

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

1. Call to Order and Prayer

Members in attendance: Dan Davis, Lisa Lesjak, Lauren Beckmann, Jane Connell, Laura Maly, John Dulmes, Matt Hietpas, Catherine Mercuri, Peter Christenson, Liz Haas, Fr. Kevin McManaman and Marcia Velde

Members absent: Fr. Dennis Dirkx, Nancy Knight, and Molly Gallagher

2. Guest Comments

There were no guest comments at this meeting.

3. Open House, Development and Enrollment Update

Lisa distributed a spreadsheet about Open House with data from the past seven years. It listed the number of prospective children that visited, as well as how they heard about St. Robert. Lisa said we had good, steady attendance at the Open House. She also said that teachers in the grades other than kindergarten met with new parents, too. Seven new students enrolled already, covering several grade levels. There are 242 students enrolled for next year right now. And, there are 16 new K-4 students enrolled.

The Annual Fund has pledges totaling \$122,176, with \$100,676 actually received. Lisa said she will send the SAB members an electronic version of this spreadsheet. The Development Committee met last week and discussed how they need to do something different this year to achieve the goal. If they continue to do what they have done in the past, they may not get there. Lisa also mentioned that our school's centennial is coming up and we need to plan for that soon because you don't want to wait until the last minute.

4. Policy Items

Regarding the Crisis Management Plan, Matt said he has the names of some people to join this committee and will get started with this soon.

The Reserve Fund Use Policy will be presented to the Parish Finance Committee at their next meeting.

The Allergen Awareness Policy will also be addressed soon. There are two parts to this policy. The first part involves creating a standard plan of care that is divided into areas listing the services the school could provide. Parents would then check off which services they want the school to provide.

For example, they could choose to have their child sit at a peanut free table for lunch. The second part addresses epi pens. We need to decide how they will be managed, should they be carried by the student or kept in the office, for instance. Mary Curtis has volunteered to assist with this issue, as well as some others, too, such as AED use in the crisis plan.

The Wellness Plan is being addressed during their committee meetings. This alone meets the deficiencies identified by DPI.

We had the second reading of the Student Withdrawal and Tuition Refund Policy at the meeting tonight and it was adopted by the SAB.

5. Parent Survey

Lisa gave an overview of the results from the Parent Survey. We will discuss it further at our next meeting. Nevertheless, Lisa said this is the fifth year we are using the basic questions #1-6. The number of respondents is down this year from 132 last year to 108 this year. The area with the lowest level of satisfaction is the hot lunch program. Safety concerns have a lower score than in the past, but that may be related to the recent school shooting in the news. Lisa adjusted the survey slightly this year to allow parents to add comments to each individual question, not just at the end of the survey. This enabled us to get more comments for specific items. The Middle School Experience improved from 3.97 to 4.25. Next year, we may have a separate link for different versions of the survey for each grade level range. This will help differentiate the responses by grade range. Lisa will use a frequency table to tabulate the comments. At the next SAB meeting, we will divide the comments and/or issues raised by the Parent Survey into groups so various committees can address them.

6. Principal Survey

The Principal Survey is completed and will be distributed to SAB members, faculty and staff. The survey is based on administrative standards. Father Dennis will review the results of the survey with Lauren prior to her being offered a contract extension.

7. Emerald Auction Progress Update

The outlook for the auction is both positive and upbeat. The Jazz Band is scheduled play for 90 minutes. The chairs are looking for some large donations to replace some that are no longer available. Also, they are hoping to get about 400 items for the silent auction. They will be using new bidding devices, similar to smart phones. They are going to change the layout of the room, and close the interior bar during the live auction. They are exploring different options for the Wine Chance. Another change involves the

scholarship portion of the auction. This year, it will be handled similarly to how the sign-up parties work. In addition, during the live auction, one last request will be made for donations. One final suggestion offered was for an improved way to initiate the prayer before dinner.

8. Parish Retreat and Lenten Mission

Dan reported that about 25-30 people attended the Parish Retreat, including about a half dozen people from the SAB. The purpose was to refocus on their Faith and think about where they want St. Robert to be in the next 100 years. The Lenten Mission will occur on February 17, 18, and 19, 2013. This will provide an opportunity to enliven your Faith. Richard Harter will be presenting during these sessions. Adoration will be available from 7:00 a.m. to 7:00 p.m. on Monday and Tuesday, February 18 and 19. This will allow ourselves to encounter Christ in new way and to rejuvenate our Faith. On the following four Mondays, there will be a series of meetings that will discuss different issues about the Catholic Church and Faith.

9. Playground Gates

John obtained a third estimate for the gates. The three estimates came from Munson, Century, and Northway. The bid includes two gates, one on Maryland Avenue and the other for the north entrance on Farwell Avenue. The gate on Maryland will still allow for two-way traffic. The gates will open in the middle, latch in an open position, and not lock when closed. Ideally, they would like to have them installed over Easter vacation. This will be presented to the Parish Finance Committee at their next meeting.

10. 2013-14 Budget Draft Review

Dan started the extremely lengthy discussion by stating some issues that affect the budget. Health care costs continue to rise each year. A performance based compensation package for staff will increase costs in the future. And, a few odds and ends will also increase next year. Therefore, we need to increase tuition to cover these expenses. This is our only option because our other revenue streams are flat, namely the contributions from the Parish, Home and School, and the Annual Fund. Catherine adjusted the budget with our projected enrollment in order to get a balanced budget. One suggested option was to increase parishioner tuition by 3.5% and non-parishioner tuition by 6%, which seems like an unfairly high number. Even with this increase, our non-parishioner tuition will still be lower than every other north shore parish, including Holy Family, St. Monica, St. Eugene, and Lumen Christi. Currently, we have about 60 students from 45 families that are considered to be non-parishioners. Even though the non-parishioner faction is so significant in size as compared to these other parishes, we felt that this was a fair option because the vast majority of parishioner families

support the parish with monetary and/or time and talent contributions. The other option mentioned included a tuition increase of 4.3% for all students, both parishioner and non-parishioner. At this time, the SAB preferred the first suggestion. Another option to consider is lessening the sibling discount. We have to consider all options that will affect the budget of St. Robert School. The discussion will continue at our meeting next month, when final numbers will be discussed.

11. Upcoming Meeting Dates and Topics

The next scheduled SAB meeting was left unchanged and will be held on Wednesday, March 13, 2013.

The meeting adjourned at 8:50 pm.

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