

School Advisory Board Meeting Minutes
October 10, 2012, 6:30 p.m.
Room 207

1. Call to Order and Approval of Minutes

Members in attendance: Dan Davis, Lisa Lesjak, Lauren Beckmann, Jane Connell, Laura Maly, John Dulmes, Matt Hietpas, Catherine Mercuri, Fr. Kevin McManaman, Fr. Dennis Dirkx, Marcia Velde, and Liz Haas

Members absent: Peter Christenson and Nancy Knight

Guest: Mr. Jefferson

2. Guest Comments

There were no guest comments at this meeting.

3. Playground Supervision

The SAB restated their concerns about playground supervision to Mr. Jefferson. The first issue dealt with security and the potential for intruders, traffic, or for kids to slip away. The second issue dealt with student behavior such as preventing bullying and keeping students where they were supposed to be. The third issue dealt with the ability to respond to student injuries.

Mr. Jefferson explained how he handles traffic concerns, such as parents driving through the playground, sometimes moving the barriers themselves. Gates would solve this problem and take care of balls rolling into the street, too.

Fr. Dennis mentioned that attendance at daily mass has increased and that many of the attendees are physically handicapped. Do we need to move parking cones? Parking against the rectory is not an option because it is a fire lane. Mr. Jefferson is concerned, especially of an accident involving the little children. In conclusion, the idea of gates will remain on the table and Dan will look at the space flow map.

Mr. Jefferson explained how injuries are handled. He said an older student escorts a younger child through the gym to the office. If it is a severe injury, he calls the office on his cell phone.

The alley was discussed. Mr. Jefferson said he allows older children to play on part of the alley, and he positions himself to see everything. Could we use parents as human gates per se with Mr. Jefferson in charge? Fr. Kevin was

asked if we should check with other schools to see how they handle a similar situation.

Bullying was another topic discussed. Mr. Jefferson said that inner bullying was difficult to notice. External bullying is dealt with immediately. He uses a variety of techniques to combat this, such as having students stand against the wall, make the kids include someone else in the game, restart the game, etc., whatever the situation requires.

Mr. Jefferson said that he does not feel overwhelmed on the playground.

The topic of PBIS was brought up. PBIS stands for Positive Behavioral Interventions and Supports and is a system of teaching students the correct behavior in particular circumstances, how to be responsible, respectful and safe in a variety of situations. The PBIS at St. Robert does not include playground behavior at this time. It was suggested that it should be included in the future.

4. SAB Calendar Status Review 2012-13

The Annual Stakeholders' Meeting is approaching. The Marketing Committee will work on the plans for the Open House in January. The Annual Fund planning is going well and Lisa will create an Annual Report. It was suggested that some sort of handout about the information be created for the Stakeholders' Meeting, with some financial information and pie charts. Catherine will produce budget projections soon.

It was mentioned that Dan's article for Family Matters was refreshing. Catherine is scheduled to write the next article.

Fr. Kevin announced that the Parish hired a new part-time director of stewardship person, Rosemary Murphy. She is working on her doctorate in lay ministry. She has a sense of the pastoral nature of stewardship and an understanding that the Parish survives on parishioner support.

Beginning on October 21st, Fr. Kevin will start of series of talks about our faith using the DVD series, "Catholicism." Each session will end with a brief question and answer period. The Year of Faith will begin on Thursday. They will be ringing the church bells in celebration. It is a year devoted to faith. There will be a Mass on Thursday night at the Cathedral of St. John to bless all catechists.

5. Enrollment and Development Status

Lisa did not have any reports to share this month due to her heavy involvement with the Parish Centennial Celebration this weekend. Lauren

did mention that two new students will be starting next week and there is the possibility that another one may start soon after that. After the two new students join our school, our enrollment will be at 357 students.

We need to discuss our tuition collection policy that was written a few years ago. This policy created a schedule of tuition that was due to St. Robert as a result of students withdrawing past certain deadlines. For instance, if a student withdraws after July 1st, but prior to the start of the school year, the family still owes St. Robert the amount of tuition to cover the first quarter of the school year. This policy is in the Parent Handbook on the St. Robert website. The policy committee needs to revisit this policy because it is not being enforced and may need to be revised. Discussion will be at the November SAB meeting.

6. Final 2012 Budget Report

Catherine said she made a few small changes to the budget. There is a small surplus of \$11,675, leftover from field trip money collected last year. The budget had a surplus because we had extra tuition revenue due to higher than anticipated enrollment and more non-parishioners enrolled. Also, the school did not spend all of the money allotted for each line in the budget. There are some expenses that need to be paid for, namely \$29,723 for improvements done to the school over the summer. Also, the school owes the Parish \$10,000 for their portion of the fire alarm system that was installed in the school. And, finally, \$8,000 needs to be transferred to the scholarship account from the M&I account.

Lauren shared some statistics about the revenue in the budget. She said that 66.9% of the revenue was parent funded, coming from tuition and fees, 24.3% came from development and fundraising, such as the Annual Fund and funds raised by Home and School, and 8.9% came from the Parish (This does not include the amount the Parish pays to maintain the facility.) According to the enrollment count of 358 students enrolled on the third Friday in September of 2011, it costs \$5043 to educate each child at St. Robert.

7. Second Reading – Estate Funds Use Policy

The proposed policy was written with the intent to clarify use of the fund which is to provide money to benefit the school for a long period of time and to consider using the fund as a buffer if the school runs into a budget deficit. The Development Committee objected to this because they believe that donors give their money with the intention that it is used for things such as capital improvements, not for covering operational budget deficits.

The need for creating an operating reserve was suggested. Furthermore, should the surplus in the budget from last year in field trip money collected

be used to create an operating reserve? It was suggested that this become a line item in the budget. The question of how much to keep in the account was discussed. Is \$25,000 enough? Is \$50,000 enough? Finally, it was decided that \$30,000 should be kept in operating reserve. This should be reviewed annually because changes occur each year that could alter the amount needed.

The Development Committee also suggested that a percentage of estate gifts go to fund the endowment, maybe as much as 25%. Part of the responsibility of the Development Committee is to build up the endowment, which benefits the school on an ongoing basis.

In summary, it was decided that two policies need to be written. One would address the operating reserve and the other would tackle unrestricted gifts. We would have to separate the money within the M&I account. Also, we need to keep the policy more global in nature, but consider that expenditures from the unrestricted estate gifts should affect the long term well-being of St. Robert School rather than simply current classroom needs. We want to be able to use this money for program enhancements, which can be very costly and involve multi-year program expenses.

Some other suggested changes to the policy included:

1. Including the terminology “without bias”
2. Increasing the dollar limit from \$1,000 to \$5,000
3. Making this subject to review by the SAB

Two separate policies will be written and we will address this issue again at next month’s meeting.

8. Compensation Committee

The committee is working toward the goals on the committee’s agenda that was disseminated to the SAB via email. There are three teachers on the committee presently, and more will be added shortly, to reflect each grade level range in the school. The concerns of the teachers have been discussed and addressed. Their biggest concern is how to measure student growth. The committee is looking for full implementation in three years.

9. Principal’s Topics

The Home and School Association has approved the new technology proposal for just over \$13,000. They will not micromanage the plan, but will leave the implementation details to the school. More information is needed for how the ipads will be obtained.

The School Improvement Plan is completed and focuses on three areas:

1. Improvement of Student Achievement
2. Climate and Culture
3. Sustainability

10. Upcoming Meeting Dates and Topics

The Annual Stakeholders meeting will be held on Thursday, October 25, 2012. We should focus on training parents on our new electronic tools and what is different this year. We are going to open the meeting at 6:30 p.m. with a hospitality session. The meeting itself will begin at 7:00 p.m. Dan and Lisa will organize the logistics of planning the meeting. An email will be sent asking people to volunteer to bring food and beverage items. They will again offer an out-of-uniform incentive for the class with the highest percentage of parent attendance at the meeting.

The meeting adjourned at 8:45 p.m.

Minutes respectfully submitted by Catherine Mercuri, Budget Committee Chair and Jane Connell, School Advisory Board Secretary.