

School Advisory Board Meeting Minutes
March 14, 2012, 6:30 p.m.
Room 207

1. Call to Order and Prayer – Lauren Beckmann

Members of the School Advisory Board attended the Lenten Prayer Service in Church prior the meeting, so the meeting did not start until 7:00 p.m.

Members in attendance: Lisa Lesjak, Lauren Beckmann, Jane Connell, Liz Haas, Karen Hunt, Catherine Mercuri, Fr. Dennis Dirx, and Peter Christenson

Members absent: Michele Weinschrott, Dan Davis, Fr. Kevin McManaman, Trish Ognar, Laura Maly, Nancy Knight and Marcia Velde

Guest: Stacy VanAble

2. Pastor's Report – Fr. Dennis Dirx

He reported that they are working on the total budget for the Parish and it will be ready for the Parish Council to vote on it in April. The first draft has already been presented to the Finance Committee.

They are in the process of filling three positions at the Parish. The first one is a shared position between St. Robert and Holy Family for someone to oversee the Youth Ministry programs in both Parishes. They have had three applicants and will be conducting interviews this Saturday. The second position is for the Director of Stewardship and Communication and they have received five applications from which to choose their candidate. The final position is for the Director of Administration and Finance. They have received two applications, but will continue searching for a more suitable candidate.

3. Principal's Report – Lauren Beckmann

A Compensation Ad Hoc Committee has been formed and will meet three times this school year. The rationale for this committee is based upon the need to change the current salary structure because it is not linked to student achievement. We need to find a way to reward highly functioning staff. But, the performance that will be used must be measurable and reliable.

The long term goal is to compress the scale and move it higher at the same time. It will have higher percentage increases at the beginning of the pay scale rather than at the end, in order to retain the younger, qualified employees. Also, only education directly related to job performance would

be eligible for pay increases, not just earning random credits. Staff will move up on the scale by increasing their level of responsibility at school. The plan is to have four lanes for staff, Apprentice, Novice, Professional and Master, with only the Apprentice having a time limit of two years before a person must advance to the next lane. The rest of the lanes do not have a limit. The Archdiocese of Milwaukee is already moving to this type of grid when evaluating teachers about their technology skills.

The staff will be notified this spring about the upcoming changes. This will involve a 3-5 year implementation process. They hope to implement the new changes beginning with the 2013-2014 school year. Of course, this new salary structure will need stable funding in order to implement it. They have looked at a few models already. The Archdiocese of Milwaukee has approved the idea of changing models.

The school calendar for next year is almost finished and will be published in the next few weeks. The school year will start with a half-day on Wednesday, August 29, 2012, and end on Friday, June 7, 2013. Parent Teacher Conferences will be moved to the beginning of November, based upon the feedback from parents. There will be two four-day weekends, one in October for Teachers' Convention and one in February for Teacher In-services. There will also be no school on the Wednesday before Thanksgiving.

4. Budget Committee – Catherine Mercuri

Catherine expressed pleasure at being able to complete the budget later in the year because she had much more accurate information at her disposal to use for calculating the budget. An accurate enrollment number was just one of those items. The projected enrollment for next school is 360 students, only one more than we have currently enrolled in our building right now, due to two newly enrolled students. This goal is highly attainable. The vast majority of the kindergarten students will be enrolled full-time next year. Also, the percentage of non-parishioners enrolling is increasing, especially in K-4 where there will be 20% non-parishioner students. Both of these things will improve our financial situation by increasing our tuition revenue.

Health insurance premiums are another area of the budget that benefited from accurate information. The budget still contains a figure for health insurance premiums that assumes a 15% increase in the cost of premiums. Single plan members will begin to pay 7.5% of their premiums. One employee currently on a single plan will move to a family plan for next year.

The budget includes the extra money needed to pay for the addition of a half-time kindergarten teacher. And, the salaries for teachers will be almost at 80% parity with the Shorewood 2009-2010 pay scale for all staff.

Our tuition will increase by 4.6% next year, slightly under the projected 5% increase. The full-time parishioner rate will go from \$3250 to \$3400 and the full-time non-parishioner rate will go from \$4632 to \$4845. This will generate \$82,500, which will be used to pay for the additional kindergarten teacher, the fees associated with the tuition management program and salary increases.

Catherine volunteered to write a letter to send to families to explain the reasons for the tuition increases. It was reported that some families don't understand the need for the increases, especially in light of our increasing enrollment, so this should help alleviate those concerns.

Overall, about 7% of our students come from non-parishioner families, with 20% of our incoming K-4 students falling into this category. A large percentage of our families are non-parishioners, 45 out of 223 to be exact. The numbers are just as surprising for individual students, with 60 out of 360 students coming from non-parishioner families. Lauren stated that the school will have to address this issue in the future in many ways.

Our current tuition management program is handled by TMS. They have been bought out by Facts. We were planning on switching companies because we thought we had the freedom to do so as a result of the buyout. We were recently sent a letter by TMS/Facts stating that we would be invoiced for the anticipated lost revenue, a financial penalty, if we did not stay with them until our contract expires in January, 2014. Lauren received some legal advice and decided that to avoid any financial penalty, we will remain with TMS/Facts until our contract expires.

The SAB approved the budget for next year.

5. Technology Committee – Peter Christenson

The Technology Committee would like to start a pilot program using ipads in classrooms. They plan to submit a proposal to the Home and School Association to see if they are willing to fund this project.

The plan has two tiers. One area that would be targeted is the primary grades and the other area would be the middle school grades. In the primary grades, the plan is to have a few stations in the classrooms where the ipads would be used for differentiating instruction and as stations. In the middle school, the plan is to have one for every student. The students would use them for a variety of reasons and be able to take them back and forth from school. They have the potential to replace textbooks, for example.

Other schools in the North Shore are already utilizing ipads. St. Eugene has one for every student in 7th and 8th grade. The families are charged \$100 per year to rent them. At Lumen Christi, they started in the lower grades and have a cart of 20 ipads. Holy Family is using them in middle school, too, and may offer families the opportunity to purchase them after their rental period comes to an end.

The Technology Committee will formalize their three year plan and submit a proposal to the Home and School Association this spring.

6. Development and Marketing and Recruitment Committees – Lisa Lesjak

The enrollment numbers for next year are looking great. The new varied registration fee schedule was a big help to encourage families to get their registration materials submitted. Lisa sent reminder emails to families right before the March 1st deadline, and consequently, many people submitted their paperwork at that time.

In terms of the Annual Fund, we are ahead of last year when it comes to pledges, but behind last year with money collected. If everyone who hasn't given yet this year gives what they gave last year, we will still not meet our goal. Lisa will be meeting with the committee tomorrow morning to discuss this situation. One area they will ponder is how to encourage our alums to support the Annual Fund.

7. Discussion Topic – Coffee with the Principal

At the last Coffee with the Principal, the topic discussed was sex education. The meeting was well attended. A Scope and Sequence of how the overall plan for the way this topic will be handled at St. Robert will be distributed to parents soon. Students in grades 4-8 will be affected. In 8th grade, the students will use the Theology of the Body curriculum.

8. Discussion Topic – Principal Evaluation Tool

The SAB reviewed the Principal Evaluation Tool that was used in the past and agreed to use it again. Lisa volunteered to oversee the process. It was decided that we should use it a little earlier than in past years. Therefore, staff members and members of the School Advisory Board will be asked to evaluate the principal right after Easter, in April.

The meeting adjourned at 8:45 p.m.

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