

St. Robert School Advisory Board Meeting Minutes
 September 13, 2016, 6:02 p.m.
 Room 207

Members Attending: Lauren Beckmann, John Dunn, Christopher Adams, Lisa Sweeney, Mariann Willing, Lisa Lesjak, Fr. David Zampino, Kathy Fletcher, Joe Cincotta, Kevin Keenan, Margy Cain, Sara Coffou and Marcia Velde

Members Absent: Tom Dean and Kristen Reynolds

Guests Attending: Jan Ebel (SRS 3rd grade teacher)

The meeting commenced at 6:03 p.m. with a prayer.

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
Welcome			
	<ul style="list-style-type: none"> Jan Ebel was welcomed as a guest to the SAB meeting 	N/A	N/A
Guest Comments			
	<ul style="list-style-type: none"> None 	N/A	N/A
Associate Pastor's Report			
	<ul style="list-style-type: none"> None 	N/A	N/A
Principal's Report			
Faculty Orientation Week Work Efforts	<ul style="list-style-type: none"> During faculty orientation week this past summer the focus was on five areas: <ol style="list-style-type: none"> Accreditation self-study <ul style="list-style-type: none"> Draft launch was on the 1st day back to school We are in an organizational stage; the benchmarking standards are brand new so we do not have a road map 	N/A	<ul style="list-style-type: none"> Next meeting agenda – grading – Lauren will order a few of the <i>Rethinking Grading</i> books for board members to read prior to our next meeting

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	<p>to follow</p> <ul style="list-style-type: none"> ▪ Teachers were divided up into two groups (pre-assigned teachers to each group); one group will work on Domain 1 and the other group will work on Domain 3 (the board will work on Domain 2 & 4); 2 team leaders and a Tech advisor for each faculty group ▪ Took getting started steps today; due date calendar developed ▪ January and April – evidence gathering dates set <p>2. School Improvement Data Analysis Meeting</p> <ul style="list-style-type: none"> ▪ Presented in May by the Archdiocese ▪ We set up 5 meetings with groups of 5-7 people and took a look at the 3rd, 5th, 6th and 7th grade Iowa Assessment test scores ▪ We came up with the focus question “why do we score lower in fundamentals and higher in applied thinking skills?” ▪ We generated lists of 		

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	<p>teacher artifacts and student artifacts that might help us answer the question</p> <ul style="list-style-type: none"> ▪ 4 data meetings will follow <p>3. Grading practice</p> <ul style="list-style-type: none"> ▪ Over the summer the teachers read the book <i>Rethinking Grading</i> by <i>Cathy Vatterott</i> (all schools in our Deanery read this book) ▪ We set up table groups and worked through our beliefs – what are ours for grading and what changes do we want to make ▪ At the elementary level, we have some well-established standards-based grading, but the middle school needs to take steps to eliminate practices inconsistent with the new Guiding Principles ▪ We have been working on this in increment steps since the 2008-2009 school year. Our conclusion, we need to take the last steps to move toward authentic standards-based grading in 		

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	<p>the middle school</p> <ul style="list-style-type: none"> ▪ Grades should be pure – take the emotion out of grading and base them on learning growth, not behaviors ▪ This is an Archdiocese initiative; this past summer the Archdiocese training was on this; they want to move everyone towards this; we feel like we are on the same page ▪ Policy recommendations: Define rubric scores; eliminate % grading; and clearly separate out learner behaviors <p>4. Learner behavior and discipline for the middle school</p> <ul style="list-style-type: none"> ▪ Separate productive learner behavior from disciplinary infractions ▪ POP (Punctual, On Task, Prepared) cards will track productivity and provide an opportunity to coach success strategies ▪ For major behavior issues: first infraction – written up and meet with Lauren to 		

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	<p>work on (parent signature required); second infraction – meeting with parent</p> <p>5. Inclusion – hosted a learning disability simulation</p>		
<p>Potential Ideas for 2017 Auction Paddle Raise</p>	<ul style="list-style-type: none"> • A number of ideas were presented during the meeting for the 2017 Auction Paddle Raise <ol style="list-style-type: none"> 1. Scholarship dollars – we have a greater number of families in need 2. Outdoor classroom – something we had looked into a couple of years ago; use space between the school and the convent; at one time an architect was brought in to discuss the plan; Mark and Linda Keane, architects who develop outdoor spaces provided a planning proposal and some preliminary location suggestions; huge benefits to having this space 3. Window replacement – south windows need replacement; cost could be hundreds of thousands of dollars 	<ul style="list-style-type: none"> • Outdoor classroom – continue to give some thought to this idea; what would be the total cost; identify funding sources; if we like the idea have a preliminary design put together for next year 	<p>N/A</p>

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	<ul style="list-style-type: none"> H&S will review all Auction Paddle suggestions and make the final decision – we have some time to further consider 		
Development Committee Report			
Report on Exit Interviews with Touring Families Who Did Not Choose SRS	<ul style="list-style-type: none"> Since our August meeting Marcia Velde and Kathy Wyatt conducted exit interviews with the families who toured SR school, but chose to go elsewhere for this school year. Marcia provided the board with the information they collected from the interviews. For the most part families were impressed with SR, but opted to go elsewhere. Some noted reasons: decision was driven by the child’s choice rather than the parents, geography, physical facilities (e.g., playground) 	<ul style="list-style-type: none"> Follow-up calls are insightful – we should try to do these whenever possible 	<ul style="list-style-type: none"> Marcia will try to contact the remaining two families on the list
School Budget Matters			
In-Parish Tuition Rate Discussion	<ul style="list-style-type: none"> In Tom Dean’s absence John Dunn provided an update Since our last meeting, Tom Dean had the opportunity to discuss with Fr. Tim Kitzke the thought of offering parishioner tuition for active members of other parishes Fr. Tim did not express any concerns with this idea As previously mentioned at our 	<ul style="list-style-type: none"> We will continue to experiment with the cross parish/school collaboration for tuition purposes We are on board with this idea and will allow other families to participate We will see how this goes and will put together a formal policy at a later date as necessary 	N/A

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	<p>last meeting we are already experimenting with one family</p> <ul style="list-style-type: none"> • John took the opportunity to thank Lisa Sweeney for her quick work with putting together the tuition referral program information based on our discussion at the August SAB meeting 		
Budget	<ul style="list-style-type: none"> • Since Tom Dean was unable to attend this evening's meeting, he provided the board with a hard copy <i>St. Robert Financial Summary</i> • The board took a few minutes for an informal review of the summary • The total cost of the gym project is \$107,000. It was questioned as to how much of this was the actual cost of the gym floor 	<ul style="list-style-type: none"> • Due to the number of questions raised we will continue this discussion at our next meeting 	<ul style="list-style-type: none"> • Please hold onto the document Tom provided for our next meeting
Opening Day Enrollment	<ul style="list-style-type: none"> • Our current enrollment is at 287 students 	N/A	N/A
Other Matters			
Final Approval of Principles on Types of Matters SAB Should Discuss/Provide Input on	<ul style="list-style-type: none"> • John Dunn provided the board with the updated draft containing the suggestions from our June and August meetings 	<ul style="list-style-type: none"> • There were no further comments on the principles 	<ul style="list-style-type: none"> • John Dunn will work on a communication that can be sent to parents with the Guidelines
State of the School Meeting			
Discussion of Proposed Approach to State of the	<ul style="list-style-type: none"> • After our last board meeting a small group (John Dunn, Lauren, 	N/A	<ul style="list-style-type: none"> • Lisa Lesjak will check the school calendar and will email a couple

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School Meeting – Tying to Strategic Planning	<p>Rebecca Bortner, Lisa Sweeney and Lisa Lesjak) got together to discuss ideas for the State of the School Meeting</p> <ul style="list-style-type: none"> • The board was presented with an initial outline of one possible meeting structure • The board took some time to review the document and provided some feedback • The original date of the meeting was scheduled for October 20th, however it conflicts with the Packers/Bears game. We will need to reschedule the meeting • Marketing ideas: not the same narrative as past; change the name of the meeting/rebrand; offer out of uniform pass for the students of the parents who attend; Theme – Help Us Shape the Future of Our School; give parents something concrete to think about in advance of meeting; no in-depth financial discussion; enrollment trends vs expenses 		of new dates for the meeting to the board
School Annual Report			
Update on Preparation of School Annual Report	<ul style="list-style-type: none"> • Lisa Sweeney provided the board with an outline of what we will 	N/A	N/A

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	<p>see in the 2016 Annual Report from the front cover through to the back cover</p> <ul style="list-style-type: none"> • The Report will expand from our previous 8 pages to 12 pages • Opening letters will be included from Lauren and Fr. David • Timing: Sept/Oct – content development; school photo shoot – Sept 27th; approvals – Oct; print/direct mailer – Nov date TBD • One distribution suggestion: SRS students distribute in the back of church after weekend Mass or have available on a table in the back of church 		
Key Committee Information-Committee Chairs			
Committee Written Monthly Summaries	<ul style="list-style-type: none"> • Attached at the end of these minutes and distributed to all board members prior to the meeting • It was pointed out that some committees could use additional members 	N/A	<ul style="list-style-type: none"> • Goal - each committee chair to come up with ideas for building their committees
Any Key Matters for SAB Input	<ul style="list-style-type: none"> • No comments 	N/A	N/A
Adjournment			
Adjournment	<ul style="list-style-type: none"> • Next meeting will be October 12, 2016 at 6:00 p.m. 	N/A	N/A

The meeting adjourned at 8:28 p.m.

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

September 2016 Monthly Summary of SAB Committee Activities

Development Committee

- We are drafting fall Annual Fund letters to our various constituencies - target mailing date is October and will include hard copy of both July and October newsletters.

- Annual Fund Kickoff Party, hosted by Christopher and Chris Adams, is Friday, November 18, so we are finalizing plans.
- Tentatively planning a Donor Appreciation Mass in late October.
- We are planning renewed and invigorated outreach to Current Parents on Annual Fund topics, including weekly updates in Family Matters, a standard-format monthly insert into Home Folders, and possibly a donor focus group.
- Our monthly givers, matching gifts, memorials, and some Centennial gifts have kick-started our AF revenue.

Home & School

- Finalizing volunteer placements and assignments.
- Auction chairs announced: Melissa & John Hicks and Doris Brosnan & Rob Sullivan. As of August meeting looking for a 3rd couple to assist. There are a couple or two in the wings for chairing the 2018 Emerald Auction.
- Rummage Sale planning is in process, still looking for chairs for 2018. An added dynamic is that middle school students will help during their religion class times as a service to the school.
- Home & School First Annual Pretzel Run was a success - 372 registered participants; 24 cash and food and beverage sponsors; \$14,000 raised net after expenses.

Marketing & Recruitment Committee

- Referral Program providing a \$750 tuition credit was created after discussion at August SAB meeting and distributed to all parents.
- Preparation of School Annual Report has begun, which will be reported on at September SAB meeting.

Pastoral Council

- Our normally scheduled meeting on Aug 24 was cancelled. In lieu of that meeting, a Pastoral Council strategic planning meeting was held at Dominican HS on Aug 18. The primary purpose of the meeting was to determine a few key areas that the council would focus on during 2016-17. A rather thorough SWOT analysis was performed (in the broad areas of worship, outreach, and education) and the meeting ended with individuals selecting key opportunities they thought would be best tackled over the course of the next year. We have not received feedback yet from the moderator of that meeting who will compile the results for our next Pastoral Council meeting, but that information will be forwarded to SAB when available.
- One interesting piece of information shared during the meeting: Holy Family and St. Robert have the highest number of young parishioners (18-40 years old) in the entire Archdiocese.

Technology Committee

We had a planning meeting on September 9, including Mrs. Beckmann, Mrs. Yingling and myself. Mrs. Yannett will be joining our committee at the next meeting. We discussed goals for the year and brainstormed about some ideas. Goals included the following:

1. To work on the technology aspects of the self-study

- This will include making a timeline with smaller objectives and dividing them between the committee members.
 - This will likely include identifying a subset of “auxiliary” committee members/parents to advise/participate as needed based on specific knowledge or skills.
2. To connect the committee and its work to the rest of the SRS school community
 - This could include a short survey of parents about their informational needs and thoughts about the technology curriculum at SRS
 3. To include parents in the digital citizen curriculum

The first official meeting of this committee will be on October 3rd at 3:15PM.

Education and Formation Committee

The EFC met on September 8, 2016. Members present were Principal Beckman, Chair Joe Cincotta, Past Chair Kelly Schmidt, Sara Coffou, Liam Callanan, Meredith Frediani, Liz Hass.

The Committee used its first meeting to discuss what projects it was working on as of last spring and also verify the subjects that it will pursue this year. Based on a very good discussion we generated the following list of areas/subjects:

1. Surveys - Continue with periodic short surveys of the parent population.
2. Contribute to topics and scheduling of principal’s coffees.
3. Monitor and help administer after school enrichment. This currently includes Chess, Sign Language and morning yoga for this semester/year.
4. Continue to gather data on SR graduates’ success in high-school (entrance exams, honor roll etc.). Use this with current and potential parents as information about how SR students are prepared for HS.
5. Consider, prepare, and administer a graduate parent survey to learn some of same information as in No. 4.
6. Assist library with book acquisition and overdue book enforcement.
7. Consider special projects and engaging in grant writing or training for same to acquire funds to support (e.g. outdoor classroom).
8. Catholic Formation – consider how to continue to get Church and student/parent populations connected. Ideas discussed were: Family Mass, Music involvement by students, baby sitting in nursery, assistance to elderly. Discussion of how parents/administration/teachers can identify ways to observe how catholic ideals are being practiced by students and what if anything can be done to enhance that. One result could be an understanding of (and to the extent it exists) reduction in “bullying” behaviors. Also want to consider how to balance affirmative efforts relative to behavior with how to prepare students to stand on their own and manage their own conflicts. Agreed not simple and to continue this discussion.