

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

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

Members Absent: Soley Somma and Kristen Reynolds

Guests Attending: Kori Staab, Jennifer Luna, Jan Ebel, Cory Wycklendt and Rebecca Bortner

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"> • Kori Staab, Jennifer Luna, Jan Ebel and SRS parents, Cory Wycklendt and Rebecca Bortner were welcomed as guests to the SAB meeting 	N/A	N/A
Guest Comments	<ul style="list-style-type: none"> • Tony Erba used this time to provide an update on the 2016 St. Robert Fair • Tony and his wife Vicky are this year's Chairs for the Fair • A couple of items to note: <ul style="list-style-type: none"> ➤ The Fair is the only budgeted parish fundraiser; net revenues have gone down over the past years ➤ There is some confusion as to who the Fair is for; need better messaging; improve marketing 	N/A	N/A

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
	<ul style="list-style-type: none"> • Tony and his wife will be working on a number of behind the scene items; look for things to come and SAB members are asked to talk the fair up with their networks and volunteer at the fair 		
Strategic Planning Process Overview	<ul style="list-style-type: none"> • The board took some time to discuss an initial strategic planning process for the school • Rebecca Bortner, a SRS parent, who helps facilitate strategic planning at her employer, Harley Davidson, led the discussion • Rebecca provided copies of a slide presentation of a Strategy Planning Summary Process for use during the discussion • A couple of things to think about: <ul style="list-style-type: none"> ➤ If we start this process shortly what time frame would people be able to commit to? ➤ Who should be invited to the table for this process (teachers; parents; parishioners)? 	N/A	<ul style="list-style-type: none"> • SAB members should consider what they heard about the process and be prepared to share their thoughts about it and their respective ability to participate in the process at the next SAB meeting
Input on Proposed Parishioner Survey	<ul style="list-style-type: none"> • Prior to our meeting, the board was given a draft Parish Survey to complete and hand in during this evenings meeting. Our responses will be used to help create multiple choices answers 	N/A	N/A

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
	<p>for each question.</p> <ul style="list-style-type: none"> • Cory Wycklendt, a SRS parent, took a few minutes to explain the purpose for the survey 		
Parish/Pastor Report	<ul style="list-style-type: none"> • Ash Wednesday is tomorrow. Mass is scheduled at St. Robert Parish for 8:00 am, 12:10 pm and 8:00 pm • Fr. Dennis encouraged everyone to join the small group meetings that will be held during lent. The theme is based on the Sunday's readings • Merridith Frediani will be working with the Family Mass; this will be year round; no break during summer; will be the second Sunday each month; looking to offer child care (possibly use Milestones) during one of the Masses for children ages 1½ - 3 years old • As of the end of December we are \$13,000 ahead of year-to-date budget for Stewardship • The Finance Committee is beginning to work on the parish budget for the fiscal year beginning July 1, 2016 	N/A	N/A
Principal's Report <ul style="list-style-type: none"> • Filing of Exemplary Recognition Applications 	<ul style="list-style-type: none"> • Exemplary Recognition Application: <ul style="list-style-type: none"> ➤ We filed both the Technology 	<ul style="list-style-type: none"> • There was a general view that more work needs to be done to clarify how teachers are assessed 	<ul style="list-style-type: none"> • Tuition modeling based on projected enrollment numbers will be done by Tom Dean, but it

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
<ul style="list-style-type: none"> • Faculty Compensation 	<p>Integration and Academic Excellence applications and have received confirmation that the applications were received. Now we wait and see if the Archdiocese selects either application for further review</p> <ul style="list-style-type: none"> • Faculty Compensation: <ul style="list-style-type: none"> ➤ Lauren explained the transition the school had made a few years ago from a step system for faculty compensation based on degrees and years of service to a promotion tier structure that categorized teachers into the practice bands of apprentice, novice, professional, master or leader and had less frequent but intended to be more meaningful raises based on teacher accomplishments ➤ Complicating matters is the fact that the Archdiocese has just published draft competency measures for teachers that have not been finalized ➤ There was a lengthy dialogue with the teachers present regarding the relative merits 	<p>when it comes to their promotion tiers and compensation/raises</p> <ul style="list-style-type: none"> • We can keep an open mind to alternative ways to reward faculty in appropriate circumstances such as the use of a stipend 	<p>is not clear that there will be funds available to consider any raises for the upcoming school year</p> <ul style="list-style-type: none"> • Lauren and John will work to identify a compensation analyst who might be able to help with assessing our compensation and evaluation structure

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
	<p>of so called “pay for performance” compensation structures versus those that are more egalitarian</p>		
<p>Debrief on Open House/2016-2017 Enrollment Status</p>	<ul style="list-style-type: none"> • Open House: <ul style="list-style-type: none"> ➤ The open house this year went well – 16 new families came through. We received positive feedback in regards to the Mass ➤ Our goal next year is to build off of this year’s open house, but also consider how we might enhance recruiting across the year • Enrollment Status: <ul style="list-style-type: none"> ➤ Our current families registration numbers are looking much better at this time compared to last year ➤ At this time we are below our minimum goal of 300 students 	<p>N/A</p>	<ul style="list-style-type: none"> • A marketing workshop will be held in March to identify various tactical steps that could be taken to augment enrollment, both in the short and long term
<p>School Administrator Evaluation Checklist Process</p>	<ul style="list-style-type: none"> • Members of the board will receive the School Administrator Evaluation; completion date will be one week from the date of distribution 	<ul style="list-style-type: none"> • John Dunn will review the results and report them to Fr. Dennis • Fr. Dennis will discuss the results with Lauren 	<ul style="list-style-type: none"> • Lisa will see if the survey is still available in Survey Monkey • John Dunn will send the survey out to the members of the board shortly
<p>Key Committee Information Committee Chairs</p> <ul style="list-style-type: none"> • Committee Written Monthly Summaries 	<ul style="list-style-type: none"> • Committee Written Monthly Summaries - attached at the end of these minutes and distributed to all board members prior to the meeting 	<p>N/A</p>	<p>N/A</p>

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
<ul style="list-style-type: none"> Any Key Matters for SAB Input 	<ul style="list-style-type: none"> Any Key Matters for SAB Input - no comments 		
Adjournment	<ul style="list-style-type: none"> Next meeting will be March 9, 2016 at 6:00 p.m. 	N/A	N/A

The meeting adjourned at 8: 30 p.m.

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

Development Committee

- Invitation to an Alumni Parent Potluck on February 28 - part of our ongoing Centennial Celebration, and an opportunity to update our alumni database for current addresses.
- Centennial Letter to ALL alumni and friends is in draft and will hopefully go to mail in the next couple weeks, after our meeting review.
- A separate Gym Floor "ask" is in draft, for those potential donors (Religious Ed, etc.) who have no stake in school Centennial.
- We are working on a quarterly email newsletter format, to replace the retired hard-copy "Blueprint"
- We are "quiet" with Current Families until after Emerald Auction.

Education and Formation Committee

- Parent Pulse Survey on Excellence, focusing on curriculum, has been finalized and input on Survey Monkey. Should go out the week of February 8th.
- Working on determining the Wednesday after school enrichment programs.

Environment Committee

- We have chosen a lighting company to re-lamp the school. We will be submitting 3 quotes, but the company the Chair of the Environment Committee work's with is the best price. We are also asking the bidders to give us a price for the gym lighting and the exterior lighting so that the entire school will be done. This was discussed and decided at the buildings and grounds meeting on January 20th.
- Also, on the 20th we decided which contractor to use for the Gym floor. We will be submitting 2 quotes for approval but there is a clear best choice, with the cost at about \$100,000.
- Last, on the 20th, we discussed the school and ministry roofs as well as the older windows on the school. We are getting two quotes for those this month.

Home & School

- We started a review of the current H&S fundraising events. Over the years, we have tried to focus on 3 - the Rummage, Calendar Raffle and the Emerald Auction. There are still small - "effortless" fundraisers like the magazine sale, but they do not account for much. We are having an offsite planning meeting next week to review fundraising events and goals to prep for the 2016-2017 school year.
- Emerald Auction planning is going well. Lots of good ideas to pump up interest. You will see weekly communication from now until the event.

Marketing & Recruitment Committee

- Updates for January 31 Catholic School Kickoff (Mass, Pancakes and Open House)

- Mass was well attended by school families and feedback is very positive
- Pancake Breakfast revenue \$2,018
- Approx. 300 Attendees (note: prospective families and children 4 and under are free)
- 16 families attended Open House
- Open House Stat's - Referral sources (many noted multiple sources):
 - Website 24%
 - Referrals 21%
 - Church bulletin 17%
 - Yard signs 17%
 - Poster 10%
 - Email 7%
 - Postcard 3%
- Family type:
 - Parish Family 31% (5)
 - New Family 69% (11)
- Children/Student Makeup 2016/2017

➤ Age 0-3, 19% (4)	4K – 2 nd Grade 66%
➤ 4K 43% (9)	3 rd – 8 th Grade 14%
➤ 5K 14% (3)	
➤ 1 st Grade 5% (1)	
➤ 2 nd Grade 5% (1)	
➤ 5 th Grade 10% (2)	
➤ 8 th Grade 5% (1)	