

School Advisory Board Meeting Minutes
January 9, 2013, 6:30 p.m.
Room 207

1. Call to Order, Prayer and Approval of Minutes

Members in attendance: Dan Davis, Lisa Lesjak, Lauren Beckmann, Jane Connell, Laura Maly, John Dulmes, Matt Hietpas, Catherine Mercuri, Peter Christenson, Fr. Dennis Dirkx, Nancy Knight, Molly Gallagher and Liz Haas

Members absent: Fr. Kevin McManaman and Marcia Velde

2. Guest Comments

There were no guest comments at this meeting. Our newest member, Molly Gallagher, was introduced. She will chair the Marketing and Recruitment Committee.

3. Playground Supervision and Gates

John obtained bids from two fence companies for three gates, Maryland Avenue, Farwell Avenue North, and Farwell Avenue South. One bid was for \$7,500 and the other for \$8,000, including all three gates. If we just wanted one gate for Maryland Avenue, it would cost about \$2,500-\$3,000. These gates are the double swing type, about 5-1/2 feet tall, with chain link panels that meet in the middle, and are lockable. The priority may be to install gates on Maryland Avenue and Farwell Avenue North. The Farwell Avenue South entrance is used throughout the day for people visiting the Parish Office. This seemed like a sensible solution and Dan will forward this information to the Parish Finance Committee. The upcoming Parent Survey includes a question concerning playground supervision and parent volunteers. Parental input will be evaluated. John will obtain a third bid for the gates because there is an Archdiocesan requirement that three bids need to be obtained for purchases over \$3,000.

4. Revised Restricted Fund Use Policy

The policy regarding discretionary estate and gifted funds restricted to St. Robert School was distributed and reviewed. We clarified the name of the bank to BMO/M&I Bank, and reiterated that 25% of these gifts would be put into the endowment. According to Fr. Dennis, we need to increase the endowment and save if for keeping tuition affordable, not for capital improvements. The fund is currently at about \$1.3 million and he would like to see it increased to about \$2 million. Also, in keeping with the Archdiocesan policy of obtaining bids, any purchase exceeding \$3,000 will

be subject to review by the School Advisory Board. Another change was made in the first sentence, replacing the word “restricted” with “designated”.

The policy regarding the school operating reserve was also reviewed. It will remain unchanged. Dan will submit this to the Parish Finance committee.

5. Tuition Policy Review and other Policy Work

The SAB agreed that it is a fair practice to prorate to the day tuition calculations for students enrolling or leaving St. Robert School. The parent handbook will be revised to reflect this practice.

The topic of a peanut allergy policy was addressed next. The Archdiocese has a standard care plan that parents need to complete that indicates which actions they would like taken in regards to their child. The policy committee will work on writing this policy. Guidelines for using epi pens need to be finalized, too. Other policies that need to be developed in the near future include restricted funds (being addressed right now by Catherine), AED policy, wellness plan and the crisis plan. Of all of these, the crisis plan is the most crucial and needs to be addressed immediately. Lauren said she has received updated advice as to handle things like lockdowns and evacuations. It was suggested that what may be needed is a retreat day where key people can produce this document. Several parents have law enforcement and security backgrounds and may be willing to assist with this project. The Shorewood Police Department will review the plan, too. Some parents with a health background may be asked to assist with some of these policies, as well.

6. Enrollment and Development Status

Lisa distributed copies of the Annual Fund donations. Our numbers are less than last year at this point. But, we should not worry yet. The economic uncertainty may be keeping some people from making a donation at this time. The goal was to have 50% of the money collected by the end of December and we were almost at that number.

Lisa also distributed the first draft of the enrollment numbers for next year. She simply advanced each current child into the next grade and added known younger siblings into kindergarten. Enrollment packets will be sent home to current families this week.

7. 2013 Budget Process

Catherine stated that for the current budget year, the projection is to break even. But our future is not as clear. Our revenue sources are fixed, except for tuition. We will need to increase tuition by 5% just keep up with the

expected increases in expenses. As stated earlier, Fr. Dennis wants to keep tuition affordable. What other options do we have if we want to maintain our quality program? One suggestion was to increase the non-parishioner tuition about \$500. This will put our tuition rate almost even with Holy Family, but still considerably lower than other North Shore parishes, namely, St. Monica, St. Eugene and Lumen Christi. The copies of the budget and tuition comparisons that were distributed were meant to give SAB members a reference point for upcoming meetings where this will be discussed in much greater detail.

8. Parent Survey

Lisa sent an email to school families last night asking them to respond to the survey. They were instructed to complete a separate survey for each child enrolled in a different grade range. The more responses we get the better. Therefore, if both parents want to respond to the survey, that is alright.

9. SAB Calendar Updates

The Open House and Pancake Breakfast are scheduled for Sunday, January 27, 2013. The Marketing and Recruitment Committee is working on the details for these events. The marketing signs at the homes of current families will be going up this week. Lisa mentioned that there is always a need for parents to volunteer as tour guides during the Open House.

The Compensation Committee will be meeting soon. The plan calls for compensating teachers according to their performance, based on set standards, and their training. It will take about three years to transition into this new method of compensation.

The Emerald Auction will be held at the Italian Community Center on Saturday, March 23, 2013.

Trivia Night will take place on Saturday, February 9, 2013.

10. Parish Council

Nancy mentioned that St. Robert and Holy Family are considering combining the Parish Councils at both parishes. Also, she mentioned an upcoming mission that parishioners will be invited to attend.

11. Home and School

Laura announced that a private donation of \$9,000 has been received that will pay for the ipads for the classroom teachers. The primary grades already

received their ipads. The ipads for the middle school teachers came in yesterday. The specialists and the principal will get their ipads in Spring.

The Home & School will do some brainstorming at their January meeting about fundraising options. They want to lean toward more painless fundraising activities.

12. Administrator Evaluation

Lisa reminded us that the faculty and SAB members need to complete an evaluation of Lauren in the next week. It is tied to performance standards and has been used in the past. Once the surveys are completed, Lisa will compile the data, and share it with Dan. Fr. Dennis will then review the evaluation data with Lauren. This year, the evaluation will be completed prior to Lauren being offered an extension of her contract.

The meeting adjourned at 8:08 pm.

Minutes respectfully submitted by Jane Connell, School Advisory Board Secretary.