

St. Robert School Advisory Board Meeting Minutes  
 September 9, 2015, 6:30 p.m.  
 Room 207

Members Attending: Lauren Beckmann, John Dunn, Lisa Lesjak, Kristen Reynolds, Marcia Velde, Tom Dean, Kelly Schmidt, Fr. Dennis Dirx, Soley Somma, Tony Erba, Sara Coffou and Mariann Willing

Members Absent: Alison Henkhaus and Christopher Adams

Guests Attending: Margy Cain and Megan Prudom

The meeting commenced at 6:35 p.m. with a prayer.

Agenda Item	Key Discussion Points	Decision(s) Reached (if applicable)	Next Steps and Person(s) Accountable
Welcome and Introductions	<ul style="list-style-type: none"> <li>• Tony Erba, as the new Pastoral Council liaison of the SAB</li> <li>• Megan Prudom, the new 5K teacher was welcomed as a guest of the SAB</li> </ul>	N/A	N/A
Guest Comments	<ul style="list-style-type: none"> <li>• None</li> </ul>	N/A	N/A
Parish/Pastor Report	<ul style="list-style-type: none"> <li>• We are now two months into our re-organization. We have had to make some adjustments, but all is well at the school and parish side. We have a good staff in place and everyone is settling in. We held our first staff meeting today, which went very well.</li> <li>• We are in the process of putting the finishing touches to the liturgy for our 100<sup>th</sup> Anniversary</li> </ul>	N/A	N/A

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	<p>Mass next week Friday, September 19<sup>th</sup>. Archbishop ListECKI will be presiding over the mass.</p> <ul style="list-style-type: none"> <li>• Wonderful stewardship news - this past July has been our best July in stewardship collection in 5 yrs. With our re-organization and group meetings, people have heard the message and are giving more.</li> <li>• The Finance Council meets every other month (each odd month), hence we review our financials two months at a time. At our next meeting we will be hearing from our CPA firm. There is recognition that we need to be transparent with respect to our financials.</li> <li>• We have two men who will be ordained in spring, Andrew Linn (from St. Robert) and Patrick Behling (from Holy Family). Justin Weber, who sat on the Pastoral Council for the past two years, along with another, who have claimed St. Robert as their parish, are entering the seminary. Three women have also started their religious journey, two of whom are SRS graduates.</li> </ul>		

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Principal's Report	<ul style="list-style-type: none"> <li>• Instructional improvement initiatives:               <ul style="list-style-type: none"> <li>- <b>Spelling curriculum</b> – we are launching our new spelling curriculum. Anne Nehls worked with the teachers over the summer to revamp the Words Their Way curriculum to create our own curriculum – Words Our Way (W.O.W). We will be introducing W.O.W in the following order: 2<sup>nd</sup>-5<sup>th</sup> grades, 1<sup>st</sup> grade and then Kindergarten;</li> <li>- <b>Learning support intervention process</b> - we are working to refine our learning intervention program to tie various levels of support based on individualized data for each child – a personalized learning approach. Peggy Foerg, our Literacy Coach and Reading Specialist has been working on developing the tools for this process;</li> <li>- <b>Unit design</b> – working on design of units of curriculum</li> <li>- <b>Formative assessment</b> – we are taking a deep look at standards, benchmarks</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• On the financial side we need to create a “School Expense” line for tracking.</li> <li>• We have to continue to invest our money to improve our curriculum (ex. tech costs).</li> <li>• The board unanimously approved using monies from our money market account and/or through H&amp;S towards the expenditures discussed at the meeting.</li> </ul>	<ul style="list-style-type: none"> <li>• Lauren will put together a formal proposal to the H&amp;S for use of their funds towards some of the instructional improvement expenditures.</li> <li>• John will be meeting with the H&amp;S President to learn more about the organization and will discuss the use of reserves.</li> </ul>

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	<p>(component skills and knowledge), and daily learning targets. Effective feedback is a critical component, as well as setting goals with each child;</p> <ul style="list-style-type: none"> <li>- <b>Bring Your Own Device</b> – this is the first year for mandatory BYOD in middle school; yesterday middle school teachers provided workshops on technical set-up, Google Drive, and digital citizenship to launch this program.</li> <li>- <b>Academic Behavior</b> – plan to develop a school-wide academic behavior plan, identifying behaviors that will lead to success.</li> <li>• Wednesday Professional Collaboration Schedule – each Wednesday is early release at 2:05 pm for 4K-5<sup>th</sup> grade. At this time the elementary school teachers participate in professional collaboration focused on spelling, Data Teams and a rotating component. The rotating components are:  Week 1 – Facility Meeting  Week 2 – Leadership Teams  Week 3 – Collegial Studies</li> </ul>		

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	<p>Week 4 – Curriculum Design</p> <ul style="list-style-type: none"> <li>• Instructional Improvement Expenditures Proposal – there are a number of instructional improvement items the school would benefit from: <ul style="list-style-type: none"> <li>- <b>Leveled Literacy Intervention Kit</b> – we are in need of one more kit;</li> <li>- <b>Digital Social Studies texts (8<sup>th</sup> grade)</b> – we would like to add our first digital tech book for resources on American History. It is affordable and we would like to move forward with it;</li> <li>- <b>IXL Grammar (Middle School)</b> – we would like to add a grammar component to IXL;</li> <li>- <b>Kindergarten furnishings (writing center, art center);</b></li> <li>- <b>Writers’ Workshop Units of Study;</b></li> <li>- <b>iPad Cart</b> – would like a charging cart for the school iPads. We have limited outlets and cables for charging use and cords get in the way. A cart would support efficiency in the check-out process;</li> <li>- <b>Chromebooks and</b></li> </ul> </li> </ul>		

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	<p><b>Chromebook cart</b> – the MacBooks on the classroom mobile cart are outdated and crashing. Ideally we would like to replace the MacBooks with Chromebooks and provide a charging cart for the Chromebooks;</p> <ul style="list-style-type: none"> <li>- <b>Professional Technology replacement (teacher laptops)</b> – we currently need to replace the MacBooks for eleven teachers. We would like to budget this for a rotation of every three years;</li> <li>- <b>School Restricted Reserves</b> – we currently have over \$30,000 in our restricted MM account. We are requesting to use \$25,000 from this account for use towards some of the improvements mentioned above;</li> <li>- <b>Home and School Tech Hardware Replacement Fund Proposal</b> – the H&amp;S sets aside \$10,000/yr. Lauren proposed approaching the H&amp;S with a request to use these funds towards replacement of the much needed tech items.</li> </ul>		

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	<ul style="list-style-type: none"> <li>The board proceeded to discuss the funding needed for the instructional improvements and our current financial situation. It was acknowledged by Tom that these items were not budgeted for this year and would be considered an expense. The board discussed the proposal to use \$25,000 from our restricted MM account towards funding some of the expenditures. The board also reviewed the H&amp;S cash balance, which the Archdiocese requires H&amp;S to appropriately expend. In the H&amp;S by-laws they are committed to spending the money, but do not have a policy in place on their maximum reserves and how the reserves will be spent.</li> <li>As mentioned at our last meeting, we have withdrawn our partnership with the Milwaukee Art Museum for the 5<sup>th</sup> grade Jr. Art Docent program. Lauren circulated a copy of the letter she sent to the Milwaukee Art Museum to the SAB.</li> </ul>		
Initial Preparation for State of the School Meeting on October 15 <sup>th</sup> (Determine	<ul style="list-style-type: none"> <li>The State of the School meeting is October 15th: 6:30 pm – Reception</li> </ul>	<ul style="list-style-type: none"> <li>We will work on developing an enhanced Annual Report for the State of the School meeting; we</li> </ul>	<ul style="list-style-type: none"> <li>John will organize meetings to begin to work on the Annual Report and the State of the</li> </ul>

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<p>Key Themes and Presenters; Preparation and Distribution of School Annual Report; Preparation of Parent and Teacher Survey (we ran out of time for this last line item – will discuss at our Oct meeting))</p>	<p>7:00 pm – Meeting will start</p> <ul style="list-style-type: none"> <li>• An overall content discussion was held. What should we present at the meeting this year? What are we trying to achieve as a school? Who are we and how do we measure our success? An idea for this year is to change the meeting to a higher level presentation, moving away from the norm of past meetings. John’s agenda could mention our 3-5 year plan; communication and building relationships (meetings with the Pastoral Council, Holy Family board chair and others). What about a more flexible way to handle future enrollment? Lauren’s agenda could highlight the items she has been focusing on recently.</li> <li>• John proposed putting together an Annual Report for the meeting and provided the board with a sample of an annual report from St. Charles School in Hartland. We could take the last St Robert Annual Report and do something similar, but in an enhanced form.</li> <li>• Could we have this ready for the State of the School meeting and other distribution ideas? Given</li> </ul>	<p>will have to consult with digital designers and printers to see if we can make this timeline work.</p> <ul style="list-style-type: none"> <li>• The Annual Report committee will consist of John, Soley, Megan, Lauren and Lisa and they will begin meeting separately to work on this.</li> <li>• John, Lauren, Lisa, Soley and Tom will meet separate to discuss the potential content for the State of the School meeting.</li> </ul>	<p>School meeting.</p>

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	<p>the short timeline before the State of the School meeting it may not be sufficient time to complete a full report. Another option would be to put together a Facts Sheet for the meeting in October. Other Annual Report distribution ideas - have students hand out at one of the Masses (thank you for your contributions), post online and include with our multi-media videos.</p> <ul style="list-style-type: none"> <li>• Content ideas for a full report? A number of ideas were tossed around - highlight our financials; academics/instructional initiatives (how we invested our money so far); our sports; some classroom pictures; add a timeline (milestones and growth); put the 100<sup>th</sup> Anniversary picture on the front; say something about our future besides current information; etc.</li> <li>• Content ideas for a Facts Sheet? Financials and what we are doing. What about some statistics?</li> </ul>		
Centennial Activities and Planning (Including Initial Fundraising Focus)	<ul style="list-style-type: none"> <li>• On Tuesday, September 15<sup>th</sup> we will be taking a traditional all school picture, but in the form of a 100. The students will need to</li> </ul>	<ul style="list-style-type: none"> <li>• Will pursue the gym floor as the initial fundraising effort for the Centennial</li> </ul>	<ul style="list-style-type: none"> <li>• Lisa and Marcia are working on the golf outing pitch for the gym floor</li> </ul>

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	<p>be in white shirts. The sixth grade class has been working on mapping out the 100 in the parking lot as part of their math curriculum. We will also have a birthday cake for the school at lunch time.</p> <ul style="list-style-type: none"> <li>• Atwater school will be celebrating their 100<sup>th</sup> Anniversary as well. We will be sending over a birthday card “banner” to the school.</li> <li>• Next week Friday, September 18<sup>th</sup> is our 100<sup>th</sup> Anniversary celebration Mass with Archbishop Listecky at 9:00 am. An email invitation was sent to past pastors and priests. There will be a reception following mass; Lynn Frieseke is working on this.</li> <li>• Father is working on prayer cards for families</li> <li>• Other events that are being considered include music events and an alumni reunion</li> <li>• Working on major fundraising goal for the Centennial that won't negatively impact the Annual Fund campaign – we need a new gym floor and that has a broad appeal and usage. The Athletic Association has</li> </ul>		

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	<p>been saving for a gym floor and it would be ideal to have seed money from H&amp;S as well.</p>		
<p>Committee Chair Reports (due to time constraints this was a quick overview)</p>	<ul style="list-style-type: none"> <li>• Education and Formation – Kelly provided an update on a number of items they are working on: Coffee with the Principal; After School Enrichment programs; Grant writing (very difficult, but keeping on the table); school library (what can we do with it? Need more books, but how do we get them?); STEM lab (many public schools have this, but not many parochial schools; health, engineering; hands on; need educator input) (Lauren pointed out that we are in our 3<sup>rd</sup> year of implementing our science standards, which includes an engineering piece; not hands on since we do not have a sufficient lab for this); parent and teacher survey - would this fall under our committee to help with logistics?; our goal is to standardize our data collection – honor roll list; which high schools are our kids going to; where do we need to get our statistics from and get them to marketing.</li> <li>• Technology – Committee recently met and discussed a</li> </ul>	<p>N/A</p>	<ul style="list-style-type: none"> <li>• Lisa will continue to work with families who are not currently enrolled that are interested in having their children attend St. Robert</li> <li>• Lauren was going to see about raising the question of committing funds for the gym floor at the upcoming H&amp;S meeting</li> </ul>

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	<p>number of items. What is near term – current year hardware needs? What is our longer term goals/vision (what sections to include in plan? What are new areas?)? Inventory process update (hardware, date of purchase, id #); ongoing BYOD support - teachers, students (weekly tidbits to keep learning), parent awareness program (road map of how each grade is using, online and drop in, educate parents at all grade levels).</p> <ul style="list-style-type: none"> <li>• Policy – Kristen mentioned that the allergy update was the most recent policy change. Lauren mentioned that the current policy changes we are looking at are a maximum classroom size policy review and a social media policy per the Archdiocese.</li> <li>• Development – Marcia stated topics discussed earlier in the meeting as they relate to Centennial fund raising.</li> <li>• Marketing and Recruitment – We are currently at an enrollment of 311 students, which included a new 5K student who will be starting this week. In Ali’s absence Lisa provided an update: The Life Smart campaign has</li> </ul>		

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	<p>been very positive; word of mouth is our biggest form of communication to new families. Lisa pointed out that we need to regroup and discuss some things (ex. website revamp).</p> <ul style="list-style-type: none"> <li>• Home and School – Sara provided some items that the H&amp;S discussed at their last meeting (what to do with our money surplus; looking at scholarship funds; reserve policy and what to do with it). John questioned if we could get the gym seed money into their proposal? Where is the recent 5K Centennial Run money going?</li> <li>• Finance – Tom provided a couple of thoughts with helping the parish and school answer the questions who are we and what does success look like. One thought is to design a matrix to show where we are going. The second thought is to help with the Parent and Teacher survey – branch out questions with financial questions. Sara pointed out, given the current tuition structure we should market our middle school to our elementary school parents, especially at the 4<sup>th</sup> and 5<sup>th</sup> grade level – here is</li> </ul>		

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	<p>what our middle school has to offer. It was also suggested that if we change our reference of the word <i>Financial Aid</i> to <i>Grant</i> or <i>Scholarship</i> this would help remove the stigma associated with the word <i>Financial Aid</i>.</p>		
<p>Assessment of How We Did on Last Month's Accountabilities (due to time constraints this was a quick overview)</p>	<ul style="list-style-type: none"> <li>• John noted that we did a nice job of meeting accountabilities in between meetings.</li> </ul>	<p>N/A</p>	<p>N/A</p>
<p>Adjournment</p>	<ul style="list-style-type: none"> <li>• Next meeting will be October 14, 2015 at 6:30 p.m.</li> </ul>	<p>N/A</p>	<p>N/A</p>

The meeting adjourned at 8:45 p.m.

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