

St. Robert School Advisory Board Meeting Minutes
 October 11, 2017, 6:00 p.m.
 Room 207

Members Attending: Lauren Beckman, Margaret Cain, Joe Cincotta, Fr. Dennis Dirkx, John Dunn, Jan Ebel, Kevin Keenan, Jennifer Kloehn, Lisa Lesjak, Liliane McFarlane, Dan Murray, Erin Stilp and Dan Wycklendt,

Members Absent: Kathy Fletcher, Christopher Adams

Guests Attending: None

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

Look at agenda

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
<i>Guest Comments (if any)</i>			
	<ul style="list-style-type: none"> • None 	N/A	N/A
<i>Pastor's Report/Discussion of Pastor's Recommendation to Pastoral Council Regarding Holy Family and St. Robert Schools/Considerations for State of School Meeting</i>			
	<ul style="list-style-type: none"> • Fr. Dennis stated that he made a recommendation to the pastoral council for St. Robert and Holy Family to form a task force to study the feasibility of consolidating Holy Family and St. Robert schools by 2019-20 • He mentioned that Fr. Tim Kitzke, vicar general, did not endorse this idea • Fr. Dennis withdrew the recommendation • Last spring, Superintendent of Catholic schools, Dr. Kathleen 	<ul style="list-style-type: none"> • A conversation needs to occur between the pastor and vicar general about what the superintendent has suggested with regards to the future of the 4 North Shore parish schools • 	<ul style="list-style-type: none"> • John Dunn will talk to Fr. Tim to understand his concerns • Fr. Dennis will talk to Fr. Paul of St. Monica/St. Eugene to understand his thoughts on future collaboration

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	<p>Cepelka, PhD, gave a presentation on the future of the Catholic Schools in the North Shore area; She stated that in the near future the North Shore region would not likely be able to sustain four Catholic schools (St. Robert, Holy Family, St. Monica and St. Eugene)</p> <ul style="list-style-type: none"> • In order to curtail the loss of schools, key stakeholders including parents, parish leadership and the school leaders from the four schools would need to come together to discuss and identify a model that would keep Catholic education a viable option for North Shore families • Ideas to increase the student population at St. Robert include looking at creating a birth-to-three childcare facility at the school • The Dominican sisters will be ending their lease of the convent building at Dominican High School. WIA (Wisconsin International Academy) has expressed interest in renting it from as a dormitory for middle school students. St. Monica has also expressed interest in the site for a birth-to-three center. 		
Principal's Report			
	<ul style="list-style-type: none"> • Update on New Website/Logo 	N/A	<ul style="list-style-type: none"> •

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	<ul style="list-style-type: none"> ➤ Revised logo design in progress ➤ Website content will be developed after accreditation ➤ Website is being created by Cyber Construction out of Chicago ➤ Content will be reframed to reduce the amount of text, make it easier to scroll and search for items ➤ Discussed the idea of having a drone video to show the school in its surroundings 		<ul style="list-style-type: none"> •
	<ul style="list-style-type: none"> • Update on Accreditation Visit <ul style="list-style-type: none"> ➤ A team of 10 will come to the school to validate findings of self-study ➤ The evidence website is complete and the link sent out to the team ➤ Students are prepared to speak to the team ➤ John Dunn and Tom Dean will be interviewed as well Fr. Dennis, the principal and staff 	N/A	N/A
	<ul style="list-style-type: none"> • Update on Acclimation of International Students and Related Support <ul style="list-style-type: none"> ➤ An observation was made that the two foreign students from Vietnam and China were adapting to the school very 	N/A	N/A

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	<p>differently. The differences seem to be related to the students, so no generalizations can be made.</p> <ul style="list-style-type: none"> ➤ Support – each student is working on modified curricular goals and receiving daily support from a resource teacher. The students use Google Translate to navigate assignments ➤ The teachers are fully committed to the success of the two students 		
	<ul style="list-style-type: none"> • Other: <ul style="list-style-type: none"> ➤ ALMA update – a revised template of the standards and hierarchy were approved ➤ The parents will soon receive information about it. ➤ This was the last week of employment for the administrative assistant who on-boarded the new system ➤ No replacement staff has been identified, but the school is considering reformatting the position to fill the need for a communications coordinator to manage social media and website 	N/A	N/A
<i>Discussion of Wisconsin International Academy Partnership</i>			

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	<ul style="list-style-type: none"> • WIA (<i>See attachment</i>): <ul style="list-style-type: none"> ➤ An organization that brings Chinese students to the United States (presently only for high school at Catholic school) ➤ Total care program with dormitory in Wauwatosa ➤ The program provides English language support teachers ➤ Many Chinese parents are sending kids to the USA for education ➤ Benefits of partnering with WIA: <ul style="list-style-type: none"> ○ Increase diversity of St. Robert student body ○ English Language Learning (ELL) program could be offered; a unique program that could be marketed to other families ○ Increases enrollment in grades 7-8 grade ○ Partnership could provide increased earnings through higher tuition rates ➤ If St. Robert accepts the program, the school would be a middle school pilot for WIA ➤ Desire to have a long term relationships of at least 10 	<ul style="list-style-type: none"> • Need to reconnect with WIA's president to understand how marketing would work at the middle school level; can we try a student without sending a staff person to China? 	<ul style="list-style-type: none"> • N/A

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	years ➤ A member of staff would need travel to China annually to meet and market the school to the potential as well as learn about the culture and education the students would be coming from		
Finance Committee Report			
	<ul style="list-style-type: none"> • School revenue is down approximately \$23,000 in the last 2.5 years • More money is spent for tuition • Demand has increased for more scholarships for families in need of support 	N/A	N/A
Key Committee Information-Committee Chairs			
Committee Written Monthly Summaries	<ul style="list-style-type: none"> • 	N/A	N/A
Any Key Matters for SAB Input	N/A	N/A	N/A
Adjournment			
Adjournment	<ul style="list-style-type: none"> • Next meeting will be held on November 8 at 6:00 p.m. 	N/A	N/A

The meeting adjourned at 8:45p.m.

Minutes respectfully submitted by Liliane McFarlane, School Advisory Board Secretary.

November 2017 Monthly Summary of SAB Committee/Organization Activities

Building and Grounds Committee

- Grant application to the Green Schools Consortium was submitted in support of an outdoor classroom concept
- Have been in contact with the parish Building and Grounds Committee. They are only doing smaller projects to maintain key systems at this time

Education and Formation Committee

October Meeting Notes:

1. Members: Margaret DeMichele, Meredith Frediani, Kristin Hanson, Dan Katt, Shelly Rhoder, Erin Stilp (chair), Barb Voell
2. Wednesday After School Programs
 - a. Shelly looking into program that focuses on community service
 - b. Lego – status?
 - c. Theater – options? Space issues?
 - d. Erin looked into coding class, but teacher was not available
 - e. Other options available out of state that can be researched for options here: magic, yoga, science, art
3. Possible Topics for Coffee with the Principal (See below)
4. Length of lunch time
 - a. This topic came up during earlier meeting with prior chairs of E&F Committee. Questions arose about whether lunch was too short.
 - b. Brought the topic up with current committee members. Did not seem to be overarching concern (at least with this group) that lunch was too short. However, this topic brought on larger topic about lunchtime culture at school. Too strict? Too much focus on not talking? Are we babying the kids by not letting them pick their own table at lunchtime when they get older? Possible topic for coffee with principal?
5. Exit survey for 8th graders – status?
 - a. Followed up with Lisa Lesjak, who put me in touch with Sara Coffou. Was not done last year but no reason to not do this year.

- b. Question now is – who do we survey? The class we missed (currently sophomores) or skip them? Requested prior survey so could use that as template.
6. Buddy Bench – all thought ok
- a. Simple (\$200) versus fancier (\$700).
 - b. If simple – could we do school community project and paint it?
 - c. Where get the money? Do small fundraiser or get parent donors? (I'd be ok with significantly chipping in for this. But better to do small fundraiser to make it more of a communal ownership? Or are people sick of fundraisers?)
7. Diversity
- a. Though raised as generally a race issue, the topic of religious diversity came up as well. Shelly threw out the possibility of an interfaith prayer service. Discussion acknowledged that we are a Catholic school and no desire to lose that identity. More of a social and world awareness issue.
 - b. Acknowledged that transportation was an obstacle to getting people who may be coming from further neighborhoods. Shelly (who lives in or near Sherman Park) suggested setting up a carpool type situation to help people who may be interested in coming to St. Robert but are deterred because a little further.
 - c. Shelly explained that a racially mixed group met informally last year to discuss race at St. Robert and discussed how to help minority students feel comfortable. Group of about 13 moms.
8. Other
- a. Topic of host family for new families came up. Was regarded highly when done. Question if it still exists. If not, can we revive?
 - b. Question arose about need to combine the parish and school calendar on the website. Argued that it is too cluttered and unnecessary. Similarly, complaint that one gets the parish when you call the school. Argued that it was not a successful way of combining the school and parish; more superficial than meaningful and it's irritating.

November Meeting Notes:

1. Because our group is working on a variety of smaller projects, we agreed it's a good idea to have one or more people take the lead on each project. Based on how our conversations have been going, I'm attaching names to each project. But if you want your name removed or added to a project, just let me know and I'll happily oblige. We'll all still work together on all the topics, but the lead teams will just make extra sure we're not letting things slip through the cracks.

2. Wednesday After School Program (Shelly, Barb, Erin)

- we agreed that it might be better to not overload the options, and since we have yoga and 1st Stage most set right now, we'll move forward with offering those for second trimester. We can also see where the comic book drawing thing is too. That can be 2nd or 3rd trimester, depending on how quickly we can get it together. I emailed Lauren Beckmann to make sure we have space available for yoga and 1st stage. Once I get final confirmation, Barb can put together the flyers that will be put in Thursday folders.

- other options still brewing for 3rd trimester: Engineering for Kids, knitting (need teacher), random acts of kindness (RAK), table setters, (RAK and table setters could be joined? Or keep separate and do one this year and one next year).

3. Coffee With the Principal (Dan, Kristin, Barb, Erin)

- possible topics:

1. St. Robert 101. Learn the basics of St. Robert. (i.e. there are trimesters. grading system. come up with a general list of things that new parents would find helpful. give the same talk every year). **By the next meeting, can we all come up with 1 or 2 things that we think would be a good idea for Lauren to include on the agenda for this type of session?**
2. how to talk to our kids about kids with disabilities (or perhaps simpler to have a flyer go home about best practices?). I'm going to meet with Amy Egan on Monday, as she is the one who raised the topic of inclusion of disabled kids with me. From there, I'll meet with Lauren to get this going. Based on our conversation today, it seems that meeting with the parents of kids with disabilities who want to participate and possibly one or two parents of non-disabled kids would be a good idea. It would basically be a listening session. The intent is to find out best practices for all, especially for parents who have kids in classes with kids who have visual disabilities. For example, what should a parent say when their child starts asking questions about the child with disabilities? What are the appropriate and sensitive responses? There is a desire to be educated on this issue.
3. best practices for parenting and social media, screen time

4. Lunchtime Culture (Dan)

- one pager plan or outline for best practices (something to guide us for how to improve current setup); concern that things are too rigid right now

5. Host Families (Shelly, Erin)

- I emailed Cory and Lisa Lesjack to find out more about the status of this and whether we could get it going again.

6. 8th Grade Surveys (Kristin, Margaret)

- suggestions made:

- - at beginning of survey, indicate how long it will take and the purpose of the survey
- - at beginning of survey, indicate that responses will remain confidential (this is stated, but at end of survey)
- - clean up responses to question 6
- - delete question 11, or reword it to include messaging about Life Smart campaign
- - Last class surveyed was class of 2013. Try to collect 2014? 2015? 2016? Probably worth doing. We should definitely send out to class of 2017. When should we do this?

7. On-Site Training (Kristin, Meredith)

- How do we get required parent training (the training parent volunteers are required to do in order to volunteer with school kids) on-site at St. Robert?

8. Diversity. (All)

Home & School (10/25/2017 Meeting)

- **Chair of Rummage Sale Report.** About \$18,500 in revenue. Higher than prior years. Great success.
- **Accreditation Review** - Great first response; high praise for the school
- **Financials**
 - Some confusion over who was treasurer. Being resolved quickly.
 - PO Box set up for auction donation checks to be mailed to
- **Angst Movie**
 - Voted to approve spending up to \$500 for showing of movie to 6, 7, 8th graders
- **Blue Book**
 - Released tomorrow. Online. Can be printed from PDF. Also can be edited online by a parent so should be fairly updated throughout the year

- Cheaper than how we did previously. Used to be about \$1000. This new option costs about \$400.
- **Principal Report**
 - Accreditation. Reminder that we really are a great school!
 - Applied to the Green School Consortium
 - Tech Forums for 5th-8th grade. Best practices regarding social media and kids. Although turnout was perhaps lower this year, the discussion among parents still followed and it was worthwhile.
 - Logo – H&S also gave very positive feedback
 - Discussion about what to do with “leftover” money that was raised for the media center but was not spent (about \$8800). Lauren asked about possibility of using that money for specialized reading materials for grades K-3. Raised question about whether the money that was raised for one thing (ie, media center) could be used on another thing (ie, educational materials). Also raised broader question of whether we want to make the paddle ask for these materials – Lauren was asking for a very specific ask, but to get all of these types of educational materials for many (all?) the grades, it would cost a lot (roughly \$100,000). Mentioned that another ask floating out there is to upgrade the front office. Ultimately, Lauren may go to the endowment to get the specific smaller request paid. She has been paying for these materials piecemeal – ie, in \$10,000 increments. Do we want to do a big push and refresh the reading educational materials at once instead of in piecemeal fashion?
- **Lisa’s Report**
 - Focus of generations at St Robert
 - Annual fund party invite in mail
 - Amy Connolly – offered to basically share revenue with H&S through her book orders
- **Teacher Christmas Gift Fund** low again this year. Will be sending out multiple reminders.