at the end of February or early March through one of more town halls.

The building and grounds update included a notice that numbers have been put up at entrances around the school. Recently, an IMPD officer dropped by and gave the school an impromptu school safety review, which included recommendations related to security camera placement.

The School Commission then reviewed the current state of the strategic plan. The draft goals for each of the identified areas are attached and were discussed briefly. For operation vitality, the team will consider the options and consequences of various alternate tuition models, but no changes are anticipated for the 2018-19 school year. For mission, vision, and values, the School Commission briefly discussed the possibility of a target attendance rate. For technology, the focus will be on identifying the desired technology for the teachers and provided the budget to meet those desires. The academic excellence team identified numerous goals. One aspect that the School Commission discussed was what aspect, if anything, of the school do we want to promote as being a particular focus or specialty of St. Luke, such as a focus on STEM, differentiated learning, or educated the whole person.

Andy Bauer closed the meeting with a prayer at 8:39 PM.

Respectfully submitted by Kevin McCusker, School Commission Secretary

Appendix

- I. Principal's Report (pp. 4-6)
- II. Finance Report (pp. 7-9)
- III. Strategic Plan Draft Goals (pp. 10-20)

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
✓ Vertically align curriculum maps in ELA to ensure all critical skills are addressed in a cohesive manner. Sue O'Brien will continue meeting with the ELA Academic Team to facilitate this process.	<i>November 30 (Sue O'Brien - ELA) Will meet again in January</i>	<i>Ongoing</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 th math on December 11 and will continue meeting with the Math Team to facilitate this process.	<i>November 2 (E. Kissel) Will meet again in January</i>	<i>Complete</i>
✓ The students will participate in the second round of NWEA testing in January. Upon the completion of the test, the staff will review their students' data to monitor their progress.	<i>January</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:

None at this time

Action items	Date	Deadline
✓ The SIP will be posted online	<i>February</i>	<i>Pending...</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.

Action items	Date	Status
✓ The new Family and Student Handbook (with an updated discipline policy) will be posted online	November	Completed

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	Deadline
✓ UPDATE: The 5 th grade team provided a staff in-service on how to utilize NWEA MAP Skills to provide differentiated instruction via an adaptive technology designed to enhance student performance.	January	Completed
✓ 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.	February	Open

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.

Action items	Date	Deadline
✓ 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	Ongoing	In Progress

Action items	Date	Deadline
plan that will streamline the use of the school website vs Rediker Plus Portals. ✓ UPDATE: Jenn Rotz has begun the process of updating the school website.		

AGENDA ITEM: ACCREDITATION SITE VISIT

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

Action items	Date	Deadline
✓ Administration will assemble interview teams for the site visit.	<i>January</i>	<i>Complete</i>
✓ Administration will assemble all additional details for the site visit. ✓ UPDATE: School Commission members are needed to sign up for the School Commission interview panel during the site visit from 1:20 – 2:00 on Thursday, Feb. 15 in the Parish Hall. Please email Elizabeth if you are interested and able to attend.	<i>January</i>	<i>Complete</i>
✓ The AdvancEd survey will be distributed to all parents and faculty	<i>February</i>	<i>Open</i>

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Finance Report – February 2018

2017-18 Finances

- 2017-18 financials are running a positive variance to budget
 - Planned subsidy is (\$458,711)
 - Current projected subsidy wis (\$397,397)
- Patrick is comfortable with current revenue/expense trend
 - Instructional salaries are running ~\$30k positive to budget
 - Health and other Benefit Expenses are running ~\$35k positive to budget
 - Cafeteria
 - Salaries are \$14k positive to budget
 - Food costs are running \$10k positive to budget
 - Tuition is \$36k behind forecast due to student mix

2018-19 Finances

- Next Step – Approve 2018-19 Tuition Schedule
 - Currently working with Patrick to generate expected tuition need
 - Work with Patrick and School Administration to consider any additional funding needs
 - PTO has approached the school about including field trip expenses in the school's budget; Exec is reviewing this request, we'll keep you posted
 - Between now and March School Commission meeting we'll meet with Monsignor to present our preliminary findings and get his thoughts
 - At March meeting will make formal proposal and hold discussion with vote on tuition recommendation
 - Also trying to get expense side ready by March meeting for initial discussion
 - By rule must be tabled and approved at next meeting (in April)

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Draft Goals – February 6, 2018

Topic	Team	Draft Goals
Operational Vitality	Sue, Rob, Jim	<p><u>Benchmark 1: Operational Vitality</u></p> <p>Financial planning for SLCS happens annually. Is it feasible to provide a 3-5 year plan that would include both current and projected project expenses? How does an emphasis on Sunday stewardship factor into the school budget if at all? How does the pre-school budget factor into the overall budget of SLCS?</p> <p><u>Benchmark 2: Operational Vitality</u></p> <p>How do we attract and retain excellent staff? Are we in compliance with published archdiocesan personnel policies and as a School Commission what are our responsibilities in this regard? Can we work with PTO to enrich our school environment for the staff while complying with Archdiocesan guidelines?</p> <p><u>Benchmark 3: Operational Vitality</u></p> <p>SLCS will strive to develop and maintain facilities and technology that supports the stated mission of the school. In this benchmark the issues of maintenance and safety are encompassed. How do we design, develop, staff and maintain SLCS in alignment with our stated Mission.?</p> <p><u>Benchmark 4: Operational Vitality</u></p> <p>SLCS will work with the Parish communications liaison to implement multiple marketing tools to further spread the good news about the school. Initial considerations may include:</p> <ul style="list-style-type: none">What is an ideal enrollment figure?What funding sources are being underutilized?What is our retention rate? Why do families leave?How do SLCS graduates do in high school? Are we missing any areas of helpful preparation?Do we communicate well with the Parish about happenings in the school?

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Technology	Kevin, Derek, Terri	<p>Goal: Reliably and seamlessly integrate desired technology into classrooms with minimal interruption to education environment.</p> <p>Action items:</p> <ul style="list-style-type: none">- Survey teachers regarding desired technology, which may lead to different technology in different classrooms<ul style="list-style-type: none">o Technology includes iPads, teacher laptops, smartboards, projectors, in-class printers, etc.- Establish adequate support for technology, which will likely include hiring an IT person for either part- or full-time- Provide training to teachers on the best ways to integrate technology into the classroom- Include online subscriptions accessible by all staff and students <p>Goal: Continually update technology as needed</p> <p>Action items:</p> <ul style="list-style-type: none">- Develop and implement plan for evaluating ongoing needs- Budget for updating technology every year, including updating teacher laptops on a rolling basis <p>Overarching action items:</p> <ul style="list-style-type: none">- Meet with Elizabeth Kissel and/or Beth Borland to get their thoughts on technology in the classroom- Meet with the north deanery IT person to develop technology plan
Mission/ Vision/ Values	Dan, Andy, Maribeth	<p>Vision Statement: St. Luke Catholic School 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. (added “greatest” to original as it made the statement feel a little more aspirational)</p> <p>Mission Statement: St. Luke Catholic School, with the love of Jesus Christ as our model</p>

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		<p>and guide, is dedicated to education students in Catholic Doctrine and practice (current)</p> <p>Potential Goals</p> <ol style="list-style-type: none">1. Increase parental participation in the Sacramental life at St. Luke Catholic Church, recognizing this important part of each child’s education.2. St. Luke Catholic School will continue to provide a Christ-centered learning environment with strong academics and a focus on Catholic identity.3. St. Luke Catholic School will maintain grade sizes <70 to deliver a tailored learning environment that meets students where they are and helps them realize their full potential4. St. Luke Catholic School will maintain a 95% attendance rate to ensure students have adequate classroom time
Academic Excellence	Katie, Valerie, Heather	<p><u>Summary of Goals:</u></p> <ol style="list-style-type: none">1. SLS will have a clearly articulated, rigorous curriculum aligned with relevant standards, 21st century skills, and Gospel values, implemented through effective instruction.2. SLS will use school-wide assessment methods and practices to document student learning and program effectiveness, to make student performances transparent, and to inform the continuous review of curriculum and the improvement of instructional practices.3. SLS will provide programs and services aligned with the mission to enrich the academic program and support the development of student and family life.

Academic Excellence Detail

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Introduction:

Over the next three years, we will work on the Academic Excellence pillar of the strategic plan to make St. Luke School (SLS) a best in class, Catholic academic institution. We will complete these actions to create a learning environment focused on the spiritual development of students and professional development for personnel. This begins by the design, implementation and monitoring of the K-8 curriculum designed to help educators, parents, students, and community members understand what students need to know and be able to do at each grade level, in order to exit St. Luke School and be best prepared for high school.

Note: Columns in gray are original to the NSB. The three standards were slightly customized to reflect St. Luke School (SLS). Columns highlighted in yellow are the actions needed by SLS in order to achieve the standards, and consequently achieve our goals over the next 3 years.

Standard	Content	Benchmark	Benchmark Content	Actions Needed	Actions Needed	Actions Needed
7	<u>SLS will have</u> a clearly articulated, rigorous curriculum aligned with relevant standards, 21st century skills, and Gospel values, implemented through effective instruction.	7.1	The curriculum adheres to appropriate, delineated standards, and is vertically aligned to ensure that every student successfully completes a rigorous and coherent sequence of academic courses based on the standards and rooted in Catholic values.	<ul style="list-style-type: none"> Map K-8 curriculum in a manner that ensures awareness and execution of the Indiana Academic Standards set by the Indiana Department of Education (INDOE), as well as the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools (NSB). The K-8 curriculum will include all subjects, including specials taught at SLS. 	<ul style="list-style-type: none"> A semi-annual evaluation of the curriculum must occur. First, by the end of June in preparation of the upcoming academic school year, and again in January to address any adjustments. As part of the semi-annual evaluation of the curriculum, the data from state and other standardized testing will be reviewed for growth and progress. 	
		7.2	Standards are adopted across the curriculum, and include integration of the religious,	<ul style="list-style-type: none"> Present the accurate and complete curriculum to the School Commission at the initial school 	<ul style="list-style-type: none"> Any resources, books (paper or electronic) or training required to systematically 	Ideally, funds required to sustain and/or improve the curriculum must be available as

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			spiritual, moral, and ethical dimensions of learning in all subjects.	<p>commission meeting of the academic school year. (August)</p> <ul style="list-style-type: none"> Post the expectations of current curriculum to the SLS website in advance of the upcoming school year. All potential changes to curriculum will be evaluated for impact to the overall curriculum by administration in advance of implementation. 	implement the curriculum must be itemized for the Finance Committee by November in preparation for approval of the SLS budget	part of the budget discussion by the School Commission.
		7.3	Curriculum and instruction for 21st century learning provide students with the knowledge, understanding and skills to become creative, reflective, literate, critical, and moral evaluators, problem solvers, decision makers, and socially responsible global citizens	<ul style="list-style-type: none"> Data from state testing will support the growth of the mathematics and ELA curriculum Professional Development and/or instructional assistants will be provided to support instruction for both high and low ability students. Align writing program with state standards to ensure students are able hone the skills needed to communicate confidently and effectively. Through the process of learning to write well, students learn to think clearly and express themselves proficiently and eloquently. 	<ul style="list-style-type: none"> Evaluate STEM instruction and/or enrichment opportunities to complement classroom learning Example: Indiana Science Initiative (ISI) is aligned with INDOE 2016 standards, offers people from Eli Lilly and Company to help in classrooms <ul style="list-style-type: none"> Identify and train appropriate Science teachers conducted by ISI Implement the ISI curriculum in alignment with the SLS curriculum Identify school wide 	<p>Measure Science scores based on year-to-year basis, or ISI classrooms vs non-ISI classrooms.</p> <p>Analyze ISTEP and NWEA scores for improvement. Identify and implement action plans for each performance quartile.</p>

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				<ul style="list-style-type: none"> Utilize the SLS Library to enhance the curriculum and assist students in the selection of appropriate reading levels. Evaluate utilization of the Central Library shared services to enhance the overall curriculum. 	enrichment programs or opportunities to enhance STEM (e.g., School Reading Program, Spelling Bee, GeoBee, Math)	
		7.4	Curriculum and instruction for 21st century learning prepares students to become expert users of technology, able to create, publish, and critique digital products that reflect their understanding of the content and their technological skills	<ul style="list-style-type: none"> Design and incorporate appropriate Foreign Language curriculum as time/resources allows. Appropriate materials/supplies will be purchased in alignment with the financial strategy and the academic curriculum. Training for teachers should be completed prior to the implementation of the curriculum. 	<ul style="list-style-type: none"> Increase the focus on age appropriate Technology instruction into the curriculum. Increase the focus on choosing literature that is vocabulary rich, age appropriate and confirms Catholic values, as well as increases in complexity with the curriculum across grade levels. 	Incorporate Arts/Music Programs into the curriculum and ensure age appropriate/grade level expectations are clarified.
		7.5	Classroom instruction is designed to intentionally address the affective dimensions of learning, such as intellectual and social dispositions, relationship building, and habits of mind.			
		7.6	Classroom instruction is designed to engage and motivate all	<ul style="list-style-type: none"> Ensure Resource and Enrichment personnel are appropriately trained and 	<ul style="list-style-type: none"> Students are selected by objective data to identify who would 	

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			students, addressing the diverse needs and capabilities of each student, and accommodating students with special needs as fully as possible.	<p>licensed.</p> <ul style="list-style-type: none"> Utilize appropriate measurement tools (e.g., Dibbles) in a timely manner and regular frequency to evaluate student achievement and growth. Train Resource and Enrichment personnel on these measurement tools on a regular basis to ensure consistency and sustainability of the Resource and Enrichment Programs 	<p>benefit from Resource and/or Enrichment services. This also includes a combination of Individual Service Plan (ISP) agreements, teachers and parents input.</p> <ul style="list-style-type: none"> Enrichment/Resource schedules will be designed to reflect the accurate and complete needs of the student body. Resource/Enrichment Personnel will be fully staffed to meet the needs of the student body. 	
		7.7	Faculty collaborate in professional learning communities to develop, implement and continuously improve the effectiveness of the curriculum and instruction to result in high levels of student achievement.	<ul style="list-style-type: none"> ISTEP results: Goal TBD HSPT results: Goal TBD; Maybe. Hard to get a number from the High Schools. 	Outcomes of appropriately implemented curriculum will be an input to the external assessments including: A Rating, 4-star rating, Blue Ribbon, and/or IB achievement.	Attendance Policy will be reviewed to ensure student attendance is a priority.
		7.8	The faculty and professional support staff meet (arch) diocesan, state, and/or national requirements for academic preparation and	<ul style="list-style-type: none"> Licenses, education and training will be evaluated at each contract period for faculty and professional support staff. Any deficits will be addressed in a timely 		

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			licensing to ensure their capacity to provide effective curriculum and instruction.	<ul style="list-style-type: none"> Contracts should provide for teacher/staff availability and allowances for funds to enable design, implementation and sustainability of the curriculum. 		
		7.9	Faculty and professional support staff demonstrate and continuously improve knowledge and skills necessary for effective instruction, cultural sensitivity, and modeling of Gospel values.	<ul style="list-style-type: none"> Faculty and professional support staff will meet the expectations of their job description, attend professional training as required, and incorporate learnings into their classroom aligned with the curriculum. Share the learning with rest of faculty and professional support staff. 		
		7.10	Faculty and staff engage in high quality professional development, including religious formation, and are accountable for implementation that supports student learning	<ul style="list-style-type: none"> Ensure Professional Development expectations are discussed during performance evaluations. Professional Development plans are prepared and adhered to as designed 		The Principal is accountable for ensuring personnel remain appropriately trained, licensed and educated.
8	SLS will use school-wide assessment methods and practices to document student learning and	8.1	School-wide and student data generated by a variety of tools are used to monitor, review, and evaluate the curriculum and co-	<ul style="list-style-type: none"> ISTEP and NWEA scores will continue to be promptly analyzed Assess curriculum for potential changes/updates as a 		

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	program effectiveness, to make student performances transparent, and to inform the continuous review of curriculum and the improvement of instructional practices.		curricular programs; to plan for continued and sustained student growth; and to monitor and assess faculty performance.	<p>consequence of the data analysis.</p> <ul style="list-style-type: none"> Analysis and commensurate curriculum assessment will be presented to the School Commission 		
		8.2	School-wide and aggregated student data are normed to appropriate populations and are shared with all stakeholders.	Utilize appropriate tools or resources (e.g., Rooney Foundation) to assist in evaluation of grade level and school wide data. Appropriate action plans will be developed as a consequence of this evaluation.		
		8.3	Faculty use a variety of curriculum-based assessments aligned with learning outcomes and instructional practices to assess student learning, including formative, summative, authentic performance, and student self-assessment	<p>Establish appropriate grade level measurements and/or rubrics to demonstrate student performance and growth versus the state standards and curriculum</p> <p>Resource tools for assessment/ training/ implementation</p>		
		8.4	Criteria used to evaluate student work and the reporting mechanisms are valid, consistent,	Resource tools for assessment/ training/ implementation		

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			transparent, and justly administered.			
		8.5	Faculty collaborate in professional learning communities to monitor individual and class-wide student learning through methods such as common assessments and rubrics.	<ul style="list-style-type: none"> • Routine staff meetings should be scheduled with regular frequency and in a manner to maximize faculty time, and minimize impact to student’s academic learning time. • Attendance by all faculty and professional support staff is mandatory. • Academic teams will be utilized to establish and solidify grade level and school wide outcomes. 		
9	SLS will provide programs and services aligned with the mission to enrich the academic program and support the development of student and family life.	9.1	School-wide programs for parents/guardians provide opportunities for parents/guardians to partner with school leaders, faculty, and other parents/guardians to enhance the educational experiences for the school community.	<ul style="list-style-type: none"> • St. Luke Parish offers a variety of stewardship opportunities including St. Luke School. • School Commission will continue to publish meeting minutes on the website. • Stewardship liaisons continue to collaborate and communicate across the school and parish committees. 	<ul style="list-style-type: none"> • Parent Volunteers • Room Parents • Collaboration with the St Luke Parish in fundraising, wish lists, curriculum planning, 	
		9.2	Guidance services, wellness programs, behavior management programs, and ancillary services provide the necessary support for students to	Guidance counsellor, PE, Washington Township. school nurse	<ul style="list-style-type: none"> • Evaluate opportunities to enable Cafeteria menu to meet financial needs of the student body, as well as the nutritional expectations for 	<ul style="list-style-type: none"> • Ensure Field Trips are designed in advance of the academic school year in a manner, which will enhance and support the

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			successfully complete the school program.		healthy lunches.	established curriculum at each grade level.
		9.3	Co-curricular and extra-curricular activities provide opportunities outside the classroom for students to further identify and develop their gifts and talents and to enhance their creative, aesthetic, social/emotional, physical, and spiritual capabilities.	<ul style="list-style-type: none"> • Design PTO after school enrichment to enhance the Annual School Objective (e.g., Young Authors), which was in turn designed to complement the curriculum. • Ensure PTO Grants Program continues to enrich student experiences in the classroom by funding teacher directed programs. Money not spent on the specified program will be returned promptly to the PTO fund for reallocation. 		