

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

Members Attending: Lauren Beckmann, John Dunn (via phone conference), Christopher Adams, Mariann Willing, Lisa Lesjak, Kathy Fletcher, Margy Cain, Sara Coffou, Tom Dean, Lisa Sweeney, Fr. David Zampino, Joe Cincotta and Kristen Reynolds

Members Absent: Kevin Keenan and Marcia Velde

Guests Attending: Jan Ebel

The meeting commenced at 6:08 p.m. with a prayer.

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
<b>Guest Comments</b>			
	<ul style="list-style-type: none"> <li>• None</li> </ul>	N/A	N/A
<b>Associate Pastor's Report</b>			
	<ul style="list-style-type: none"> <li>• St. Ben's/House of Peace box food drive – between SR and HF 400 boxes of food were provided for families. Thank you so much for your contributions! There is a need for additional food boxes</li> </ul>	N/A	N/A
<b>Principal's Report</b>			
Green School Consortium Grant Opportunity	<ul style="list-style-type: none"> <li>• The Green School Consortium – replace asphalt with green space</li> <li>• Peter Sorce and Buildings and Grounds is looking into this</li> <li>• High points:               <ul style="list-style-type: none"> <li>➢ The purpose of GSCM is to alleviate the amount of contaminated storm water</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Due to our current accreditation project, we are unable to commit our staff to this project this year</li> <li>• This grant is generally offered annually, so we should consider it for a future year</li> </ul>	<ul style="list-style-type: none"> <li>• In the next couple of days Christopher Adams will clarify the following and provide the answers in an email to John Dunn – is the Grant available on an annual basis and are we able to utilize a couple of our teachers instead of our full staff</li> </ul>

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	<p>runoff from paved school yards.</p> <ul style="list-style-type: none"> <li>➤ Creating green space: Take out asphalt, concrete and create green space to absorb water for water retention</li> <li>➤ We would need to fund \$1,500 towards the project; GSCM would help plan and design the space at no additional cost</li> <li>➤ Applications are due by November 17<sup>th</sup>; a Project Selection Committee will then select the top 5-8 proposals; on November 30<sup>th</sup> the selected proposing schools will be given 5-10 minutes to verbally support their grant application and answer questions to the Project Selection Committee; the committee will then review their notes and make a final decision on which two schools to offer the grant; early December the grant awardees will then be issued contracts; January through June would be the process timeline</li> </ul> <ul style="list-style-type: none"> <li>• Christopher Adams has</li> </ul>		

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	<p>experience with this</p> <ul style="list-style-type: none"> <li>• A project like this would require a time commitment from the entire school staff. The staff would need to provide roughly 2 hours per month working with the sponsoring organization to implement this plan</li> </ul>		
Northshore Catholic Schools Meeting	<ul style="list-style-type: none"> <li>• Last week we received an invite from Fr. Jerome Herda, Pastor of St. Monica and St. Eugene to hold a preliminary conversation on the sustainability of our schools</li> <li>• An initial meeting has been scheduled for December 1<sup>st</sup>. The two pastors for the four parishes (St. Robert, Holy Family, St. Monica, and St. Eugene), the principals of each school and the Chair of each school's School Advisory Board will attend</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• John and Lauren will report back on the discussion at the December SAB meeting</li> </ul>
Initial Accreditation Preparation	<ul style="list-style-type: none"> <li>• As mentioned in previous SAB meetings, St. Robert School is up for accreditation by the Milwaukee Archdiocese in 2017. The school's faculty and staff and the SAB will each work on specific areas of the accreditation process.</li> <li>• Tonight, Lauren provided the board with a <b>SAB Self-Study</b></li> </ul>	<ul style="list-style-type: none"> <li>• We will use our December board meeting to check in on initial preparation for the benchmark reviews, which will begin at the SAB January meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Week of November 14<sup>th</sup> Lauren and Mariann will prepare and distribute the packet of information each team will need to complete their assigned standard/benchmarks</li> <li>• Each team should set up some time to meet and begin working on their assigned standard/benchmarks</li> </ul>

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	<p><b>Plan, 2016</b> document. This document outlines the team partners (assigned based on areas of expertise), their assigned standards/benchmarks, and the due dates (for board approval) of each standard/benchmark</p> <ul style="list-style-type: none"> <li>• The SAB will be working on Domain 2 (Leadership and Governance) and Domain 4 (Operational Vitality). Each domain is assigned 2-4 standards, and each standard is assigned 3-8 benchmarks (ex. Domain 2 has 2 standards with a combination of 13 benchmarks)</li> <li>• Depending on the complexity and length of the benchmark it could take approximately 20 minutes to 1-2 hours to complete each</li> <li>• Each benchmark has been assigned a 1-4 rubric score. Depending on the rubric score we determine for each benchmark, the appropriate evidence is required to back up the rubric score. <b>Essential Benchmarks</b> are gray highlighted and noted with a cross. We are required to meet a rubric score</li> </ul>		

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	<p>of 3 for this benchmark prior to submitting our documentation to the Archdiocese.</p> <ul style="list-style-type: none"> <li>• Evidence maybe presented in any format such as interviews, artifacts, etc. When using evidence, highlight what you want the team to look at (ex. survey – highlight specific item)</li> <li>• All evidence will be collected into one central location. The teachers will upload our evidence into a google site they have set up specifically for this</li> <li>• This process will employ a second pair of eyes (ex. verifies findings; review verbiage/spelling)</li> <li>• Late, 2017, a visiting team will spend a couple of days reviewing our completed documents. They will provide their comments, ideas, and any disagreements</li> </ul>		
<b><i>Emerald Auction</i></b>			
Auction Ask	<ul style="list-style-type: none"> <li>• The board took a few minutes to discuss the Emerald Auction Paddle Raise</li> <li>• List of ideas we have discussed: <ul style="list-style-type: none"> <li>➤ Website development (data base merger; robust website to market school as well)</li> <li>➤ Digital piano</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Technology may be more marketable; Lauren will discuss with the faculty and she will create a technology waterfall (e.g. first \$10,000 to this item, next \$ for this item, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Review the technology proposal at our next meeting</li> </ul>

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	<ul style="list-style-type: none"> <li>➤ Smartboards projectors, computers (need to consider cost of mobile (possible Chromebooks and charging cart)) (hardwired lab in media center – need to replace for Fall 2017 – more expensive than going mobile – H&amp;S would not have sufficient funds to cover this – recently replaced teacher laptops); could we combine this with digital piano?</li> <li>➤ 3D printers</li> <li>➤ Art teacher initiative</li> <li>➤ Teacher suggestions: student scholarship \$; school counsellor; curriculum resources; professional development; teacher bonuses'; Project Lead the Way<sup>1</sup> (science program other Archdiocese schools have used – up to \$30,000 to launch)</li> <li>➤ Outside classroom – hold off for a later date</li> <li>➤ Buildings and Grounds needs – do we want to maintain or improve?</li> </ul>		

<sup>1</sup> <https://www.pltw.org/>

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	<ul style="list-style-type: none"> <li>➤ Carpeting for 2<sup>nd</sup>-5<sup>th</sup> grade</li> <li>• The past couple of years we have raised \$20,000-\$30,000; plan for \$25,000</li> <li>• Student scholarship \$ - do we need to do this, this year? We have half a million left in the fund; this year we used \$50,000+; School Society funds will go under a million this year</li> <li>• Decision will come down to the tangible benefit for our school children and other stakeholders</li> </ul>		
<b><i>“Charting Our Future” School Meeting</i></b>			
Final Details Regarding “Charting Our Future” Parent Meeting	<ul style="list-style-type: none"> <li>• The Charting Our Future School Meeting is set 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>• There will be several round tables set up and the SAB will be table facilitators; come at 5:30 p.m. for a dry run and set up</li> <li>• The slides we will be using are roughly the same slides we reviewed during last month’s board meeting</li> <li>• Meeting structure: 30-minute introduction by John, Lauren and Tom followed by an hour and 15 minutes of table group discussion centered around</li> </ul>	N/A	N/A

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	<p>three questions and 15 minutes' closure</p> <ul style="list-style-type: none"> <li>• Out of uniform passes will be given to parents in attendance</li> <li>• The new Annual Report will be available to hand out</li> <li>• Survey needed for after the meeting</li> </ul>		
<b>Key Committee Information-Committee Chairs</b>			
Committee Written Monthly Summaries	<ul style="list-style-type: none"> <li>• None provided</li> </ul>	N/A	N/A
Building & Grounds Report	<ul style="list-style-type: none"> <li>• Christopher Adams provided the board with an update from the recent Building and Grounds Committee Meeting</li> <li>• The update included a recap of the projects that are complete or are in progress, projects that need to be done this year (including cost estimates) (can any of these be a Paddle Raise item) and projects that need to be done, but can wait</li> </ul>	N/A	N/A
Catholic Identity Parent Survey	<ul style="list-style-type: none"> <li>• The Catholic Identity Parent Survey is basically ready to go. It can be ready to go in Survey Monkey by the end of the week,</li> <li>• When would it be a good time to send it out to parents? December or January? Let's see how things go at the school meeting tomorrow night</li> </ul>	<ul style="list-style-type: none"> <li>• Defer the Catholic Identity survey until the new year to provide time for the Charting Our Future survey after the meeting</li> </ul>	N/A



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	<ul style="list-style-type: none"> <li>• Give parents approximately two weeks to complete?</li> </ul>		
Annual Report Update	<ul style="list-style-type: none"> <li>• The Annual Report is completed. Lisa Sweeney provided the board with a copy</li> <li>• The Annual Report will be mailed shortly</li> <li>• Lisa Sweeney provided the board with a copy of a school press release that that went out today. This press release highlights the school's participation on election day.</li> </ul>	N/A	N/A
Navigating Potential Conflicts of Interest—Need for a Policy?	<ul style="list-style-type: none"> <li>• Give this some thought</li> <li>• Conflicts of interest? Board members in parish and school organizations – if providing services to the school and are being paid for it</li> <li>• Discount for marketing rate; printing</li> <li>• Archdiocese has guidelines</li> <li>• Corporate Structure for handling conflicts of interest (ex. conflict of interest – disclosed – voted on)</li> </ul>	<ul style="list-style-type: none"> <li>• Let's research how other non-profits handle conflicts of interest</li> <li>• Add this for a later agenda discussion</li> </ul>	<ul style="list-style-type: none"> <li>• Kristen Reynolds will research how other non-profits handle conflicts of interest</li> <li>• Joe Cincotta is on the board for another organization. He has a conflicts of interest template he drew up for them and will provide a copy to Kristen</li> </ul>
Other Committee Information	<ul style="list-style-type: none"> <li>• None</li> </ul>	N/A	N/A
<b>Adjournment</b>			
Adjournment	<ul style="list-style-type: none"> <li>• Next meeting will be December 14, 2016 at 6:00 p.m.</li> </ul>	N/A	N/A

The meeting adjourned at 7:50 p.m.

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