

**St. Robert School Advisory Board (SAB) and Related Committees  
2015-2016 Year in Review Summary**

Governance

- Hosted a presentation on a strategic planning process that could potentially be used to build a strategic plan for the school
- Engaged in succession planning for open SAB positions
- Reviewed guiding principles on key matters that should come before the SAB for discussion and input before final decisions are reached
- Adopted a new format for SAB minutes that provides greater clarity for all stakeholders as to the decisions reached on a matter, the next steps and who is accountable
- Adopted a practice of publishing the SAB meeting agendas in advance of the SAB meeting so that parents, faculty and other stakeholders could be aware of the topics to be discussed and attend the meeting if they wished
- Adopted a practice of having SAB Committees provide written summaries of any significant activities of their Committees between SAB meetings, provided those summaries to SAB members in advance of the board meetings, and attached those summaries to the published minutes of the meeting for all stakeholders to review

Communicating with Stakeholders

- Published a vibrant School Annual Report that highlighted aspects of our core values and recognized our many donors which has been used with both existing stakeholders and prospective school families
- Held a State of the School Meeting focused on our curriculum, conducted a parent survey after the meeting and published the meeting materials, including a detailed FAQ piece based on questions asked at the meeting, on the school website
- Held a Coffee with the Principal focused on the Next Generation Science Standards based on comments from the State of the School Meeting
- Held a Coffee with the Principal focused on how we support high ability learners and our use of contemporary instructional resources based on comments from our Excellence parent survey
- Discussed how standardized test scores should be communicated to parents
- Hosted a Google Apps Parent “Playdate” to learn more about the apps their middle school students are using in school

Obtaining Stakeholder Input

- Surveyed parents on our core value of Excellence and published the results
- Surveyed parents on our core values of Community and Diversity and published the results
- Using an Archdiocesan format, obtained written feedback from faculty, staff and SAB members regarding the performance of the school administrator, and then reviewed that feedback with the pastor and the school administrator

Curriculum

- Encouraged and supported the school administration and faculty in seeking to obtain Exemplary Recognition by the Archdiocese in Academic Excellence and Technology Integration, which was achieved
- Facilitated an open discussion regarding the decision to terminate our partnership with the Milwaukee Art Museum Junior Art Docent Program over the Museum’s display of the Eggs Benedict acquisition and kept our commitment at the end of the school year to review that decision anew, leading to a decision to rejoin the program for the 2016-2017 school year

- Have thoughtfully been considering over several meetings a potential partnership with St. Francis Children's Center to offer the Arrowsmith Program at St. Robert, which would be the first in Wisconsin

#### Policies

- Reviewed and revised over several meetings our dress code policy, primarily focused on the out of uniform policies
- Reviewed and approved revisions to our policies on maximum class size for the various grades

#### Marketing

- Held a half day off-site facilitated marketing workshop to brainstorm on marketing ideas that could grow our enrollment
- Developed a referral card program and related yard sign promotion to encourage new student enrollment over the summer
- Supported the Catholic Schools Week Open House, including through designing new postcard reminders and exterior feather banners and staffing tours
- Held our inaugural St. Robert play date for new and prospective families in May

#### Development

- Coordinated a "parents do you know where your children are?" mailing in an effort to get updated alumni email and US mail addresses
- Held a Centennial Mass/reception with Archbishop ListECKI, a Centennial alumni parent potluck dinner, an alumni Centennial gathering at the Fair, and a Jubilee Mass/reception for Fr. John Pulice
- Distributed an Alumni Newsletter to all stakeholders
- In addition to yearly Annual Fund outreach, mailed 3,000 personalized Centennial letters to various stakeholder groups

#### Financial

- Engaged in a discussion on the Sustainability of Catholic Schools in the New Economy based on a conference attended by the school administrator
- Reviewed considerations in establishing tuition for the 2016-2017 school year and directions for future tuition models
- Conducting ongoing review of the operational vitality of our school

#### Capital and Instructional Improvements

- Improved the lighting in the school for our students and faculty by installing LED lighting in all of the classrooms, hallways and offices with the lower level and the gym lighting to be completed after school ends
- Collaborated with Home & School Association to raise funds at the auction, in connection with the Centennial, etc. to be used to help fund a new gym floor, which will be installed over the summer

#### Unfinished Business

- Adopting a multi-year strategic plan for the school
- Obtaining greater understanding of the regional Catholic schools models (Fond du Lac, Kenosha and Milwaukee Seton Schools district)