

St. Robert School Advisory Board Meeting Minutes
 August 12, 2015, 6:30 p.m.
 Room 207

Members Attending: Lauren Beckmann, John Dunn, Lisa Lesjak, Kristen Reynolds, Marcia Velde, Mariann Willing, Tom Dean and Alison Henkhaus

Members Absent: Kelly Schmidt, Fr. Dennis Dirx, Soley Somma and Sara Coffou

Guests Attending: Christopher Adams

The meeting commenced at 6:35 p.m. with a prayer.

| Agenda Item | Key Discussion Points | Decision(s) Reached (if applicable) | Next Steps and Person(s) Accountable |
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| Welcome and Introductions | <ul style="list-style-type: none"> • John Dunn, as the new Chair of the SAB, welcomed SAB members to the first meeting of the new school year • Christopher Adams was welcomed as a potential replacement for the outgoing Environment Committee Chair position • Our new Pastoral Council liaison should be determined by the end of August | <ul style="list-style-type: none"> • Christopher has agreed to accept the Environment Committee Chair position | <ul style="list-style-type: none"> • Lauren Beckmann, Lisa Lesjak or John (depending on who receives the notice) to promptly notify Mariann Willing of the new Pastoral Council liaison so that she can update the SAB records |
| Approval of the June meeting minutes | <ul style="list-style-type: none"> • John proposed changing the format of the meeting minutes to key discussion points/decisions reached/next steps and persons accountable rather than a detailed summary of the meeting to bring focus to the decisions, | <ul style="list-style-type: none"> • August minutes will be written under the new format • Agreed to strive to complete the minutes within 5 days from the end of each meeting (August may take a little longer since we are working with a new template); | <ul style="list-style-type: none"> • John is to provide Mariann with a minutes template; John will review the draft minutes prior to distribution to the full board • Mariann will make changes to the minutes distribution timing as determined during the meeting |

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| | <p>next steps and accountability</p> <ul style="list-style-type: none"> Discussed the pros and cons of promptly preparing, reviewing and posting the minutes to the St. Robert website after a meeting versus formally approving the minutes at the following meeting and then posting them Reviewed and commented on a draft of the June meeting minutes | <p>board will then have 3 days to review and provide comments so that all can see the comments; next day or 2 finalize minutes; publish within the second week of meeting end</p> <ul style="list-style-type: none"> Minutes will be approved via electronic notification June minutes require some changes Going forward snack/drinks will not be assigned and will not be viewed as necessary (bring if you wish) and prayer will not be assigned (we will use same prayer each meeting throughout the school year); sign up process for snacks and prayer will cease; next meeting date will be reported in minutes The February, 2016 meeting conflicts with Ash Wednesday and will be changed (contemplating change to Tuesday of that week) | <ul style="list-style-type: none"> All board members – provide approval of each monthly meeting minutes via electronic format within the allotted time frame Communicate that minutes will be available more timely in a new format to parents at the State of the School meeting in the fall Tom Dean will review and provide comments on the Finance section of the June minutes; Lisa will also review and provide comments; John provided Mariann comments; Mariann will make all necessary changes and distribute to the board for final approval and posting All Board members should confirm to Mariann their availability on Tuesday, February, 9th when commenting on the August minutes so we can firm that date up for an SAB meeting or look for an alternative date based on overall availability |
| Guest Comments | <ul style="list-style-type: none"> None | | |
| Parish/Pastor Report | <ul style="list-style-type: none"> None | | |
| Review of SAB Functions and Responsibilities | <ul style="list-style-type: none"> Lauren distributed the SAB informational packets to the new | <ul style="list-style-type: none"> John will attempt to keep the meetings to a reasonable time | <ul style="list-style-type: none"> As part of John’s outreach as the new Chair of the SAB, he plans to |

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| | <p>board members (Alison, John and Christopher (current school year) Kristen and Mariann (previous school year)) - we reviewed the <i>SAB Overview of Purpose, Structure and Responsibilities</i> (this is adapted from the Archdiocese’s guidelines) and the School Mission</p> <ul style="list-style-type: none"> • As reflected in the piece adapted from the Archdiocese, is there opportunity for Fr. Dennis and Fr. Peter Patrick to further evangelize about St. Robert School? • While the Archdiocese encourages School Boards to have no more than 25% of current school parent members, that is probably not realistic at this time but we could think about targeting alumni to broaden our perspective • Length of the SAB meetings - historically, many SAB meetings have run over our 2 hour time frame; some members expressed a desire to limit the meetings to two hours; the Archdiocese recommends that parish meetings generally be limited to 1.5 hours • We are a consensus driven board, | <p>frame—generally two hours or less</p> | <p>meet with Fr. Dennis and Fr. Peter Patrick and will seek their perspective on evangelizing about St. Robert School</p> <ul style="list-style-type: none"> • SAB members who are seeing the materials distributed for the first time should review the materials in advance of our September meeting • John will focus on ensuring we have some clear goals/accountabilities from committees at the outset of the year that we can evaluate our progress on at the end of the school year • Tom’s goal for the year in his role as Finance Committee Chair of the SAB and Parish Trustee is to help the parish and school answer the questions who are we and what does success look like |

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| | <p>i.e., we develop and agree to support a decision through a reasoned process that is in the best interest of the school and parish—it does not have to be “favorite” course of each individual member, but one that we can agree to support</p> <ul style="list-style-type: none"> • The SAB should periodically evaluate itself—in order to do that on an annual basis we need to put a stake in the ground at the outset as to what we want to accomplish during the course of the year • In looking at the piece on essential questions for improvement in faith-based schools, we need to answer the question who we are and what does success look like • We also need to be open to considering what regionalism might look like for Milwaukee Catholic Schools—Fond du Lac has been operating with regional Catholic schools for some time and they are reportedly thriving; Racine is headed in that direction | | |
| Principal’s Report | <ul style="list-style-type: none"> • A significant focus for Lauren over the summer was filling our open staff positions, which are now all filled: 4K & 5K – part-time | <ul style="list-style-type: none"> • We would follow the lead of the Archdiocese relative to whether we would reconsider the termination of our partnership | <ul style="list-style-type: none"> • Lauren, Tom, Lisa and the SAB - work on revising and communicating an updated school model for the fall of 2016; |

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| | <p>teachers; 1st & 3rd – full time teachers; art teacher; two part-time piano teachers; lunch room supervisor; part-time school administrative assistant and a middle school teacher who will teach 7th grade Literature/Religion and 8th grade English</p> <ul style="list-style-type: none"> • There will be significant work over the remainder of this calendar year on developing a service delivery model for the 2016-2017 school year that will allow us to be more flexible and efficient in educating our students in any enrollment environment (i.e., scalable), thus ensuring our operational vitality—regular and transparent communication with all stakeholders will be key • Through the work of Gina Flynn, we are one of five pilot schools in the Archdiocese for a new Early Childhood Education approach (e.g., report cards will be more narrative) • St. Robert’s has been actively involved in the Archdiocese’s work on curriculum changes to meet the new national standards and benchmarks for Catholic | <p>with the Milwaukee Art Museum in light of their recent decision to not display Eggs Benedict as part of the permanent collection after the limited period of time it is currently on display</p> | <p>plan on discussion of this model and the direction we are headed at the State of the School meeting this fall</p> <ul style="list-style-type: none"> • Lauren will circulate the letter she sent to the Milwaukee Art Museum to all SAB members • Lauren will continue working on finding a new institution that we can partner with the 5th grade Jr. Art Docent program for this school year |

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| | <p>schools</p> <ul style="list-style-type: none"> • This summer Mrs. Anne Nehls has worked with the teacher leads on enhancing our spelling curriculum—Words Their Way • The Bring Your Own Device Policy for middle school students has transitioned to mandatory participation (with financial aid if appropriate) given the role technology plays in education • We have withdrawn our partnership with the Milwaukee Art Museum for the 5th grade Jr. Art Docent program in light of the “Eggs Benedict” acquisition and are researching other art institutions to work with as the intent is to continue the art docent program (Christopher and Marcia Velde offered some suggestions) | | |
| School Enrollment Update | <ul style="list-style-type: none"> • As of August 12, 2015, we anticipate an enrollment of at least 311 students, exceeding our budgeted amount of 300 students and slightly down from our 2014-2015 year end number of 314 students • Financial aid requests are up for this school year and we need to further discuss our philosophy | <ul style="list-style-type: none"> • Given that we have exceeded our budgeted enrollment numbers and the size of our financial aid fund, we should continue to grant financial aid for this school year, recognizing that all families seeking financial aid need to pay some amount of tuition as determined through our financial aid assessment process | <ul style="list-style-type: none"> • Lisa will continue to work with families who are not currently enrolled that are interested in having their children attend St. Robert but who are in need of financial aid • Tom, John and Lauren will discuss the appropriate participants for the subcommittee and how best to move that work forward |

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| | regarding financial aid | <ul style="list-style-type: none"> A subcommittee should be formed to further explore alternative models for awarding financial aid and scholarships and charging tuition | |
| Review of School Improvement Action Plan (Operational Vitality); Planning for September SAB Meeting Identifying Key Accountabilities of Each Committee for 2015-2016 School Year (due to time constraints this was a quick overview) | <ul style="list-style-type: none"> The board was presented with the <i>School Improvement Action Plan: Sustainability 1 & 2</i> and the <i>National Standards and Benchmarks</i> – the SAB and leadership need to focus on the Operational Vitality standards (importantly we need to move from operating year to year to a 3-5 year plan model) There was acknowledgement by school administration that these Action Plans, which are required by the Archdiocese, are not serving as an effective guide for the school and that perhaps we should move to another format that is more clear and useful for us | | <ul style="list-style-type: none"> Each board member should come to the September SAB meeting with at least three ideas of areas their committee could potentially focus on this school year—ideally informed by the thoughts of your committee members |
| Committee Chair Reports (due to time constraints this was a quick overview) | <ul style="list-style-type: none"> Finance – Tom provided the detailed approved 2015-2016 budget for the parish and school; the budget shows a net subsidy from the parish to the school of approximately \$109,000 for the fiscal year (in addition to the building and grounds cost which the parish pays); the total parish | | |

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| | and school budget shows a nominal amount of net income for the 2015-2016 year (rather than the deficits the parish has experienced the last few years) | | |
| Centennial Activities and Planning (due to time constraints this was a quick overview) | <ul style="list-style-type: none"> • Lisa reviewed various confirmed events to celebrate our Centennial including the August run/walk and a September mass to be celebrated by Archbishop Listecki. • There are a number of other ideas that need significant additional planning to accomplish such as an alumni reunion at Christmas time, an Alumni Parent Potluck, a Hall of Fame Dinner, and a close out at the June Parish Fair • At this time Lisa is “the” person working on the Centennial | <ul style="list-style-type: none"> • Need to incorporate fundraising into the Centennial plan without negatively impacting our annual fund—e.g., we need to invest in a new gym floor, a new roof on the gym, new windows for a portion of the school which are all above and beyond the amount we need from the annual fund, which is part of our operating budget | <ul style="list-style-type: none"> • Christopher will utilize his contacts to initially consider a mold issue with the gym floor • Lisa, Lauren, Tom and John will consider potential options to incorporate fundraising into the Centennial plan (e.g., having Home & School, Athletics commit dollars to projects as part of the Centennial as seed money that can then be pointed to in order to encourage others to give) • Lisa to bring her thoughts on who else could help on the Centennial planning efforts to the September SAB meeting in order to make the most of this historic event |
| Adjournment | <ul style="list-style-type: none"> • Next meeting will be September 9, 2015 at 6:30 p.m. | | |

The meeting adjourned at 8:45 p.m.

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