

School Advisory Board Meeting Minutes
September 10, 2014, 6:30 p.m.
Room 207

1. Call to Order and Prayer

Members in attendance: Matt Hietpas, Lauren Beckmann, Tom Dean, Mariann Willing, Soley Somma, Lisa Lesjak, Kori Staab, Kelly Schmidt, John Dulmes, Laura Maly and Fr. Dennis Dirx

Members absent: Molly Gallagher, Kathy Wyatt, Marcia Velde, and Kristen Reynolds

Guest attending: Bill Schlise (filled in for Marcia Velde)

2. Welcome new members

Soley Somma has joined the group as our new technology chair. Soley and her family are new to St. Robert this school year.

Kori Staab has joined the group as a liaison to the teachers.

3. Guest Comments

No guest comments were provided.

4. Parish/Pastor Report – Fr. Dennis Dirx

The September Mass homily series will be based around the theme “Back to the Basics”. With the end of summer and the start of the new school year Fr. Dennis felt that this was a good time to get back to the basics of the Church and its teachings.

A Parish in Maryland was recently studied to find out what draws people to them, as well as a personal relationship to Jesus. This Parish has seen a mass attendance increase to 4,000 and they no longer have an issue with their stewardship. Father then reflected on the book “*The Four Signs of a Dynamic Catholic*” by Matthew Kelly (he encourages everyone to read this book). This book discusses that there are Catholics who are highly engaged, those who are disengaged and then there are the ones in between. In order for the church to survive we need to answer the question, “What is the difference between highly engaged Catholics and disengaged Catholics”? Father is approaching the Parish and School with the theme Discipleship, centering on four components: the mission, Parish vision, definition of discipleship and action. Father defined action as a goal equal to what a 7 year old to a 70 year old and everyone in between could understand. How will the school help the students understand? Previously Father met with a

couple of groups to discuss Discipleship. One of the groups was the Stewardship committee (last night (9/9)), who will further discuss and will put together an action plan. The second group was the school staff this past August, who will also be putting together an action plan. During this evening's SAB Matt mentioned that it would be a good idea for us to work on an action plan as well.

The parish has seen an 18% increase over last year's contributions. They are hoping to continue to move in that direction.

As of July Tom Dean has taken over as one of the two Parish trustees.

5. Principal's Report – Lauren Beckmann

Over the summer Lauren and Karen Raap worked with volunteers to clean out the old book store to create a Strings Studio. Beginning strings has grown in size so the room worked out perfectly for the class/lessons.

Lauren provided an update on the security upgrades to the doors and video surveillance cameras. The door security access was installed in all the doors over the summer with each door assigned its own IP address. A door will buzz if it is left open for more than 30 seconds and once the computer programming is complete the office will be able to identify which door has been left open. The school is currently working on the computer programming and will provide key card training. The estimated timing of the distribution of the key cards is 2 weeks. Each key card will be programmed to allow the card holder access to the building only when they need to be there. Security camera installation is approximately two weeks out. In the near future the office will be replacing the current PA system with digital equipment and a new IP phone system.

Since our last meeting the school was able to obtain a supply of EpiPens®. The EpiPens® have come in and have been dispersed in various areas of the building. The school is currently working on the paperwork we are required to file. The number of children with peanut allergies has increased. On the second floor all but one classroom has student(s) with peanut allergies. The policy is a work in progress.

Class data for the common assessments were previously maintained in a paper roster. During the summer this information was painstakingly inputted into a digital format. Once this was completed a digital profile was created for each student. The data was then cut and paste into each student profile. Going forward each student profile will contain both historical and current information (assessments, teacher notes). At the beginning of each new school year the student profiles will be provided to their new teachers.

6. Finance – Tom Dean

Tom mentioned that we need to come up with new ideas for school financing and by doing so we need to think outside the box; new designs. One idea he mentioned was taking a look at the how universities model their finances. With the universities there is no stigma associated with grants and loans. Charge a higher tuition, but tell everyone that they will receive a grant which everyone must apply for. Tom also mentioned that we need to look outside our usual contacts for donations. For the Catholic Urban Scholars program there were 6 sponsors outside the parish who were willing to provide sponsorship. We currently have three students at the school with a need who are receiving aid from this program. This is a topic we need to continue to discuss at a later date.

7. Chair – Matt Hietpas

Matt provided copies of the School Improvement Action Plan for Sustainability and requested that we please put some time into reviewing them. Why did we see a decrease in enrollment for this school year? Is it due to a decrease in children population or other factors? It was mentioned that we should reach out to the potential new families who chose not to attend St. Robert School and find out why they decided to go elsewhere. We should also reach out to the new families and find out why they chose St. Robert School.

It was mentioned during our June meeting that we needed to find a way to keep the SAB meetings on track and within the two hour time frame. One suggestion was to focus on pertinent topics. Taking this suggestion Matt provided the group with an agenda prior to today's meeting. The group stuck with the agenda and the meeting lasted in its prescribed time frame. Matt will provide us with an agenda prior to next month's meeting.

8. Parent Survey

Lisa provided a copy of the survey comments, broken down by SAB committees for our review.

One of the comments in the survey concerned the classroom webpage's. Beginning this school year the classroom webpage's have been retooled to provide one webpage for each grade instead of the typical per teacher webpage. One new feature that has been added to the webpages is a weekly blog. With each blog update an email notice will go out to the parents who subscribe to receive them. To subscribe for future posting there is a "subscribe" option at the bottom of the post. The specialist teachers will be posting as well.

Lauren mentioned that during tomorrow night's Middle School Parent preview night (9/11) she will discuss standardizing grades and a system going in place that will allow all parents to be able to check their children's grades online.

Prior to our next SAB meeting Matt, Soley, and Lisa will meet to discuss the survey for ideas and how to present the information to the parents.

9. State of the School Meeting

The State of the School meeting is scheduled for October 16th at 6:30. It was discussed that we should use the Sustainability message for the meeting and to keep the meeting to the dedicated time. Marketing should be brought in to discuss marketing the meeting. Last year's meeting had a much better attendance record than previous years and we would like to keep the attendance up. In a couple of weeks Matt, Lauren, Tom and Fr. Dennis will get together to discuss the structure of the meeting.

10. Meeting Dates

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

- October 8, 2014 (rescheduled for October 9th) – Mariann will provide the snack and prayer
- November 12, 2014 – Soley will provide the snack and prayer
- December 10, 2014 – Kelly will provide the snack and prayer
- January 14, 2015 – Laura will provide the snack and prayer
- February 11, 2015 – Marcia will provide the snack and prayer
- March 11, 2015 – Molly will provide the snack and prayer
- April 8, 2015 – Kristen will provide the snack and prayer
- May 13, 2015 – John will provide the snack and prayer
- June 10, 2015 – Tom will provide the snack and prayer

The meeting adjourned at 8:40 pm.

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