

St. Robert School Advisory Board Meeting Minutes
 December 9, 2015, 6:00 p.m.
 Room 207

Members Attending: Lauren Beckmann, John Dunn, Lisa Lesjak, Tom Dean, Fr. Dennis Dirx, Sara Coffou, Christopher Adams, Marcia Velde, Kelly Schmidt, Lisa Sweeney, Tony Erba and Mariann Willing

Members Absent: Kristen Reynolds and Soley Somma

Guests Attending: Kevin Keenan and Megan Prudom

The meeting commenced at 6:05 p.m. with a prayer.

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
Welcome and Introductions	<ul style="list-style-type: none"> Kevin Keenan, a SRS parent was welcomed as a guest to the SAB meeting 	N/A	N/A
Guest Comments	<ul style="list-style-type: none"> A couple of agenda topics caught Kevin's attention, hence he decided to attend this evening's meeting 	N/A	N/A
Committee Updates	<ul style="list-style-type: none"> Given the depth of our meeting agenda topics we have been running short on time for committee updates. To allow time for these important updates, John Dunn requested a written summary of activities from the committee members prior to today's meeting (attached at the end of these minutes – distributed to all board members prior to the meeting). 	<ul style="list-style-type: none"> Receiving a written committee summary prior to the meeting worked out well. The week before each meeting, committee members have agreed to submit a written summary of activities to John Dunn. The summary will be distributed with the agenda prior to each meeting 	<ul style="list-style-type: none"> Committee Members are to submit a current summary of their committee's activities to John Dunn no later than Thursday before each meeting. John will consolidate into one document and distribute with the agenda to all board members

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	<p>The Guest Comments allotted time was used for comments from committee members</p> <ul style="list-style-type: none"> • Development Committee – Lisa provided the board with the updated contribution figures. To date the Annual Fund is short \$20,000. Marcia encouraged 100% participation from the SAB members and will be making a similar request to the H&S board members 		
<p>Parish/Pastor Report</p> <ul style="list-style-type: none"> • Input on Future Mass Schedule 	<ul style="list-style-type: none"> • Fr. Dennis recently met with Rick Tank, Director of Personnel Services for the Archdiocese of Milwaukee. Their discussion included Fr. Peter Patrick's departure in 2017 from St. Robert and the parish numbers. • Future Mass Schedule: <ul style="list-style-type: none"> ➤ Fr. Dennis recently made a presentation to the Pastoral Council. Our decision has to be made by spring, 2017, giving us over a year to put a new schedule together. We have to do it right; this will help build two strong parishes. Our input is very important. ➤ Prior to our meeting a Mass Schedule Discussion Package was distributed to the SAB 	<p>N/A</p>	<ul style="list-style-type: none"> • Tony Erba, as liaison to the Pastoral Council, will communicate input from this meeting to the Pastoral Council

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	<p>members. The board took some time to discuss the Proposed Mass Schedule, Background Information, Questions to Consider and the Mass Attendance Summary between SR and HF. Many good ideas and questions were brought up</p> <ul style="list-style-type: none"> • Stewardship update: <ul style="list-style-type: none"> ➤ We are down roughly \$10,000 from last year at this time 		
<p>Publicizing Standardized Test Scores</p> <ul style="list-style-type: none"> • Review of Archdiocesan Comparisons • Discussion of Context to be Provided in Publicizing Standardized Test Scores • Publicizing Standardized Test Scores 	<ul style="list-style-type: none"> • Lauren provided a copy of this past spring's test results, the parent letter she included with each students Standardized Test Scores and a bar graph representing the Standardized Test Scores for both the Archdiocese of Milwaukee and the schools in our Deanery. The board discussed the scores and the bar graph • Mandatory testing is required for grades 3, 5 and 7. We made the decision to administer the test from first through eighth grade. • Lauren and the school staff had discussed the results and came up with the following conclusions: <ul style="list-style-type: none"> ➤ Compared to other schools 	<ul style="list-style-type: none"> • A decision was reached to post our typical Iowa testing data results on the school website now and add other contextual data at a later date when we have it 	<ul style="list-style-type: none"> • Lauren will ensure the basic 2015 test data results is posted

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	<p>we have more diverse learners (i.e. special needs)</p> <ul style="list-style-type: none"> ➤ In a group of 25 students, one low score can statistically impact the entire group ➤ We test with authentic (best practice) applications rather than right/wrong objective tests. Our students do not have the experience with this type of testing. Should we practice this type of testing? Does it make sense to administer this type of test to our students? ➤ Another test available is the Wisconsin Assessment (\$60/student). This test is aligned to the Common Core State Standards and allows students to demonstrate critical-thinking and problem-solving skills. It's a real-world type of testing. This test is still fairly new and will be refined in the future (price may come down) • We are still working on obtaining the entrance exam figures from MUHS, DSHA, etc. (St. Robert graduates vs. other students) 		
Class Size Policy	<ul style="list-style-type: none"> • If we roll our current student 	<ul style="list-style-type: none"> • Prior to the registration packets 	<ul style="list-style-type: none"> • Lauren will meet with the Middle

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<ul style="list-style-type: none"> Discuss Maximum Class Size Recommendations for Homeroom and Alternate Models 	<p>numbers forward and all (13) 4K siblings enroll, our starting enrollment for the 2016-2017 school year would put us at 281 students (this past year we budgeted for 300 students). We are graduating larger families out and new families have one or two kids. The parish affects our enrollment as well. Looking at the per grade numbers, what impact will next year's 6th grade size have on the middle school? What about next year's 4th grade size? Today we are at 309 students. After the holidays we typically pick up one or two new students, but right now we are quiet.</p> <ul style="list-style-type: none"> Faculty Maximum Class Size Recommendations – if we had to consolidate to one classroom per grade this would be a manageable class size per grade (see attached) What do we need to do to increase enrollment? We need to ramp up our marketing strategy. Have our middle school students provide service at an area daycare? Strategic marketing plan? 	<p>going out, communicating to all 3rd grade parents, via email, the current class size and what the possibilities are, welcoming their input</p> <ul style="list-style-type: none"> Publishing our enrollment numbers in the registration packets with a letter explaining what we are doing. Give urgency to timely enrollment. Raise our late enrollment fee to a higher amount. Give a letter to each family - Very important to enroll..... If enrollment # here = tuition here (running scale) Update the Class Size Limits sheet to reflect our current data and add the footnote 	<p>School Team to discuss organizational options for accommodating smaller classes</p> <ul style="list-style-type: none"> Tom Dean will mock-up a letter outlining the importance of registering in a timely manner and the effect the enrollment number will have on tuition Lauren and Lisa will publish with registration packets

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	<ul style="list-style-type: none"> • It's critical for current parents to understand the importance of submitting their school registration sooner than later. • The first Thursday after Christmas break the registration packets will be going out • In our registration packets we always provide a Class Size Limits sheet. The data will need to be changed before we send it out. We inherited these limits 10 years ago. They are outdated in terms of current practice. At the bottom of the form include a footnote indicating date the new class size limits take effect. In the event that a class is collapsed to a single section, it was clarified that we will set limits that can accommodate all current students who enroll before the deadline for opening public enrollment 		
<p>Catholic School Week Preparation</p> <ul style="list-style-type: none"> • Open House Marketing/Content • Pancake Breakfast • Activities During Week 	<ul style="list-style-type: none"> • Current families will receive an Annual Report shortly • Postcards will be mailed to current families prior to Open House to share with a prospective family • New: 4 Swoosh Banners (2 - St. Robert School and 2 - Life Smart). 	N/A	N/A

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	<p>Can be reused and will be going up the week before Open House</p> <ul style="list-style-type: none"> • Will have 25-50 yard signs with the specific open house dates. These will go up on high traffic streets with the Life Smart signs • Open House will kick off with the 8:30 a.m. Sunday Mass • Plans for Catholic Schools Week: assembly (fun surprise or inspirational); spelling or geography bee; out of uniform theme days; faculty vs 8th grade volley ball game 		
<p>Debrief on State of the School Meeting</p> <ul style="list-style-type: none"> • Review Survey Results • Discuss What we Have Learned From the Meeting to Apply to Future Parent Meetings 	<ul style="list-style-type: none"> • The board reviewed the State of the School survey results • Kelly Schmidt and her committee (Education and Formation Committee) will be working on the annual Parent School Survey, breaking it up into two-three shorter surveys. In January the SAB will discuss possible survey questions. It was recommended that we consider using the next State of the School meeting to address the top 10 Survey questions • The January “Coffee with the Principal” will be on the topic of Science • How do we increase meeting 	N/A	<ul style="list-style-type: none"> • John Dunn will add a Parent School Survey Question Discussion to the January SAB meeting agenda

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	<p>attendance? Advertise the meeting earlier; promote in Forms and Fees Day packets; make more relevant for attendees. Add the date to the color block schedule distributed each spring.</p>		
<p>Seeking Exemplary Recognition from Archdiocese</p> <ul style="list-style-type: none"> Consider Whether St. Robert Should Prepare and Submit Application for Exemplary Recognition Consideration by January 31, 2016 	<ul style="list-style-type: none"> The Archdiocese of Milwaukee offers an <i>Exemplary Recognition Program</i> that honors schools that have demonstrated innovation and outstanding results in one of the following categories: Academic Excellence, Educating the Whole Student, Mission and Catholic Identity and Technology Integration. Schools wishing to apply for exemplary status in any of the four categories must complete an on-line application consisting of 9-14 questions (depending on category) that require narrative statements of evidence that the standard has been met. If the application is accepted, a follow-up visit from an expert team will review evidence on-site. Applications must be submitted no later than the end of January in even-numbered years. Awards are announced in June 	<ul style="list-style-type: none"> St. Robert will submit an application by the end of January 	<ul style="list-style-type: none"> Lauren will take a look at the questions and put together some bullet points. She will focus on two areas of recognition John Dunn will review the draft application

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	<p>and distributed in October. Schools receiving an award may use it for marketing purposes for up to five years. In 2014, St. Eugene's was one of seven schools who received the recognition</p> <ul style="list-style-type: none"> • Board members encouraged St. Robert to participate in the program in 2016 rather than waiting until 2018. Our school has so much to offer and to hold off another two years would not be beneficial to the school 		
Adjournment	<ul style="list-style-type: none"> • Next meeting will be January 13, 2016 at 6:00 p.m. 	N/A	N/A

The meeting adjourned at 8:45 p.m.

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

December 2015 Monthly Summary of SAB Committee Activities

Environment Committee

- Sampled the LED lighting on December 2nd in room 210. Re-lamping will be done in that room on Dec 23rd.
- We should set some time during the January SAB meeting to view room 210 and the adjacent room to get feedback from the SAB members.
- We should continue discussion of raising funds for the gym floor.

Marketing & Recruitment Committee

- 2016 Open House Sunday, January 31 Key Deliverables (on target):
 - Poster targeted completion date week of December 21 (expectation to post for Christmas mass).
 - Postcard target completion date week of January 4 for mailing week of January 11 (direct mailing vs. last year's student folders to increase visibility).
 - Folders completed week prior to event to include new Annual Report.
 - Committee considering short run of January yard signs to include Open House Date and new Swoosh Banners for event week (approx. investment \$500 - \$1000 and within budget). TBD at Committee meeting December 8th.
 - Need approximately 12+ volunteers for Open House - let us know if you are interested!
 - Post Event follow up to be fleshed out by January but typical or past ideas include thank you note from tour guide, tickets to fair, calling tree for follow up, invites to coffee with principal, etc. Opportunity exists to improve and document process.
- January Activities:
 - Life Smart Yard Signs for distribution in early January - on target.

Development Committee

- Annual Report is at the printer and should be hitting mailboxes any day.
- December is busy with emailing and calling our year-end givers with reminders to send their Annual Fund gifts.
- We will be hosting a Centennial Open House for Alumni at the Alumni Basketball Tournament on Dec 26. There will be birthday cake, school tours, and a push for both Annual Fund and the Centennial Gym Floor Fund.
- We are planning an Alumni Parent Potluck in early February to celebrate the Centennial with that group.
- Lisa would like 2 minutes for a status report on Annual Fund dollars to date (up to date report will be circulated to SAB members on 12/8 by Lisa)
- Marcia will encourage SAB Annual Fund pledges at our meeting on Wednesday. She will also be attending the H&S meeting to make the same plea.

Policy Committee

- An ad hoc committee has formed and met to discuss and propose changes to the dress code.
- Proposed changes have been formulated and will be discussed at our January SAB meeting.

Home & School

- Reviewed Rummage Sale - first time we used the Square technology to accept credit cards. Will employ for other sales. Lead to Home & School underwriting WIFI for the church - will hopefully be available for Calendar Raffle Sales and any other needs the parish may have. Also identified that we should communicate to the school community that many charities receive donations from the rummage. Looking for ways to store more expensive items like furniture, if we receive a donation during the school year or summer.
- Approved the teacher and school staff Christmas bonuses - a total of \$12,500 in funds distributed. These funds come from the teacher appreciation collection from parents that is included in the registration process and H&S funds. We give gift cards to parish staff as well.
- In light of the terrorist attacks and increased crime in the Shorewood/Eastside of Milwaukee area a board member asked if we could have the Shorewood Police visit the classrooms and give age appropriate safety talk to the students.

Education and Formation

- Taking over the school survey and possibly turning it into a few shorter surveys of 10 questions, four times per year instead of the massive one at the end of the year.
- Organizing coffee with the principal - we have the next two topics set.
- Working with H&S on fundraising efforts such as CPK lunch once per month and using Quick Start school supplies, which donates 20% back to our school.

FACULTY MAXIMUM CLASS SIZE RECOMENDATIONS 2015

	Homeroom Model		Alternative Models	
	One Teacher No Aide	One Teacher w/ Aide	One Teacher, Large Group Sections	One Teacher, Small Group Sections
4K	14	18		
5K	18	20	18	10
1	18	20	18	10
2	20	24	22	12
3	25	25	25	15
4	25	25	25	10
5	25	25	26	13
6	25	28	25	10
7	25	28	25	15
8	25	25	25	15

*All assume current classroom environments

