

School Advisory Board Meeting Minutes
August 18, 2010 – 6:30 p.m.
Room 207

1. Call to Order & Prayer (Laura)

Introductions were made of members present: Laura Maly, Catherine Mercuri, Lisa Lesjak, Trish Ognar, Julie Burg (Faculty representative), Jane Connell, Lauren Beckmann, Peter Christenson, Michele Weinschrott, and Allie Pierson.

Members absent: Fr. Dennis Dirkx, Dan Davis, Michael DeMichele, Karen Hunt and Rob Frediani.

2. Pastor's Report

No report due to Fr. Dennis' absence.

3. Principal's Report (Lauren)

- In the area of technology, St. Robert hired a new technology director, Laurie Yingling, and a new network manager, Mike Spitz. It was decided to move through our 3-year technology plan at a faster rate in order to maximize the benefits to the students, the faculty and the budget. Therefore, 26 new iMacs were purchased for the lab in the media center. A mobile cart containing 24 new iMac laptops was also purchased. Teachers in grades 2-8 were given new laptops. A more robust wireless network was installed and tested last week. Six additional Smartboards were installed. Now, all classes from 3rd grade through middle school, and the media center, have one. Document cameras for grades 2-8 have been ordered and will be coming soon. Apple threw in a fabulous new server as part of the package. St. Robert was able to sell 20 computers and the old network to St. Anthony's School. The staff will get three half-day inservices, taught by our new technology director, next week. She will also teach classes to all the students at the beginning of the year to get everyone acclimated to the new computers. After that, she will serve more as a resource to everyone.

- Additional staffing changes include:

Bethany Teipel – She will be returning to teach half day K-4 in the AM for a .5 position, and work in the media center for an additional .3 in the afternoons. She may also serve as a resource for special needs kids.

Lisa Roemer – She has been hired as a new 5th grade teacher.

Katie Biank – She has been hired as a new choir director. The past system of two different choirs has been changed in order to create two equivalent choirs that will rotate liturgy duties.

- The floor in Reilly Hall was damaged by severe rain this past summer. It is being replaced. The cost is being covered by insurance. The kitchen will be sanitized. The Parish Center basement was damaged, too.
- A professional development plan for the teachers can move forward because St. Robert obtained their Title II funds from the School District of Shorewood for approximately \$10,000. This will allow for six 2-hour sessions with Jane Marko throughout the year. The classes will focus on helping the staff increase their capacity to serve a diverse population with special needs. Ms. Marko will also provide coaching support. The current pull-out program will not disappear, however.
- Project Grace, an inclusive project at the Archdiocesan level, asked St. Robert to produce a video because St. Robert is already so inclusive to students with special needs. About four hours of video was shot with parents, students and staff to create about a seven-minute video. The editing was done by Marquette University.
- The Kohls Foundation, Kohls Cares, is giving away \$500,000 to the top 20 schools with the most votes on Facebook. The winning schools will need to provide a rationale for the uses of the money. St. Robert's possible ideas include: 21st century skills, building a new kindergarten wing, building a new arts wing, increasing and improving inclusion, and building a green house.

4. Discussion Items

- Accreditation Process

There will be a site visit on October 6-7, 2010. Interviews will be conducted on the afternoon and evening of October 6th. On October 7th, in the morning, 1 or 2 people will examine each standard, including viewing any artifacts. In addition, every team member must visit every classroom. In the afternoon, the team will write their report. During this past year, an intensive self-study was conducted and it culminated in a final document addressing nine standards. The document will be sent to a team at the Archdiocese. They will recommend or not recommend accreditation. An associate superintendent will review the decision. St. Robert will get one more year to correct any deficiencies before the final document is sent to WRISA. The SAB discussed what it would possibly provide to the team in terms of refreshments, a presentation, etc.

- **School Improvement Plan**

Every school must have one in order to be accredited. The Archdiocese provides a template for the schools to use. Each school needs to choose 3-5 themes to focus on during the coming year. You must include metrics or measurements of how you know if you were successful, timelines, and the responsible party for each theme. The five areas for St. Robert are: inclusion, student achievement, 21st century learning, school climate/culture and sustainability.

- **Annual Report/School Report Card**

This is a way to communicate information to people about St. Robert. A list of possible topics to include in the document was passed out to SAB members for their input. Any suggestions should be forwarded to Lisa Lesjak. The document will be mailed out to everyone prior to the Annual Meeting, which is planned for the third week in October.

The point was raised that St. Robert will be celebrating its 95th Anniversary on Wednesday, September 15, 2010, the same night as the Parent Preview Night. The SAB discussed various ways to celebrate that night, as well as throughout the year. It was decided that Lisa would contact Sara Coffou, the President of Home and School, to plan activities together.

5. Committee Reports

- **Budget & Finance** – Catherine

No report was given because the committee did not meet over summer. It was decided that some goals for the Budget Committee this year would be to develop some compensation guidelines for staff members and to develop some rules for legacy gifts.

- **Development** – Lisa for Michael

Lisa disseminated her reports. St. Robert did not meet its goal of \$200,000 for the Annual Fund for last year, but they collected more than the previous year and had a higher participation rate among school families. Some contributions have already come in for this year's Annual Fund. Lisa also mentioned that an online contribution system will be available this fall for everyone to utilize, including for parish contributions.

- **Marketing & Recruitment** – Lisa for Trish

Enrollment is looking good for this year, with higher numbers than last year. Some changes are still expected before the start of the school year.

- **Education & Formation** – Allie

No report was given because the committee did not meet over summer.

- **Environment** – a report was disseminated by Dan in advance

Some productive cleaning took place over summer. More still needs to be done. The storage room in the gym is in the process of being remodeled. The hallways in the school are in the process of being painted. Future projects, must be approved by the Building and Grounds Committee, Finance Committee, Parish Council and Fr. Dennis, in that order.

- **Policy** – Michele

A variety of plans from last year that still need to be addressed include: Epi pen, crisis plan, legacy gifts, building and grounds, and compensation guidelines.

- **Technology** – Peter

These issues were addressed in Ms. Beckmann's report.

6. Home & School

No report was given due to Karen's absence.

7. Parish Council

No report was given due to Rob's absence.

8. New Business

- Hot Topics

Celebrating the 95th Anniversary of St. Robert School was discussed. Home and School and SAB will work together on this.

Ms. Beckmann requested that a member of the SAB attend faculty meetings to better involve the staff in our initiatives and keep them informed about projects before they are completed.

A few people that were also on the bus trip to Madison last June, said that there was nothing outrageous about any student's behavior on the bus and the complaint placed last year was unwarranted.

- A calendar for prayer and snacks was distributed for everyone to select their date. Absent members were assigned a date. Jane will take minutes at every meeting.
 1. September 8 – Trish
 2. October 13 – Catherine
 3. November 10 – Peter
 4. December 8 – Allie
 5. January 12 – Jane
 6. February 8 – Michele (date changed from February 9th due to First Eucharist Meeting)
 7. March 9 – Michael
 8. April 13 – Dan
 9. May 11 – Allie
 10. June 7 – Laura (date changed from June 8th due to graduation)

9. Monthly SAB updates to Parents

Once a month, a committee will put some information into Family Matters to try to keep families better informed about our initiatives.

Meeting adjourned at 9:20 p.m.

Minutes respectfully submitted by Jane Connell.