

St. Robert School Advisory Board Meeting Minutes
 May 10, 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, Lisa Sweeney, Kathy Fletcher, Christopher Adams and Sara Coffou

Members Absent: Fr. Dennis and Marcia Velde

Guests Attending: Jan Ebel and Jennifer Luna

The meeting commenced at 6:03 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"> • None 	N/A	N/A
<i>Pastor's Report</i>			
	<ul style="list-style-type: none"> • In Fr. Dennis' absence, John used this time to provide an update on a couple of items • Effective July 1st there will be a couple of changes at St. Monica and St. Eugene Parishes. The current pastor, Fr. Jerry Herda will be leaving to take on a new role with the Milwaukee Archdiocese. Fr. Paul Hartmann, current President of Catholic Memorial will replace him in the role of Administrator initially • Fr. Peter Patrick will be returning to St. Robert Parish on July 1st as 	N/A	N/A

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	Associate Pastor		
Principal's Report			
	<ul style="list-style-type: none"> Report reflected in the <i>Planning for 2017-2018 School Year</i> discussion below 	N/A	N/A
Continued Planning for 2017-2018 School Year			
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 289 students, provided everyone registers (current families and new families); total currently registered is 264 There is a possibility of the fourth-grade class size increasing to the point that we would need to have two sections We are waiting for the Visa's for the two Vietnamese children who have enrolled 	N/A	N/A
Update on Staffing	<ul style="list-style-type: none"> We are not final with our staffing decisions given the enrollment uncertainty – if we are able to maintain our current enrollment there would not be a need to reduce staff Lauren has two staff leads for a ½ day 4K person Some staffing ideas were discussed Will need guidance from the 	<ul style="list-style-type: none"> Agreed since 4K is our entry point that could lead to many more years of a student attending, we should be accommodating regarding staffing there Given the possible size of next year's fourth grade, we should remain flexible for the possibility of having two sections rather than just one 	N/A

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	Finance Council with our staffing decisions		
Discussion of Potential Revisions to Fees Charged for the Band/Strings Programs	<ul style="list-style-type: none"> • Music is a required course for middle school • Currently there is a \$125 fee for choir. We will need to remove this fee for next year as we need to have one music program as part of the curriculum that is paid for by tuition (other than related supplies); charge for choir resulted from cancelation of a music studies course for lack of enrollment • For strings and band, we do need to charge a fee. We offer financial aid for those who qualify • We have not increased our fees for a number of years. Private lessons cost more compared to our school fee • As a value to our St. Robert education we need to keep the music program available • Suggestion: our music concerts are free, what if we add a jar for donations to help with the cost of the music program? 	<ul style="list-style-type: none"> • We will charge a \$25 fee for books for choir • We will increase the Beginning Band fee by \$50, to \$675 to be consistent with the fee charged for Concert Band 	N/A
<i>SAB Committee Chairs/Officer Succession Planning for 2017-2018 School Year</i>			
	<ul style="list-style-type: none"> • There are a number of board positions that are up this year: 	<ul style="list-style-type: none"> • Have prospects attend the June meeting if possible 	<ul style="list-style-type: none"> • Lauren and John will contact potential prospects for their

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	<ol style="list-style-type: none"> 1. Development Committee Chair – Lisa Lesjak has in mind a number of people she can approach 2. Secretary 3. Policy Committee Chair – Joe Cincotta has offered to vacate his position as the Education and Formation Committee Chair and take on the Policy Committee Chair 4. Budget and Finance Committee – after 4 years as the Chair, Tom Dean has decided to step down. He has someone in mind for the position <ul style="list-style-type: none"> • The board reviewed a number of possible prospects for the vacating positions • Kevin Keenan notified the board that he will be returning as the liaison for the Parish Council 		<p>interest in specific board positions</p> <ul style="list-style-type: none"> • Lauren will contact Kristen Reynolds to discuss the Policy Committee Chair position
<i>St. Robert School Governance Matters</i>			
Need to Revise Bylaws	<ul style="list-style-type: none"> • John provided a copy of the current SAB Bylaws 	<ul style="list-style-type: none"> • John has requested that the board take home the copy of the Bylaws and review for our next meeting in June 	<ul style="list-style-type: none"> • John will check with the Milwaukee Archdiocese to see if they have a template for Board Bylaws
Next Steps Regarding School Governance Structure	<ul style="list-style-type: none"> • Per John, we need to do more due diligence on this • Fr. Dennis had approached Lauren about a year ago on this 	N/A	N/A

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	<ul style="list-style-type: none"> • What would be the financial implications? We would be financially independent, but we are already almost there. Buildings would be a large financial obligation; next year we have roof repairs to take into consideration • School would not be in a position to fund the parish, unless our enrollment went up significantly • The most valuable thing we have is our land; could we sell our land, collaborate with a builder, and rebuild; possibly include a community shared with others (ex. older generation shared garden) 		
Key Committee Information-Committee Chairs			
Committee Written Monthly Summaries	<ul style="list-style-type: none"> • Attached at the end of these minutes and distributed to all board members prior to the meeting 	N/A	N/A
Holiness Survey Results	<ul style="list-style-type: none"> • Hold off for our June meeting 	N/A	N/A
Adjournment			
Adjournment	<ul style="list-style-type: none"> • Next meeting will be June 14, 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.

May 2017 Monthly Summary of SAB Committee/Organization Activities

Development Committee

- On target to hit goal. We are at \$163K pledged and believe there is approximately \$40K still expected.
- A new initiative, the Annual Fund Current Parent Update, has gone out, and is scheduled 3-4 more times this fiscal year. It highlights the Facts & Figures of the Annual Fund and lists Current Parents who have given. Parents are listed by Giving Club. It will be e-blasted, linked on website from Weekly School News and sent in Home Folders. Parents can expect to see this flyer on a regular basis next year from the beginning of the school year.
- Publication of the Current Parent Update has already generated new gifts and additional gifts.
- The April Alumni Newsletter has been emailed.
- Year-end mailings (donors, all alumni, current parents) will be produced and mailed as soon as Lisa's new printer is installed.
- Mailings will be followed by email reminders and personal calls. Target completion date of June 12.
- Planning for summer activities has begun.