

School Advisory Board Meeting Minutes
November 13, 2013, 6:30 p.m.
Room 207

1. Call to Order and Prayer

Members in attendance: Lisa Lesjak, Lauren Beckmann, Jane Connell, Laura Maly, Matt Hietpas, Marcia Velde, Kristen Reynolds, Molly Gallagher, John Dulmes, Marion Gottschalk, Tom Dean, Fr. Dennis Dirkx and Fr. Kevin McManaman

Members absent: Kelly Schmidt

Guests: Bob Stelter, Rachel Koshkin, and Margy Cain

2. Guest Comments

Guest comments were provided later in the meeting where applicable.

3. Parish/Pastor Report

Fr. Dennis reported that the months of June and July were difficult from a fiscal standpoint, but that the parish has recovered during the last few months. We are in the midst of the stewardship campaign. Please, submit your form if you haven't done so already. More people have signed up for electronic payment plans which should help lessen the shortfalls that typically occur during the summer months.

Fr. Kevin said that server training has begun and he has requested that a parent attend the first meeting. This will help parents understand the duties involved with serving and help to reinforce what has been taught, as well as stress the importance of arriving early at mass to begin setting up. He is beginning an 8-part series, meeting twice a month on Sunday nights, called a *Quick Journey Through the Bible*. All are invited to attend.

Matt asked the priests if more children could be involved with the Christmas Eve mass besides the angels, such as having a children's choir or having children do the readings. They will consider these suggestions, but mentioned some issues that may prevent it, namely the difficulty of the readings and the timeline for assembling a choir this year. But, using high school students may be an option for the readings. The Christmas mass schedule will be as follows: December 24th at 4:30 p.m. and midnight, and December 25th at 10:00 a.m.

4. Quick State of School Review

People agreed that we received positive feedback after the meeting, and that people liked getting an overview of what is happening at school. Attendance at the meeting more than doubled from last year. The percentage of school families represented increased from 18% to 40%, and the percentage of students represented increased from 22% to 51%. There were a total of 105 adults in attendance, not including the staff members. We did a better job of communicating to parents the importance of attending this meeting, especially the peer to peer letter that parents received. The suggestion of bundling it with the parent preview night, which would involve holding the meeting on two separate evenings, was put off until a spring meeting.

5. Review Nutrition Portion of our Wellness Policy

Kristen mentioned that the food pyramid in the policy needed to be changed because the current one listed wine as an acceptable food item. She found a suitable replacement. In addition, there were two main issues that needed to be addressed. The first was the practice of bringing birthday treats to school and the second was serving chocolate milk at lunch a few days per week. Upon further review the Policy Committee decided that birthday treats would be allowed, and it would be up to the teacher's discretion to decide at what point in the day they would be shared, trying hard to have it occur near the end of the day. We will continue to not allow chocolate milk at lunch, since there are other ways for children to consume those same nutrients without the negative ingredients found in chocolate milk. Lauren shared a document from DPI dealing with snack foods sold at school and we felt that we were in alignment with these guidelines. Specifically, the document mentioned flavored milk had to be fat free, not just low fat.

One of our guests, Rachel Koshkin, mentioned that these sorts of changes should have been communicated to families well in advance. She also stated that some parents were confused by the amount of sweets available at the Boo Bash, because our policy did not specify that it is valid during the school day only. Another observation was that there is some confusion between what is allowed for a snack and what is allowed for lunch. Some younger children are confused and fearful. She also mentioned that one third grade child was called fat by a classmate. We don't want to create a climate where children are commenting about another child's lunch choices.

After further discussion, some changes will be made to the Nutrition portion of the Wellness Policy. As mentioned before, birthday treats will be allowed near the end of the day. On page 2, point #2, it will reflect that these are never allowed during the school day. The last two sentences of point #4 will be deleted. And, something will be added to point #6 that allows for exceptions at the principal's discretion. The Marketing Committee will create some posters that will highlight the changes to the policy. Kristen will revise the policy, send it to the SAB for approval, and if there are no needed changes, it will be adopted.

6. Review Crisis Management Plan

Bob Stelter, along with a committee, got together and developed the crisis plan. They used Shorewood School District's plan, revised it where necessary, and wrote this draft. Bob led us through an overview of the plan, which addressed 13 different major issues, everything from a bomb threat to a tornado. Most of these issues are not new, except for Intruder/Suspicious Person/Active Shooter. Lauren said that she has observed each classroom conduct its own lockdown procedure. She reported that every single class did an outstanding job of having the students hide quickly and quietly. The next step is to conduct a school-wide lockdown. Lauren noted a few areas that still need to be addressed:

- Develop an incident report form
- Develop an attendance surveillance report
- Identify counseling services
- Contact a physician about when to use a junior or adult epi pen
- Develop a family reunification plan
- Develop a lockdown plan for the church and church basement

Bob also mentioned that if something is predictable, than it is preventable. This explains the need to keep incident reports to track issues. For example, if students continually trip in a doorway, then the doorway needs to be changed.

All SAB members should read the plan in the next few weeks and submit comments or changes by Tuesday, November 26th. We will address the plan in detail at the next SAB meeting in December.

7. Principal's Report

Every fall, Lauren submits a battery of reports to the Archdiocese concerning the demographics of our school. Here are some statistics from those reports:

- Religion of students:
 - ◆ 85% Catholic
 - ◆ 15% Non-Catholic (last year it was 16% which was a big increase from previous years)
- Racial background of students:
 - ◆ 1% Asian
 - ◆ 4% Black
 - ◆ 3% Hispanic
 - ◆ 7% Multi-racial
 - ◆ 85% White

- Gender of students:
 - ◆ 48% Boys
 - ◆ 52% Girls

- Reasons given why students that did not return this school year:
 - ◆ 8 students left for financial reasons
 - ◆ 18 students moved out of the area
 - ◆ 1 student left for academic reasons
 - ◆ 1 students would be home schooled
 - ◆ 15 students left for other reasons

Most of these students in the last group left for social reasons, where students needed to start over at another school. There were a total of 43 students that did not return this year. This is significantly higher than past years, when it typically averaged 15 students per year.

Teachers are working hard to complete the new report card formats. They reflect a major shift in instructional practices based upon creating rubrics to define competencies. They will provide a precise picture of student competencies with data to back up the grades. The staff realizes they were a little too ambitious with their original curriculum map because they are finding it difficult to access all the standards.

There are going to be some adjustments to the registration process this year. Lauren and Lisa met with Home and School representatives and refined the process. There will be three phases to the process:

- 1st Phase – Hold a Seat
 - ◆ Parents will pay their registration fee and sign the covenant.
 - ◆ They will receive a receipt of materials letter.

- 2nd Phase – Assign a Homeroom
 - ◆ Parents will commit to volunteer assignments and sign their tuition agreement.
 - ◆ They will receive a registration confirmation and safe environment confirmation.

- 3rd Phase – Admit to Class
 - ◆ Parents will attend the Forms and Fees day in August.

A question was asked about when tuition numbers will be published. We will repeat what was done last year. We will explain to parents that we expect a small increase in tuition, but final figures won't be available until later.

8. Committee Reports

A. Policy Committee – Kristen Reynolds

There is a subcommittee working on an allergy policy. It is turning out to be more complicated than originally thought. There are both national and state laws about administering epi pens. Kristen asked if anyone knew any attorneys that have experience in medical law and someone mentioned Michelle Frazier. Kristin said she will contact her for some assistance.

B. Home and School – Laura Maly

Home and School requested that we communicate to families in advance concerning upcoming major changes to policies, prior to the second and final reading. It was decided that we will add links to the SAB webpage that will including upcoming meeting agendas, draft documents, etc. Something will be in Family Matters to alert families to this change.

C. Marketing and Recruitment Committee – Molly Gallagher

On Thursday, November 14, 2013, at 3:30 and 7:00 p.m., there will be two focus groups held to solicit some new phrasing for recruitment purposes. People will be asked to provide insight into why they send students to St. Robert School. Then a marketing expert will summarize this information and provide that summary to this committee. They will use that information to create new marketing materials for the Open House held in January.

D. Technology Committee – Marion Gottschalk

This committee plans to revise the Technology Plan this school year. There are five components to the plan and each subcommittee member will be responsible for one of them. In addition, they will address the Bring Your Own Device policy and the needs of the computer lab in the library. They questioned how the Digital Citizenship Curriculum was being implemented. Lauren explained that each grade level has five 30-45 minute lessons to complete throughout the school year. And, it is left up to the teachers at each grade level to determine when those will occur.

E. Budget and Finance Committee – Tom Dean

Tom met with Lauren and reviewed the current budget. He is almost finished building a model of the budget and he plans to have it completed soon so it can be discussed at the January SAB meeting. He said some people asked him if the budget can be shared on the website. It was decided that possibly a condensed version could be on the website, but

that a complete paper version would be available upon request in the school office.

F. Environment Committee – John Dulmes

John received a bid for the dumpster enclosure, including a cement pad and landscaping, for around \$7,500.00. This idea has been tabled because we have been told by the Parish that we can not undertake any improvement expenses at this time. Lauren said an important step is forming a Parish Building and Grounds Committee again and she has asked Pat O’Loughlin is he was interested in chairing that committee. He said he may, and he may also have some committee members in mind.

There are still some physical improvements suggested during the crisis plan discussions that need to be addressed in the future, and they include:

- Access card security system
- PA system improvements
- Front entrance enhancements
- Video surveillance system

Estimates will be requested for these projects.

G. Development Committee – Marcia Velde and Lisa Lesjak

The Annual Fund Kick-Off Party will be held on Friday, November 22, 2013. A letter and invitations will be mailed soon. They would like to get 100% participation from SAB and Home and School leadership members to the Annual Fund prior to this party.

Lisa explained a few new line items to her Annual Fund report spreadsheet. The line entitled, 1-on1 Ldrshp 13-14, reflects the leadership of the SAB and Home and School. The other line entitled, WS Unsolicited 13-14, refers to online donors. We are off to a good start this year, with over \$55,000.00 committed and over \$35,000.00 received.

H. Education and Formation Committee

In Kelly’s absence, Matt mentioned the topic of grant writing. There is an outside expert that is willing to assist us in the process of writing grants, but it was suggested that we need to be very specific with our needs when we are searching for grants, such as needing a certain kind of professional development for staff members, or needing a video surveillance system to improve the safety of our school.

9. Field Trip Policy Review

There is some concern over the policy of charging all students in the building the same amount for field trips, no matter what they really cost. This year that amount is \$80.00. We will revisit this issue at a future SAB meeting.

10. Remaining meeting dates

The SAB will continue to meet on the second Wednesday of each month at 6:30 p.m., with the exception of July, when no meeting is held. It was determined that a meeting in December was necessary. Tom was assigned to provide snacks and prayer because he was the only member that was still unassigned. Therefore, the remaining meeting dates are:

- December 11, 2013 – Tom will provide snacks and prayer
- January 8, 2014 – Kelly will provide snacks and prayer
- February 12, 2014 – John will provide snacks and prayer
- March 12, 2014 – Kristen will provide snacks and prayer
- April 9, 2014 – Molly will provide snacks and prayer
- May 14, 2014 – Laura will provide snacks and prayer
- June 11, 2014

The meeting adjourned at 8:53 pm.

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