

School Advisory Board Meeting Minutes
December 11, 2013, 6:30 p.m.
Room 207

1. Call to Order and Prayer

Members in attendance: Lisa Lesjak, Lauren Beckmann, Jane Connell, Laura Maly, Marcia Velde, Kristen Reynolds, Marion Gottschalk and Tom Dean

Members absent: Matt Hietpas, Kelly Schmidt, Molly Gallagher, John Dulmes, Fr. Dennis Dirkx and Fr. Kevin McManaman

Guests: Bob Stelter and Roman Koshkin

2. Guest Comments

Guest comments were provided later in the meeting where applicable.

3. Parish/Pastor Report

Lisa informed us that Fr. Dennis wanted to remind everyone to submit their stewardship form for next year in order to be removed from the email/phone contact list.

4. Principal's Report

Lauren reported that there has been a flurry of enrollment activity lately. We are losing two non-parishioner students after Christmas, one is leaving for social reasons and one is moving to Korea. They are being replaced by two non-parishioner students and three parishioner students, plus a fourth may enroll, too. Consequently, we need to revise our tuition policy concerning how tuition is assessed in these situations. Plus, we no longer have four quarters, but rather three trimesters. We may need to go back to a daily pro-rated amount for assessing tuition. It was thought that maybe we should charge these families a fee for any materials, such as textbooks, that need to be ordered for their students. But, maybe this cost can be absorbed because their tuition is an added bonus for the rest of the year. And, an additional materials fee may cause unnecessary ill will.

5. Review Crisis Management Plan

The SAB received copies of the plan last month and came prepared to discuss it in detail. The discussion lasted for over an hour. Certain changes will be made to the plan, and most of them are listed below. The order of items listed in the table of contents will be adjusted slightly. Also, consistent wording or labeling for the

emergency evacuation bags will be done. Each section of the plan was reviewed in detail and most of the discussion points are noted.

- 1.) Bomb Threat/ Suspicious Package
 - a. Change student to staff member that will report to the command center.
 - b. Change police to emergency responder.
 - c. Fix Sweep and Evacuate Procedure steps.
 - d. Extra staff should report to command center for assignments.
 - e. Staff needs to be accounted for, too, so we need to create a staff log or staff sign in/out sheet.

- 2.) Chemical Spill/Hazardous Material
 - a. Bob will create an incident report.

- 3.) Communicable Disease/Pandemic Flu Outbreak
 - a. Change family physician to physician.
 - b. The school will send a reminder to parents of the need to identify the reason for a student absence when calling in the absence so the school is able to track illnesses.
 - c. Certain illnesses need to be reported to the Health Department.
 - d. Other outbreaks will be communicated to the school by the Health Department.
 - e. Infestations will be added to the title.

- 4.) Death of a Student/Staff Member
 - a. Staff will be notified through the automated system.
 - b. The Crisis team needs to be formalized. In the past, Lauren was the crisis team and got information from a counselor to share with staff and students.
 - c. Change crisis team to crisis response.

- 5.) Demonstration/Walkout
 - a. No changes were necessary.

- 6.) Fire Evacuation
 - a. Lauren mentioned the creation of Appendix A, and she will share it with the SAB.
 - b. We need to use a system for signing in/out for staff, especially during odd hours.
 - c. Change some wording to state that if possible, and if there is no visible smoke or flames, then unlock doors before exiting the building. We need to practice this during fire drills to see if this is practical.

- 7.) Intruder/Suspicious Person/Active Shooter
 - a. Change heading to include a weapon in the building.

- b. Change the order of the heading so they are listed in order of severity, Suspicious Person/Intruder/Weapon in the Building/Active Shooter.
 - c. Eliminate extra words after Staff Response in Staff Response subtitle.
 - 8.) Mandatory Reporting
 - a. Change the wording to say to contact the Shorewood Police Department and eliminate the rest of point #3.
 - b. Adjust the Principal and/or Staff Responses to reflect the appropriate mandatory reporting occurrences, such as child abuse or depression.
 - 9.) Medical Emergency
 - a. The office will maintain a list of staff trained in CPR.
 - 10.) Physical Fight
 - a. Add point #5 to the list of Staff Responses.
 - 11.) Power Outage
 - a. The plan needs to address what to do if this outage occurs before or after school.
 - b. The building should be evacuated if there is no power because there are too many safety concerns. The students can wait in the church.
 - 12.) Tornado/Severe Weather
 - a. Add an Appendix C to address tornado evacuation drills.
 - b. The principal will give verbal directions to evacuate the building when there is a tornado.
 - c. Lauren will verify using the basement versus interior rooms for the drill.
 - 13.) Reunification Plan
 - a. The staff needs to write this plan.
 - b. Parents will need to sign out when their child has left.
 - c. This would apply to any off-site evacuation or emergency early dismissal.
 - d. They would need to create separate stations with alphabetical lists of students to facilitate this process.
 - e. This would include creating signage to differentiate the stations.
 - f. Adjustments will be made and the SAB will read through them next month.
6. Committee Reports

A. Technology Committee – Marion Gottschalk

This committee is working on a technology plan. They have assigned roles for committee members. This will be a long range plan with parts

that will change as the years go by. And, it will include budget forecasting for technology replacements.

B. Education and Formation Committee

Liz Haas reported that this committee has a new member, Joe Cincotta. They just held their first Coffee with the Principal. The topic was early childhood literacy, facilitated by Lauren and Mrs. Flynn. They had lower than expected attendance, possibly due to being held a few days after Thanksgiving, but the information presented was extremely valuable. Bobcats at Boswell will be held this Saturday, December 14, 2014, 10:00 a.m.-2:00 p.m. St. Robert will receive 15% from all purchases. At 11:00 a.m., the Dramatic Reading portion of the program will take place. Plus, the String Ensemble will perform. This committee is already planning for after school enrichment activities and summer school programs. They plan to survey the parents about these issues.

C. Budget and Finance Committee – Tom Dean

This committee is trying to wrap up the 2013 budget. The SAB will get a packet before the next meeting with financial information. This will include a revenue analysis by grade level. This may determine if they need to work with the Marketing and Recruitment Committee to see if they can recruit for specific grades. They are going to attempt to add the reasons why people leave into the analysis; this data will come from Lisa. They may try to figure out which grade levels have the most departures and propose ways of how to deal with that. They are working with the Technology Committee to finance various improvements. The budget currently addresses just next year, but they are trying to put together a process that will project the budget into the next 3-5 years. And, finally, they are going to make some changes to the budget that should make revenues more transparent.

D. Policy Committee – Kristen Reynolds

The updates to the Nutrition Policy have been completed and the Marketing and Recruitment Committee will communicate those changes to families. They have created a flyer that will go home with families tomorrow, as well as signs that will be posted around the building. The Allergy Plan is more complicated than originally thought, but it will be shared with the SAB at the January meeting. We will address the other policies that are on the Tot Lot, both the Uniform Policy and the Field Trip Policy, after the Allergy Policy is finalized. In addition, an emergency measure will be put into place concerning the tuition policy to allow pro-rated calculations.

E. Environment Committee

Lauren reported that Bill Brousseau obtained some estimates for the following areas:

- Video surveillance
- Phone/PA system improvements
- Access control

The video surveillance estimate included 18 cameras for about \$7600. But remember, this system is a small deterrent to criminals, but it does provide documentation. The phone/PA system would provide new 2-way phones with internet capabilities and priority intercept. The Parish could be added for emergency communications. This would include four phone lines into the school, but would double if we included the Parish. The estimate was for about \$6000, or \$6500 with the Parish. And finally, the access control piece is still being addressed because Bill cannot find a local vendor who is willing to provide just this one piece. The access issue would be prioritized, addressing the outside doors first, then the hallways and finally, the classroom doors. An old estimate from about three years ago was for about \$28,000, so it is conceivable that a current estimate would increase. They will move forward with this proposal when this last estimate is available. It was mentioned that we may need a backup generator to deal with power outages.

F. Marketing Committee – Lisa Lesjak

Lisa mentioned that we received the results from the advertising firm concerning the two focus groups, containing both teachers and parents, tasked with providing reasons for sending their children to St. Robert. She will email this document to the SAB. They want to create some new marketing campaign pieces from this information, hopefully, in time to be used at the Open House in January.

G. Development Committee – Lisa Lesjak

A large gift has come in to add to the Annual Fund from the Geiger Family Foundation. As a result, we are ahead of last year at this point. Another large gift from the Linn Family Trust has been given to the Endowment Fund. Plus, a large restricted gift of \$20,000 has been received. Online giving is going well, too.

9. New Business

Lisa is working on organizing the parent survey. She will send the survey to the SAB to see what changes we think should take place, as well as what topics we would like to see included in the Hot Topics section.

The new standards based report cards will be sent home this Friday. A concern was mentioned about the long wait for this first report card and the lack of information about student progress during the twelve week trimester. Lauren said it was due to the curriculum standards and the extra time needed to meet and access them. She asked if the parent teacher conferences held in October adequately addressed this concern, and some parents felt that it did not, even with the additional five minutes and written statements from the missing teachers for middle school conferences. Lauren mentioned that they are working on providing an online system for parents to check their child's progress on meeting the standards. It was initially thought that this system would be ready this year, but it looks like it will be ready next year. The teachers feel they have a wealth of information about the progress the students are making, but it needs to be communicated to parents. This new system should address this. We need to keep in mind that this is a work in progress and the bugs will be fixed.

10. Remaining 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 remaining meeting dates are:

- January 8, 2014 – Kelly will provide snacks and prayer
- February 12, 2014 – John will provide snacks and prayer
- March 12, 2014 – Kristen will provide snacks and prayer
- April 9, 2014 – Molly will provide snacks and prayer
- May 14, 2014 – Laura will provide snacks and prayer
- June 11, 2014 – Tom will provide snacks and prayer

The meeting adjourned at 9:05 pm.

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