

School Advisory Board Meeting Minutes  
August 15, 2012, 6:30 p.m.  
Room 207

1. Call to Order and Prayer – Dan Davis

Members in attendance: Dan Davis, Lisa Lesjak, Lauren Beckmann, Jane Connell, Laura Maly, Nancy Knight, John Dulmes, Matt Hietpas, and Catherine Mercuri

Members absent: Fr. Kevin McManaman, Fr. Dennis Dirkx, Marcia Velde, Liz Haas, and Peter Christenson

2. SAB Meeting Structure

As the new Chair of the School Advisory Board, Dan explained some changes to how the SAB will operate. First of all, there is a new format for the agenda. It will list the various items to be discussed along with a notation indicating what it is, such as an action item, critical report or discussion item. There will be time limits listed for each section, too. Guests are always welcome to attend the SAB meetings, but their comments will be limited to five minutes. If necessary, any additional discussion will take place at the following SAB meeting. Secondly, the function of the SAB is to advise Lauren and Lisa. Thirdly, committee reports are due three days in advance, if at all possible. The members should read them before the next SAB meeting and be prepared to discuss them. And, fourthly, agenda items are also due three days in advance.

As a review, the following people have agreed to serve on the SAB for the 2012-2013 school year:

Chair – Dan Davis

Budget and Finance – Catherine Mercuri

Development – Marcia Velde

Education and Formation – Liz Haas

Environment – John Dulmes

Marketing and Recruitment – Open position, but Lisa is in the process of recruiting someone to fill this role.

Policy – Matt Hietpas

Technology – Peter Christenson

Secretary – Jane Connell

Liason to Home and School – Laura Maly

Liason to Parish Pastoral Council – Nancy Knight

Ad Hoc Compensation Committee – Dan Davis

All committees welcome new membership. Specifically, Catherine is looking for additional members for the Finance Committee. As the need arises, ad hoc committees will be formed to address specific issues. As a matter of fact, there is a Compensation ad hoc committee to address the topic of teacher compensation, but it is not looking for any new members at this time.

3. Guest Comments

There were no guest comments at this meeting.

4. SAB Calendar Formulation 2012-2013

Dan suggested that a list be compiled of dates pertinent to the SAB.

The SAB normally meets at 6:30 p.m., on the second Wednesday of each month, skipping July and December. Those dates are as follows:

- August 15, 2012
- September 12, 2012
- October 10, 2012
- November 14, 2012
- January 9, 2013
- February 6, 2013 (adjusted because of Ash Wednesday)
- March 13, 2013
- April 10, 2013
- May 8, 2013
- June 12, 2013

Some additional dates to note are:

- Thursday, October 25, 2012, 7:00 p.m. – Annual Stakeholders Meeting
- Friday, November 16, 2012, 6:30 p.m. – Annual Fund Kick-off Party
- Sunday, January 27, 2013 – Open House

Each committee is requested to go through the same calendar process and share key dates with the SAB. After some brainstorming, the following items were shared:

- First draft of the budget is due in February
- Approval of the budget will take place in March
- School Improvement Plan is due at the end of September
- School Parent Survey will be conducted in November
- Principal Evaluation Survey will be conducted in January

- SAB self-evaluation process will take place in May

## 5. Principal's Topics

The first topic was staffing changes. Several new employees were added over the summer.

- Katie Dahl, the new third grade teacher, has three years of teaching experience, including 2 in China and 1 in the Waukesha Public School system.
- Marisa Wall, the new sixth grade teacher, has six years of teaching experience in a variety of places, including Missouri, Texas, Milwaukee College Prep, and St. Joan Antida High School. She was a theatre major in college and earned her teaching license through the Teach for America program. She also has a background in restorative justice and has worked with disabled adults. She has a strong interest in writing.
- Steven and Jill Haberman will split the teaching duties of the middle school English position vacated by Mr. Berens. They are both writers, English teachers and missionaries. They have taught for many years throughout the Archdiocese, including at St. Monica's and Divine Savior Holy Angels High School. They also co-taught at St. Joan Antida High School.
- Trinny Schumann will be the new choir teacher. She also teaches half time at Dominican High School as well as being a performer. One of her duties will be the Friday morning school mass.
- Tony Perez will be in charge of the strings program. He comes from Venezuela and he recently earned a Masters of Chamber Music from UWM. In addition, he will be the first strings teacher at St. Robert that has a teaching license.
- Kathy Neumeier, a retired teacher, has been hired as a special education aide. This is a reimbursed position because she primarily helps two students.
- A long-term sub will be needed to cover for Bethany Teipel who will go on maternity leave.
- A new music teacher is still needed.

Mrs. Beckmann mentioned the formation of Faculty Leadership Teams. One initiative will aim to rid our school of the language of special education and inclusion and replace it with academic excellence for everyone. She and six teachers just returned from two days of training at the Archdiocese about Response to Intervention (RTI) and Positive Behavior Intervention Supports (PBIS). Another initiative will focus on common assessments. There is a school-wide plan for assessing students throughout the building on a particular subject at the same time, throughout the year in a standardized way. This will enable the school to monitor growth rates over time. This

process will take a couple of years to get going. Mathematics will be developed this year and other subjects will follow after that.

The second topic was the budget. Fr. Dennis recently hired a full-time finance person for the Parish, Jim Pittlekow. He is a CPA and a member of Lumen Christi. This should enable a smoother future for the budget planning process. Catherine distributed a copy of the budget and told us not to focus on the small surplus at this time because it is subject to change. Our budget is based upon an enrollment of 360 kids, which we may not meet. Catherine also mentioned some details about the various scholarship funds the school uses and the pattern of settling budget issues with the Parish at the end of the year.

The third topic was the Technology Proposal for Personal Devices. The SAB discussed the iPad Implementation Proposal that was disseminated via email. The SAB supported this proposal and hopes that the funding can be found. This multi-year plan basically called for the staff getting iPads the first year, sixth graders getting iPads the second year, and adding more iPads for each sixth grade class for the next two years. Some concerns were expressed, such as:

- Can all middle school students get them in the second year?
- Is other equipment included, such as a cover and ports for network connectivity?
- Families will need a wireless network at home in order to use an iPad.

Mrs. Beckmann will present the proposal to Home and School next week.

#### 6. Committee Goals for the Year

During their next committee meeting, all committees should review their goals for the year. The Action plans that were disseminated via email are about two years old. A new template will be provided for committee chairs to use. The SAB will complete a self-evaluation of how well they did concerning these goals in May.

#### 7. Upcoming Meeting Dates and Topics

At our next meeting on September 12, Pat Lofton is scheduled to provide some training for the SAB. In addition, other topics will be addressed, including Committee Goal Finalization, 2011/2012 School Year final accounting report, and playground security. For our Stakeholders Meeting on October 25<sup>th</sup>, it was mentioned that we may have a guest speaker or provide training for the parents on Google Apps, our replacement for Edline. SAB members are requested to send ideas for additional speakers or topics to be discussed at the Stakeholders Meeting.

8. Updates from Lisa

Dan asked Lisa to provide enrollment numbers for next year. She said we lost about 20 students, a higher than normal number. Four left because they were dissatisfied and the other 16 either because they moved or they were accepted into open enrollment in a suburban school district. Lisa also talked briefly about the Annual Fund. According to the report she handed out, the Development committee received enough pledges to almost meet their goal of \$200,000, but not everyone met their pledge so the amount received was about \$15,000 less than that.

9. Communication with the School Community

It was suggested that the SAB improve their communication with the wider school community. Therefore, each month a member of the SAB will write something that will be shared. Dan has volunteered to write the first communication and Catherine has volunteered for the second one.

The meeting adjourned at 8:20 p.m.

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