

School Advisory Board Meeting Minutes
June 10, 2015, 6:30 p.m.
Room 207

1. Call to Order and Prayer

Members in attendance: Lauren Beckmann, Matt Hietpas, Lisa Lesjak, Tom Dean, Laura Maly, Kelly Schmidt, Marcia Velde, Mariann Willing, John Dulmes, Kathy Wyatt, and Soley Somma

Members absent: Molly Gallagher, Fr. Dennis Dirkx and Kristen Reynolds

Guest attending: Margy Cain, John Dunn and Alison Henkhaus

2. Guest Comments

No guest comments

3. Parish/Pastor Report

No report provided.

4. Principal's Report – Lauren

We are on a fast track to winding down the school year. We graduated our 8th graders last night, the teachers are working on their close-out check list, Camp Invention is two weeks away, Karen Rapp was hired for the new parish position, we hired a part-time K5 teacher and we have candidates coming in for our other positions, as well as a second interview for a prospective Art teacher. June has been very busy. This summer we will be revamping our spelling curriculum.

A question arose as to whether or not we conduct exit interviews with the teachers who have made a decision to leave and do we track the reasons why? At this time we do not, but this is something we could possibly do. We would need to determine how we would do this and who would conduct the exit interview. Kathy Wyatt and Marcia Velde would be good candidates for this role since they do not have children at the school.

5. Finance Report – Tom

Tom provided us with a recap of the Parish budget. Tom reminded us that throughout the course of this school year we withdrew \$300,000 from the School Society fund to cover a \$300,000 combined parish and school budget shortfall. It appears that we may end the year with operating losses higher than expected so we may need to take an additional \$20,000 out of reserves the end of the fiscal year.

If the combined parish does run over budget it will be primarily due to three things: 1) lower enrollment than budgeted, 2) higher than anticipated employment costs and 3) some expense items that were not fully budgeted for during the budget time of April 2014.

Over the past year the parish Trustees, School Advisory Board and parish Finance Council have been working on an overall parish restructuring. The plan that is currently being implemented is anticipated to close our combined parish and school operating budget gap. There is a good deal of optimism that our operating shortfalls are in the process of being fixed, with results likely within the next year.

Parish staff changes relating to the restructuring are anticipated to take place July 1st. We need to relay to everyone that there will be a learning curve for a period of time and to please be patient with us during the transition period.

We discussed the dramatic success of the small group ministry, and how participants in that ministry are trying to help transition the parish to more of a volunteer run organization. There are 45-50 people being trained to run small group ministries and we are looking for people to continue helping out. We are also looking for volunteers to answer the parish phones, count the weekend church collections on Monday and to help out where needed. There will be more volunteer opportunities as we make progress.

The campus ministry, who runs the 5:30 p.m. Sunday mass, has brought new life to St. Robert. Two weeks ago there were 275 people attending this mass compared to 100+. Due to this mass five new families have come into the school. The cash collections from this mass are given to the ministry and the St. Robert envelopes are given to the church.

6. Enrollment update – Lisa

As of June 10, 2015 our enrollment numbers continue to climb, but with our confirmed registrations (265) we are below our goal of 300 students. We have 32 current and new families who are Probable/Incomplete Files (Parish Stewardship form is the only item not complete for most), 2 current families who have not registered, 7 current and new families who have given a verbal return/enrollment (two families will not be able to enroll without aid), two families who are moving, but one is leaning towards staying, and 3 families on the K4 wait list. If we are able turn all of these numbers into confirmed registrations we will be above our goal. If we are able to bring our confirmed enrollment up to 306 we would be able to bring on a part-time teacher for K4, hence we could open up our K4 enrollment and bring on board the families on our wait list. The salary rate difference between an aide and a part-time teacher is substantial. To bring on a full time teacher to the school we would need to add 13-14 more students. We will continue to evaluate the third grade staffing. Lisa will reach out again to the families who do not have confirmed registrations.

We have had a number of visitors to the school this week, some class shadowing and a phone call from a family who is moving to Milwaukee from Chicago. There is a Milwaukee Catholic Mom's group on Facebook in which many have provided positive comments about St. Robert.

Financial Aid is available which is requested through TADS. They collect the data, complete the analysis and provide the outcome to the school. This year \$45,000 will go out to about 30'ish kids. The maximum grant is \$1,325, however we did give out more to those who really, really needed it. As Lauren pointed out, we will work with families to keep them here. She recently worked with a family who thought they would not be able to return to the school due to a financial change in the family.

During the year we tend to add rather than lose students, but if we lose one we generally add one to keep enrollment consistent.

The Catholic Urban Scholarship is available for families at All Saints, St. Michael's, St. Martin de Porres and St. Francis of Assisi. However, it's possible St. Francis may not work given the language and transportation barrier.

This year \$25,000 was raised for the scholarship fund at the Emerald Auction.

7. Annual Fund – Lisa

June is traditionally a \$50,000 donation month. We also traditionally see a \$10,000 donation from one donor and we are hoping we will see it this year. The board was provided an updated sheet of current St. Robert families who have and have not donated to the Fund as of June 10, 2015. If any board member knows a family on the sheet who has not donated, and feels comfortable in doing so, would you be able to approach them for making a donation? Any size donation would be greatly appreciated.

8. SAB Membership – Matt

Alison Henkhaus has accepted the SAB Marketing and Recruitment Committee Chair position.

John Dunn would like some time to think over the Chairman position.

We currently do not have anyone to fill the Environment Committee Chair position. John Dulmes' term is up, but he will be staying on with the Building and Grounds Committee. Instead of having a SAB Environment Committee Chair what about a liaison between the SAB and the Building and Grounds Committee? Who would be a good candidate for this? Some names were given as potential candidates.

We have two outgoing board liaisons, Kathy Wyatt (Pastoral Council liaison) and Laura Maly (H&S liaison). Laura will be replaced by Sara Coffou as the H&S liaison.

9. Meeting Dates

The SAB will continue to meet on the second Wednesday of each month at 6:30 p.m., with the exception of July, when no meeting is held. Therefore, the meeting dates are:

- August 12, 2015
- September 9, 2015
- October 14, 2015
- November 11, 2015
- December 9, 2015
- January 13, 2016
- February 10, 2016
- March 9, 2016
- April 13, 2016
- May 11, 2016
- June 8, 2016

The meeting adjourned at 8:45 pm.

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