

School Advisory Board Meeting Minutes
June 13, 2012, 6:30 p.m.
Room 207

1. Call to Order and Prayer – Laura Maly

Members in attendance: Lisa Lesjak, Lauren Beckmann, Jane Connell, Liz Haas, Peter Christenson, Laura Maly, Nancy Knight, John Dulmes, and Matt Hietpas

Members absent: Michele Weinschrott, Fr. Kevin McManaman, Karen Hunt, Fr. Dennis Dirkx, Catherine Mercuri, Dan Davis, Marcia Velde, and Trish Ognar

Guest: Grace Collopy

2. Pastor's Report – Fr. Dennis Dirkx

No report due to Fr. Dennis' absence. But, Lauren mentioned that the fair did extremely well financially, possibly reaching a record amount of revenue.

3. Discussion Items – Student behavior and teacher competency

Two discussion items were brought up for consideration at a future SAB meeting. The first issue was how do we determine the effect of students who constantly negatively impact the learning environment upon the other students in the class and what can and should be done about it. The second item was how do we monitor the growth and competency of the teachers.

For the second item, Lauren explained that we are moving toward a competency based pay system for teachers. This will be rolled out over the next few years. A subcommittee has already met to begin planning for this change. The first step will be to develop an objective evaluation system that will be designed to enhance professional growth, not be punitive in nature. The committee has recently looked at the Charlotte Danielson model, which is thought to be very comprehensive. The plan is designed for when a teacher is determined to be only minimal in their job performance, that that teacher would be required to write a performance improvement plan. The archdiocese has a standard protocol for how a teacher moves through this process. Down the road, we hope to include data collected from parents in the evaluation process.

Concerning the first item, negative student behavior, the Education and Formation Committee has discussed this issue. In addition, a Principal Coffee a few months ago was devoted to this topic. Lauren suggested

writing guidelines for how to deal with this issue. This project will be addressed when the SAB reconvenes in the fall.

This year, the faculty developed a learning support continuum to manage distribution of learning needs and assist with program planning. Subsets of the large student body may need additional services. Also, the teachers will use this information to determine enrollment eligibility and/or homeroom placement for the upcoming school year. The faculty is learning how to deliver the curriculum to a wider range of learners, which is the future of education. Lauren recently attended a steering committee at the archdiocese about this issue.

In terms of enrolling transfer students to St. Robert, they try to get as much information about the student as possible, from parents, school records, etc. St. Robert turned down a prospective student this week. This occurred a few times this past year, too. Furthermore, the archdiocese has a policy that states that transfer students are on probation for one semester after they start at their new school. One of the reasons we are getting so many transfer students is because we have become a destination school, according to the archdiocese. People are choosing to come here from all over the community because of our 21st century learning skills, specialists like art, music and physical education, and our two world languages.

4. Principal's Report – Lauren Beckmann

This has been a banner year for the school. Major progress has been made on behalf of students in the Reading curriculum. There will be curriculum work done this summer by the teachers. Benchmark assessments will be developed for students. Lauren and Bethany Teipel will create a teacher's manual for each grade level that addresses common assessments. This manual will include which assessments should be administered, when they should be administered, and recording sheets for collecting and sharing the data. This will enable the teachers to see which students are not progressing and intervene when necessary.

Lauren has some hiring to do over the summer. We need a new third grade teacher because Mrs. Halley is retiring. Mr. Berens resigned to accept a position at St. Catherine's High School in Racine, so a new middle school English teacher is needed. Another middle school teacher position needs to be filled. Ms. DeLong, the strings instructor, is moving to Boston, so a replacement needs to be found. And, lastly, a long-term substitute teacher needs to be found to cover a maternity leave for a teacher next year.

Technology updates are in the works, including iPad purchases for staff and students. The school is moving away from Edline and the current grading program and will replace them with better alternatives. Some renovations

will take place in Room 104, Mrs. Liebenthal's room. All kindergarten classrooms will be held all day next year, with just a few students leaving at lunch time. The fire alarm upgrades to the school building will be installed this summer.

Lisa distributed the enrollment numbers for next year. She said they are giving tours to many families each week. We currently have 345 students enrolled for next year, with a budgeted goal of 360 students.

Lisa also discussed the Annual Fund. She said that they are continuing to make progress toward our goal. Our count of the number of donations is down this year because of the large number of memorial gifts from last year. If everyone who gave a gift last year, gave again this year, we would collect another \$40,000. Lisa is confident that we would be able to collect another \$15,000. An interesting note was mentioned. Three alumni donors have died in the last month. What does this mean for the future of our Annual Fund?

5. Discussion Topic – Mission Statement

We had the second reading of the Mission Statement. After a short discussion about holiness, changing it to read learning and living the truth and beauty of the Catholic faith, it was approved.

6. Discussion Topic – Uniform Policy

Lauren read the changes made by the uniform committee since the last SAB meeting in May. The most significant change was to add another shirt color at all levels, evergreen. The policy was approved by the SAB and will be posted as a separate document on our website.

7. Parish Council – Nancy Knight

The Archdiocese has a new policy, called the Decree of Promulgation, and it says we will no longer have a parish council and a finance committee. Instead, we will have a parish pastoral council and a parish finance council. They are still discussing their mission statement. Their final meeting will be combined with Holy Family and it will involve a cookout at Holy Family.

8. Discernment

Three members from the current SAB will be leaving because their three-year terms have expired: Laura Maly, Trish Ognar, and Michele Weinschrott. Each member of the SAB explained their committee and then people volunteered to serve as a chair for the various committees for next year.

Development – open position

Marketing & Recruitment – open position
Environment – John Dulmes
Technology – Peter Christenson
Education & Formation – Liz Haas
Budget & Finance – Katherine Mercuri
Policy – Matt Hietpas
Chair – Dan Davis
Secretary – Jane Connell

Liason to Home and School – Laura Maly
Liason to Parish Pastoral Council – has yet to be determined, but Nancy Knight has expressed an interest in serving again

Lisa Lesjak will talk to the Marketing & Recruitment committee members to encourage someone to volunteer to serve. Lisa will also talk to Marcia Velde to see if she is willing to commit to serve for another year on the Development Committee.

We will meet the second Wednesday of each month, starting in August, although, the August meeting will not follow that pattern. It will be held on August 15th, at which time we will discuss the stakeholders' meeting and plan for the upcoming year.

9. New Business – ITBS scores and Script

Lauren mentioned that she received the login ITBS analysis site (ECRA) yesterday. This information will be shared with the wider school community at the stakeholders' meeting and also on the website. Because of scheduling difficulties, the third grade parent meeting will be rescheduled as soon as possible.

It was suggested to investigate a shared revenue program with regards to SCRIP. Another parish shares the profits made through Script with the individual families who purchase the cards in the form a discount on their tuition. For example, if Pick 'n Save gives the parish 4%, then 2% would go to the family that purchased the card as a discount to their tuition, and the remaining 2% would go to the parish. This is something that can be discussed in the future and Nancy said she would mention it at the next parish pastoral council meeting.

The meeting adjourned at 8:55 p.m.

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