

St. Robert School Advisory Board Meeting Minutes
 April 5, 2017, 6:00 p.m.
 Room 207

Members Attending: Lauren Beckmann, John Dunn, Mariann Willing, Tom Dean, Kevin Keenan, Margy Cain, Joe Cincotta, Lisa Lesjak and Lisa Sweeney

Members Absent: Kathy Fletcher, Fr. Dennis, Christopher Adams, Sara Coffou and Marcia Velde

Guests Attending: Jan Ebel

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
<i>Guest Comments</i>			
	<ul style="list-style-type: none"> • In Fr. Dennis' absence, John used this time to provide an update regarding a change in the parish • It was announced during this past Sunday's Mass that Father David has obtained a leave of absence from the Archdiocese for personal reasons. He will return to the ministry after his leave; however, he will not be returning to St. Robert Parish • Fr. Peter Patrick and other priests will be helping with Mass and other ministry items • Fr. David oversaw the Religious Education program. SRS second 	N/A	N/A

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	<p>grade teacher, Margy Cain was approached to see if she would be interested in creating the lesson plans for the remainder of the current school year. She is currently giving it some thought</p> <ul style="list-style-type: none"> • Milwaukee Archdiocese Priest update: one will be ordained this year, however he will be leaving for Rome; two will be ordained next year. It could be some time before we are assigned an Associate Pastor 		
Principal's Report			
<p>Coffee with the Principal/Topic: Looking to the Future-Partnerships & Possibilities</p>	<ul style="list-style-type: none"> • A "Coffee with the Principal" was held on March 21st • 9 parents from 8 families came to learn about prospective partnerships with WIA and St. Francis Children's Center/Arrowsmith as well of the expanded potential of our current partnership with our three urban scholar parishes (St. Martin de Porres, St. Francis of Assisi and All Saints) • Suggestions that came out of our discussion: <ul style="list-style-type: none"> ➤ Catholic Urban Scholarship <ul style="list-style-type: none"> ▫ Engage current families to capitalize on "the power of the story" 	<p>N/A</p>	<p>N/A</p>

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	<ul style="list-style-type: none"> ▫ Nurture networks of parents (through relationship building) for shared transportation options (many of these families are unable to attend SRS due to lack of transportation availability; there is a current SR family on the west side who is working on this) ▫ Paddle Raise concept to appeal to alumni to contribute to the scholarship fund (this is something concrete we can ask for) ➤ Differentiate ourselves by offering best-quality after-school and summer programming (school within a school concept) <ul style="list-style-type: none"> ▫ Therapies (partnership with SFCC?) ▫ Enrichment activities ▫ Courses ▫ Remedial services (Arrowsmith?) ▫ Play-based child-care (Milestones) ▫ Vendors pay a percentage back to St. Robert 		

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Tuition	<ul style="list-style-type: none"> • Schools Office made a recommendation as part of a review of updated policies at a leadership day for principals that schools eliminate the practice of having separate non-parishioner tuition rates; minimally, we need to make sure that the parishioner discount is not tied to service and/or contributions 	N/A	N/A
Planning for Next Year	<ul style="list-style-type: none"> • International student applications in process <ul style="list-style-type: none"> ➤ 7th grade girl and an 8th grade boy, both from Vietnam and separate families ➤ Not affiliated with the WIA program ➤ Application process: applicants submitted a video introduction with replies to an interview script we provided; received scores for English Competency; families submitted certified bank statements; tuition rate was set at non-parish rate plus \$1,000 to cover the possibility of additional ELL support ➤ Both have relatives currently at Messmer who will be attending UWM • No teacher contracts issued yet 	<ul style="list-style-type: none"> • Board advised that permission to repurpose funds in excess of the project cost would not be needed as long as expenses honor the spirit of the gifts to enhance students' educational experience 	N/A

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	<ul style="list-style-type: none"> ➤ Looking at Middle School plan and enrollment numbers ➤ April 15th ish = teacher contracts to go out • Instructional resource needs <ul style="list-style-type: none"> ➤ Investigations Math, K-5 @\$25,000 ➤ Guided reading materials, K-3 @\$15,000 ➤ Cost wise we could consider doing one or the other or bits and pieces ➤ During the Emerald Auction Paddle Raise we raised an excess of \$11,000. Could we use this towards the instructional resource needs? Donors gave the monies for the promoted Technology use 		
Updates	<ul style="list-style-type: none"> • Faculty has completed benchmark studies for our Accreditation review; set to work on evidence collection and website content on 4/24. Will locate the WCSA Tool in Dropbox with limited access for editing • Arrowsmith Program <ul style="list-style-type: none"> ➤ Lauren met with the Principal and President of SFCC ➤ Retooling to offer as an afterschool and Saturday program (4-hour/week model 	N/A	N/A

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	<p>= 2 hours on Saturday and 2 hours during the week)</p> <ul style="list-style-type: none"> ➤ SFCC is putting together an Advisory Board of professional level people ➤ We could offer referrals and space – looking for elementary level space ➤ We get potential new students (kids would need to be enrolled in our school to gain access to the program) (Note: our current enrichment afterschool programs are only offered to SRS students on Wed) 		
Update on Wisconsin International Academy¹			
	<ul style="list-style-type: none"> • We have not heard a lot from Mr. Sun, President of WIA over the past couple of months • John spoke with Mr. Sun <ul style="list-style-type: none"> ➤ Acknowledged that they were perhaps too ambitious in thinking they could put this together for the upcoming school year– WIA needs to do more benchmarking ➤ Mr. Sun has been spending quite a bit of time campaigning for a position on 	N/A	<ul style="list-style-type: none"> • John Dunn will work to schedule a meeting with WIA in May to continue the conversation with them

¹ <http://www.english.wiaedu.org/>

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	<p>the Elmbrook School Board (he won)</p> <ul style="list-style-type: none"> • End of April, early May we will be able to meet with Mr. Sun for a walk through of our questions • Partnership for the fall of this year is unrealistic for both parties • Lauren and John will be invited to the WIA Partnership monthly meetings • University Lake School is WIA's newest partner for HS for the upcoming school year; have been in discussions since 2013; we'll see what transpires there 		
<i>Debrief on April 1 North Shore Catholic Schools Meeting</i>			
	<ul style="list-style-type: none"> • On Saturday, April 1st the third North Shore Catholic Schools meeting was held at St. Eugene with Superintendent, Dr. Kathleen Cepelka, Ph.D. as the guest speaker. In attendance were the Pastors, Principals, and SAB members from each NS parish/school • Fr. Jerry, Pastor for St. Monica and St. Eugene, began the meeting with a prayer, introduction (reason behind the meeting) and noted that the North Shore Catholic schools 	N/A	<ul style="list-style-type: none"> • As referenced below, at an upcoming SAB meeting John will allocate time to further discuss steps SRS could potentially consider now to best position it for the future, including potentially establishing SRS as its own non-profit entity with its own Board

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	<p>have held two previous collaboration discussions. He then briefly provided his input: we need to have this conversation - at a minimum we need some collaboration; we need to stop being competitive</p> <ul style="list-style-type: none"> • Dr. Cepelka then addressed the group providing input into “Regional Planning and Collaboration” <ul style="list-style-type: none"> ➤ What is “Regionalization” for Catholic Schools? ➤ Rationale for Regional Planning and Collaboration ➤ Lessons Learned from Archdiocesan School Collaborations ➤ Suggested Planning Process ➤ Archdiocesan School Collaborations • Collaboration should be focused on growth and we need to be pro-active as a group (no single model) • The Archdiocese will not compel a certain result, but will support effort • Principal and Pastor can provide support, but should not be the drivers - lay people need to lead the change process 		

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	<ul style="list-style-type: none"> • Create a steering committee; need someone from the community who can devote time to running this committee (Kevin Reitman has someone who is interested in this role); need problem solvers, not nay sayers • Formations of task groups or committees comprised of people with expertise and interest in developing a collaboration plan (ex. finance, marketing, etc.) • Timeline – needs to be realistic; generally, you need a minimum planning of 1 year, beginning early in a calendar year; set target date based on budget, staffing and enrollment (ex. if looking at '18-'19 school year – start process now) • Foundations and philanthropists prefer to fund larger consolidated entities rather than stand-alone schools • Consolidation of the Racine Catholic schools into a consolidated district is currently in the final stages (at the time of the April 1st meeting the proposed plan was approved by all the pastors of the schools involved) 		

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	<ul style="list-style-type: none"> • If we do not do anything will we all be strong and vibrant in 10 years? Dr. Cepelka indicated based on her experience the answer is No • SAB discussion: <ul style="list-style-type: none"> ➤ Last Monday was the NS Deanery meeting. After the meeting, Lauren had a further discussion with the Principals from the NS to discuss the April 1st meeting. HF and SE believe we should proceed; SM does not feel an urgency to disrupt its current structure – parish is profitable, enrollment is stable, and community is content with status quo. However, SM perspective may be guided by whomever is named as the next Pastor this summer ➤ Can 3 out of 4 schools do this? Would not work if we have one school that families can migrate to if they are averse to change ➤ Leader should not likely come from St. Robert. We would need to create a steering committee 		

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<i>Continued Planning for 2017-2018 School Year</i>			
Update on Anticipated Enrollment	<ul style="list-style-type: none"> • Lisa provided the board with the updated 2017-2018 enrollment numbers. As of April 6, 2017, we are looking at 286 students, provided everyone registers (current families and new families); total registered is 262 	N/A	N/A
Discussion at Parish Finance Council Meeting on March 28 th	<ul style="list-style-type: none"> • John and Lauren attended the recent Finance Council meeting • There was some confusion on the tuition increase amount for Parishioners and Non-Parishioners. It was confirmed that the tuition for next school year would increase \$300 for both Parishioner and Non-Parishioner families • Building needs are significant; Fr. Dennis would like to cover some of this cost out of School Society • The board discussed the idea of potentially incorporating the school as a separate non-profit entity; <ul style="list-style-type: none"> ➤ We would need to create our own governing board; ➤ Hire a retired CEO to function as President with little compensation to lead our business functions and work with any other schools that 	<ul style="list-style-type: none"> • John, Lauren, and Tom will research the idea of creating a legal separation of the school from the parish 	<ul style="list-style-type: none"> • Future agenda topic: Continued discussion of possibly separating the school from the parish

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	<ul style="list-style-type: none"> ➤ would want to join our entity; ➤ Would need to work with Archdiocese on this (to our knowledge they have not allowed a single school to set itself up like this); ➤ Would need a strong leader; ➤ Potential capital campaign for school repairs (target towards Catholic education); ➤ Contract between school and parish • Does the Archdiocese own the school? 		
Draft of Tuition Letter to School Families	<ul style="list-style-type: none"> • The board was provided a copy of a draft of the Tuition Letter to school families and took the time to review and provide feedback 	<ul style="list-style-type: none"> • The target date for sending the letter out = before spring break • Delivery to parents = student home folders and parent email 	<ul style="list-style-type: none"> • Lauren will make the suggested changes and send the letter out
Review of Assigned Accreditation Self-Study Benchmarks for February and March			
	<ul style="list-style-type: none"> • Due to time constraints, we were unable to review this agenda item 	<ul style="list-style-type: none"> • We will hold a separate SAB meeting to review the Benchmarks for April and May 	<ul style="list-style-type: none"> • The next available Wednesday to hold a special SAB meeting is May 3rd. John will send an email to all board members
Key Committee Information-Committee Chairs			
Committee Written Monthly Summaries	<ul style="list-style-type: none"> • None provided 	N/A	N/A
Holiness Survey Results	<ul style="list-style-type: none"> • Due to time constraints, we were unable to review this agenda item 	N/A	N/A
Adjournment			

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Adjournment	<ul style="list-style-type: none"> <li data-bbox="541 272 972 337">• Next meeting will be May 10, 2017 at 6:00 p.m. 	N/A	N/A

The meeting adjourned at 8:44 p.m.

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