

St. Robert School Advisory Board Meeting Minutes  
 March 8, 2017, 6:00 p.m.  
 Room 207

Members Attending: Lauren Beckmann, John Dunn, Mariann Willing, Kathy Fletcher, Fr. Dennis, Tom Dean, Kevin Keenan, Margy Cain, Joe Cincotta, Christopher Adams, Lisa Lesjak, Fr. David Zampino and Lisa Sweeney

Members Absent: Sara Coffou and Marcia Velde

Guests Attending: Jennifer Luna, Finance Council members and SRS parents: John Collopy and Nadine Weske, and SRS parent Dan Wycklendt

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
<b><i>Guest Comments</i></b>			
	<ul style="list-style-type: none"> <li>• Guest comments were provided during the tuition discussion</li> </ul>	N/A	N/A
<b><i>Pastor's Report</i></b>			
	<ul style="list-style-type: none"> <li>• Report reflected during tuition discussion</li> </ul>	N/A	N/A
<b><i>Principal's Report</i></b>			
	<ul style="list-style-type: none"> <li>• Report reflected during tuition discussion</li> </ul>	N/A	N/A
<b><i>Update on Wisconsin International Academy<sup>1</sup></i></b>			
	<ul style="list-style-type: none"> <li>• Waiting to obtain a copy of the Memorandum of Understanding and cost estimates from WIA</li> <li>• Since our meeting with Mr. Sun it has been a challenge in getting</li> </ul>	N/A	N/A

<sup>1</sup> <http://www.english.wiaedu.org/>

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	<p>their attention:</p> <ul style="list-style-type: none"> <li>➤ He has been setting up a program in another state post our meeting</li> <li>➤ Today they are traveling to China for marketing purposes (we did not participate since we have been unable to receive further info)</li> </ul> <ul style="list-style-type: none"> <li>• John and Lauren completed a due diligence with three of the HS who have partnered with WIA: <ul style="list-style-type: none"> <li>➤ John spoke with Leanne Giese, the President of Dominican HS and Fr. Paul Hartmann, the President of Catholic Memorial HS. The report was positive. WIA is trying to grow; always challenges when doing this. Both schools have had less WIA students in the past year due to the increase in English standards/skills</li> <li>➤ Lauren spoke with the President of Pius XI HS. Report was positive. There is always an ethics concern when working with a for-profit group. Had good things to say about Mr. Sun;</li> </ul> </li> </ul>		

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	<p>he is out to help families and is very committed to the students. Mentioned the importance of going to China – is essential; parents buy schools through the face of someone from the school</p> <ul style="list-style-type: none"> <li>• At this time, it does not look possible to form a partnership for the 2017-2018 school year; we'll see what happens when Mr. Sun returns from China</li> <li>• Dan Wycklendt offered some input: <ul style="list-style-type: none"> <li>➤ He has known Mr. Sun for 10 years; Mr. Sun came to him to facilitate a relationship with UWM; did not go as planned and WIA moved to focus on high school students (Dan introduced Mr. Sun to Dominican HS)</li> <li>➤ Dan suggested that we proceed with caution; we would be the guinea pig for a middle school program; English has been an issue at the HS level; could be a distraction in the classroom</li> <li>➤ Middle school children would be housed at the same location at the HS aged</li> </ul> </li> </ul>		

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	<p>children; what is the controlled atmosphere with combining these age groups</p> <ul style="list-style-type: none"> <li>• Two Asian families (Chinese and Vietnamese) have approached us separately to potentially attend St. Robert for the upcoming school year; independent of WIA; would they be willing to pay for an English learner specialist? A year ago, we did have an exchange student attend SRS</li> </ul>		
<b>Setting Tuition for 2017-2018 School Year</b>			
Current/Anticipated Enrollment	<ul style="list-style-type: none"> <li>• Lisa provided the board with the updated 2017-2018 enrollment numbers. As of March 9, 2017, we are looking at 284 students, provided everyone registers (current families and new families); total registered is 257</li> <li>• We can't always count on where we stand with the current total registered. Some families move before the start of the new school year; family financial situations change</li> </ul>	N/A	N/A
Implications for Class Sizes and Staffing	<ul style="list-style-type: none"> <li>• Upon review of the current registration numbers the board discussed the incoming class sizes and impact on staffing</li> <li>• Incoming 5<sup>th</sup> grade will remain as a one section grade; from an</li> </ul>	<ul style="list-style-type: none"> <li>• See note under Modeling of Tuition to Cover Staff Salaries agenda item (below)</li> </ul>	<ul style="list-style-type: none"> <li>• See note under Modeling of Tuition to Cover Staff Salaries agenda item (below)</li> </ul>

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	<p>educator’s perspective keeping the first three grades as two sections is ideal, but may need to move to one section for the upcoming 4<sup>th</sup> grade class</p> <ul style="list-style-type: none"> <li>• 4K is at its max enrollment; some families continue to enroll</li> </ul>		
<p>Modeling of Tuition to Cover Staff Salaries</p>	<ul style="list-style-type: none"> <li>• The board discussed a number of different tuition increase ideas and the financial implications</li> <li>• Financial Aid is available for families; however, we find that some families will not ask for financial aid when faces with leaving the school over monetary considerations</li> <li>• Our guest: Nadine, Dan and John offered their input to the tuition increases</li> <li>• Prior to our meeting, Dan researched the tuition rates and discounts for the North Shore schools and calculated the impact to his family. Dan illustrated the financial impact of having a less generous discount policy over time as compared to some of the other North Shore Catholic Schools for families with 3-5 children in the schools at one time. The next North Shore Catholic Schools meeting is</li> </ul>	<ul style="list-style-type: none"> <li>• Final decision: <ul style="list-style-type: none"> <li>➤ \$300 Parishioner and Non-Parishioner Tuition increase across the board</li> <li>➤ Anticipated reduction in 2 full-time staff members (one elementary, one middle school)</li> <li>➤ Family discount change: 10% for third child, free for 4<sup>th</sup>+ child</li> <li>➤ Convey to incoming 4<sup>th</sup> grade parents that this class could likely I change to one section</li> <li>➤ 4K: start a wait list</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Lauren will draft a letter from John, Tom and herself to the school parents outlining the tuition increase, tuition discount, classroom considerations, middle school impact, and staffing</li> </ul>

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	Saturday, April 1 <sup>st</sup> at St. Eugene at 8:30 a.m. Dr. Cepelka will be the guest speaker. All SAB members from all NS schools are encouraged to attend		
<b>Review of Assigned Accreditation Self-Study Benchmarks for February and March</b>			
	<ul style="list-style-type: none"> <li>Due to time constraints, we were unable to review this agenda item</li> </ul>	<ul style="list-style-type: none"> <li>We will hold a separate SAB meeting to review the Benchmarks for February and March</li> </ul>	<ul style="list-style-type: none"> <li>Mariann will send an email to the board members requesting availability of members for a future Wednesday night meeting</li> <li>We will review Benchmarks 5.6, 6.5, 6.6, 10.7, 11.3, and 13.2 at our April board meeting</li> </ul>
<b>Key Committee Information-Committee Chairs</b>			
Committee Written Monthly Summaries	<ul style="list-style-type: none"> <li>See the summary provided below for the Development Committee</li> </ul>	N/A	N/A
Any Key Matters for SAB Input	<ul style="list-style-type: none"> <li>No comments</li> </ul>	N/A	N/A
<b>Adjournment</b>			
Adjournment	<ul style="list-style-type: none"> <li>Next meeting will be April 5, 2017 at 6:00 p.m. (date moved from the 12<sup>th</sup> to the 5<sup>th</sup> due to Holy Week)</li> </ul>	N/A	N/A

The meeting adjourned at 8:20 p.m.

Minutes respectfully submitted by Mariann Willing, School Advisory Board Secretary.  
Monthly Summary for Development Committee

- Annual Fund pledges continue to run ahead of last year, although actual receipts are almost exactly on last year. Our pledges are likely ahead because of our successful fall push and AF Kick-off party.

- We have begun scheduling one-on-one meetings with our largest donors.
- Reviewed our overall mailing strategy in light of the need to mail Alumni Newsletters.
- All-Alumni mailing is in production, and targeting for drop date of April 17.
- Considering incorporating Donor Appreciation Event into Bishop's Mass on May 3.