

School Advisory Board Meeting Minutes
May 8, 2013, 6:30 p.m.
Room 207

1. Call to Order and Prayer

Members in attendance: Lisa Lesjak, Lauren Beckmann, Jane Connell, Laura Maly, Matt Hietpas, Peter Christenson, Liz Haas, Dan Davis, Catherine Mercuri, Marcia Velde, Molly Gallagher, and John Dulmes

Members absent: Nancy Knight, Fr. Kevin McManaman, and Fr. Dennis Dirx

2. Guest Comments

There were no guest comments at this meeting.

3. Update from Fr. Dennis Dirx

There was no update due to Fr. Dennis' absence.

4. Compensation Committee Update and Next Steps

This committee held a few major meetings this year and added 7 or 8 teachers at the last meeting. Understandably, they want to make sure their voices are heard on this important topic.

There are three elements that will affect a teacher's placement on the new pay scale:

1.) Levels of responsibility

This has been implemented this year already.

2.) Teacher competencies

The Milwaukee Archdiocese is forming an ad hoc committee to define this issue further.

3.) Student achievement

This will involve looking at student growth over time, from October of one year until October of the next year, for example. The school will establish common benchmark assessments that incorporate the same tools and the same points. Then they will collect and analyze the data. Again, this has already started. This year, literacy

benchmark assessments were used. Each teacher has a binder with common assessments and a timeline. This system will enable the school to develop school wide interventions when deemed necessary. This team model will look at the results of the various grade level teams over multiple years. We will be adding benchmark assessments for Mathematics and Thinking Skills in the near future.

There will be four categories with multiple steps/years in each one. They include:

- Apprentice (2 steps available)
- Novice (3 steps available)
- Professional (6 steps available)
- Master (4 steps available)

Lauren met with each teacher to inform them where they will be placed on the new schedule and to set goals for continued professional growth. The placements were based on portfolio and observational evidence that Lauren collected on growth of practice relative to instructional expectations that had been outlined for this school year. Teachers will be expected to present their own portfolios of evidence in the future. These meetings affirmed the substantial school improvement progress that was made this year. All teachers received raises this year except those who are already at or above the top of the pay range for their performance tier.

Laura shared some concerns communicated by Home and School. The first concern dealt with teacher evaluations. Are these evaluations objective, especially for Mrs. Flynn, Lauren's sister? Lauren said that these evaluations were based upon the objective data in each person's portfolio. In addition, there has been an ad hoc committee in place for two years that has been charged with developing this new compensation system. The details of this system have been shared. Dan suggested that any parent with a concern should contact him so their concerns can be addressed. For clarification purposes, Catherine reiterated that the lowest two steps were dropped from the salary scale, resulting in a higher starting salary. Our starting salary used to be one of the lowest in the North Shore. Fr. Dennis directed us to raise our starting salary. Also, for teachers that are not performing as well as they should, a PIP, or Performance Improvement Plan, will be developed. Lauren has done this in the past and will do so in the future, when necessary. In summary, teachers will have a chance to develop some ideas, there will be formal structure in place to manage evaluations and they will be based upon objective data.

The second concern from Home and School was about the Parent Survey results. Specifically, they wanted to know how the written responses were grouped and who saw them. They claim that multiple issues dealing with Home and School were not sent to them so they could handle them. Lisa

verified that this is not the case. Lisa said she will post the minutes from the March SAB soon. Those minutes include a table that lists the concerns as well as the person/group responsible for addressing them. In addition, Lisa said the written comments were not edited in any way, not even to correct spelling. Although, comments that mention a specific person were excluded, except those that mentioned Lauren or Lisa. Those excluded comments were shared with the specific person mentioned on a personal basis.

The third concern from Home and School was about the test results mailed to homes last week. They were disappointed that the envelope neither contained a cover letter from Lauren with further explanations about the results, nor did the envelope contain additional mention of the upcoming Coffee with the Principal, which will address standardized testing. Lauren's column in Family Matters last week addressed these test results and served as a cover letter. Also, advertising for the Coffee with the Principal has been shared in Family Matters for the many weeks. It has also been distributed in Thursday Updates. Dan said he will contact Michelle Frazier, the President of Home and School, to discuss these concerns.

5. Education and Formation Update

Liz distributed a summary of the accomplishments of this committee this year. This included planning three Coffee with the Principal sessions, redesigning the middle school parent preview night, organizing after-school enrichment programs, proposing the creation of parent ambassadors, creating some polls in Family Matters, writing an article for Family Matters, conducting the annual parent survey to graduating 8th graders, and creating two summer writing workshops for students.

6. Policy Committee Update

i. Wellness Plan

They held a meeting about developing this plan, which fulfills a DPI requirement. Dr. Kristin Reynolds is taking on the responsibility of writing this policy. It probably won't be finalized until next school year.

ii. Crisis Plan

The Crisis Plan held two meetings, led by Bob Stelter. They will have one more meeting in May. They have been in communication with the Shorewood Fire and Police Departments. They have seen some other plans and are adopting some ideas from Atwater's plan. Some of the changes they are proposing include:

- a. Changing locks on all doors and having card access
 - b. Installing speakers in hallways and bathrooms
 - c. Installing video cameras in hallways and entryways
 - d. Redesigning the entrance into the building so you must enter the main office
- iii. They are planning a “Crisis Day” in August. This will be a day when they train staff about the various aspects in the Crisis Plan, including practicing lockdown and evacuation drills. They are creating a bag, a “grab and go” bag, that will contain essential items needed during an evacuation drill. In addition, all staff members will be given training in CPR and AED. Matt has written a \$600.00 grant that will help pay for the costs associated with this training.
- iv. Allergen Plan

The Allergen Policy is in the hands of Dr. Tara O’Neill. It should be wrapped up soon.

7. Marketing Committee Update

Molly reported that they will have the tour guides from the Open House in January write a note to families that toured the school but did not yet enroll. The families will be informed that parent ambassadors, as well as 8th grade students, will be available to answer any questions they may have about St. Robert. In addition, Molly will personally telephone these families, especially any parishioner families with K-4 children. This is all in addition to any contacts made by Lisa.

We currently have 303 students enrolled for next year. If you add the probable and verbal commitments, as well as current students that are not yet enrolled, we are at 350 students. This leaves just 10 more needed to meet our enrollment goal of 360 students for next year.

8. Development Committee Update

The memorial gifts to Mrs. Matthews have been moved to restricted funds. Lisa will talk with the Matthews family to see how they would like the money spent, such as for a special project, or to be added to the school society fund, for example. They just received the first estate gift that will be subject to the new rules affecting estate gifts. This means that 25% of that gift will go to restricted funds.

The Annual Fund is about to get a big push in the coming weeks. An email will be sent soon to potential donors. Phone calls will take place in June.

Over the past year, this committee has addressed four main topics:

1.) Online giving button

This feature is almost ready and should be functioning in the next couple of weeks.

2.) Facebook

They are exploring this issue. They know they should be out there, but how?

3.) New givers

The Development Committee is talking directly with some of the new givers to better understand what motivates their generosity to the Annual Fund.

4.) Estate gift policy

They developed a policy stipulating that 25% of estate gifts go into restricted funds.

9. Recruitment for Vacant Seats

Dan announced that he will be resigning his position on the SAB because his family is planning on moving and transferring schools. Peter, Liz and Catherine have finished their terms on the SAB. Therefore, we need to find four people to replace those leaving. These new recruits need to be at our next meeting on June 12th. It is crucial that the person assuming the Finance Chair must have certain financial skills. An article will be placed in Family Matters soliciting volunteers for these positions. People should contact Lauren with the names of those interested in serving.

10. Other Business

A question was raised about the 2013-2014 school calendar recently distributed to families. Namely, people wanted to know why spring break is scheduled during Holy Week next year, the week before Easter Sunday. Lauren explained that the Catholic High Schools in the Archdiocese chose to all have this same spring break at that time next year in order to have more school days occur just prior to the AP exams that are conducted nationally.

The Catholic elementary schools in the North Shore decided to have their spring break at the same time as the high schools so that families with students in both levels can enjoy the same break off from school. Lauren is not happy with this decision because of the message it sends, that AP exams are more important than celebrating Holy Week as a school community. She has contacted the Archdiocese about her concerns.

Final SAB meeting June 12, 2013 (Liz's turn for prayer and snacks)

The meeting adjourned at 8:10 pm.

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