

**St Luke School Commission**  
**Minutes from Tuesday, November 3, 2009**

Meeting called to order: 7:05pm

In attendance:

Jeannine Goldner- Pastoral Council  
Steve Weber  
Michele Tillery  
Michael Cloran- Pastoral Council

Voting Members:

Bridget Kennedy  
Walt Kuhn  
Jen Money-Brady  
Doug Derringer  
Steve Berenyi  
Jim Archer  
Pat Crossin  
Kathleen Leppert  
Tracy Miller  
Adam Nelson

Excused

Father Noah Casey  
Diane Anglen  
David Daniels

Guests: Michele Williams, Mary Jeanne Burger

Opening Prayer- Kathleen Leppert

Roll- Jen Money-Brady

October Minutes Approved

By Walt Kuhn Seconded by Pat Crossin

President's Report- Bridget Kennedy (see report)

Open Houses (Steve will discuss).

Kindergarten (Steve will discuss).

Concerned with all of the motions that we have to discuss. A lot of things to think about this year. Marketing materials are important. Board strategic development and communications will need to work with Molly Evans. We need to have a "big picture" idea. Bridget has met with Steve Weber, but not Father Noah about establishing a committee to discuss this big picture idea. Steve Berenyi asked what our intent was to form a

committee and who would be on the committee. We would like experienced people (in marketing specifically) who know how to create the "big picture". Doug said the first detail needs to be deciding what your goals are short-term and long term. Board Strategic Development and Communications need to get together to make these goals ahead of establishing a committee. Mike Cloran said that based on last year's kick off meeting for marketing, it felt like we had too many BIG ideas. We need to focus on the smaller details. We did a lot with the website, but not as much as Mike felt we needed to do. If you pick one task, we have a better chance of accomplishing the task. Bridget said we don't have a clear goal except to say increase enrollment, and Mike said that might be our big goal for the year. If we're going to build a new website, do we know what our message is? Ready, Aim, Fire instead of Ready, Fire, Aim. Doug inquired about the vision of the committee. Doug would like to add additional non-voting members-at-large to school commission. Steve and Bridget do not want to add this position, we just need committed people who are willing to volunteer with our current school commission voting members. Jim asked for a point of clarification on whose website we are revamping. Most people at this table would prefer for St. Luke School to have their own website outside of the parish website. We have not gotten permission, but we could receive it if we have a clear idea of what we want. Pat inquired about enrollment as our goal (specifically kindergarten enrollment), and Bridget said that is always our goal. Bridget will get with Kathleen and Father Noah to make a better plan.

Middle School Math (Steve will discuss).

No **Teacher Breakfast** on Thursday morning (November 5<sup>th</sup>). We could do Teacher Breakfast on Thursday, November 12<sup>th</sup>. Bridget would like to have two breakfasts (one on 11.12.09 and another date). Bridget is willing to have volunteers help her. Bridget will put together an invite and send to Steve. Teacher Breakfast will be 11/12 at 7:15 and then a second offered during the second semester.

Principal's Report- Steve Weber (see report attached)

Open House: Steve passed around sample marketing material to everyone. We did try radio advertisements and it was well received. We had three PT families call about the ad on WFYI. The print on the yard signs was too small. The Open House postcard was well received. Bridget asked if our marketing budget had more to send out/hand out to people, but the post card was only for Open House. We did have a lot of younger children (3 & 4 year olds). Michele and Steve modified the application request form, which will help with documentation of interest and enrollment. Families that attended the middle school open house liked to see future teachers, but they will modify the program. A suggestion was made about the primary program that parents should present their own version of why they like the primary program. Next year, we may have room parents call their grade level families to increase the participation of current families at the open house. The focus should be K-8 as a selling point for people. Steve was comfortable with the primary open house, but the others seemed lacking because of attendance. K-8 all at once may be too much. We will still have the January Open House and parent sessions. Bridget offered that the presentations for K-3 got a little too long. Best presentations were 4-6 grade level open house. Perhaps, teachers need to know what their goal/message is to present at the Open House. Inviting parents to speak would be a great benefit. Student led tours were great. Could students talk about their favorite aspect at St. Luke? Parents were impressed with the students. Bringing the high school students in to speak might be a good idea next year. Doug asked about the families that attended, and they were new families (parishioners, but not currently attending the school). Doug asked what the next step would be with those families. They will receive personal notes from parent volunteers and Steve/Michele will follow up with a contact phone call if they have a current elementary aged child (an email for those that are not of current elementary age). Steve Berenyi asked if there is value in the parish to follow

up with the families that are not parishioners to see if they could be interested in kindergarten (and if the parish is feeding this information to us). We do not know if the parish follows up on the numbers. Steve Berenyi would like to see the parish help us leverage our numbers for kindergarten. An example: if a new family comes to St. Luke as new parishioners, does the parish send the family to Steve for educational reasons? Do we send families over to the parish if they are only able to send their children to school, but they're not yet parishioners. Steve confirmed that this is done. Personal phone calls would be great. But everyone agreed that it is the best contact. We need to let people know that they are always welcome to visit. We have targeted our marketing specifically towards kindergarten, but we have not yet targeted the "next" year of students. Bridget is most concerned with number of students that have summer birthdays that could possibly be held back for the following school year. Steve Berenyi asked if we have a history for this type of data. Steve Weber said that we do have a history of holding back students. Steve Berenyi asked if we target those families specifically. Bridget said that we need to target all families. We have to be careful not to push anyone into a decision (Bridget and Kathleen agreed). Open House post card and a letter was sent to the parish families (and other interested people), and we will call them. Kathleen asked if we mailed the application. Steve said no, we just ask if they want the request form. Parent volunteers will help contact people if necessary. The good news is that we have data for this plan. All applications are due February 5, 2010. New families need to submit their applications by December 11, 2009 for early admission deadline. Jim asked if we talk to other parochial schools about their enrollment. They find out who has full vs. open enrollment, so they can send families to the open enrollment parishes. Steve said we are very geographic (St. Pius will come here, but not a parish like St. Simon). Jim wants to know if IHM is full why don't we take their kids. Steve Weber said we do that. The key is to know the numbers prior to our budget decision. The next rampage that goes out will have the request for application form for siblings of current students. The following rampage will have the application if they requested an application. Bridget inquired how many people we had from the Open House that were interested in Kindergarten. Most people were interested in full day, but a few had questions and they will call Michele. Most people were very interested and enthusiastic about sending their students to St. Luke. Bridget asked if we have marketing items for the Catholic Schools week Open House. We have spent a lot of marketing money already this year. Last year (maybe because of the economy), there were a lot of late applications, which is atypical of this community. It's hard to plan for a budget when that happens.

**Math Curriculum Review:** The review committee will meet this Thursday, November 5, 2009 at 3:15pm to look at the standards and curriculum that we already use and if it is in-line with high school curriculum. They plan to be done in March 2010.

**Middle School Math Update:** Specific numbers were given, please the Principal's Report. They are still ironing out any scheduling issues with Miss McIntyre for the various math levels. Required computer time for the Math Lab was decreased to 30 minutes per week. The computer class will allow an extra 15 minutes of class time to use the Math Lab program. David Daniels is still working to make the adjustments to the Math Lab. Doug would be happy to step in to make sure that we have a map so that Sue Iffert can ask questions. Bridget and Steve will send him the name of the person at Pearson. Steve talked about the grades that were given in the Pre-Algebra Sessions 1, 2, and 3 and Algebra Sessions 1, 2, and 3.

**"Let's Get Focused" ADHD Parent Support Group:** Steve reviewed the first meeting. Jenny Daniels and Michele Fisher coordinated this group.

Update on Student Behavior: Steve reviewed many actions that have taken place this year. Issues in 6<sup>th</sup> and 7<sup>th</sup> grade involved football.

### **Committee Reports**

**By-laws:** Admissions Policy and Procedures were reviewed (each person received a copy at the meeting). Bridget wanted to get a count on who has the by-laws, policies and procedures. Adam and Bridget will clean up the by-laws. Adam will put this into electronic files, so that we can improve our archival records (by January 2010). There are different versions of the policy and procedures for the Admissions. The current policy was reviewed and the red items need to be updated. Application checklist is given in each application. The priority of application decisions was discussed. Steve said that priority is not a big deal since there are three sections. The old by-laws state that parents must supply the first month's tuition, but this needs to be changed, because we do not know the first month's tuition at the time that they are accepted. Steve said that there is a separate policy that refers to the Time, Talent and Treasure audit for parents.

Bridget asked for someone to motion to approve the changes. Mike clarified that the \$225 deposit that is refundable, needs to be stated as refundable if admission is not granted. We need to make it clear that you will get this money back if you are not given a position in kindergarten. Steve Berenyi stated that the Time, Talent and Treasure wording may be changed. We will proceed for a motion. Jim asked why we use deposits, and it makes families commit/adds value. Adam made a motion to approve the Admissions Policy (except #3 which will be consistent with the Application Checklist), Walt Kuhn seconded. All were in favor of the Admissions Policy.

**Communications:** Nothing to report

**Finance:** Walt was cautiously optimistic. We were down in July and August, and up in September. October numbers were down as well, mainly the weekend of Fall Break (\$6,200). We are below budget by \$25,000. We used last year's numbers, so \$25,000 below is below last year's actual numbers. The hope is that we will rebound in November and December. School salaries are below budget by \$19,000. Cafeteria is doing well, but that may be due to timing. Athletics has had strong collections which might be due to online payment systems (i.e. if you haven't paid, you can't play at practice or in a game). \$3,000 in uniform money is missing, but that might be due to coach/administration issues (they have moved to asking people to sign out for the uniforms or be charged). We don't know if insurance is up or down, but early indications are that we have two additional people adding insurance. It is going to be a tough year. We can make up some of the deficit, but not all of it. Doug asked if last year's budget saw a deficit during Fall Break and if there was a peak during another weekend. The next meeting will be December 1, 2009. Walt would recommend that we appoint an Assistant Treasurer as an under-study. This does not need to be an official vote since this person will have an unofficial role.

**Nominations:** Nothing to report.

**Strategic Development:** Kathleen passed out drafts of the Mission/Vision statements. The goal was to keep both the Mission and Vision concise. We reviewed other school's mission and vision statements. Steve noted that it is tied to our by-laws and Bridget stated that it also ties into the Archdiocese. Bridget said that we can table it for discussion. Mike said that our mission sounds weak; we need a punch to it. We sound subservient to the parish and pastor. Walt asked for the sentence that Mike would like to see. Bridget asked her sister-in-law about IHM's mission and vision statement, so we need a statement like that. The second sentence needs to be first for the punch. Kathleen will email everyone with a revision.

## **Written Reports**

Pastoral Council: Bingo Blast is the only fundraiser for SLAC on November 14, 2009. Doug talked about the Christian Social Action Commission. Father Noah is still looking for a Pro-Life leader. He is also looking for a Chair and Vice-Chair for the parish planning process.

Faith Formation: Nothing to report.

Buildings and Grounds: Jim Archer: Unable to attend the B&G meeting and the School Facility Improvement Sub Committee meeting has been rescheduled for November 12th. Any significant updates will be forwarded to commission members.

Stewardship: Stewardship is looking for people to assist with the welcoming committee. Blocktober was under budget by 15%. They think that the interest has run its course, and they are thinking of scrapping that idea and doing something different.

PTO: They are reviewing the accounting policies formulated after meeting with the parish staff. The PTO newsletter was sent out with afterschool activities and enrichment. Dues revenue is tracking well. Working on locker room artwork for the blank wall. Request for CPR supplies. Have spent money for sick room supplies. Approved a request for a uniform shirt for each teacher. Afterschool activities will move to online registration next Spring. They hope to have clubs next fall. Fundraising is projected to be down by 25%. The buzzbook went out. The mentoring program is going well with the new families.

SLAC: Pat distributed his report. Please support Bingo, they did not do well last year. They need as much support as possible. SLAC supported the addition of 3<sup>rd</sup> grade kickball for the spring.

## **Open Forum**

Bridget provided a reminder about the rules. This is an opportunity to speak. The item must be on the agenda. This opportunity to speak must be clear and concise. Please come to ~~thi~~ us after the meeting about the topics discussed if you need more time. If there are other items to discuss, call Bridget to discuss.

*Michelle Williams:* 3<sup>rd</sup> grade kickball is a bad idea (she was told to contact SLAC). About parish contributions, direct debit should be advertised (this should be directed to Pastoral Council). Uniform discussions go to SLAC. She asked how we pick who will be on a committee, and people are upset about how committees are picked (this falls outside of school commission). Mentors for new kindergarten families and people that are applying should be contacted by new family members. What if a coach is not a good role model (this is a SLAC issue)? Our kids need to do other things outside of sports. School Commission needs to stand up to others if other groups aren't doing their best.

*Mary Jeanne Burger:* Do we really need Play Like A Champion? We just need tougher policies for coaches and players. Why did she have to spend 3 hours in a workshop instead of a policy. Bridget said that this area falls under SLAC and Parish procedures. Bridget has asked Father Noah for more clear guidance on this issue. The bullying that happens ~~at school~~ may not actually happen at school, but it is reported at school. Steve reports this behavior to the coach. CYO reports to the parish not the school (the AD reports to the Pastor not the Principal). If something directly happens at school, then Steve deals with the incident, but in some situations the coach is contacted. Most coaches are very supportive.

No Pastor's Message.

Closing Prayer was offered from Kathleen Leppert.  
Bridget motioned to adjourn, and Patrick seconded.

Meeting adjourned at 8:43pm.

Minutes respectfully submitted by Jen Money-Brady

APPROVED MINUTES