

School Advisory Board Meeting Minutes
October 13, 2010, 6:30 p.m.
Room 207

1. Call to Order and Prayer – Catherine Mercuri

Members in attendance: Lauren Beckmann, Laura Maly, Peter Christenson, Michael DeMichele, Catherine Mercuri, Fr. Dennis Dirkx, Jane Connell, Karen Hunt, Lisa Lesjak, Trish Ognar, Michele Weinschrott, and Kevin Reitman

Members absent: Dan Davis, Allie Pierson, and Rob Frediani

2. Pastor's Report – Fr. Dennis Dirkx

The parish has closed out the last fiscal year and a summary report will be available soon.

There will be a stewardship meeting coming up this Thursday. New members have joined the committee. Each member will have just one task, such as mailing. They plan to meet about four times throughout the year. Stewardship Sunday will be the second Sunday in November. In addition, they have created an updated Time and Talent booklet with photographs and quotations.

On Friday, January, 21, 2011, Archbishop ListECKI will celebrate school mass at St. Robert. Parents will be invited to attend. Home and School will plan hospitality for that event.

3. Principal's Report - Lauren Beckmann

Lauren Beckmann provided feedback on the accreditation visit. On Wednesday, the first day of the visit, she delivered an opening presentation for the team. This was followed by a physical tour of the building. Next, there was a virtual tour. Sarah Yannett presented the curriculum map. Laurie Yingling gave a technology presentation, including showing the school's wiki. Lisa Lesjak gave a tour of the website. These activities depicted how St. Robert operates using 21st Century Skills. Interviews with students, staff and parents successfully communicated our unified mission to the team. Dinner was the final activity of the day.

On Thursday, the team conducted standard specific interviews with staff members and then met together to compile their findings. At 4:00 p.m., Lauren Beckman, along with a few staff members, received the initial report from the team. Then the entire staff was called together to receive the report from the team.

The feedback provided to the staff said the team found a high level of teaching and learning in all areas. Other positive findings included: physical environment, morale, technology vision, unique inclusion vision, behavior of students, communication with stakeholders, and all within a truly Catholic school environment.

The team concluded that St. Robert would be recommended for full accreditation, but we must complete the 85 self-identified improvement tasks over the next five years. In addition, the team recommended that St. Robert apply for exemplary status in two areas: Catholic Identity and Innovative Programs. Other recommendations included: conducting staff development for everyone on the same issue, stepping back and recognizing that we are unique and sharing that with less fortunate schools, commending the Pastor for visiting classrooms on a regular basis, displaying more student work in the hallways, spreading out implementation of new initiatives in order to concentrate on quality instead of quantity, and realizing that we are already doing what others are still striving to do, even in this tough economy.

We will also continue to work on our School Improvement Plan, a living document, throughout the year. The plan that was sent to the Archdiocese was disseminated to the committee.

4. Discussion Items – Annual Meeting and Report

The meeting will be held on Wednesday, October 27, 2010, at 7:00 p.m. in Reilly Hall. It was decided to rename the annual meeting the State of the School Meeting. A discussion of the agenda culminated in the following being decided. Laura Maly will start by welcoming everyone to the meeting. Fr. Dennis will lead us in prayer. Lauren Beckmann will introduce the staff and deliver her report, which will include highlights from last year, financial information, test information including the increase in Math test scores due to the new Math program, accreditation process, and the 95th school anniversary. School Advisory Board members and Home and School members will be introduced. Sara Coffou will speak on behalf of Home and School and provide a financial report. Laurie Yingling will present information on web 2.0 tools. The program will close with the inclusion video, followed by questions and answers. Michele Weinschrott volunteered to create a flier that will be sent home to families. Ways to improve attendance were discussed, including an out of uniform competition between grades and having room parents promote this competition via Edline emails to parents in their grades.

The annual report will be sent home next week. All other stakeholders will be mailed a copy of the report. Hospitality will be provided by members from both the School Advisory Board and Home and School. Home and School members will be asked to bring an appetizer or dessert and the School Advisory Board members will take care of drinks and paper products. An

email message will be sent asking for people to volunteer to bring something to share.

5. Committee Reports

a. Policy – Michele Weinschrott

A draft of a policy was shared concerning what the athletic department and the school should do when St. Robert is invited to the Padre Serra Basketball or Seton Volleyball Tournaments. A lengthy discussion took place. The draft of the policy will be brought back next month with the suggested revisions. Lauren Beckmann will share it with the staff and bring back any suggestions. As athletic director, Kevin Reitman will share it with the Athletic Association and bring back any suggestions. It was suggested that the school consider quarterly academic pep rallies to recognize academic achievements.

Kevin Reitman shared the new athletic eligibility card which was developed in order to link academic performance to participation in sports practices. It was decided to maintain the well-received system this year, make any necessary changes for next year, and then add it the parent handbook for next year. Members wondered if there was a need for eligibility cards for academic/arts/band eligibility, like the middle school play, and if so, who would oversee that. Future athletic policies that involve the school program will be brought to the School Advisory Board before implementation.

A discussion of skorts for girls took place. It was decided that girls would be allowed to wear skorts during the months of May, June, August, and October, when shorts are allowed. This will be added to the parent handbooks for next year.

b. Budget and Finance – Catherine Mercuri

Catherine recently attended the Parish Finance Committee meeting and was told that the parish has cash flow problems, but no long-term debt. She will continue to attend those meetings in order to coordinate between the two entities.

This committee met for the first time this past Friday. They will begin to address the salary issue. She will first investigate how other Catholic schools in the area pay their staff. A policy will be developed after this data collection.

Budget projections will happen next month. They will first look at projected enrollment and then look at staff projections. The goal is to have the first draft of the budget by November. The final budget needs to be ready by January in order to decide tuition for next school year.

c. Marketing and Recruitment – Trish Ognar and Lisa Lesjak

This committee had their first official meeting last week. They contemplated advertising the rummage sale as a way to get the word out about St. Robert.

They want to publicize the 95th birthday of St. Robert. Our 95th day of school is the first day of Catholic Schools Week. Michele Weinschrott will contact someone about getting an article in the Catholic Herald at that time.

They want to create a brochure or card to put out in the community to explain who we are and how to contact us to obtain more information.

They discussed ways to increase attendance at the State of the School meeting, such as having the room parents contact everyone in the class to remind them about it.

Kevin Reitman will manage the athletic page on the school's website.

The mural in the hallway was painted over this past summer. An alternative was suggested that included pictures along with our mission statement.

d. Development – Michael DeMichele and Lisa Lesjak

The reports were sent to the School Advisory Board members via email prior to the meeting. We are in good shape as compared to last year at this time. The invitation to the party at the Ognar's home is coming soon and that is the official start of the Annual Fund for the year.

e. Education and Formation – Allie Pierson

The minutes were sent to the School Advisory Board members via email prior to the meeting. Due to Allie's absence, questions were solicited, but none were offered.

f. Environment – Dan Davis

There was no report due to Dan's absence.

g. Technology – Peter Christenson

They had their first meeting on September 22, 2010. They created a technology component for the accreditation visit on the wiki. They are working on short and long term technology plans now that the major technology purchases were done this past summer. Also, they will focus on creating professional development activities for all teachers.

6. Home and School – Karen Hunt

It was reported that Home and School has a major decrease in assets because of the huge technology purchase this past summer. No new significant expenditures will occur until the cash flow situation improves. The Rummage Sale was very successful and came in above budget with \$14,000-\$15,000 in profit. They are reviewing strategies for making the four main fundraising activities (magazine sale, rummage sale, Emerald Auction, and raffle) more successful. They are contemplating separating the raffle from the Auction as well as eliminating the partner. Host families are contacted monthly with information to pass along to their new families. Chess club has been scaled back to a six-week instructional program, down from eight weeks with tournaments, due to a lack of parent involvement. The Boo Bash is coming up next week Saturday, October 23. This is a fundraiser for the eighth grade class. They are planning other fundraisers, such as a spaghetti dinner and a middle school dance.

7. Parish Council – Rob Frediani

Rob phoned Lisa Lesjak prior to the meeting and asked her to report that the majority of the Council meeting was the discussion of the new Roman Missal coming in 2011.

8. New Business

A discussion took place over how field trips are being paid for this year. The former system of paying for them at the beginning of the year was eliminated because of the difficulties it placed upon the office staff, as well as the financial hardship it caused many families. Parents are now required to pay for each trip separately. It was suggested that people come to next month's meeting with suggestions for how to revamp this system.

9. Monthly SAB update to Parents

Peter Christenson will write an article about the work being done by the Technology Committee to be included in an upcoming issue of Family Matters.

The meeting adjourned at 10:05 p.m.

Minutes respectfully submitted by Jane Connell, Secretary.