

School Advisory Board Meeting Minutes
September 12, 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, John Dulmes, Matt Hietpas, Catherine Mercuri, and Peter Christenson

Members absent: Fr. Kevin McManaman, Fr. Dennis Dirkx, Marcia Velde, Liz Haas, and Nancy Knight

Guest: Susan Callanan

2. Guest Comments

There were no guest comments at this meeting.

3. SAB Calendar Status Update 2012-13

Lisa compiled a rough draft of the calendar for the SAB that includes key items to be addressed each month. Some modifications were made to the calendar. Additionally, it was suggested that the calendar include the topic and/or person who will write an article for *Family Matters* each month. The schedule will be as follows:

- September – Dan
- October – Catherine
- November – Liz
- December – Development Committee
- January – Marketing & Recruitment Committee
- February – Environment Committee
- March – Technology Committee
- April – Policy Committee
- May – Jane (recruitment of new members)

4. Enrollment and Development Status

Lisa disseminated the enrollment statistics. She confirmed that we had 28 students leave St. Robert during the summer, an unusually high number. Most of the students left because the families either moved or the students were accepted into open enrollment in a suburban school district. Only three families left because they were unhappy with something at St. Robert. This topic will be discussed further at next month's SAB meeting. It will also be addressed in the School Improvement Plan.

The goal for the Annual Fund for this year is \$200,000, the same as it has been in the past. The Development Committee is deciding how to message this need. They also discussed the relationship between the Annual Fund and the school's operating budget, and are wondering if it is right to have the budget depend upon the Annual Fund so heavily. They are also contemplating suggesting to donors to donate on a monthly basis, instead of annually, to encourage a painless increase in their donation. For example, if someone gives \$1,000 per year, if they gave \$100 per month, then their total contribution for the year would \$1,200, instead of \$1,000. The same is true if someone gave \$500 per year, their monthly contributions of \$50 would total \$600 at the end of the year. Another message they are discussing is to encourage families to "cover the gap" between what it really costs to educate their children and what they pay in tuition. Of course, they are constantly open to new ideas for the Development committee. And finally, they announced that the Annual Fund Kick-off Party will be hosted by the Henderson/Ziebert family on Friday, November 16, 2012.

5. Principal Topics

The first topic was the ipad proposal. Lauren received a positive response from Home & School last month. They approved the purchase of six additional ipads to add to the two we already own, creating a collection of eight available for kindergarten-primary instruction. The plan calls for adding eight additional units and a syncing/charging cart next year. They requested that the Technology Committee create a detailed spreadsheet for the three-year implementation of this proposal, with cost implications for leasing versus buying. They also requested that Peter attend their meeting next week so that he can answer any questions they may have.

Concerning the second topic, electronic communication, Lauren said they were really working very hard at improving this issue. The new *Family Matters* is online and should be easier for people to access on their mobile devices. Classrooms will have their own websites very soon. Grades K through 5 will go online Thursday, and grades 6 through 8 will go online next week. Lauren will explore the possibility of starting a Google apps site for the Board as a means of sharing and collaborating on documents.

The third topic, the budget, was addressed by Catherine. She said some adjustments have been made to the budget to clarify some issues and last year's budget will be closed out next month. She discussed the issue of field trips and how there was a surplus left in that account from last year. Catherine also wrote a draft of some Guidelines Regarding Discretionary Estate and Gifted Funds Restricted to St. Robert. Then Lisa disseminated a revised version of those guidelines. She also mentioned the idea of diverting a percentage of these gifts to the endowment, so a portion of the gifts would

last forever. These guidelines will be discussed further at next month's SAB meeting.

6. Uniform Policy Concerns brought by Home & School Parents

People relayed a number of complaints concerning the new uniforms. There are basically three issues: the new jumpers and skirts do not have pockets, the material does not wash and wear very well because ironing does not take out the wrinkles, and there isn't a generous hem to adjust. Lauren will issue a clarification in *Family Matters* of the process used to choose the new uniform vendor. Also, it was suggested that some clarification be given as to what is considered "dress" uniform, which is thought to be required, or maybe just encouraged, to be worn on Fridays.

7. Playground Supervision

SAB members expressed some concerns related to playground supervision. Lauren said Mr. Jefferson stays in the middle of the playground and constantly pivots around to monitor all areas. He feels he has things under control because he knows the students. The concerns will be shared with Mr. Jefferson and he will be asked to attend next month's SAB meeting to discuss the concerns and their possible solutions. It was mentioned that playground pals will be starting soon. This is a program where the middle school students help the younger students on the playground.

8. Committee Goals for the Year

A School Improvement Plan is meant to be roadmap for the faculty, leadership teams, and governance boards to follow in order to assure a cycle of continuous review and improvement of the school and its programs. It is based on data and can be changed from year to year. All stakeholders should have a hand in the process. It is something that effective schools utilize. There are currently five themes to our School Improvement Plan: 21st Century Learning, Inclusion, Student Achievement, Sustainability, and Climate and Culture. Moving forward, 21st Century Learning, Inclusion, and Student Achievement will be combined under "Improvement of Student Learning." The SAB worked in small groups for about 20 minutes to go over the School Improvement Plan that the faculty worked on. Committees represented by each task group reviewed action plans developed by the faculty and considered possible changes/additions in light of a variety of data sources and ongoing work of the SAB committees. The changes will be compiled and we will discuss them at next month's SAB meeting.

9. Upcoming Meeting Dates and Topics

The Annual Stakeholders meeting will be held on Thursday, October 25, 2012. The Board endorsed a suggestion to offer a workshop on our new St. Robert School Google Apps domain. We will discuss the meeting in detail at next month's SAB meeting, including the hospitality issues.

The meeting adjourned at 8:25 p.m.

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