

St. Robert School Advisory Board Meeting Minutes  
 October 12, 2016, 6:00 p.m.  
 Room 207

Members Attending: Lauren Beckmann, John Dunn, Christopher Adams, Mariann Willing, Lisa Lesjak, Kathy Fletcher, Kevin Keenan, Margy Cain, Sara Coffou, Marcia Velde and Tom Dean

Members Absent: Lisa Sweeney, Fr. David Zampino, Joe Cincotta and Kristen Reynolds

Guests Attending: None

The meeting commenced at 6:00 p.m. with a prayer.

| Agenda Item                               | Key Discussion Points   | Decision(s) Reached (if applicable) | Next Steps and Person(s) Accountable |
|---|---|-------------------------------------|--------------------------------------|
| <b>Welcome</b>                            |   |                                     |                                      |
|   | N/A   | N/A                                 | N/A                                  |
| <b>Guest Comments</b>                     |   |                                     |                                      |
|   | N/A   | N/A                                 | N/A                                  |
| <b>Associate Pastor's Report</b>          |   |                                     |                                      |
|   | • None  | N/A                                 | N/A                                  |
| <b>Principal's Report</b>                 |   |                                     |                                      |
| Follow-up Discussion on Grading Practices | <ul style="list-style-type: none"> <li>• The Archdiocese has developed new guidelines for grading practices for all schools authentic standards-based</li> <li>• Lauren provided the board with a copy of the Archdiocese of Milwaukee's Guiding Principles for <i>Assessment and Grading</i> <ul style="list-style-type: none"> <li>➤ This document identifies best practices and practices that should be discontinued for</li> </ul> </li> </ul> | N/A                                 | N/A                                  |

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|-------------|--|-------------------------------------|--------------------------------------|
|             | <p>each principle</p> <ul style="list-style-type: none"> <li>➤ The teachers discussed these guidelines in August and came up with their own belief statements. Lauren provided the board with a copy of the faculty’s belief statements, which also makes recommendations for some changes to current grading practices at SR</li> <li>• Rubric scoring was implemented at the elementary level for the 2012-2013 school year, but the middle school has retained traditional averaged achievement grades along with rubric scores. Would be difficult to make a significant change for the current school year. Lauren and the middle school teachers will be working on this during the current school year and will come together next summer with a plan</li> <li>• In February, the Archdiocese will provide training at the Deanery level. The Principals in our Deanery are all on board with this</li> <li>• Most Public schools have phased out A, B, C achievement grades</li> </ul> |                                     |                                      |

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|--|---|-------------------------------------|---|
|  | <p>and have gone to the rubric scoring. We have already seen this with some of our incoming transfer students</p> <ul style="list-style-type: none"> <li>• With letter grades you don't see the holes – e.g., you receive a C, but what makes up that C?</li> <li>• Public HS do not use letter grades; Archdiocese HS still do</li> <li>• Side note: a new reading specialist was hired this week. Ann Schroeder will be replacing Peggy Foerg. Peggy moved on for personal reasons</li> </ul> |                                     |   |
| <b><i>Parent Survey</i></b>                                  |   |                                     |   |
| Discussion of Upcoming Parent Survey                         | <ul style="list-style-type: none"> <li>• The Education and Formation Committee is preparing our next Parent Survey</li> <li>• Our Catholic Identity will be the focus of this survey</li> <li>• Their goal is to create a shorter survey in the hopes of increasing parent participation</li> <li>• Looking to send the survey out to parents early November via Survey Monkey</li> </ul>   | N/A                                 | <ul style="list-style-type: none"> <li>• Sara Coffou will send a list of sample questions to the board for our review and feedback</li> </ul>   |
| <b><i>“Charting Our Future” School Meeting</i></b>           |   |                                     |   |
| Discussion of Plans for “Charting Our Future” Parent Meeting | <ul style="list-style-type: none"> <li>• Prior to tonight’s meeting the “State of the School Meeting” small group met several times to plan the content and format of the meeting</li> </ul>  | N/A                                 | <ul style="list-style-type: none"> <li>• John Dunn will contact Lisa Sweeney and discuss marketing the “Charting Our Future” School Meeting</li> <li>• The small group will meet again</li> </ul> |

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|---|---|-------------------------------------|---|
|   | <ul style="list-style-type: none"> <li>• John provided the board with a high-level working outline of the meeting and a PowerPoint outline; the board reviewed and provided feedback</li> <li>• The traditional “State of the School Meeting” has been rebranded to the “Charting Our Future” School Meeting</li> <li>• The Charting Our Future School Meeting is scheduled for November 10<sup>th</sup>, 6:30-8:30 p.m. in Reilly Hall. The meeting will begin promptly at 6:30 p.m.</li> <li>• Meeting structure changes – move away from the traditional narrative format; new format to facilitate parent involvement in discussion: 30-minute introduction followed by an hour and 15 minutes of tabled group discussion centered around a few proposed questions and 15 minutes’ closure</li> <li>• Incentive – out of uniform pass for every student whose parent(s) attend</li> </ul> |                                     | next week to continue its discussion of the meeting |
| <b>Key Committee Information-Committee Chairs</b> |   |                                     |   |
| Committee Written Monthly Summaries               | <ul style="list-style-type: none"> <li>• Attached at the end of these minutes and distributed to all board members prior to the meeting</li> </ul>  | N/A                                 | N/A   |

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|---|--|-------------------------------------|--|
| Follow-up on Budget Report from September SAB Meeting | <ul style="list-style-type: none"> <li>Tom Dean took a few minutes to review the <i>St. Robert Financial Summary</i> the board received in his absence at our last meeting</li> </ul>  | N/A                                 | N/A  |
| Annual Fund Recognition Categories                    | <ul style="list-style-type: none"> <li>15 years ago, we provided a category of givers (Giving Clubs), but we had done away with it. We will be re-introducing the Giving Clubs. Lisa Lesjak provided the board with the Giving Clubs list</li> <li>If people would prefer to give anonymously they should contact either Lisa Lesjak or Marcia Velde</li> <li>The board discussed some ideas for “Thanking” our top tier donors – donor appreciation mass; Christopher Adams offered to host a “thank you” dinner at his home (he would cover the cost)</li> </ul> | N/A                                 | N/A  |
| Annual Report   | <ul style="list-style-type: none"> <li>Since Lisa Sweeney was unable to attend this evening’s meeting. She provided the board with a hard copy update on the progress of the Annual Report; on schedule</li> </ul>   | N/A                                 | N/A  |
| <b>Other Matters</b>                                  |  |                                     |  |
| Emerald Auction                                       | <ul style="list-style-type: none"> <li>Melissa Hicks, Emerald Auction</li> </ul>   | N/A                                 | <ul style="list-style-type: none"> <li>Board task – think about</li> </ul> |

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|                    | Chair, contacted John Dunn in regards to the Paddle Raise. <ul style="list-style-type: none"> <li>The board tossed around some additional ideas: Website development (data base merger; robust website to market school as well) (site map needed first and then we would need to get three bids); digital piano needed; technology updates needed (ongoing issue); Art teacher has a big vision; outdoor classroom</li> <li>Instead of one item maybe we could create a package of items</li> </ul> |                                     | Technology and Fine Arts space for the Paddle Raise and provide your ideas to John by the end of Sunday <ul style="list-style-type: none"> <li>Lauren will research what is needed in Fine Arts</li> </ul> |
| <b>Adjournment</b> |  |                                     |  |
| Adjournment        | <ul style="list-style-type: none"> <li>Next meeting will be November 9, 2016 at 6:00 p.m.</li> </ul>   | N/A                                 | N/A  |

The meeting adjourned at 8:30 p.m.

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

### Development Committee

- We discussed re-establishing Giving Categories for the Annual Fund, and agreed to move ahead with them for 2016-17:
  1. will communicate through the Annual Fund fall mailing as well as regular school communications
  2. using the categories/names that were used until about 15 years ago
  3. discussed concerns with "Anonymous" donors - used to have quite a few, but they agreed to be named after we stopped using Giving Categories
- Lisa is discussing with Tom Dean discrepancies due to end of June credit card gifts between our reported Annual Fund receipts and the reported accounting numbers
- New monthly insert in the Home Folder about Annual Fund to establish more consistent communication with Current School Parents
- Annual Report Production
  1. donor lists were submitted Oct 5
  2. provided more thorough analysis of donors who give to a variety of funds
  3. particularly interesting was the much higher rate of School Parent participation because they donated to the Gym Floor, but in some cases not to the Annual Fund.
- Annual Fund Kick-Off Party invitations will be mailed by October 11; sending 3rd class to cut postage costs
- Third Alumni Newsletter will be out mid-month
  1. will be included in all fall Annual Fund mailings
  2. newsletters receiving very positive response
- Are working to establish Legacy Society
  1. Archdiocese created brochure will be customized for St. Robert School and included in Thank You letters this year
  2. donors who designate SRS in estate plans will receive letter and phone call, and have file create

### Pastoral Council

- The \$173k structural deficit in parish finances was discussed.
- Father David was introduced to the Council.
- Goal setting prioritization--four broad areas of potential interest were identified from our previous SWOT analysis, though two were considered more fiscally/strategically possible within the year. Those two areas included:
  1. improving communication within and across parishes, including websites, social media, and education of staff; and
  2. exploring different styles of mass to better engage parishioners, e.g., school-type masses.
- In addition, there was interest to explore in the future the potential of a Parish Director to take over some administrative leadership roles (e.g., organizing volunteers, utilizing technology, and financial aid to religious education students), and to look for efficiencies across parish schools (e.g., possibility of shared part-time specialists).

### Education and Formation Committee

- The EFC met on October 6, 2016. Members present were Principal Beckmann, Chair Joe Cincotta, Sara Coffou, Liam Callanan, Meredith Frediani.
- The Committee review each of the topics identified as part of our mission:
  1. Surveys - Sara Coffou will prepare draft questions for an initial parent survey. This will be based on Catholic Identity. We will use a template that Principal has as a starting point. Sara may set up a separate survey monkey account. The survey for second trimester will be based on Holiness, Excellence and Innovation. SA nationwide Gallup survey is available. Committee agreed that Principal should proceed to have that survey administered by the teachers for target grades of 5-8. Results then will be used to inform further work by EFC/SAB and school
  2. Principal's coffee - It was agreed that we would schedule and discuss a first Principal's coffee after the state of school meeting, which is set for November 3rd
  3. After School Enrichment - Chess is ongoing. Yoga and Sign language were not signed up for. Perhaps too early. Ideas for next year. Ask Urban ecology if they have a program. Joe will contact Urban Ecology and Milwaukee RiverKeeper. Liam will contact First stage to learn of any programs they may have. Cooking was also a possibility. Sara agreed to contact Kristen Reynolds about an after-school cooking class
  4. Graduate performance data - We agreed to identify the information that we have obtained from local high-schools and evaluate whether to continue to seek such data for the future. Joe will gather what we have with Principal Beckmann for next meeting
  5. Graduate parent survey - This will be prepared to be distributed for next semester to seek feedback from parents of recent graduates. Discuss how to gather and use results. Sara will take lead on this as tied into other periodic surveys
  6. Library books - Liz Hass has put in place a process to obtain overdue books.
  7. Special projects such as outdoor classroom was discuss. Principal Beckmann will contact parishioners Linda and Mark Keane at a later date TBD
  8. Catholic Formation - We will implement the program from Archdiocese focusing on 15 minutes of prayer on major scriptures. Committee believes that having parishioners involved would be good way to connect school and parish. Meredith will look into having parishioners present in classrooms. Masses for each grade are proceeding. Recent family mass seemed to be a success. Several families with younger children attended. Continue to support students playing music at masses. Also discussion of connecting these activities to parents. Joe will draft a potential question for an upcoming survey designed to have parents and students interact regarding atmosphere or student interaction and catholic values being practiced. *Misc.: Suggest to H&S honoring long time, Volunteers to SR such as our own Liz Hass, Margaret Sankovitz and others.*

- The Technology Committee met on Monday, October 3, 2016. Kathlyn Fletcher (chair), Mrs. Yingling, Mrs. Beckmann, and Ann Eisenbrown were in attendance. Other members of the committee not able to attend were Mrs. Yannett, Lori Falci, Erin Van Rooy and Shelly Roder. We established the following goals for the year:
  1. Update the school's technology plan. This will also serve the purpose of helping the school to complete the portions of the self-study that are applicable to technology (Benchmark 7.4 is the most applicable). The committee will specifically consider the needs with respect to faculty development.
  2. Evaluate the state of the technology inventory. This includes making sure that everything is tagged, and that inventory that needs to be replaced is identified.
  3. Engage parents in technology. This may take the form of survey questions, questions posted to the Facebook page and/or hosting an event for parents to come together and talk about their needs with respect to preparing/guiding/protecting their children as they interact with technology and social media, including digital citizenship issues.
- To do: Mrs. Tingling circulated the ISTE Standards for Students 2016 Report and the Horizon Report for the committee to read before their next meeting which will take place at 8AM on Monday, November 7, 2016.