

St. Robert Home & School Association

Minutes for May 19, 2010

Present: Lauren Beckmann, Sara Coffou, Amy Hietpas, Karen Hunt, Susan Joy, Pam Mattox, Lisa Lesjak, Yvonne Luzney, Dennis Reilly, Wendy Scherwenka, Joan Schramka, Wendy Wallace, Kathy Wyatt, Sally Zale,

Guests: Colleen Eimers, Cindy Bacskai,

I. Reflection

II. President's Report – Sally Zale

- **Event Planning/Calendar for 10-11:** The H&S event calendar has been completed. Spring break has been included and feedback is that everyone appreciated being able to vote for their top choice. The top choice for Spring Break was for the week of March 28th through April 1st. Sally passed out the event calendar to all present.
- **Open Chair Positions.** Cindy Bacskai is the new VP of Enrichment replacing Wendy Wallace who has accepted the position of President Elect for next year. Sally posted all the open chair positions in the latest Family Matters. She already knows of someone that is considering chairing the Emerald Auction. We still need to recruit chairs for the Fall Social. Sally went through all the open positions on the list. Please recruit and talk it up to others that might have an interest. For now, it looks like the Trivia night committee will stay together with a few people dropping off and a few joining to take their place.
- **End of Year – Staff Recognition:** Staff milestone anniversaries will be recognized on Friday, June 4th after the all school Mass. Sally asked if the parish does anything for milestone anniversaries. Kathy Wyatt said she would check and get an answer. Peter Sorce has a 25 year anniversary and a gift is needed to recognize this milestone. The Mass on June 4th is the last Mass for the 8th grade. Plants will need to be purchased for the families with graduating 8th graders. Sally will read their names and have them stand up. Lisa will get Sally a list of the parents.
- **Staff Coffee Maker-**Margaret Kahn worked with the sales person from Armark to get the coffee maker set up to be used as a trial for 30 days. It has the ability to make one cup of coffee at a time. Sally would like to propose that we buy this for the faculty & staff as a gift from H&S. The machine cost is a \$400 onetime fee. Armark will maintain this as long as we buy the coffee at approx \$45 to \$50 a month. The coffee will be stocked on an as needed basis. The contract is for one year. A motion was brought forward to purchase the coffee maker for \$400 and pay for the monthly restocking up to \$50 a month per the one year contract. The motion was approved for purchasing coffee maker and coffee for 1 year.

III. Principal's Report –Lauren Beckmann:

- The 2010-2011 school calendar has been approved and will be distributed soon.
- It has just been announced that the new Superintendent of Catholic Schools for the Milwaukee Archdiocese is Kathleen Cepelka, Ph.D. She has taught at every level of Catholic education. Her work at Marquette University College of Education has included

service as both a full and part-time faculty member and she currently serves as the associate dean of the College of Education and is the director of teacher education. Lauren said she is an inspirational and visionary leader and she is very excited to have her as the Superintendent.

- There is just one last task towards completion of the accreditation process next week. The formal accreditation will take place on Oct. 6th and 7th. Oct 5th will be ½ day so the staff can get ready before the visit.
- The staff is working hard to finalize the decision between Apple vs. PC for the computer lab. They just completed the Apple demo and it looks like they are leaning towards the Apples because of the ease of use, reliability and creativity. With a look at the 21st century skills initiative the creativity piece is very important in the business world. They will also have a PC demo next week and after which they will make the final decision.

IV. Other Reports

- **Marketing & Development – Lisa Lesjak:**
 - The Marketing & Recruitment committee is making parent to parent calls to the “in the hopper students” that Lisa has identified in her recruitment listing for 2010-11. The School continues to have a lot of visitors every week.
 - The next step for Marketing and Recruitment will be venturing into social media. The committee just had an interesting presentation on social media and the marketing impacts. They are also discussing developing a printed piece such as the Holy Family brochure for next year’s project. They had already developed a prototype but prioritized the website development for this year.
 - The current recruitment list total is at 322 with verbals. The enrollment that is budgeted for next year is at 330.
 - The Annual fund is currently at \$137,405 vs. last year at this time of \$142,875. Lisa will be giving an overview of giving by grade level in Family Matters. The Development committee will be making some phone calls to gain more contributions this month as well. There is also \$10K foundation gift that is in the works. This year we have not had a matching gift incentive grant. It has been an effective tool in the past, but we just haven’t been able to get someone to sponsor one this year. There is also a young alumni match (recent college grads) that is also available.
- **Parish Council – Kathy Wyatt:** Nothing to report for the Parish Council.
 - Culvers made over \$500 for just a few hours for Holy Family. Kathy was selling Scrip in the parking lot during the Holy Family dining event which she also plans to do before and during the St. Robert event. The St. Robert Culvers dining event will take place on Tuesday, May 24th with a window of time between 3 to 9 pm. The school made about \$470 at the Bella’s Fat Cat Dining Fundraising event. How many times a year can we do this? The thought was at least 1 time per quarter.
- **School Advisory Board – Karen Hunt:**
 - The SAB is very excited about the funding of the computer project and are getting ready to make the decision soon.
 - They are also grateful for what the parents and volunteers do for the teachers. It was appreciated and understood that everything that could be done was being done to do the best for teachers in terms of pay increases.
 - The Archdiocese has directed a new format for school improvement planning using a template to help in the process. The school will work to have one comprehensive plan

rolling up 3 to 5 primary goals. The plan should be based on the themes or initiatives of the 21st century strategic plan. These include inclusion, school climate and culture, student achievement, sustainability and leadership. Every goal has to have a measurable metric, which will be challenging because they will have to figure out how to measure each initiative and what data to report. During the meeting they divided up the faculty and SAB board into different groups and gathered ideas from all these groups. Lauren will put these ideas together in one comprehensive plan. In addition, they have formed a steering committee for action plans for the inclusion process with other schools. All this information and the improvement plan will be included in the report out in the fall and published and distributed in the school report card with the results from the Iowa Basics. Lauren said the meeting was “very positive and productive”.

▪ **Treasurer – Dennis Reilly:**

- Dennis passed out the proposed 2010-2011 budget for the H&S Association. He also included a Budget Highlights summary which is shown below. At this point we need approval on the 2010-11 budget. There was a proposal to change the rummage sale revenue from \$15,200 to \$12,000, since that is what they were able to obtain in past years. A motion to approve the budget was initiated by Wendy Wallace. The budget was approved with the new financials. Dennis will make the necessary changes and post the budget on the web site.

Proposed Budget 2010 – 2011

Budget Highlights:

The \$110,000 Information Technology (IT) Project H&S has committed to fundamentally changes the amount of assets held by H&S. H&S no longer will have a full reserve of the next years School Operating Fund and H&S Event Funds. Instead, H&S will now have to rely on future revenue to pay for these expenses.

Annual revenue will not cover annual expenses. Budget currently has a net loss of \$16,840. Over time, if there is no plan to increase revenue or decrease expenses, this will erode cash further.

The H&S Operating Reserve has been increased from \$91,300 to \$145,000. In the past the Operating Reserve was determined by the following formula: (50% of the sum of the School Operating Fund and H&S Event Fund Liability). With such a large IT Project significantly depleting the assets, it is recommended that H&S increase the Operating Reserve to 80% or \$145,000.

Since H&S no longer has sufficient reserves to fund next year's expenses, a new format for both the balance sheet and income statement was necessary.

A Balance Sheet 'Forecast' in the new format is enclosed – enclosed is a forecast of the balance sheet 1-year later. It assumes we pay out \$60,000 in the IT Project Expenses, contribute \$10,000 to the Annual IT Improvement Fund and pay out all our other liabilities while still maintaining \$145,000 in Operating Reserves and having some money for Discretionary Funds throughout the year.

- Dennis said with regards to the current spending that we have committed to the IT project we can't continue down the road of spending more than our annual revenue or it will erode our reserves. It was decided to book the liability for the IT project of \$110K in

2010-11 budget. The proposed \$25K for technology spending is not realistic annually and something closer to \$10K might be more sustainable .

- **Volunteers – Susan Joy:**
 - Susan has received the volunteer commitment forms for 68 families and just received about 30 more. This year everyone is required to volunteer for 2 fundraisers for each family instead of 1 fundraiser. Several people have inquired why they have to do 2 fundraisers. Every family will need to do 2 because the Rummage Sale and Emerald Auction are the two biggest fundraisers the chair persons from last year have all said they needed more volunteers. Susan said they are getting more people to step up for leadership positions and they now have a volunteer coordinator for the Auction.

- **Athletic Association Guest – Colleen Eimers: President of the Athletic Association.**
 - Colleen wanted to give an overview to the H&S Association of what the Athletic Association has planned for this summer and see if she can get some assistance. For years, the St. Robert Athletic Association has struggled with storage in the gym. There is not a lot of storage space. They have studied the space and needs and they haven't had a good answer on what to do throughout the years. Colleen handed out the floor plans for the gym and explained that they have looked at different options for storage under the stage, on top of stage and other areas, but these solutions all don't work long term.
 - Currently there are two locker rooms in the gym, the boy's locker room and the guest locker room. Ms. Stroud's office is in the boy's locker room. The plan is to move her office to the guest locker room. Then they would use the vacant office space for storage. They would use this space for what they store in the kitchen concession area, tables, and chairs. The cost for construction would be incurred by actually having to take down and rebuild walls to configure these areas. They will only be taking 6 ft off the boy's locker room to add to storage. Lauren said we are unique because we don't have a parish hall as other parishes do and we have to constantly take down chairs and tables.
 - Athletic Association wants to fund this change. The total cost has been estimated at around \$28K but the Athletic Association only has \$15K. They are currently getting 3 bids and hoping to get the project completed this summer. There is a plan to raise the rest of the money at the Annual Golf Outing; however they will need the money before this event. They are looking into securing a personal loan but would actually like to ask H&S for a loan first for about \$15K.
 - It was suggested to approve the loan for whatever they need to complete the project. Wait a year and possibly gift the balance if we do well with our discretionary funding or possibly forgive the loan if we can. Kathy Wyatt suggested talking to the 8th grade class about a donation. They want to donate something that will last. This project or similar projects would be good candidates for this type of donation. It was agreed that this should be a loan and we don't have the funds at the moment to give the money to the Athletic Association to fund the project. A motion was approved to loan the Athletic Association the funds to complete the project for up to \$15K.

V. Wrap –Up Events

- **Green Week (April 19th-23rd) – Wendy W.:** Wendy talked to Amy Mueller about the plans for including a component of Green Week during Lent. She was very happy that we still going to do something next year and will participate in that effort. She would like to show us the video that they submitted for the grant at one of the next H&S meetings.

- **Middle School Service – Sally:** Sally commented on the nice report from Barb Lucius on this year's middle school service with great ideas for next year. Barb will put together a binder with all the information. The plan includes having groups go to The Gathering 4 times a year. Feedback from the faculty is that the timing and the amount of students going to these sessions is a problem. All agreed however that it is a great experience and meaningful. Angie and Lisa will be the Middle School Service chairs for next year's 8th grade. Next year they would like to have a more formally structured faculty liaison.
- **Dramatic Reading (April 24th) – Wendy W.** The dramatic reading was well attended at Boswell Books on Downer. Wendy hasn't been able to get in touch with Jenny Fox regarding any details but they will do it again next year.
- **Middle School Showcase (May 6th -8th) – Wendy W.:**
 - The Middle School Showcase was well attended and everyone enjoyed it. A lot of kids wanted to participate. They implemented the \$25 fee and it was collected, but was collected very informally. Sally said she might put a reminder about the fee in Family Matters; however it might not yield much of a response at this point. Next year they will figure out a better system for collecting the fee.
 - The chairs plan to chair the Middle School Showcase again next year. The team was new this year and they have learned a lot and will implement improvements from their experience next year.
 - Parents were also upset about the time commitment and there were complaints that the rehearsal times were not clear or they didn't stick to the schedule. There was a perception that the mandatory hours were too much. Next year they will be clearer about the schedule and the time commitment.
 - The directors might also come back. They were happy that they got more money but also had to put in more time. The chairs have discussed wanting to give Elaine (the Director) some additional bonus money along with the 20% increase that H&S approved. Wendy will discourage them from giving Elaine the additional money.

VI. Upcoming Events

- **Teacher/Staff Recognition Lunch – Amy:** All set for this Friday. This will be a cold lunch that teachers just pick up.
- **End of Year Coffee Reception – Amy/Yvonne:** All set for this!
- **Graduation Reception-Wendy S:** Everything is all ready for this event for coffee, cake and video to watch after the Graduation ceremony.

Next H&S Meeting – August date TBD 6:30-9:00 p.m. in room 207

Respectfully Submitted,

Yvonne Luzney
Secretary