

School Advisory Board Meeting Minutes
September 14, 2011, 6:30 p.m.
Room 207

1. Call to Order and Prayer – Laura Maly

Members in attendance: Laura Maly, Lisa Lesjak, Peter Christenson, Lauren Beckmann, Trish Ognar, Jane Connell, Karen Hunt, Fr. Dennis Dirkx, Marcia Velde, Catherine Mercuri, and Fr. Kevin McManaman

Members absent: Liz Haas, Nancy Knight, Michele Weinschrott, and Dan Davis

Guest: John Scheid, Chair of Parish Finance Committee

2. Presentation: 2010-2011 Fiscal Year Financials – John Scheid

John Scheid communicated many things to the SAB during a lengthy and informative presentation. He said the mission of the Parish Finance Committee was to communicate the results of the parish financial situation to the various ministries so they know what they can and cannot do. He distributed a few handouts. One was a brochure entitled, Finance Committee Update. It listed the committee members, the purpose of the committee, and the responsibilities of the committee. It also contained financial information, including a balance sheet, which is a summary of the assets and liabilities of the parish, an income statement, which showed the money coming in and out, and a budget, which indicated where the money was spent.

He then discussed the financial review of the parish for the year ending on June 30, 2011. He reiterated that the mission of the finance committee is to make financially sound decisions and be good stewards of the resources. They won't authorize expenditures unless they have the money available. They have tight control over expenses. The cash flow is a challenge. We are considered to be a wealthy parish, but the cash flow is moving in the wrong direction. We are a "rich" parish, but we have an aging campus. It is estimated that we will need to make about \$1.5 million worth of repairs in the next five years. The Finance Committee has authorized \$150,000 for some immediate, mandatory repairs. There is a need to acquire some additional funds to pay for future expenses. An ad hoc committee has been formed to address this issue. As an aside, it was mentioned that the parish is not required to be audited. It should be reviewed periodically and it was reviewed about five years ago.

Then, John discussed a lengthy document entitled, Financial Statements, Years Ending June 30, 2011 and 2010. This document contained some of the same information contained in the Finance Committee Update brochure

previously discussed. In addition, it contained the following reports: Statement of Financial Position June 30, 2011 and 2010, Statement of Activities for the Year Ended June 30, 2011, Statement of Cash Flows for the Years Ended June 30, 2011 and 2010, and Notes to Financial Statements June 30, 2011 and 2010.

Next, John talked about a letter from the parish council to the ad hoc committee previously mentioned. The letter discussed the financial situation of the parish. He also discussed the Summary of Suggested Renovations and Repairs that lists the projected projects during the next five years.

Finally, John mentioned the Faith in Our Future campaign. He stated the need for collecting the outstanding pledges prior to the trustees freezing the assets of the archdiocese. Personal contacts may be needed to accomplish this task, not just relying on the mailed reminder notices.

3. Pastor's Report – Fr. Dennis Dirx

On the first Friday of every month, the parish is starting Eucharistic Adoration from 12:00 – 8:00 p.m. Classrooms will participate until 2:45 p.m. and then parishioners will take over until they end. The hope is to expand the available time in the future.

John Balistreri, a parishioner and school parent, has created a statue of St. Robert of Newminster. He is depicted holding a model of St. Robert Church. He got the idea from a stained glass window on the east side of the church.

Fr. Dennis has extended an invitation to the Auxiliary Bishop to live in the parish rectory along with Fr. Kevin. He is weighing his options before he makes a decision. This would create some revenue for the parish because of the rent he would pay.

Fr. Dennis and Fr. Kevin are both visiting all of the classrooms before December. They will repeat that process after December.

The parish is considering adding a new position called Minister of Stewardship and Communication. The proposal has been sent to the Personnel Committee. This person would be responsible for increasing stewardship, among other duties. Claire Anderson is resigning at the end of the month. This new position would absorb some of her duties as well as lighten the load of Elizabeth Cleveland, who is currently shared between St. Robert and Holy Family.

4. Parish Council – Nancy Knight

No report given due to Nancy's absence.

5. Home and School – Karen Hunt

The president-elect position is still vacant. Wendy Wallace sent out a warm invitation for coffee (and dessert) for interested candidates to discuss the position with her.

The Blue Book will be sent home this Thursday and this will also be available on the website, but only after you login to Edline. The Blue Book will not contain a calendar of events because that information will be available on the website.

Emerald Auction will be held at the Italian Conference Center this year. We will have access to the rooms on the day before in order to set up the auction items.

The treasurers' report indicates that Home and School incurred a \$5,038.00 loss last year.

There will be a new procedure for monetary contributions to Room Parents this year. The money will be deposited with Home and School instead of with the individual parents. This will clean up their accounting practices. There was a discussion about the amount of money requested from families. It may be a financial burden for some families. But it was reiterated that the letters say the money is a suggested amount and people are free to give another amount.

The Superintendent and the Associate Superintendent will attend the school Mass this Friday.

6. Principal's Report – Lauren Beckmann

The school year is off to a great start. The teachers are working on two new initiatives this school year. The first one is a new language arts program for grades kindergarten through fifth. The framework incorporates the Daily Five: reading to self, reading to someone, listening to reading, word work, and writing work. The teacher is very proactive, leading mini lessons and then dispersing the students to work independently and collecting them again for another mini lesson and then dispersing them again. The teachers are able to help individual students improve needed skills. This approach should work well with our diverse learners.

The second new initiative is PBIS, which stands for Positive Behavioral Intervention Supports, and involves creating and teaching standardized expectations for student behavior in common spaces in the school building.

With PBIS, it is expected that teachers will teach the appropriate behaviors, just like they teach other subjects to students. The teachers established the rules for the common areas and spent the first half day of school demonstrating them to the students, shepherding the students through the procedures. The program is meant to be positive and loving, not punishing. Some examples of the new behaviors include silence in the hallways so as not to disturb the learning taking place in the classrooms. They have also rearranged the tables in Reilly Hall for lunch to improve communication and traffic patterns for students.

7. Discussion Item: School Improvement Plan

The teachers started discussing this issue at their staff meeting today. They answered the following questions: what do we believe about our school, what does the data say to support those beliefs, and what do we need to do in the future? These will be SMART goals (acronym for specific, measurable, attainable, relevant, and tactile/timely.) The goals create actions steps, which in turn create a timeline for implementation. There are five themes in the School Improvement Plan: 21st century learning, inclusion, school climate/culture, student achievement and sustainability. The various committees of the SAB will address their theme(s). Education and formation, along with technology, will address 21st century learning, inclusion, and student achievement. Policy and environment will address school climate/culture. And, marketing and recruitment, development, along with budget, will address sustainability. Each committee will need to meet prior to the October SAB meeting to discuss their School Improvement Plan section(s) assigned to their committee and come the October SAB meeting prepared to make any additions and/or deletions to the plan. Because this is such a major priority, it will be moved to the beginning of the agenda. The plan is due to the archdiocese by the end of September, but Mrs. Beckmann will request an extension.

8. Committee Reports

A. Budget – Catherine Mercuri

Catherine distributed a copy of the budget to the SAB. It was noted that the cost of health insurance premiums has increase dramatically over the last years. For this reason, and others, we finished last year with a deficit of about \$32,000. We will investigate three bids for a new health insurance carrier. Another change forthcoming is that they will report the amount of scholarships awarded to students as a separate line item in the budget versus just lumping it into the tuition line.

B. Technology – Peter Christenson

The committee has not met yet so there is nothing to report.

C. Policy – Michele Weinschrott

No report due to Michele's absence.

D. Marketing and Recruitment – Trish Ognar

Trish personally delivered t-shirts to all the new families attending St. Robert this school year. This garnered many positive comments.

E. Environment – Dan Davis

Dan sent minutes from his committee to the SAB members via email in advance. His committee is in the process of getting three quotes to upgrade the fire alarm system in the school. The parish is considering the proposal to install card access locks in the doors of the school. And, John Dulmes has joined the committee.

F. Education and Formation – Liz Haas

No report given due to Liz's absence.

G. Development – Marcia Velde

Lisa distributed her reports to the SAB. She noted that she has some Annual Fund contributions listed already even though the committee has not sent out their requests for donations. In some instances, it is because people have set up automatic withdrawals/payments and those have begun to arrive. There will be another kick-off party to start the Annual Fund drive. The location and date will be determined soon. The Annual Report will be ready for the Stakeholder's meeting on Thursday, October 20, 2011, at 7:00 p.m.

9. New Business

A discussion took place about the topic of recess for middle school students. Why do they have recess? It is because they only have physical education class once a week in order to have time for their world language classes. What are some other options for students during that time? Can we investigate the possibility of some clubs or alternate activities? The biggest issue surrounding this topic is providing adequate supervision for students participating in these other activities.

The meeting adjourned at 9:10 p.m.

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