

St. Robert School Advisory Board Meeting Minutes  
 March 9, 2016, 2015, 6:00 p.m.  
 Room 207

Members Attending: Lauren Beckmann, John Dunn, Tom Dean, Fr. Dennis Dirx, Sara Coffou, Christopher Adams, Marcia Velde, Kelly Schmidt, Lisa Sweeney, Tony Erba, Mariann Willing, Lisa Lesjak and Kristen Reynolds

Members Absent: Soley Somma and Margy Cain

Guests Attending: None

The meeting commenced at 6:05 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"> <li>• This month we are working on the Parish budget, which must be turned into the Archdiocese by July 1st. This is the 2<sup>nd</sup> year since our re-organization so we have a clear idea of what we need to budget for. We are hoping to have the budget finalized sometime in May.</li> <li>• Holy week is coming up and everyone is invited to come and walk with Jesus. This is the most solemn time of the year.               <ul style="list-style-type: none"> <li>➤ Holy Thursday will be celebrated at St. Robert Church at 7:00 p.m.</li> </ul> </li> </ul>	N/A	N/A

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	<ul style="list-style-type: none"> <li>➤ Good Friday will be held at St. Robert Church at 1:30 p.m. and Holy Family Church at 3:00 p.m.</li> <li>➤ Holy Saturday Easter Vigil will be held at Holy Family Church at 7:45 p.m. (rotate each year between SR and HF). There will be three baptisms, led by Fr. Peter Patrick</li> </ul>		
<p>Principal's Report</p> <ul style="list-style-type: none"> <li>• Sustainability in the New Economy</li> </ul>	<ul style="list-style-type: none"> <li>• Lauren recently attended a conference in which Chuck Evans of <i>Better Schools, LLC</i> was one of the presenter's</li> <li>• Lauren provided the board with a copy of the information provided by Chuck Evans, <i>Religious and Private Schools: Sustainability in the New Economy</i>. In this document Mr. Evans provides a paradigm of thought comparing old-economy ideas and new-economy realities. Lauren and the board took some time to review and discuss the document</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• John would like the board to take some time and give some thought as to what ideas may or may not work for us recognizing that we are likely going to need to move in a direction for the school that is self-sustaining</li> </ul>
<p>2016-2017 Current Enrollment Projection/Tuition Forecasts</p>	<ul style="list-style-type: none"> <li>• Current Enrollment Projections: <ul style="list-style-type: none"> <li>➤ Lisa Lesjak provided the board with the current enrollment numbers. At this time we are below our minimum goal of 300 students, however we are enrolling our current families</li> </ul> </li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Intent is to reach a decision on next year's tuition at the April SAB meeting</li> </ul>

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	<p>at a better pace this time around</p> <ul style="list-style-type: none"> <li>➤ The board reviewed the enrollment numbers by grade and discussed various options</li> <li>• Tuition Forecasts: <ul style="list-style-type: none"> <li>➤ Tom Dean provided the board with financial data reflecting our operating expense and the different levels of tuition revenue that would be generated (x enrollment times x tuition % increases)</li> <li>➤ We need to communicate the tuition numbers for the 2016-2017 school year to the parents by late April; also needed for the budget</li> </ul> </li> </ul>		
Report on Marketing Workshop	<ul style="list-style-type: none"> <li>• Lisa Sweeney provided the board with an initial summary of the four hour Marketing and Recruitment Workshop that was held on Saturday, March 5<sup>th</sup></li> <li>• Lisa reviewed and discussed the summary with the board</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Marketing Committee will focus initially on near term efforts aimed at boosting enrollment for the upcoming school year</li> </ul>
Report on Parent Survey Results and Proposal for Next Parent Survey	<ul style="list-style-type: none"> <li>• Prior to our meeting, the board was given a copy of the results/comments from the recent Parent Survey for our review</li> <li>• The board discussed the results/comments, how we</li> </ul>	<ul style="list-style-type: none"> <li>• The results will be relayed in a percentage bar graph</li> <li>• The survey results/comments will be sent out to the teachers prior to the parents</li> <li>• Lauren will plan a number of “Coffee with the Principal” to</li> </ul>	<ul style="list-style-type: none"> <li>• Lisa Sweeney will work on the results bar graph</li> <li>• John Dunn will send the survey results out to the parents sometime during the week of March 21<sup>st</sup> via email</li> </ul>

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	would communicate the results to the parents and how we should handle addressing the comments	address the comments given in the survey	<ul style="list-style-type: none"> <li>Lauren will set a date for a “Coffee with the Principal” meeting</li> </ul>
<ul style="list-style-type: none"> <li>Discussion of Commencing Strategic Planning Process (unable to discuss due to time constraints)</li> </ul>	N/A	N/A	<ul style="list-style-type: none"> <li>John will send an email out to the board with a number of questions for us to think about prior to our next meeting</li> </ul>
<p>Key Committee Information Committee Chairs</p> <ul style="list-style-type: none"> <li>Committee Written Monthly Summaries</li> <li>Any Key Matters for SAB Input</li> </ul>	<ul style="list-style-type: none"> <li>Committee Written Monthly Summaries - attached at the end of these minutes and distributed to all board members prior to the meeting</li> <li>Building and Grounds update - The lighting fixtures in the 1<sup>st</sup> and 2<sup>nd</sup> floor classrooms will be updated during Spring break, the light fixtures in the gym will be updated this summer and the light fixtures in the basement will be updated at a date to be determined. Lauren mentioned that she would like to weigh in on the light choice for the basement</li> </ul>	N/A	N/A
Adjournment	<ul style="list-style-type: none"> <li>Next meeting will be April 13, 2016 at 6:00 p.m.</li> </ul>	N/A	N/A

The meeting adjourned at 8:45 p.m.

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

## March 2016 Monthly Summary of SAB Committee Activities

### Development Committee

- Debriefing from the fairly successful Alumni Parent Potluck on Sunday, February 28th. Our goals were to engender "good feelings" among Alumni Parents (who are our ongoing contact with our alums), to test our data base accuracy, and to collect current contact information on alums.
- We are finalizing the Centennial Ask Letter, which will go to our entire constituent data base. One version will be directed specifically to alumni and a second version to all others. Current parent version on hold until after auction.
- After we see the results of the gym floor ask at the auction, a gym floor ask letter, email using auction video, and one on one asks will be pursued.
- We are continuing development of a quarterly alumni newsletter. Target send date is April 1.
- We have added another event to our series of Centennial events: Fr. John Pulice (former pastor just prior to Fr. Dennis) is celebrating his Jubilee. We will have a Mass and Reception following on Sunday, June 12.
- Our All-Years Alumni Reunion is booked for Friday night of Fair Weekend in the Beer Tent.

### Education and Formation Committee

- Analyzing Parent Pulse Survey on Excellence, to be discussed at March SAB meeting before publishing.
- Working on next Parent Pulse Survey, on the topic of Community and Diversity, which will be discussed at the March SAB meeting and will be issued after the results on Excellence are published.

### Environment Committee

- Building & Grounds is finalizing the lighting and gym floor contracts and getting approval from the Archdiocese. The lights will go in over spring break (as many as they can get done) and the gym floor this summer.
- Building & Grounds is working on getting approval and bids for several roofs that need to be replaced.
- Building & Grounds is getting bids for replacing the south and east facing windows in the school, although this work will most likely need to wait until 2017. Worn carpeting is also being looked into.

### Home & School

- Emerald Auction preparation is in full-swing. A video is being prepared to help explain "the ask" for the gym floor.

### Marketing & Recruitment Committee

- Held a four hour marketing and recruitment workshop on Saturday, March 5<sup>th</sup> to help generate ideas to build a tactical plan to increase enrollment. An initial update on the workshop will be provided at the March SAB meeting.