

St. Robert School Advisory Board Meeting Minutes  
 May 11, 2016, 2015, 6:00 p.m.  
 Room 207

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

Members Absent: Soley Somma and Sara Coffou

Guests Attending: Mara Dučkens (Executive Director, St. Francis Children’s Center), Dr. Rick Clark (Psychologist, St. Francis Children’s Center), Jan Ebel (SRS 3<sup>rd</sup> grade teacher), Barb Dietz (SRS 5<sup>th</sup> grade teacher), SRS parents (Mike Schueller, Carolyn Timmis, Carrie and Rick Kohloff, Marguerite Hammes and Kim Christenson), Sara Rock (previous SRS parent) and Erica Short (Milestones School Age Site Coordinator at SRS)

The meeting commenced at 6:00 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"> <li>A number of guests were welcomed to the SAB meeting</li> </ul>	N/A	N/A
Guest Comments	<ul style="list-style-type: none"> <li>Tony Erba used this time for a quick St. Robert Fair update</li> <li>The Fair is in need of volunteers. The link to the volunteer site can be found on the SRS Website. Click on the ST. ROBERT FAIR icon and look for the <i>Click HERE to sign up for your volunteer shifts</i>. Please volunteer your time!</li> </ul>	N/A	N/A
Parish/Pastor Report	<ul style="list-style-type: none"> <li>Fr. Peter Patrick will be leaving us in June. He has been assigned as a shared associate pastor to St. Martin de Porres, All Saints and St. Michael parishes.</li> </ul>	N/A	N/A

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	<ul style="list-style-type: none"> <li>Fr. David Zampino will join St. Robert Parish as our new associate pastor on June 21<sup>st</sup>. He is a former Episcopalian priest who has been accepted into the Catholic Church and was recently ordained a Catholic priest. Fr. David is married with eight children.</li> </ul>		
<p>Presentation and Q&amp;A on Arrowsmith Program</p>	<ul style="list-style-type: none"> <li>As discussed in our April meeting, SRS has been approached on more than one occasion to partner with St. Francis Children’s Center (SFCC) in implementing the Arrowsmith Program<sup>1</sup> in Milwaukee</li> <li>Since our last meeting Mara Dučkens and Dr. Richard Clark met with the SRS faculty to discuss the Arrowsmith Program</li> <li>Mara Dučkens and Dr. Richard Clark, several SRS parents and a previous SRS parent joined our meeting this evening to discuss the Arrowsmith Program</li> <li>The program was introduced to SFCC by Sarah Rock, who has a child who would benefit from this program</li> <li>Brehm Preparatory School in</li> </ul>	<ul style="list-style-type: none"> <li>The board has agreed that we will continue to discuss a potential partnership with SFCC regarding the Arrowsmith program, but if SRS was to enter into a partnership after sufficient due diligence and a careful evaluation, it would not be possible to launch the program until the 2017-2018 school year</li> </ul>	<ul style="list-style-type: none"> <li>Lauren will set up a meeting with Mara Dučkens to review Mara’s extensive To Do list, give her a tour of our school and discuss our curriculum</li> <li>John knows someone whose child attended Brehm Preparatory School. He will contact her to see what familiarity she might have, if any, with the Arrowsmith Program</li> </ul>

<sup>1</sup> <http://www.arrowsmithschool.org/arrowsmithprogram/>

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	<p>Carbondale, IL offers the Arrowsmith Program. It was mentioned that a child who attended Brehm, went through the Arrowsmith Program and is now in school studying engineering. The Arrowsmith Program is credited with giving this child the capabilities to advance into engineering.</p> <ul style="list-style-type: none"> <li>• St. Stephens Catholic School in East Grand Rapids, MI offers the program. A parent visited the program and provided SFCC with information from their visit</li> <li>• Mara Dučkens provided the board with information about SFCC and the Arrowsmith Program.</li> <li>• SFCC was founded in 1968 offering special education to children. Today they offer an Early Childhood Program (birth-5yrs) and a number of Special Needs Programs. The Arrowsmith Program would play to the strengths of SFCC</li> <li>• Three years ago they had looked into opening a standalone school, but feel that it's really important to involve these children with their peers</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Each child is assessed by SFCC. The Arrowsmith Program would guide where each child needs to get help</li> <li>• SFCC would open the Program to Elementary School age children beginning 1<sup>st</sup> grade and older. Target class size would be 10 children, capped at 12. Children from SRS could participate in the program, but it would be up to the parent. Questions from the group: What about Middle School age children? What would this program look like?</li> <li>• SFCC would hire, train and pay the instructor for the program. Question from the group: What about training a current SRS teacher who already knows the school? SFCC would be open to discussing this</li> <li>• Onsite specialty teachers would need to be available at the school, which SRS already has. Some of these children may need additional help outside of the program</li> <li>• Cost of the program? Originally it was mentioned that the program would run \$45,000 per school year (\$4,500/per family</li> </ul>		

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	<p>with an enrollment of 10 children) (payable to Arrowsmith) plus the tuition rate set by SRS. However, SFCC mentioned additional costs (teacher salary, administrative costs) to the program that the families would pick up, resulting in tuition for the program running approximately \$10,000 per year. Availability of scholarships or financial aid? SFCC mentioned possible fundraising for the program</p> <ul style="list-style-type: none"> <li>• Dr. Clark mentioned that there are a number of control group studies on the program, the gold standard for studies, which have not been completed, but are nearing completion. Some limited studies of the program have shown some promise, but lack the scientific rigor of the control group studies. It was questioned if SRS would be used as a research group? Dr. Clark is open to the idea. Children’s Hospital is a likely partner for a local study</li> <li>• Mara mentioned that SFCC has an extensive list of items they need to complete prior to</li> </ul>		

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	<p>implementing the program.</p> <ul style="list-style-type: none"> <li>• SFCC timeline: Ideally they would like to start the program this fall, but they would need to quickly pull the program together. Realistically it would make sense to hold off until the fall of 2017. It would be possible to be ready by January, 2017, but children would not make progress - would have to start all over in the fall.</li> <li>• Catholic and Christian schools dominate the program. Public Schools are not allowed to bring in contract workers and due to the integrity of the program they are unable to “buy” the program</li> <li>• We would need transparent communication about this program with our various school constituencies; we would also need to ensure the Archdiocese is comfortable with the program</li> <li>• Later in our meeting the board looped back to discussing the Arrowsmith Program: <ul style="list-style-type: none"> <li>➤ What do other schools offer for specialists?</li> <li>➤ Concerns were expressed over the change in the cost of the program. What will be</li> </ul> </li> </ul>		

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	<p>final cost to families? What would we set our tuition at for these families? How will this affect our budget?</p> <ul style="list-style-type: none"> <li>➤ Should we wait until the gold standard research has been published?</li> <li>➤ Effect on our specialist teachers and our students?</li> <li>➤ Effect on our teachers and Lauren?</li> </ul>		
<p>Discussion of Junior Art Docent Program for 2016-2017</p>	<ul style="list-style-type: none"> <li>• Last October the board, along with a number of SRS parents discussed the changes that were made to SRS Junior Docent program. At the conclusion of the discussion it was determined that the school would proceed with the changes to the program for the current school year and re-evaluate our relationship with the MAM before the next school year.</li> <li>• Prior to tonight's meeting John sent an email invite for this meeting and the June meeting to the parents who attended the October SAB meeting</li> <li>• Bill Schlise, a SRS parent who was unable to attend tonight's meeting communicated his thoughts on the program to John</li> </ul>	<ul style="list-style-type: none"> <li>• The board concluded it was not necessary to wait until the June meeting to decide the status of our partnership with the MAM for the upcoming school year</li> <li>• The board approved rejoining the MAM's Junior Docent program for the upcoming school year</li> </ul>	<ul style="list-style-type: none"> <li>• Lauren will contact the MAM ASAP and notify them that we would like to rejoin the MAM Docent program and confirm our readmission into the program</li> </ul>

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	<p>Dunn. John provided Bill's comments to the board</p> <ul style="list-style-type: none"> <li>• Prior to tonight's meeting John spoke with the President of the MAM Board of Directors, the Director of Educational Programs for the MAM and the Associate Superintendent of Schools for the Milwaukee Archdiocese and shared what he learned from those discussions</li> <li>• This year, for the Docent program the 5<sup>th</sup> grade class visited the Art Institute of Chicago where they were given a guided tour by a Docent.</li> <li>• It was pointed out by SRS parent, Kim Christensen that the typical MAM Docent program is a hands-on experience (students use their hands to create their art piece) instead of a guided tour. She expressed that a hands on experience offers a greater enriching experience for the students. 5<sup>th</sup> grade teacher Barb Dietz offered input as well</li> <li>• There is a wait list for the MAM Docent program. It is highly likely that we would be able to get back into the program for the upcoming school year</li> </ul>		

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Review of Community & Diversity Parent Survey Results	<ul style="list-style-type: none"> <li>• Prior to our meeting, the board was provided a copy of the results and a summary of comments from the recent Parent Survey for our review</li> <li>• The board reviewed the results of the survey and briefly discussed initial thoughts</li> </ul>	<ul style="list-style-type: none"> <li>• The results will be reported to parents in a percentage bar graph, consistent with how results were reported on the first survey of the year</li> <li>• Survey comments may lend themselves to one or more topics at the State of the School meeting in October or at other venues</li> <li>• Board members will follow-up with the parents who gave their contact information</li> </ul>	<ul style="list-style-type: none"> <li>• John Dunn will craft a communication to the parents with the survey results</li> <li>• John will review the list of parents who provided their contact information and divide up the list amongst the SAB board members for follow-up</li> </ul>
Final Review of Dress Code Revisions	<ul style="list-style-type: none"> <li>• The board briefly reviewed the revisions that had been made to the Dress Code Policy</li> </ul>	<ul style="list-style-type: none"> <li>• The board approved the recent revisions to the Dress Code Policy</li> </ul>	<ul style="list-style-type: none"> <li>• Mariann will clean up the final copy (formatting, tracking, etc.) of the Dress Code policy and will forward to Lisa Lesjak for posting</li> </ul>
2016-2017 School Budget	<ul style="list-style-type: none"> <li>• Our current enrollment stands at 292 students.</li> <li>• Tom Dean has approached Home &amp; School with a request to change their financial contribution from \$150,000 to \$200,000 for the upcoming budget. H&amp;S will vote on the request shortly</li> </ul>	N/A	N/A
SAB Member Succession Planning	<ul style="list-style-type: none"> <li>• Tom Dean (Budget &amp; Finance Committee Chair) and Kristen Reynolds (Policy Committee Chair) have both agreed to remain on the SAB</li> <li>• Kelly Schmidt (Education &amp;</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• The SAB will give some thought on prospective candidates for any available position on the board and what qualities, skills sets, etc. we need</li> </ul>

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	Formation Committee Chair) will complete her term as of the June meeting <ul style="list-style-type: none"> <li>• Soley Somma (Technology Committee Chair) is resigning her position</li> <li>• The board has two Committee Chair positions to fill - Education and Formation and Technology</li> </ul>		
Key Committee Information Committee Chairs <ul style="list-style-type: none"> <li>• Committee Written Monthly Summaries</li> <li>• Any Key Matters for SAB Input</li> </ul>	<ul style="list-style-type: none"> <li>• Committee Written Monthly Summaries - attached at the end of these minutes and distributed to all board members prior to the meeting</li> <li>• Any Key Matters for SAB Input - no comments</li> </ul>	N/A	N/A
Adjournment	<ul style="list-style-type: none"> <li>• Next meeting will be June 8, 2016 at 6:00 p.m.</li> </ul>	N/A	N/A

The meeting adjourned at 9:43 p.m.

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

### May 2016 Monthly Summary of SAB Committee Activities

#### Budget & Finance

- 2016-2017 tuition letter prepared and sent to parents
- 2016-2017 school budget to be reviewed at May SAB meeting

### Development Committee

- Alumni Newsletter went out last month

### Education and Formation Committee

- Coffee with the Principal held on Wednesday, April 27<sup>th</sup> as a follow-up to the parent survey on Excellence
- April Parent Survey on Community and Diversity went out in April and will be discussed at May SAB meeting

### Environment Committee

- Lower level of school new LED fixtures and gym LED re-lamping will occur right after school is out
- All roof work for parish for this year is complete
- Gym floor replacement to start after gym lighting replacement
- Looking into new carpet for some of the classrooms
- Obtaining bids for new windows for the school but they are going to be very costly so we may need to do them over several years

### Marketing & Recruitment Committee

- Enrollment yard signs complete and sent to printer week of May 9. Target distribution by end of May. Proofs will be shown at May SAB meeting.
- Summer referral program business cards complete and sent to printer week of May 9. Target distribution by end of May. Proofs will be shown at May SAB meeting.
- First SRS Playdate for prospective and new families targeted for May 18

### Policy Committee

- Finalizing amendments to the dress code policy at May SAB Meeting