

St. Robert School Advisory Board Meeting Minutes
 August 10, 2016, 6:02 p.m.
 Room 207

Members Attending: Lauren Beckmann, John Dunn, Christopher Adams, Lisa Sweeney, Mariann Willing, Lisa Lesjak, Kristen Reynolds, Fr. David Zampino, Kathy Fletcher, Joe Cincotta, Kevin Keenan, Tom Dean and Marcia Velde

Members Absent: Margy Cain and Sara Coffou

Guests Attending: None

The meeting commenced at 6:02 p.m. with a prayer.

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
Welcome			
Introduction of New SAB Members	<ul style="list-style-type: none"> • John Dunn welcomed the SAB members to the first meeting of the new school year. He then introduced the newest members of the board: <ul style="list-style-type: none"> ➤ Kathy Fletcher (Chair, Technology Committee) ➤ Joe Cincotta (Chair, Education and Formation Committee) ➤ Kevin Keenan (Pastoral Council Liaison) ➤ Fr. David Zampino (new Associate Pastor to SR and HF) 	N/A	N/A

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
Chair's Comments			
Feedback Received by Chair of SAB	<ul style="list-style-type: none"> • At our June meeting John Dunn asked the board to give some thought and feedback on his role as Chair and how our meetings have been run. The feedback he received to date pertained to the length of our meetings, the format of the minutes and the distribution/posting timing of the minutes • John welcomed additional feedback during the course of the new school year 	N/A	<ul style="list-style-type: none"> • John will strive to keep our meetings to a reasonable time frame (e.g., 2 hours), recognizing that the nature of the topics we address in the coming year will have a bearing on that • John and Mariann will work on making changes to the meeting minutes' template starting with the August minutes as an experiment • Mariann will distribute and post the minutes in the timing we determined at our meeting in August 2015 (i.e., striving to have them prepared, reviewed and posted within about two weeks from the meeting)
Associate Pastor's Report			
Considerations for Planning School Sustainability	<ul style="list-style-type: none"> • Fr. David will be with us for the next three years; he will be visiting the school on a frequent basis; he has a love for Catholic education • Finances are what they are; donor base is down • Fr. David provided a document prepared by Fr. Dennis outlining a Proposal for the Future of SR School: The Ground Floor for Considering Plans 	N/A	<ul style="list-style-type: none"> • Please review the document Fr. David provided for our next meeting • John will be reaching out to the Chair of Holy Family's School Advisory Board before our next meeting

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
	<ul style="list-style-type: none"> • Fr. David has witnessed a school that had gone from 300 students to closing within 5 years • The SAB, Pastoral Council, Finance Council and the Archdiocese need to be involved in our future planning • Fr. David would like Lauren to start a conversation with the Archdiocese soon in regards to our Sustainability Plan 		
Principal's Report			
Faculty Hiring Status	<ul style="list-style-type: none"> • 2016-2017 faculty and staff changes: <ul style="list-style-type: none"> ➤ Nick Berg (School Secretary/Health Aide) ➤ Kaitra Becker (5K teacher) ➤ Nick Fedie (additional 5th grade teacher) ➤ Adam Zolinski (Band) ➤ Dorothea Janisch will add the Choir position to her current role; the Choir Director position is a very part-time role and is impossible to fill ➤ Dr. DeLuca will continue planning music, playing music and working with the student cantors for our weekly all-school Masses 	N/A	N/A

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
Facilities Update	<ul style="list-style-type: none"> • Gym floor: <ul style="list-style-type: none"> ➤ We have a new gym floor and WOW! does it look great ➤ Ted Loehrke, VP with the Bucks helped plan the floor layout ➤ The stage area in front of the curtain was painted to match the gym floor and the area behind the curtain was painted black • Lighting: <ul style="list-style-type: none"> ➤ The lights over the main area of the gym floor were changed to LEDs. The side lighting will be changed soon ➤ The lights for the lower floor were changed to LEDs • The carpeting in the middle school will be replaced this weekend (late coming in) • The gym and middle school classrooms were painted • Since mid-July we have been installing the new phone service; link-up of the PA system coming soon (will be heard in other areas of the building not typically heard) • The security cameras project is still in progress for completion by the start of the school year 	N/A	N/A

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
	<ul style="list-style-type: none"> • Buzzer system will be updated next week • Lisa Lesjak will be moving to the main office and will sit where Karen Rapp used to sit. Lisa's old office will be converted into a conference room 		
Arrowsmith Program Update	<ul style="list-style-type: none"> • Lauren provided a short intro of the Arrowsmith Program¹ to the new board members • On June 28th the SFCC board met and approved partnering with St. Robert for the program • The interested parents were hoping for a 2016-2017 school year start and have decided to move ahead on their own. They hired a teacher and were approved to have the program taught in the p.m. at a site, however they would need to provide literature and math in the a.m., which may not be possible depending upon the schools their children attend currently • In light of the parents deciding to move ahead on their own, there is no longer a partnership 	N/A	N/A

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

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
	<p>possibility with SFCC as they believe two Arrowsmith programs in the area is not sustainable, so they are no longer interested in establishing an Arrowsmith program; we could down the road look to possibly starting our own program if we wanted to</p> <ul style="list-style-type: none"> • We have left the door open to other possibilities with SFCC 		
Accreditation Process Overview	<ul style="list-style-type: none"> • Lauren provided the board with a copy of the Wisconsin Catholic Schools Accreditation <i>Domain Benchmark Scoring Summary</i>. This is a self-study summary the school will use for completing their accreditation process. We will be one of the first in the Milwaukee Archdiocese to be reviewed under the new accreditation standards • Lauren provided an overview of the self-study 	<ul style="list-style-type: none"> • The board will work on two areas of the summary: Domain B: Governance and Leadership and Domain D: Operational Vitality • There is a total of 33 benchmarks we would need to work on. We can break the board up into groups of 3 and divvy the benchmarks up amongst each group 	<ul style="list-style-type: none"> • We will begin work on this after the faculty is initially brought up to speed on the self-study and roles are determined
Non-agenda Item from Fr. Dennis	<ul style="list-style-type: none"> • Lauren and Fr. Dennis recently discussed the school tuition and the Parish Stewardship • There is recognition that some St. Robert School families may receive parishioner tuition rates, but are actively attending other Catholic parishes. It would be 	<ul style="list-style-type: none"> • As an initial accommodation/experiment, the SAB agreed with Lauren to allow one family who presented such a letter from their pastor to receive parish tuition rates 	<ul style="list-style-type: none"> • Tom Dean will call Fr. Tim Kitzke and get his thoughts on a cross parish/school collaboration for tuition purposes

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
	<p>helpful to know exactly who are parishioners of St. Robert</p> <ul style="list-style-type: none"> • One possibility is to allow families who are “active” parishioners at another parish to receive SR Parishioner tuition rates without requiring them to be a parishioner of St. Robert. Perhaps obtain a letter from their pastor saying that they are an “active” member of their parish. Demonstrating that they actively contribute financially to another parish may be another way to address it • We discussed the potential impact relative to SS Peter & Paul and agreed it would be good to reach out to Fr. Tim Kitzke to discuss 		
School Budget Matters			
Close-out of 2015-2016 Budget	<ul style="list-style-type: none"> • Tom Dean attended the Parish Finance Committee meeting last evening • At the school level, we basically broke even this past year • While the parish pays for the school’s building and grounds, the rest of the school’s budget was largely funded through tuition, the annual fund, the Home & School contribution and 	N/A	N/A

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
	<ul style="list-style-type: none"> other sources other than the parish 		
<p>Current enrollment for 2016-2017/Tuition Ideas</p>	<ul style="list-style-type: none"> Our current enrollment is at 285 students; there are at least three tours scheduled in the next few days; we received one referral this week; at this time, we do not see ourselves meeting our goal of 300 students without some help from our SR families Tuition Ideas: What about a financial incentive to our current families? Some schools do this 	<ul style="list-style-type: none"> We will offer a \$750 tuition reduction referral incentive to current SR families for the current school 	<ul style="list-style-type: none"> Lisa Sweeney will draft a one-page guideline for the tuition referral program and submit to the board for review/comments within the next week; finalized document out to SR families within the next couple of weeks
<p>Exit Interviews with Departing Families and Families Touring but Not Choosing SRS</p>	<ul style="list-style-type: none"> There are a wide variety of reasons why families leave the school The Development Committee is helping with phone calls; start with this year's families who departed and those families who inquired/visited the school, but decided not to enroll A small group will be making the phone calls; easier to work with a smaller group rather than a wide range of people Biggest challenge is getting ahold of people on the phone; after at least three unsuccessful attempts send a survey? Lauren would like the Committee to focus first on the families who 	<p>N/A</p>	<ul style="list-style-type: none"> Lisa Lesjak will supply the list of names (families who chose not attend/families who left) to Marcia Velde; the Development Committee will report on what they have learned so far at the next SAB meeting

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
	<p>inquired/visited the school, but chose not to enroll; we are generally aware of why families left the school</p> <ul style="list-style-type: none"> • Would departed families provided Marcia with the same reason given to Lauren/Lisa? 		
Implications for 2016-2017 Budget	<ul style="list-style-type: none"> • We are not at a point in time where we can hire an additional part-time 4K teacher; we lost 2 potential kids since we are at capacity and unable to open up additional space; we will start the school year with one teacher and one aide in the 4K classroom 	N/A	N/A
Implications for North Shore School Collaboration/Strategic Planning	<ul style="list-style-type: none"> • We need to understand what is going on around us • Invite someone who has gone through a collaboration to provide feedback (what went on, what worked, what did not) • North Shore is not ready to engage in a discussion, but it would be nice to have insight • Pastoral Council Strategy Group – looking at collaboration between SR and HF • HF is concerned with losing their own identity • What is the role of the clergy in bringing people together at the table for discussion? Fr. David: 		<ul style="list-style-type: none"> • Fr. David will strive to impress upon all within the SR/HF parishes that collaboration is not an option if we want to remain a vibrant school and parish community

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
	we need to talk about it; 39% of retired clergy give Mass on the weekend; given age, health and vocations we may be able to sustain for 5 years like this; churches are going to have to co-operate at some point; we are not going to have a choice in collaboration		
Other Matters			
Review of Revisions to Draft Principles on Types of Matters SAB Should Discuss/Provide Input on	<ul style="list-style-type: none"> • John Dunn provided the board with the updated draft containing the suggestions from our June meeting • The board took some time to discuss the document, offering additional changes 	<ul style="list-style-type: none"> • We will communicate the Principles to parents once they are finalized (either via mail and posting on the website or perhaps at the State of the School meeting) 	<ul style="list-style-type: none"> • John will make the suggested changes and will circulate to the board. Lisa Lesjak will post the finalized document on the school's website at the appropriate time
State of the School Meeting			
Discussion of Topics and Format for October 2016 State of the School Meeting	<ul style="list-style-type: none"> • October 20th is our State of the School meeting. What can we do to increase parent attendance? • Some suggestions were offered during our meeting including engaging participants by having weigh in on topics through a power dot type approach as well as perhaps using smart phones and instant tabulation 	<ul style="list-style-type: none"> • Goal: increase attendance (better communication to families; attractive topics; increase parent participation during meeting) • Small group will need to refine approach 	<ul style="list-style-type: none"> • John asked that anyone who would like to participate in the small group to work on this to contact him • John will reach out to Rebecca Bortner to see if she would be willing to participate/help facilitate
School Annual Report			
Discussion of Content, Preparation and Timing for School Annual Report	<ul style="list-style-type: none"> • Annual report went out last year. What do we want to do this year? Use similar format; add 	N/A	<ul style="list-style-type: none"> • The Marketing Committee will have accountability for the Annual Report production

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
	reward accomplishments; info graphics; updated financials; newsletter from Lauren and Fr. Dennis or Fr. David <ul style="list-style-type: none"> • Timing: roughly 8-10 weeks (4-6 weeks' content development; 1-week design; 2-week approval; 1-week print). Send out in November (better for Annual Fund and "Ask" timing) 		
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
Any Key Matters for SAB Input	<ul style="list-style-type: none"> • No comments 	N/A	N/A
Adjournment			
Adjournment	<ul style="list-style-type: none"> • Next meeting will be September 14, 2016 at 6:00 p.m. 	N/A	N/A

The meeting adjourned at 8:36 p.m.

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

August 2016 Monthly Summary of SAB Committee Activities

Development Committee

- 2015-2016 Annual Fund Totals are as follows: Budgeted Goal: \$200,000; Committed/Pledged: \$213, 747.45; Received as of June 30, 2016 fiscal year end: \$210,632.45.
- The difference between pledged and actual is largely attributable to matching gifts, which take longer to come in.
- Individual gifts this year ranged from \$1 to \$10,000.

Environment Committee

- Lower level of school new LED fixtures and gym LED re-lamping has been completed.
- New gym floor has been installed (and blessed); gym has been repainted.
- Middle School classrooms have been recarpeted.

Home & School

- Home & School Pretzel Run is August 25th at Estabrook Park—now one of H&S' three primary fundraisers.

Marketing & Recruitment Committee

- Exemplary Recognition Press Release sent to all families plus updated on website.
- First day school Facebook promotion and new family welcome yard signs.
- Taped gym build released on Facebook to promote dedication.
- Hosted prospective parent party on July 17th.
- Reorganized and streamlined prospective parent page on website.
- Student photo shoot planned for September.