

School Advisory Board Meeting Minutes  
September 8, 2010, 6:30 p.m.  
Room 207

1. Call to Order and Prayer – Trish Ognar

Laura Maly informed the SAB that starting with today's meeting, we were to implement a new prayer procedure per Fr. Dennis Dirkx. Laura led us in prayer because Trish was not present at the beginning of the meeting.

Members in attendance: Lauren Beckmann, Laura Maly, Dan Davis, Allie Pierson, Rob Frediani, Peter Christenson, Michael DeMichele, Catherine Mercuri, Fr. Dennis Dirkx, Jane Connell, Karen Hunt, Lisa Lesjak and Trish Ognar

Members absent: Michele Weinschrott

2. Pastor's Report – Fr. Dennis Dirkx

There will be a revision to the Roman Missal that will take effect on the first Sunday of Advent in 2011. The change was approved 10 years ago in order to have a more authentic translation of the original meaning of the text which was written in Latin. This will include changing the music settings at the masses.

Father also expressed a need to form a stewardship committee at St. Robert.

3. Principal's Report - Lauren Beckmann

Ms. Beckmann reported that this was perhaps the most successful launch of a new school year during her tenure. This may be attributed to all the new technology in the building. The teachers and students were engaged in learning from the first day.

4. Discussion Items

a. Accreditation – Site visit

On September 27, 2010, the chairs from the SAB will meet with the parish steering committee. Ms. Beckmann has already had a meeting with chairperson from the accreditation team to discuss the details for the meetings that will take place on October 6 & 7, 2010. At that time, all staff will be interviewed, as well as a sampling of parents and students. On the first day, the staff and the accreditation team will pray together, tour the school, share food and conduct the interviews. During the

morning of the second day, each team member will focus on their own standard(s). They will spend time in classrooms looking for evidence to support their standard(s). In the afternoon, the team will gather to write their report summary. The principal will be given an opportunity to respond to their findings. The team will then report their findings to the faculty before they leave the building. The team will also make a recommendation to the Archdiocese, who will in turn, make a recommendation to WRISA. St. Robert will have one year to correct any deficiencies.

There was a discussion of how St. Robert should present itself to the team. It was decided that St. Robert should focus on the six core values in our mission statement and show how they are alive in our school:

1. Excellence
2. Innovation
3. Spirituality
4. Leadership
5. Community
6. Diversity

Home and School will provide hospitality to the team on both days. Some minor gifts will be presented to the team in the form of a box of note cards with the crosses made by students.

b. School Improvement Plan

A template was provided by the archdiocese for schools to use for their SIP. We chose five areas on which to focus. Each one has a broad goal with one or more measurable ways to know if we have achieved that goal, along with activities, steps, timeline and responsible party.

Lauren Beckmann and Lisa Lesjak walked us through all five areas of the document. Some members of the SAB asked questions for clarification and offered suggestions for changes. This was a lengthy process.

c. Annual Meeting

Lisa said that various people are collecting information that will be included in the Annual Report to be disseminated to parents prior to the Annual Meeting. An exhaustive discussion was held that culminated in finalizing the plans for the meeting. It will be held on Wednesday, October 27, 2010, at 7:00 p.m. The main topics to be showcased will be the technology initiatives and the inclusion changes. Hopefully, Ms Yingling will be able to present information relative to technology because she is most knowledgeable about the significance of those initiatives. The

inclusion changes include Project Grace and the move away from the former pull-out program for struggling students to a program that assists teachers to differentiate their instruction for all the various students in their classrooms, including low and high ability. Other topics of a more informational nature will also be presented, namely: introductions of new staff members, finances, and the improvements to Edline.

5. Committee Reports

a. Budget and Finance – Catherine Mercuri

No report was provided because the committee has not met yet. She requested and received clarification on where her committee should place their focus. Some suggestions included: comparing our budget to that of other private schools, investigating different teacher compensation schedules that are more sustainable and creating guidelines for how to use legacy gifts.

b. Development – Lisa Lesjak and Michael DeMichele

The upcoming Annual Fund Party will be hosted by Trish and Tom Ognar at their home on Friday, November 5, 2010, to celebrate our success and to thank our donors. Lisa distributed her report concerning contributions for the various funds.

c. Marketing and Recruitment – Lisa Lesjak and Trish Ognar

Lisa happily announced that we reached and have maintained our targeted enrollment of 330 students, which is very good news because our budget is based upon that number. Fewer students left St. Robert during the summer and over 40 new students were admitted. Lisa distributed her report illustrating the enrollment numbers for each grade.

A discussion ensued over the new tuition policy and how it allegedly turned away two families with a total of three students between them. The SAB thought we should retain the new policy because it is an understandable policy given the long-term financial ramifications when students drop out at the last minute. Members also thought it was standard operating procedure for private schools to have such a policy.

It was also brought to the attention of the SAB, that because Milestones is full on certain days of the week, this led to the loss of two potential K4 students who decided to attend other schools. This was of great concern to Lisa and others, too.

Trish mentioned that her committee will meet on the first Wednesday of each month starting in October. Their main topics will include: planning for the 95<sup>th</sup> anniversary of the school, planning the Annual Report, creating a brochure about St. Robert School to distribute to people that aren't normally on our radar, updating the student portion of our website, and increasing public awareness of events at our school.

d. Education and Formation – Allie Pierson

Two main topics were reported from their meeting last night. The first one has to do with providing healthy, sustainable food options on our campus. One new idea that will be pursued, is to create a community garden by hanging pockets along the wall outside the gym. For \$1000, you get all the equipment, seeds and a curriculum to use with the students. This information will be presented to the faculty at their November meeting.

The second topic has to do with arts integration in the school. They are attempting to help art become more visible throughout the school. The faculty is working more collaboratively between art, music and classroom teachers. They are also discussing ways to display art throughout the building, such as creating a floating gallery by hanging art from cables in the basement outside of the art room.

e. Environment – Dan Davis

The painting is finished. The gym storage room is almost done. It will be painted this weekend. Reilly Hall will receive a new maple floor, which should serve our needs for the long term. They will add additional power outlets as long as the floor is open and they have access. The CRAP (Catalog, Recycle, Arrange, Plan) program is rejuvenated after being stalled due to the flooding this summer. They are working on issues in their long range plan, trying to eliminate fire issues, for instance. Dan offered the services of his committee to assist with the art initiatives.

f. Policy – Michele Weinschrott

There was no report due to Michele's absence. Although, Lauren did state that Michele compiled a list of possible policies that needed to be addressed and the need to prioritize them. This information will be shared with the SAB in the near future.

g. Technology – Peter Christenson

Peter reported that four faculty members have offered to serve on this committee and Bill Brouseau will also serve on the committee. Peter has

written an outline for the article that he will write for an upcoming issue of Family Matters. He requested that Lauren look it over before he proceeds.

6. Home and School – Karen Hunt

Karen reported that Home and School is evaluating all of their fundraising activities in order to ensure the most effective and efficient use of their volunteer resources. There will continue to be a moratorium on fundraising activities prior to the Emerald Auction. At this point, they still need people to volunteer to be chairs for the auction. All the subcommittees are in place; they just need some people to lead the group.

7. Parish Council – Rob Frediani

The Parish is trying to be more inclusive. Mass attendance is way down, and the money collected does not match what was pledged. The Children's Liturgy of the Word will start this weekend for children in grades K5-2<sup>nd</sup>. It will occur the second Sunday of the month during the 11:00 a.m. Mass. Catechesis of the Good Shepherd will also start this week for children in grades K3-K4. It will occur almost every Sunday, also during the 11:00 a.m. Mass.

On Tuesday, February 12, 2011, the SAB is invited to attend the Parish Council meeting to present an overview of what the committee does and to encourage communication between the two groups.

The parish community is open to more volunteers.

8. New Business

a. Calendar conflicts

It was decided to change the meeting dates for two upcoming meetings. The March 9, 2011, meeting will change to March 2, 2011, in order to avoid a conflict with setting up for the Emerald Auction. And, the April 13, 2011, meeting will change to April 6, 2011, in order to avoid a conflict with a previously scheduled Home and School meeting.

b. Hot topics

There is a new gym teacher, Joe Jefferson, who will be starting shortly. Ms. Stroud left to pursue a job offer in another part of the State.

The meeting adjourned at 9:33 p.m.

Minutes respectfully submitted by Jane Connell.