

School Advisory Board - Meeting Agenda  
March 24, 2010 - 6:30 p.m.  
Room 207

-Call to Order & Prayer (Trish Ognar)

Present: Matt Hietpas, Bill Schlise, Laura Maly, Lauren Beckmann, Lisa Lesjak, Lauren Dodge, Jane Connell, Tom Zale, Michael DeMichele, Michele Weinschrott, Tricia Ognar

-Pastor's Report (Fr. Dennis): Not present

-Principal's Report (Lauren)

-Accreditation: Presentation of Standard 5 draft documents

There was a public reading through of all parts, recommendations were noted by authors. Changes will be reviewed at the April meeting

-Parish Council's Report (Chris Schorse): Not present

-Home & School's Report (Dan Davis for Karen Hunt)

-Discussion: "Annual Meeting" – May 19<sup>th</sup> at 7 p.m.

The validity of an Annual Meeting was discussed at length. Due to low attendance at the 2009 meeting, members discussed the option of developing a published written report (school report card) that would be distributed to the entire community in September, instead of a face to face meeting. The September date was decided due to the fiscal year ending June 30<sup>th</sup>. The possibility of offering the face to face meeting every other year was also discussed. If the written report is used it must be a complete, professional document. One advantage to a yearly written report would be that it would serve as a historic document of what was happening at the school during that period. Items to be included: Key initiatives, highlight school strengths, survey reports, and budget.

A meeting was scheduled in fall 2009 to introduce the Math investigations and Edline, this meeting was better attended than last years Annual Meeting. Could a meeting to discuss the written report accompany the open house for parents in the fall? It was mentioned that, to improve attendance to the meeting, Holy family offered an out of uniform for a week pass to the homeroom with the best parent attendance.

-Discussion: Discernment Meeting – Tuesday, June 8<sup>th</sup>?

Exiting the SAB: Bill Schlise, Tom Zale, and Matt Heitpas

Interested members: Liz Haas, Ally Pierson

New members will be recruited in April. The board is open to anyone interested. If there are more interested members than spots available, it will go to a school wide vote.

**-Discussion: Committee Action Plans**

School initiatives can be pulled from the Accreditation reports. Goals can be set, and documented, for each committee. The schools Strategic Plan needs to be updated, the previous plan was for 2006 through 2009. Committees should evaluate their section of the plan, and update it as needed. Updates should be complete by the May meeting

**Discussion: Principal Evaluation**

An evaluation of the principal, specifics to principal responsibilities should be done annually. It has not been done in several years. A process needs to be determined. Feedback from faculty, School Advisory Board, and parents should be considered. The Arch Diocese has a sample we could use as a reference. A committee will need to be formed, traditionally headed by the SAB officers, to administer the evaluation. It was added that the ability to evaluate the principal would be good for faculty moral.

**Committee Reports**

- Policy (Trish Ognar) - A policy needs to be drafted to accompany the new tuition policy regarding new students and tuition responsibilities.
- Budget & Finance (Tom Zale)
- Environment (Dan Davis)

***St. Robert School Advisory Board***

***Environment Committee Report***

***March 24, 2010***

*The Committee has met in fragments over the last 6 weeks. The following is a summary of the activity:*

1. *The Accreditation Report has been compiled and nearly finalized. It will be presented at the March 24<sup>th</sup> Meeting. It includes the Long Range Facility Plan and the capacity analysis for the school.*
2. *A prioritized list of potential summer projects is being priced and prepared. Most likely not all of them can be completed due to funding but are being lined up in the case funding is available. Those are:*
  - a. *Purge and Rearrangement of the Storage Areas in the School*
  - b. *Creation of a Larger Storage Room in the Gym*
  - c. *Classroom Finishes Upgrades*
  - d. *Painting of Common Areas, Corridors, Stairwells and MPR*
  - e. *Relighting and ceilings in Middle School corridor*
  - f. *School Office Reconfiguration(Planning Only)*

*The Committee is due to meet again April 13<sup>th</sup> at 7:00pm.*

*The fire rated door as required by the State will be installed over the summer months at the opening between the elevator lobby and the stairway at the ground level entrance to the MPR.*

*Significant volunteer activities will be planned to help with either painting or the storage purge and reconfiguration process this summer. A communication and solicitation of those activities will be made at such time as the funding and improvements are prioritized and approved.*

*Respectfully submitted*

- Blink (Matt Heeltaps)
- Development (Lisa Lesjak/Michele Weinschrott)
- Marketing (Michael DeMichele) –

*There will be two classes at every grade level entering the 2010-11 school year.*

- Education & Formation (Bill Schlise)-

*Education and Formation Committee*

*Minutes of 1-March-2010 meeting*

*Present: Jane Boland, Sara Coffou, Liz Haas, Barbara Henderson, Laura Maly, Bill Schlise, Clara Weir and guest Allie Pearson, new St. Robert parent of Avery, 1<sup>st</sup> grade.*

*Meeting began with introductions and a prayer at 6:40.*

*I. Lunch program update*

*A. Recent improvements—Lauren reported beforehand that equipment changes to date have been well-received by students, parents and teachers, and that the new server (Nancy) is a great fit—competent, professional and warm.*

*B. Menu and Food—After studying differences between SRS and Shorewood menus in recent months, Sara queried Lori MacGregor-Monte of Taher on differences in the offerings and in the specificity of ingredients. In a written reply, Lori promised greater specificity, particularly regarding meat and meat products, in the April menus. Her explanation of lesser variety at SRS in the “alternative selections” isn’t*

*entirely clear to us yet, as Lauren wasn’t on hand to explain Lori’s reference to their earlier discussion of this point.*

*C. Further improvements*

- i. Allie briefly recounted successful efforts at reforming the lunch program at her daughter’s previous school in Pasadena, CA. One of the keys to its success was getting students interested in various aspects of food production through visits to nearby producers. She and Jane B. are researching local possibilities*

*for doing the same for SRS students.*

- ii. As food is essential to life, and our food choices have personal health, social and environmental effects, we consider studies in growing, getting, preparing and eating it highly worthwhile. Bill and Jane B. will investigate the extent to which food-related topics are used in various subject areas at SRS, to help us evaluate whether there is room for improvement.*
- iii. There was some discussion of whether visits to (e.g.) Growing Power might be substituted (in certain grades, for instance) for some of the visits to the Urban Ecology Center. Doing this might be difficult as the UEC visits are a package deal. We will explore this question again as information about alternatives comes in.*

## *II. Grad parent survey*

- A. Marketing efforts for prospective middle-schoolers—We decided that getting information for this particular marketing effort isn't compatible with our purposes in this survey which is directed at people who have stayed with SRS through 8<sup>th</sup> grade.*
- B. Surveying Grads—We discussed briefly adding questions or separately surveying the grads themselves. We will give some more thought to this after reviewing the results of this year's survey and again checking with teachers about the usefulness of the information culled from it.*
- C. The survey will go out momentarily with a couple follow up reminders planned over several weeks to help boost the response rate.*

## *III. Art program update—tabled until next meeting when we can discuss it with Lauren.*

- A. She did report beforehand that the 3<sup>rd</sup> and 4<sup>th</sup> grade teachers do value their Intervention and Enrichment periods, but do not use them as originally intended. (They are used flexibly to catch up in any content areas needing a little more time to complete weekly plans.) Though the teachers did say that they are willing to give these up for additional art class time if it is needed, the decision should probably await additional information the teachers will be getting in the coming months regarding needs assessment. The I/E time may be wanted for its original purpose once its possibilities are more fully recognized (see item IV below).*
- B. It was added that a more fully developed art program may prove to have some overlap with needs assessment, and we noted some examples of people who struggled in areas traditionally used to assess learning disability (verbal language functions and mathematics), but who thrived when they found modes of expression more suited to their abilities (dance, music, visual arts).*
- C. Bill will send a note to the Arts Integration Leadership team for an update on the progress of their planning and the feedback from their colleagues on the invitation to collaborate on cross-curricular topic development.*

*D. We also request that all of the specialists use Edline to spread word of their learning goals and the activities they have planned to help students achieve them.*

*IV. Needs assessment—Lauren reported the following:*

*A. New model--The Archdiocese has unveiled a new inclusion model to principals and academic support coordinators, a team model that shifts implementation primarily to classroom teachers.*

*B. SRS leadership team gave an overview of the next steps at the last staff meeting.*

*C. Team of 4 teachers who recently attended a differentiation seminar also presented their information at the staff meeting.*

*D. The Learning Intervention team will attend a mini-course in August.*

*V. Committee succession—We are delighted to welcome a talented and enthusiastic new member, Allison (Allie) Pearson, to the committee. We also divided up a list of other worthy prospects to contact in hopes of attracting additional talent and interest.*

*Next meeting is 28-April.*

Respectfully submitted,  
Trish Ognar