

St. Robert School Advisory Board Meeting Minutes  
 June 8, 2016, 6:00 p.m.  
 Room 207

Members Attending: Lauren Beckmann, John Dunn, Fr. Dennis Dirx, Christopher Adams, Kelly Schmidt, Lisa Sweeney, Mariann Willing, Lisa Lesjak, Kristen Reynolds, Margy Cain and Sara Coffou

Members Absent: Soley Somma, Tom Dean, Marcia Velde and Tony Erba

Guests Attending: Mary Demet (SRS Spanish Teacher)

The meeting commenced at 6:05 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>• Mary Demet was welcomed as a guest to the SAB meeting</li> </ul>	N/A	N/A
Guest Comments	N/A	N/A	N/A
Parish/Pastor Report	<ul style="list-style-type: none"> <li>• Fr. Dennis recently met with Fr. David Zampino who will join St. Robert Parish as our new associate pastor on June 21<sup>st</sup></li> <li>• Fr. David will be in charge of the Child Formation program at St. Robert Parish and Holy Family Parish. Fr. David has experience with this program as a previous Episcopalian Priest</li> <li>• Fr. David will attend future SAB meetings</li> <li>• The Parish finances are tight right now. We are in the same place as a number of years ago. We would like to avoid dipping</li> </ul>	N/A	N/A

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	<p>into the Parish reserves, which are meant to be used for anything that breaks. If we take money out of the reserves for something else we need to make a commitment it to pay back</p> <ul style="list-style-type: none"> <li>• Justin Weber will be leaving for Rome in July</li> <li>• The Mission House is growing. We will have 4 new women and 4 new men next year</li> </ul>		
<p>Accomplishments of SAB &amp; Committees During 2015-2016 School Year</p>	<ul style="list-style-type: none"> <li>• Boards are encouraged to conduct a self evaluation of their progress during the year, preferably at the end of the year</li> <li>• John’s acknowledgment to the board, “I am proud of what we have accomplished and thank you for your help”</li> <li>• Prior to our meeting John Dunn provided the board with a draft copy of the year in review for our review</li> <li>• The board took some time to discuss the document, offering some changes. We also discussed the manner in which to communicate the document to the SRS parents</li> </ul>	<ul style="list-style-type: none"> <li>• The document will be sent in a standalone email to all SRS parents and will be posted to the School Advisory Board page on the SRS website</li> </ul>	<ul style="list-style-type: none"> <li>• John Dunn will make the necessary changes to the document and compose an email to all SRS parents</li> <li>• Lisa Lesjak will post the revised document on the SRS website under the School Advisory Board page under the heading: 2015-2016 Year in Review</li> </ul>
<p>Principal’s Report</p> <ul style="list-style-type: none"> <li>• Exemplary Recognition</li> <li>• Arrowsmith Program</li> </ul>	<ul style="list-style-type: none"> <li>• Exemplary Recognition <ul style="list-style-type: none"> <li>➤ We are proud to report that SRS received both the</li> </ul> </li> </ul>	<p>N/A</p>	<ul style="list-style-type: none"> <li>• Arrowsmith Program next steps: <ul style="list-style-type: none"> <li>➤ Space for program before we enter into an agreement. We</li> </ul> </li> </ul>

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<p>Update</p> <ul style="list-style-type: none"> <li>• 2016-2017 Faculty Changes</li> <li>• Update on Classroom Organization for 2016-2017</li> <li>• MAM Junior Art Docent Program Re-Admission</li> </ul>	<p>Technology Integration and the Academic Excellence Exemplary Recognition from the Milwaukee Archdiocese</p> <ul style="list-style-type: none"> <li>➤ There was a ton of work that went into the process, but it validates what we are doing</li> <li>➤ We are waiting for the narrative from the Milwaukee Archdiocese, which will provide commendations and areas that we can continue to enhance</li> <li>➤ We will be able to use this recognition for the next 5 years in our marketing campaign</li> </ul> <ul style="list-style-type: none"> <li>• Arrowsmith Program<sup>1</sup> Update <ul style="list-style-type: none"> <li>➤ Lauren recently met with Mara Dučkens for a couple of hours at SRS. Lauren gave Mara a tour of the school, discussed our school philosophy and reviewed the component parts of Mara's To Do list (did not take a deep dive into the list – will do at a later date)</li> <li>➤ As previously discussed, a dedicated room will be</li> </ul> </li> </ul>		<p>need to figure this out now</p> <ul style="list-style-type: none"> <li>➤ Legal advice: Archdiocese has an attorney; WI School Law for Archdiocese</li> <li>➤ Sample partnership agreement we can review and tweak to our needs: agreement between Arrowsmith and SFCC; some other schools similar to our unique situation (two entities are combining in this program (SFCC and SRS))</li> <li>➤ Additional due diligence on Arrowsmith - anything we can get our hands on</li> <li>➤ Research: anything that SFCC has gathered (John would like to look at)</li> <li>➤ Communication to SRS parents (time the signing of agreement with an announcement to SRS parents; discuss the program at the State of the School meeting in October for parent input)</li> <li>➤ SFCC timetable; SRS timetable</li> </ul>

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

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	<p>required for the Arrowsmith Program. A number of space possibilities have been noted. One room possibility, the language arts classroom. Mary Demet provided the board with some of her concerns with losing the classroom: taking away their classroom would compromise the world language program. A fixed classroom setting is built to give the environment of learning for each language (ex. posters in room give language help; smart board used for instruction - ease of using own smart board instead of using other teachers; instructional minutes lost with setting up in each classroom). Currently Mary and Andrea Moriarity (French teacher) split the use of the classroom during the school year. For the first half of the school year one teacher will use the classroom while the other teacher will travel "on a cart" from classroom to classroom. They will then switch for the last half of the</p>		

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	<p>school year</p> <ul style="list-style-type: none"> <li>➤ This program is not for autistic children; Arrowsmith defines the ideal candidate; school needs to define entrance requirements; criteria – child needs to be able to embrace exercises and function in a school setting</li> <li>➤ Funding remains a concern</li> <li>➤ In late June SFCC will ask their board to move forward with SRS. If agree, will work on items this summer</li> <li>➤ SRS should put together a committee to pursue the Arrowsmith program. Committee: SAB; include teachers; at some point put together a smaller group that would report to the board</li> <li>➤ What are our next steps? Determining a classroom location is the first priority.</li> <li>• 2016-2017 Faculty Changes <ul style="list-style-type: none"> <li>➤ There are a number of faculty and staff who are leaving. This was communicated to all SRS families via the SRS weekly update email from Lisa Lesjak on June 10, 2016. This summer Lauren will be</li> </ul> </li> </ul>		

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	<p>working on hiring an additional 5<sup>th</sup> grade teacher and filling other positions where needed.</p> <ul style="list-style-type: none"> <li>• Update on Classroom Organization for 2016-2017 <ul style="list-style-type: none"> <li>➤ As communicated to parents in the registration packet earlier this year there will be changes to the upcoming 4<sup>th</sup> grade class. The 4<sup>th</sup> grade class will be one class with two middle school teachers supporting instruction in the 4<sup>th</sup> grade. Students will be divided into smaller groups for four courses.</li> </ul> </li> <li>• MAM Junior Art Docent Program Re-Admission <ul style="list-style-type: none"> <li>➤ The Director of the Docent Program at MAM has confirmed that SRS has been approved back into the program.</li> <li>➤ Last week the 5<sup>th</sup> grade class had their gallery walk-thru in the church. It was very well done. There was a 6-8 minute presentation with a 4-minute discussion on each piece of art in the church</li> </ul> </li> </ul>		

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Discussion of Draft Principles on types of Matters SAB Should Discuss/Provide Input on	<ul style="list-style-type: none"> <li>• Prior to our meeting John Dunn provided the board with a draft copy of the <i>Guiding Principles on Key Matters that Should Come Before the St. Robert School Advisory Board in Advance of a Final Decision</i></li> <li>• The board took some time to discuss the document, offering some changes</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• John Dunn will make the necessary changes to the draft. We will review the revised draft at our next meeting in August</li> </ul>
SAB Member Succession Discussion for Education and Technology Committee Chair Roles	<ul style="list-style-type: none"> <li>• In the past few months three people have approached John Dunn with an interest in joining the board, unaware of upcoming position vacancies</li> <li>• The board took some time to review these potential candidates and provided their thoughts on other possible candidates</li> <li>• The board also discussed the importance of a diverse board and how we achieve that</li> </ul>	<ul style="list-style-type: none"> <li>• Fill the vacant positions prior to our next meeting, preferably by the end of July</li> </ul>	<ul style="list-style-type: none"> <li>• Mariann will create a document listing the candidates mentioned during our meeting and email it to the current board members</li> </ul>
School Budget Matters <ul style="list-style-type: none"> <li>• Current enrollment for 2016-2017</li> <li>• Close-out of Annual Fund Campaign for 2015-2016</li> </ul>	<ul style="list-style-type: none"> <li>• Current Enrollment for 2016-2017               <ul style="list-style-type: none"> <li>➤ At this time it will be a stretch to reach an enrollment of 300 students by August</li> <li>➤ Our current 4K enrollment is full with 4 on a wait list. If we are unable to bring them in we would lose 7 students</li> </ul> </li> </ul>	N/A	N/A

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	<ul style="list-style-type: none"> <li>➤ We have more families visiting the school who either have no children or non-school age children. Families are deciding where to put their roots down first</li> <li>• Close-out of Annual Fund Campaign for 2015-2016 <ul style="list-style-type: none"> <li>➤ Some are unable to give at the level they have in the past</li> <li>➤ We will be taking a one-on-one approach in reaching out to those who have not donated yet</li> <li>➤ We have a \$10,000 donation being considered by one Foundation</li> </ul> </li> </ul>		
Initial Thoughts on Topics for October 2016 State of the School Meeting	<ul style="list-style-type: none"> <li>• Some topic ideas: Last Survey; Arrowsmith Program; Strategic Planning (start something in August to have data for meeting)</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Over the course of the next month start thinking of topic ideas for the State of the School meeting and send an email to John with your ideas</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 August 10, 2016 at 6:00 p.m.</li> </ul>	N/A	<ul style="list-style-type: none"> <li>• Mariann will email a schedule of meeting dates for the next school year to the board</li> </ul>

The meeting adjourned at 8:43 p.m.

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

## June 2016 Monthly Summary of SAB Committee Activities

### Development Committee

- Approximately 3,000 personalized Centennial letters have been sent to different donor and potential-donor groups. This is the most comprehensive direct mail letter campaign that has been done in several years and includes: St. Robert Alumni (Class of 2006 and older), all Alumni Parents, as well as parishioners, grandparents, and friends who have ever supported the school with a gift of any amount to any fund.
- The administrative task over 6+ weeks has been substantial to accomplish this, with teams of volunteer mail stuffers meeting regularly to assemble the letters, which included the Alumni Newsletter.
- The "ask" looks successful so far, as gifts have started to come in. Non-donors were asked for \$100 (in honor of St. Robert's 100 years); previous donors of less than \$100 were asked for \$100 and those who gave \$100 or more were asked for \$1,000. Members of the Class of 2006 were asked for \$10 since they graduated 10 years ago and this is their first solicitation.
- Lisa will have results to date at the meeting
- Annual Fund follow-up has continued, with the Spring reminder email (to those who have not yet given). Reminder calls by Lisa and the Development Committee will occur in the last two weeks of June.
- Centennial gifts in honor of Fr. John Pulice's Jubilee are arriving. That event is June 12.
- Outreach to the targeted 10 year alumni class was mailed.
- Outreach to class of 2015 is in mail.
- Faculty and staff are sending graduation cards to the SRS Class of 2012 who are graduating from high school this year.
- Lisa Lesjak and Margaret Sankovitz are staffing the parish/school booth on behalf of the school at the Fair throughout the weekend
- Alumni Reunion at the Fair is Sunday June 5 from noon-2:00PM. Alumni photo and optional school tour offered at 2:00 p.m.
- Next quarter Alumni Newsletter production has begun.

### Education and Formation Committee

- Results of the April Parent Survey on Community and Diversity emailed to parents on June 6<sup>th</sup>.

### Environment Committee

- Lower level of school new LED fixtures and gym LED re-lamping will occur right after school is out.
- Roof work for parish will continue over the summer into the new fiscal year.
- 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.

### Home & School

- Home & School Board is recruiting for 3 more board members for the 2016-2017 school year: VP of Communications, the rising VP of Volunteers and VP of Community Relations.
- High impact volunteer openings are: Auction Chairs and Middle School Musical chair to lead set construction, lighting, and sound elements for the showcase.
- Approved budget for 2016-2017, which included an additional \$50,000 to the school operating budget which puts the total H&S contribution to the school at \$223,650, broken out as follows:
  - School Operating budget: \$200k
  - Technology fund: \$10k
  - Staff Discretionary: \$8k
  - Principal discretionary: \$3k
  - Teacher Appreciation: \$2500
  - Library: \$150
- There is some concern that this level of support from H&S may be expected year over year. The Emerald Auction has done extremely well the last few years, but that is a great deal of pressure on that event. H&S is actively working to grow other fundraisers, such as the run that was started last year, to bring in alternate sources of funds. The board is committed to maintaining 3 large fundraisers each year and not getting back into the situation of "nickel and diming" the parent community with multiple small fundraisers. For next year the 3 main fundraisers will be:
  - Emerald Auction - Averaging \$150k over the last 3 years
  - The Rummage - Averaging just over \$14,000
  - The Run/Walk (now titled the Pretzel Run) - was very successful in its first year bringing in \$7,800
- H&S voted to discontinue the Calendar Raffle and focus on growing other fundraisers - For example, there is a small committee working on creating a business sponsorship program - they are currently auditing the funds that come in from various businesses.

### Marketing & Recruitment Committee

- Held our inaugural St. Robert play date for new and prospective families on May 18<sup>th</sup>. We hosted 15 children and 8 parents. Mr. Jefferson provided an open gym, music and a great overview to the parents on what to expect for 4/5K physical education.
- Summer referral program business cards sent to parents with an accompanying letter in June 2<sup>nd</sup> folders.
- On June 3<sup>rd</sup>, parents were informed via email that enrollment yard signs will be put up in their front yards over the next week or so.
- Ideas are currently being surfaced as to how the school's Exemplary Recognition will be promoted.