

St. Robert School Advisory Board Meeting Minutes
 June 14, 2017, 6:00 p.m.
 Room 207

Members Attending: Lauren Beckmann, John Dunn, Mariann Willing, Tom Dean, Kevin Keenan, Margy Cain, Lisa Lesjak, Lisa Sweeney, Kathy Fletcher, Christopher Adams, Sara Coffou, Fr. Dennis and Marcia Velde

Members Absent: Joe Cincotta

Guests Attending: Jan Ebel, Kate Brejcha, Jennifer Northouse, Nicholas Cialdini, Dan Wycklendt, and Dan Murray

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
Welcome			
	<ul style="list-style-type: none"> Current SRS parents, Kate Brejcha, Jennifer Northouse, Nicholas Cialdini, Dan Wycklendt and new SRS parent, Dan Murray were welcomed as guests to the SAB meeting 	N/A	N/A
Guest Comments (if any)/Year in Review			
	<ul style="list-style-type: none"> Guest comments were provided during various agenda item discussions John Dunn took this time to provide the board with a draft copy of the <i>St. Robert SAB and Related Committees 2016-2017 Year in Review Summary Highlights</i>. The review highlights the Board and Committees 	N/A	<ul style="list-style-type: none"> John requested that the board provide any further comments within the next few days Lisa Lesjak will distribute to parents and post the final document on the SRS website under the School Advisory Board page under the heading: 2016-2017 Year in Review

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	<p>accomplishments in: Focusing on the Future, Communicating with Stakeholders, Curriculum, Marketing, Development/Finance, and Capital and Instructional Improvements, and included points on the boards Unfinished Business</p> <ul style="list-style-type: none"> • John took some time to review the document with the board 		
Pastor's Report			
	<ul style="list-style-type: none"> • Our fiscal year, ending June 30th will end in a deficit • Fr. Dennis initiated the "Financial Challenge" to parishioners he mentioned earlier this year. Please give what you can • Next year's overall budget has been approved; however it reflects a planned deficit • Buildings and Grounds has a 5-year maintenance/repairs plan that totals \$1.3 million. This does not include the cost of an estimated \$250,000 to replace windows in the school • Finance Council goal: potential capital campaign to help cover B&G needs; would help both school and parish; the discussion is on-going and could be a yearlong discussion 	N/A	N/A

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<i>Project Growth (New Logo and Website) Update and Feedback</i>			
	<ul style="list-style-type: none"> • School parents Kate Brejcha and Jennifer Northouse were present to discuss “Project Growth” (part 1) • Kate and Jennifer had approached Lauren with an offer to help create a new logo and website for St. Robert School and Parish • Purpose of new logo: <ul style="list-style-type: none"> ➤ Create a new brand for the school and parish ➤ Goal = increase enrollment and parishioners ➤ When you look at all the outliers of St. Robert there are several different color schemes and graphics/logos ➤ Challenge: how to pull everything together (Life Smart, Athletic colors, mission, logo, Newspaper logo, etc.) ➤ Logo concepts: School - pull all the above-mentioned items together; keep primary color schemes; streamline fonts (many different ones are currently used); highlight Our Mission (not everyone knows what this is); Life Smart campaign. Parish – incorporate same look and feel of school 	N/A	<ul style="list-style-type: none"> • John to follow up with Kate and Jennifer

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	<p>for the parish</p> <ul style="list-style-type: none"> ➤ Deadline goal is September 1st • Kate provided the board with a handout of several different logo ideas. The board took some time to review and provided some comments • Lisa Sweeney, SAB Marketing Chair requested a two-week time allotment for the Marketing Committee to review: <ul style="list-style-type: none"> ➤ Allow transparency for the marketing committee; collaboration and consensus with approvers of project • Discussion points: <ul style="list-style-type: none"> ➤ Go with blue and green colors of the past – not everyone embraced new gold and red color; current look was meant to compete with USM ➤ Like incorporation of mission statement • It was noted that parents, if not already, will be ordering school uniforms for the upcoming school year and many prefer adding the school logo. Given the possible timing of introducing a new logo do we remove our current logo from Lands End now or allow a grandfather period? 		

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	<ul style="list-style-type: none"> • Website: <ul style="list-style-type: none"> ➤ Work is underway ➤ Looking at a launch date of mid-October; new logo would need to be ready by then • Administrators of the Parish (Fr. Dennis and two Trustees) would give final approval of logo and website • Next steps for coordination? Kate and Jennifer need time to think about feedback and their time commitment to this project 		
Principal's Report			
Update on Staffing (including current enrollment projections from Lisa)	<ul style="list-style-type: none"> • Enrollment: <ul style="list-style-type: none"> ➤ Lisa provided the board with the updated 2017-2018 enrollment numbers. As of June 14, 2017, we are looking at 290 students, provided everyone registers (current families and new families); total currently registered is 277 ➤ Incoming fifth grade class is full (with one section); start waitlist for any new inquires; will leave it up to Lauren to determine if we are able to exceed our set class limit • Staffing <ul style="list-style-type: none"> ➤ Lauren is working to fill the 	N/A	N/A

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	<p>following positions:</p> <ul style="list-style-type: none"> ▫ Middle School Math Teacher (have made an offer to a candidate) ▫ 1st grade ▫ ½ day 4K position ▫ 2 special education aids ▫ Piano instructor <ul style="list-style-type: none"> ➤ There is a shortage of external teachers to choose from ➤ Experience and higher degrees will likely require some increase in salary expense to successfully recruit for our needs teaching assignments for the upcoming school year will be based off enrollment ➤ Mr. Fedie will be moving from 5th grade to the 4th grade <ul style="list-style-type: none"> • Our current budget is based on an enrollment of 285 students • Tom Dean gave the okay to request \$10,000 from School Society • We have an endowment of \$1 million+. We want to sustain it, but should be able to pull from it when needed <ul style="list-style-type: none"> ➤ For the past 3 years we have not taken material funds from this for operations expenses ➤ If school needs to pay for B&G, 		

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	<p>funds should come from School Society</p> <ul style="list-style-type: none"> • Suggestion that SAB, H&S, Athletics, and Finance Council – 2 people from each group should come together and come up with a financial plan • Teacher salaries recommendation: we need to take a hard look at this; greater effort to benchmark ourselves against other parochial and public schools to ensure we are treating our staff fairly and remain an attractive place to teach 		
Summer Projects – Media Center and Carpeting	<ul style="list-style-type: none"> • Media Center: we have ordered new equipment and furniture; installing new wall paper • Carpeting: has been ordered (plank style instead of squares, contemporary colors) 	N/A	N/A
Curriculum Resources	<ul style="list-style-type: none"> • Math: Investigations Math materials arrived today • Reading: would like to implement new guided reading materials in the primary grades. Lauren will put together a plan and will approach H&S to discuss using the excess funds raised from the EA Paddle Raise. H&S will have the final say 	N/A	N/A
2017-2018 School Budget			

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	<ul style="list-style-type: none"> • Tom Dean provided the board with a copy of the school budget. He used the FY 2016 Actual numbers to compare to the FY 2018 Budget since 2017 is not in yet • There is a \$120/130,000 deficit at school for 2017 fiscal year; primary reason for this is tuition – at the time we budgeted for more students • Health and benefits expenses are currently an unknown since we will be hiring new staff 	N/A	N/A
Accreditation Benchmark Update and Next Steps			
	<ul style="list-style-type: none"> • The deadline for submitting our benchmark forms has been extended to June 30th. The forms, except for Benchmark 12.1 (requires a rubric score verification) are ready to be uploaded to Dropbox 	N/A	<ul style="list-style-type: none"> • Next Steps: Submitting evidence for each benchmark <ul style="list-style-type: none"> ➤ Please send your evidence to Laurie Yingling (LYingling@strobert.org) and cc John Dunn (johndunn@northwesternmutual.com) and Lauren (lbeckmann@strobert.org) ➤ If possible send evidence in pdf files, labeling each piece of evidence with the related benchmark number, and provide a descriptive heading for the evidence that also helps convey what the evidence demonstrates so

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			<p>that we can input into the database above the piece of evidence</p> <ul style="list-style-type: none"> ➤ Submit as much evidence as you can prior to our August 9th SAB meeting
<i>Continued Discussion of 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: <ol style="list-style-type: none"> 1. Development Committee Chair 2. Secretary 3. Education and Formation Chair • New Committee Chairs <ol style="list-style-type: none"> 1. Policy Committee Chair – Lauren contacted Kristen Reynolds to discuss this position with her. Kristen will not be returning, hence Joe Cincotta will take over this role and vacate the E&F Chair position 2. Budget and Finance Committee Chair – Dan Wycklendt will be joining the board in this role. He comes to the board with a finance background and is highly vested in SRS • Sara Coffou announced that she will be stepping down as the 	N/A	<ul style="list-style-type: none"> • Lauren and John will contact potential prospects for their interest in specific board positions

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	liaison for H&S. H&S will determine the new liaison		
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
Key Matters to Highlight	<ul style="list-style-type: none"> No comments 	N/A	N/A
Adjournment			
Adjournment	<ul style="list-style-type: none"> Next meeting will be August 9, 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.

June 2017 Monthly Summary of SAB Committee/Organization Activities

Development Committee

- We are less than \$25,000 away from Annual Fund goal, and believe we will reach or exceed it.

- All committee members received their call sheets, and will be making personal reminder calls in the next couple of weeks.
- Reminders to Current Parents and emails to all donors are going out.

Environmental Committee

- Christopher will be a speaker at the Green School Consortium conference this week. This is the organization that gives the grant money to design outdoor classrooms.

Home & School

- H&S meeting included approval of budget for 2017-2018 school year. The \$200,000 H&S obligation to school operating costs was a bit of a surprise, assumption was it would go back to \$150,000. Follow up meetings were to be held with H&S President, treasurer, and SAB leadership. Recommendation was made that a finance committee be put together that would include H&S treasurer to improve communication. Also, budget should be reviewed in detail at SAB level.
- The end of school year activities were very busy from Middle School Musical, Mother Daughter Dance, to hospitality for 8th grade mass and graduation reception.

Marketing & Recruitment Committee

- Facebook ads proving successful with prior ad reaching over 6,000 for \$50. Continued monthly placements featuring kindergarten, graduation, enrichment
- Summer Miltown Moms sponsorship completed
- Exterior building banner (Capitol Dr.) in progress
- Summer events schedule in progress (residence advertising for Downer Classic, Fireworks, Airshow, etc.)
- Enrolling Now Yard Signs distributed

Pastoral Council

- The pastoral council discerned 2 new St. Robert members and 3 new Holy Family members to serve starting in July.