

School Advisory Board Meeting Minutes
October 12, 2011, 6:30 p.m.
Room 207

1. Call to Order and Prayer – Laura Maly and Liz Haas

Members in attendance: Laura Maly, Lisa Lesjak, Peter Christenson, Lauren Beckmann, Jane Connell, Fr. Dennis Dirkx, Marcia Velde, Fr. Kevin McManaman, Liz Haas, Nancy Knight, and Michele Weinschrott

Members absent: Dan Davis, Trish Ognar, Karen Hunt, and Catherine Mercuri

2. Pastor's Report – Fr. Dennis Dirkx

The Stewardship Committee is up and running. It is a working committee that has already worked out the administrative details for the stewardship drive and it should be completed by Christmas. The Time and Talent portion has been moved to the spring of the year. Witness talks will take place at that time, too.

The Finance Committee met last night. The parish contributions for August and September are \$18,000 less than expected. It is a concern, but it is typical for this time of year. The contributions for October are looking very good at this point. The goal of this committee is to make the finances of the parish transparent while emphasizing what the parishioners' contributions support.

The Centennial Committee is at work, too. The Rose Window will be on sale in the fall as a church ornament/sun catcher. For future planning, on Sunday, October 12, 2012, the Archbishop will be here to celebrate the 100th anniversary of St. Robert Parish. In addition, parishioner John Balistreri is creating a statue of St. Robert. It depicts St. Robert holding a model of St. Robert Church, and it is about 50% completed at this time. He is going to take it to Manhattan where it will be made into a cast. The finished product will be about 95% marble and 5% adhesive. It will be displayed where the current permanent Baptismal font is when completed.

Fr. Kevin added that Youth Ministry has been launched and is underway. There are 105 students enrolled between the two parishes, 65 for Confirmation and 40 that are 9-10th graders. He has purchased binders for each teacher to hold their lesson plans and ideas. These can be passed along to future teachers.

3. Discussion Item – School Improvement Plan

The School Improvement Plan is a seven year plan that lasts from one accreditation cycle to the next. It contains five themes with various action steps. We need to step back and think about what new data has emerged that could influence the plan and any future directions for the school. The faculty already reviewed the School Improvement Plan and now the School Advisory Board will do the same. The Development, Marketing and Recruitment, and Budget Committees reviewed the Sustainability portion of the School Improvement Plan. The Policy and Environment Committees addressed the School Climate and Culture portion. And finally, the Education and Formation and Technology Committees reviewed the topic of 21st Century Learning.

After the groups met for about one hour, they shared their discussion highlights with the SAB. Policy and Environment mentioned that metrics for family involvement at the school are needed. It was mentioned that more school families need to be involved with the parish. And, we need to look for ways that middle school students can be involved with the parish. Education and Formation and Technology discussed that arts and technology integration should be included in school projects, not just as separate activities. Development, Marketing and Recruitment, and Budget reviewed how the school got to this point in terms of enrollment and student achievement and how we can sustain those levels. The Annual Fund goal will not go down in future years, either. They mentioned that we should focus on alumni to try to get more contributions from that group. The bottom line is that we need to sustain the current level of programming in order to attract and retain the higher level of enrollment.

These ideas will be joined with the ideas provided by the staff and the SIP will be adjusted accordingly.

At this point, the group talked about restructuring the committee report section of the SAB meeting agenda. It was decided that for future meetings, we will focus on a theme, such as one of the goals of the SIP, and then the committee reports will focus on that theme. Only the committees that need to report will do so. The SIP will be our driving force. We will decide upon the theme in advance so the committees know who is going to report.

4. Discussion Item – Annual Stakeholders Meeting

The SAB discussed the agenda for the upcoming meeting on Thursday, October 20, 2011, at 7:00 p.m. It was decided that Lauren Beckmann will address test scores, common core state standards and any new initiatives at school this year, such as the reading program. The agenda will begin with a welcome from Laura. Fr. Dennis will speak for a few minutes after that. Lauren will give her presentation, including introductions of the staff. She will end with Lisa, who will then address the parents. Laura will introduce

the SAB and then Wendy will introduce the Home and School Board members. The meeting will end with a question and answer session. In addition, Lauren will ask a few teachers if they would like to have some students attend the meeting to demonstrate the Daily 5 after the meeting, during the refreshments. In addition, there will another contest this year to see which grade level has the most parents in attendance. That winning grade level will get an out-of-uniform day.

Michele has graciously agreed to create both the agenda and the flyer advertising the meeting. She will also send an email to everyone so they can choose the refreshments they will donate to the meeting. And, she will contact Wendy to see if they can pay for the refreshments.

5. Discussion Item – Annual Parent Survey

It was decided that we will keep the standard questions at the beginning of the survey. We will change the name Current Initiatives to Hot Topics. Some of the past current initiatives will be removed: after school enrichment programs, kindergarten experience, third grade specialization model, and environmental improvements. We will add some new hot topics to be included on the survey: Daily 5 Reading program, PBIS, playground, and new conference times. Also, Lisa will contact Fr. Dennis to see if we can remove the entire section of Parish Participation. The survey will be available for parents at the beginning of November so that it can be completed by Thanksgiving.

6. Parish Council – Nancy Knight

The parish council is always looking for better communication between the parish and school families. This will be addressed at their next meeting. We mentioned some ways that the two groups already intermingle, such as the St. Nicholas Party, athletic programs and during second grade with first Reconciliation and first Eucharist training.

7. Home and School – Karen Hunt

No report due to Karen's absence.

8. New Business

No new business mentioned at this time.

The meeting adjourned at 9:10 p.m.

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