

St. Robert School Advisory Board Meeting Minutes
 April 13, 2016, 2015, 6:00 p.m.
 Room 207

Members Attending: Lauren Beckmann, John Dunn, Tom Dean, Fr. Dennis Dirkx, Sara Coffou, Kelly Schmidt, Lisa Sweeney, Tony Erba, Mariann Willing, Lisa Lesjak, Kristen Reynolds and Margy Cain

Members Absent: Soley Somma, Christopher Adams and Marcia Velde

Guests Attending: Laura Pfaff

The meeting commenced at 6:02 p.m. with a prayer.

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
Welcome and Introductions	N/A	N/A	N/A
Guest Comments	N/A	N/A	N/A
Parish/Pastor Report	<ul style="list-style-type: none"> • The Pastoral Council will hold their meeting later this month. Religious Education will give a report to the council • Annually St. Robert Parish submits the Status Animarum Report to the Archdiocese. This annual parish report provides general information and statistics, offering a profile of the church. Fr. Dennis shared some statistics from the <i>Number of Children from 0 to 13</i> piece of the report. The total <i>Number of Children from 0 to 13</i> is further broken down into four other 	N/A	N/A

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
	<p>numbers (# Under the Age of 3, # Enrolled in Parish School, # Enrolled in Religious Education and # NPICMP¹). From 2012-2015 these numbers have trended downward, except for the # NPICMP, which has increased over time.</p> <ul style="list-style-type: none"> • Justin Weber, previously on the Pastoral Council for a year and a half and joined the Seminary, will be leaving for Rome in July • Stewardship is on track for the fiscal year 		
<p>Principal's Report</p> <ul style="list-style-type: none"> • Status of Exemplary Recognition Applications • Classroom Organizational Models for Next School Year • Arrowsmith Program/Potential St. Francis Children's Center Partnership 	<ul style="list-style-type: none"> • Status of Exemplary Recognition Applications: <ul style="list-style-type: none"> ➢ The Archdiocese of Milwaukee has accepted both of our Exemplary Recognition Applications (Technology Integration and Academic Excellence) ➢ The next step will be a follow-up visit from an expert team from the Archdiocese who will review evidence on-site. Interviews are a requirement, leaving the school with the choice of how they will 	<ul style="list-style-type: none"> • Exemplary Recognition Applications: <ul style="list-style-type: none"> ➢ Academic Excellence review: John Dunn and Kelly Schmidt will represent the SAB; have the teachers compile a list of suggested parents ➢ Compile a spreadsheet of what we would like to showcase: rubrics, curriculum, schoolwork, etc.; provide refreshments; students must be in dress uniform (may not use out of uniform passes both days) 	<ul style="list-style-type: none"> • Classroom Organizational Models for Next School Year <ul style="list-style-type: none"> ➢ Lauren will compose a letter to include with the tuition packet • Arrowsmith Program/Potential St. Francis Children's Center Partnership <ul style="list-style-type: none"> ➢ Lauren will notify SFCC ASAP of our interest in further exploring a potential partnership ➢ Next steps: <ul style="list-style-type: none"> ▪ Hold a meeting with the teachers, with the Director of SFCC and Dr. Clark (SFCC

¹ NPICMP = Not Participating in Child Ministry Programs

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
	<p>showcase the rest of the review</p> <ul style="list-style-type: none"> ➤ Technology Integration review: scheduled for May 10th; will not need to interview parents ➤ Academic Excellence review: scheduled for May 23rd for four hours; parents will be interviewed <ul style="list-style-type: none"> • Classroom Organizational Models for Next School Year <ul style="list-style-type: none"> ➤ Given the current enrollment numbers for the 2016-2017 school year, Lauren continues to work on various class room models. With our school mission in focus, she is working with the staff she has and what is best for our kids. ➤ Discussed communicating potential options under consideration to parents • Arrowsmith Program²/Potential St. Francis Children’s Center (SFCC)Partnership <ul style="list-style-type: none"> ➤ SRS has been approached on more than one occasion to partner with St. Francis Children’s Center in 	<ul style="list-style-type: none"> • Classroom Organizational Models for Next School Year <ul style="list-style-type: none"> ➤ Include an all school communication piece in the tuition packet (high level letter) • Arrowsmith Program/Potential St. Francis Children’s Center Partnership <ul style="list-style-type: none"> ➤ The board approved indicating our interest in obtaining more information from St. Francis Children’s Center and communicating to them our next steps 	<p>Staff Psychologist) in attendance</p> <ul style="list-style-type: none"> ▪ Determine the potential space that could be used in SRS for this program ▪ Invite the Director of SFCC and Dr. Clark to the SAB meeting in May to make a presentation and respond to questions

² <http://www.arrowsmithschool.org/arrowsmithprogram/>

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
	<p>implementing this program in Milwaukee</p> <ul style="list-style-type: none"> ➤ This program was founded by Barbara Arrowsmith Young in the 70's in Canada targeted towards children with certain specific non-behavioral learning differences. Today, over 55 schools in Canada, the US, New Zealand and Australia have Arrowsmith classrooms. ➤ Highly sought after program both internationally and US wide. Families are willing to relocate to/within the US to put their children into this program ➤ Quite a few North Shore families are trying to get this program up and running in our area. The Friday prior to the SAB meeting a representative from Canada held a meeting that was attended by St. Eugene, Northwest Catholic, Holy Family and the Shorewood schools ➤ Children typically spend 3-4 years in the program. The program is 4, 40 minute periods a day in which the children undertake certain 		

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
	<p>cognitive exercises led by a teacher that would be employed by SFCC. The rest of school day is spent in typical classroom instructions</p> <ul style="list-style-type: none"> ➤ Cost to families in the program: \$4,500/child, which would go to SFCC, plus SRS tuition, which we could set ➤ SFCC would provide for the program - startup funds, test children, provide (and pay) trained teachers. SRS would only have to provide space and identity ➤ Tom Dean disclosed to the board that he is currently on the SFCC committee that is involved in structuring this program. He mentioned that there are a number of children who have already been tested for the program and are ready to move to a school that will administer the program. ➤ SFCC would provide some psychological consultation support to the School Administration for benefit of the entire student body ➤ A lengthy discussion ensued regarding a variety of 		

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
	<p>considerations in assessing such a program's fit for St. Robert School</p>		
<p>2016-2017 Current Enrollment Projection/Setting Tuition for Next School Year</p>	<ul style="list-style-type: none"> • Current Enrollment Projections: <ul style="list-style-type: none"> ➤ Lisa Lesjak provided the board with the current enrollment numbers. At this time we are below our planned goal of 300 students (currently 290 students) • Tuition for Next School Year: <ul style="list-style-type: none"> ➤ Tom presented the board with the suggested tuition increase for the next school year as well as an outline of operating costs vs revenues ➤ The board reviewed the increase and discussed various options 	<ul style="list-style-type: none"> • The Board approved a tuition increase of \$200 for parishioners and \$300 for non-parishioners for the 2016-2017 school year 	<ul style="list-style-type: none"> • Tom will prepare the initial draft of the tuition letter to the SRS parents
<p>Review of Dress Code Revisions</p>	<ul style="list-style-type: none"> • The SAB took some time to review the suggested changes to the Uniform and Non-Uniform Dress Code Policy and provided some other changes 	<p>N/A</p>	<ul style="list-style-type: none"> • Kristen will make the suggested changes and email them to the board • Changes will be posted to the SAB website for final review at the May meeting
<p>April Parent Survey Focus and Proposed Questions</p>	<ul style="list-style-type: none"> • "Coffee with the Principal" is scheduled for Wednesday, April 27th at 8:00 a.m. The discussion will focus on the results from the recent Parent Survey 	<p>N/A</p>	<ul style="list-style-type: none"> • Kelly will email the questions for the next Parent Survey to the SAB for our review. The board will have one week to review and provide their comments • Kelly Schmidt and Sara Coffou will create the Parent Survey

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
	<ul style="list-style-type: none"> The next pulse Parent Survey topic will be Diversity and Community 		cover memo and send the survey out to all parents by the end of April; parents will have approx. one week to complete
SAB Member Succession Planning/Implications for Strategic Planning Process	<ul style="list-style-type: none"> Kelly Schmidt (Education & Formation Committee Chair), Tom Dean (Budget & Finance Committee Chair) and Kristen Reynolds (Policy Committee Chair) will be completing their three year term with the SAB at the end of this school year In addition, at least one other position on the SAB will need to be filled SAB members may serve two, three-year terms Any successions will be relevant to starting strategic planning 	<ul style="list-style-type: none"> John Dunn asked Kelly, Tom and Kristen to give some thought to their plans relative to continued service on the SAB 	<ul style="list-style-type: none"> John will touch base with Kelly, Tom and Kristen regarding their plans within the next week or so as to their decision to remain on the SAB for an additional three years The SAB will give some thought on prospective candidates for any available position on the board and what qualities, skills sets, etc. we need
Executive Session of SAB Members	<ul style="list-style-type: none"> The SAB held an Executive Session 	N/A	N/A
Key Committee Information Committee Chairs <ul style="list-style-type: none"> Committee Written Monthly Summaries Any Key Matters for SAB Input 	<ul style="list-style-type: none"> Committee Written Monthly Summaries - attached at the end of these minutes and distributed to all board members prior to the meeting Any Key Matters for SAB Input - no comments 	N/A	N/A
Adjournment	<ul style="list-style-type: none"> Next meeting will be May 11, 2016 at 6:00 p.m. 	N/A	N/A

The meeting adjourned at 9:50 p.m.

Minutes respectfully submitted by Mariann Willing, School Advisory Board Secretary.

April 2016 Monthly Summary of SAB Committee Activities

Development Committee

- New Alumni Newsletter will be going out the week of April 11th
- Waves of Centennial letters will start going out the week of April 11th (different letter for different groups, so they all have to be produced separately)
- Planning for Fr. John Pulice's Jubilee Celebration is proceeding. This celebration (on June 12) will likely be the last "event" of the Centennial Year.
- Spring Annual Fund letter set to arrive before Parish Fair
- We were required to change the All Years Reunion from Friday night on Fair grounds to Sunday 12:00-2:00

Education and Formation Committee

- Planning for Principal Coffee on Wednesday, April 27th (date changed by one day). Notice was placed in School News on April 8th and flyer is being developed to go home as a reminder.
- Discussing April Parent Survey Focus and Possible Questions at April SAB Meeting.

Environment Committee

- New lighting has been installed in all first and second floor classrooms, hallways, and offices. Lower Level will be completed this summer as new fixtures have to be purchased and installed. Peter Sorce is experimenting with bulbs for the stairwell fixtures, but those will be swapped out shortly.
- Lisa Sweeney has prepared a draft of a communication to parents highlighting the new lighting as an example of capital improvements we are making to the school.
- The Building and Grounds Committee has recommended that we expand the scope of this project to include the gym fixtures, which has been on the wish list of the Athletic Association for quite some time. Peter went ahead and had one fixture changed to LED so we could see the change and was seeking approval from School Administration to move forward with the rest of the room, including an upgrade to include a dimmer device on each fixture. We are obtaining a separate bid for that work, determining the appropriate approval process, and how this would be funded (e.g., Athletics, School Society, etc.)

Home & School

- Emerald Auction did very well. Preliminary numbers exceeded budgeted revenue numbers. They gym floor "ask" was very successful exceeding goal of \$30k. We are in process of reviewing all of the events and committees to set budget and volunteer needs for 2016-2017 school year.
- Communication/New Family committee from H&S would like to connect with the Marketing & Recruitment committee to align activities.

Marketing & Recruitment Committee

- Highlights for the April – July Enrollment campaign:
 - Purpose of the campaign is to increase spring/summer enrollment for 2016/17 school year. Four components including enrollment yard sign campaign, social media/community websites, SRS scheduled play dates for new families, and updated summer referral program.
 - Yard signs - Simple and call to action "Enroll Today!" Ask existing families and alumni to post on lawns.
 - Websites - advertise SRS on Shorewood kids cycle and like sites to promote enrollment.
 - SRS play dates - Scheduled but informal play dates with invites to any K4-5 existing, newly enrolled or prospective families. Ideas included rotation at SRS gym and parks and featuring visits by SRS Art, music, gym, etc. teachers to promote unique programming.
 - Summer Referral program - Create set of summer tools and related messaging to boost family referrals over the summer. Focus is on creating set of business card style or post cards distributed to SRS families and alumni to hand out to friends and family promoting SRS and specifically 2016/17 enrollment. Target to release by June for the summer and potentially run contest to track incoming referrals for raffle or tuition discount prize.

Policy Committee

- Further discussion of amendments to the dress code policy to occur at April SAB Meeting.
- Possible consideration of updating our Lice Policy in light of new CDC recommendations.