

School Advisory Board Meeting Minutes  
August 7, 2013, 6:50 p.m.  
Room 207

1. Call to Order and Prayer

Members in attendance: Lisa Lesjak, Lauren Beckmann, Jane Connell, Laura Maly, Matt Hietpas, Marcia Velde, Kristen Reynolds and Fr. Dennis Dirkx

Members absent: Molly Gallagher, Fr. Kevin McManaman, and John Dulmes

2. Guest Comments

There were no guest comments.

3. Review of SAB members and needs

a. Welcome new member

Kristen Reynolds has volunteered to be the Chair of the Policy Committee.

b. Brainstorm on open positions

Various SAB members will contact prospective recruits to fill the final three positions on Education & Formation, Finance and Technology. They will try to get new, younger families.

c. Parish Liaison

Fr. Dennis mentioned that the Parish Council morphed into the Pastoral Council that is combined with Holy Family. Therefore, there probably will not be an assigned representative at the SAB meetings.

4. Parish/Pastor Report

As a result of the creation of a joint Pastoral Council, both parishes will share various committees and ministries, but the SAB from each school will remain separate. As SAB members, we may be asked to give a report to the Pastoral Council. In addition, near budget time, someone, or a few people, will be asked to talk about the needs of the school to the Pastoral Council.

On June 8, 2014, there will be a Diocesan Synod. Our representative will be Deb Scheid. The Archdiocese wants to put together a vision and direction for Catholic life in Milwaukee.

During the past fiscal year, from July 1, 2012, to June 30, 2013, the Parish ended with about a \$300,000 deficit. This was due to a number of factors, including the repair of the steeple for about \$90,000, and significantly decreased stewardship contributions. The Parish is collecting only about \$6,000-\$7,000 per week. The Stewardship and Finance committee is going to develop some ideas to improve this situation. During the new fiscal year, from July 1, 2013, to June 30, 2014, there are no plans for repairs. If some issue arises, we may need to dip into our reserves, or we may use any bequests that come into the Parish. Finance will not cut any ministries, but it will use any extra money that comes in for these sorts of projects.

## 5. Principal's Report

There is over \$40,000 in tuition delinquencies from the past school year. Lauren contacted all of these families, which resulted in about half of the money still outstanding. Some of it is still coming in through various payment plans. Families need to pay off their past balances in order for their children to be re-enrolled in the fall. Officially, the school ended the fiscal year with a deficit of about \$12,000.

The Annual Fund came close, but did not meet its goal this year. The cash received was about \$162,000, with the committed amount about \$182,000. A gift of \$10,000 just came in, too late to count for last year. The rest of the discrepancy should still come in.

The pool of scholarship money is going down. We may need to develop a new model for helping these families. Lauren recently overheard another principal mention that they allow students that are eligible for financial aid to pay a reduced amount of tuition, without a scholarship fund making up the difference, as long as the basic cost for operating the classroom have been met, for example, the teacher's salary has been paid.

Our enrollment is under our projected budgeted amount by about 25 students, which equates to about a \$90,000 shortfall. She feels that no one left the school because they were unhappy with the school or the program, but rather the vast majority left because they moved away from the area. As a result of the lower enrollment, and the resignation of two kindergarten teachers, there will be some staffing changes. There will be only one K-4 class, but two, K-5 classes. Mrs. Meservey will vacate her teaching position and work as an aide in the K-4 class. Ms. Dahl will move down to replace her in first grade. Ms. Yannett will teach third grade alone. All of the other grades will continue with two rooms per grade.

The staff started over with their curriculum mapping projects. They developed a streamlined method for this process. They photocopied the curriculum standards on colored paper and placed them on a new trimester schedule. The teachers will

be developing cross-curricular units based upon these standards. This was piloted last year in third grade and will now be implemented in grades K through 5. The school year will operate on a trimester basis in order to accommodate the longer lengths of time to complete many of these new units.

The school is implementing a new BYOD, or Bring Your Own Device, initiative in the middle school this year. A meeting was held for parents last night. Lauren, Ms. Yingling and Mr. Spitz facilitated the meeting. Many issues were discussed and/or brought up by parents. One issue is that some parents want help deciding what sort of device to purchase. As a result, there will be a sort of “petting zoo” available at Forms and Fees Day. Parents will be allowed to try out a few devices. Parents were informed that students **may** have a device at school, but it is not mandatory. The many benefits of students taking ownership of their own devices were discussed. The students will attend a workshop on the first full day of school that will address the various issues surrounding these devices. The four levels of using technology/tools were mentioned. They were:

R – Redefinition  
M – Modification  
A – Augmentation  
S – Substitution

Lauren assured us that these devices would not be used merely as a substitution for something else, like a pencil, but rather to modify or redefine learning. Bloom’s Taxonomy has been revised and has placed creativity as the highest order of thinking, which supports the implementation and usage of these devices. The school has developed a website for parents to utilize that contains many resources for this new initiative. In addition, a digital literacy curriculum will be implemented in all grades. There is a template for families to sign off on before their students can use their devices in school. And, finally, the school has invested in a new firewall. Every student will be required to login in order to use a device, and will be required to do so every 30 minutes.

The Archdiocese will host a Souls for Catholic Education on Saturday, November 2, 2013. They hope to recognize the impact of Catholic education in Southeastern Wisconsin and generate tuition assistance through the acquisition of business partners. Any money raised by individual schools will be returned to current families in the form of a tuition rebate.

## 6. Wellness Policy

The Wellness Policy was discussed at great length and various revisions were made. The revised plan will be implemented this upcoming school year. The basic tenets of the plan remain the same.

The plan has three goals:

1. Increase exposure and access to healthier foods
2. Educate people about healthier foods
3. Enrich food selection and preparation skills for people

There are four action items to meet these goals:

1. Create new school policies
2. Offer Outpost Natural Foods hot lunch options
3. Offer Growing Power Market Baskets
4. Provide cooking demonstrations and recipes

The Nutrition Education piece of this plan includes two additional items:

1. “Nutrition Detectives” curriculum
2. Growing Power classroom kits

The School Nutrition piece of this plan includes encouraging healthy food choices in school and limiting unhealthy ones. Also, this plan intends to institute a low-sugar policy. There is much research that supports the need to limit sugar consumption by students during the school day in order to improve their concentration, behavior and learning.

Additional information about the plan will be available on our website.

## 7. Crisis Plan

The Crisis Plan is still in draft form. The Crisis Planning Committee will meet soon. Some physical changes, like improved locks, will be installed soon. Educating the staff about these changes will start in the fall. Students will be taught about these changes, too, in ways that are not alarming, but rather introduce them as routines to be adopted.

## 8. Develop plan for yearly goals for SAB

Matt suggested that everyone come to the next SAB meeting with two things, something positive about the school, and something negative. These ideas will drive what the SAB does this year. Lauren informed us that according to the Archdiocese, any changes to the School Improvement Plan must be based upon data, such as responses to a parent survey, not just opinions or feelings.

The SAB will continue to meet on the second Wednesday of each month at 6:30 p.m., with the exception of December and July, when no meetings are held. Therefore, the meeting dates are:

- September 11, 2013 – Jane will provide snacks and prayer

- October 9, 2013 – Marcia will provide snacks and prayer
- November 13, 2013
- January 8, 2014
- February 12, 2014
- March 12, 2014
- April 9, 2014
- May 14, 2014
- June 11, 2014

Due to low attendance at this meeting, a sign up sheet will be passed around at the September meeting for snack and prayer.

The meeting adjourned at 9:10 pm.

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