

School Advisory Board  
Meeting Minutes  
September 9, 2009

1. Call to Order & Prayer (Laura Maly)
  - The meeting started at 6:45 p.m. because the tour of the school ran over the allotted time.
  - Introductions
    - i. Members Present – Laura Maly, Dan Davis, Michele Weinschrott, Tricia Ognar, Michael De Michele, Tom Zale, Fr. Dennis Dirkx, Karen Hunt, Lisa Lesjak, Bill Schlise, Lauren Beckmann, Jane Connell
    - ii. Members Absent– Matt Hietpas, Chris Scorse
    - iii. Guests (Parents) – Donald Gonzales, Lila Hillman
  
2. Pastor's Report (Fr. Dennis)
  - Fr. Dennis expressed his deep appreciation to both Mrs. Beckmann and Ms. Lesjak for their hard work and leadership.
  
3. Principal's Report (Lauren)
  - Accreditation Preparation
    - i. This year is a study year with a visitation in the Fall of 2010.
    - ii. A written narrative report will be completed focusing on 10 Standards.
    - iii. The SAB will be responsible for presenting Standard Five in January 2010. In addition, we are responsible for providing our honest input throughout the process.
    - iv. Mrs. Beckmann began the procedure with the staff at a faculty meeting today by breaking up into groups and brainstorming ideas. The ideas were then shared with the faculty. Each group will now put the ideas into narrative form for the next faculty meeting.
  
  - School Improvement Plan
    - i. This is the final product of the accreditation process.
    - ii. There are three steps to this process: Where are we now? Where do we want to be? And, how will we get there?
    - iii. Mrs. Beckmann went through the School Improvement Worksheets as they now stand.
    - iv. The School Improvement Plan is due to the Archdiocese of Milwaukee by the end of September, 2009.
    - v. Each committee should have a written plan for what their committee accomplishes. These ideas need to be captured in a cohesive way and put on these forms so it is standardized.
    - vi. A lengthy discussion ensued about this assignment for the committees.

- Budget
  - i. Mrs. Beckmann has yet to receive a closed budget from the last year. Both she and Tom Zale have been asked to go before the Parish Council to explain a supposed deficit in last year's budget. She has requested additional information concerning this deficit in order to investigate the issue, but has not received any further details.
  - ii. A lengthy discussion ensued over the budget.
  - iii. The Annual Fund goal was not met for last year even after a huge effort to do so.
  - iv. The Parish subsidy of the school budget is much lower than other parishes.
  
- Mission/Vision
  - i. The school has a mission statement but does not have a vision statement.
  - ii. A lengthy discussion ensued over the differences between mission and vision statements and the importance of value statements. A committee was formed to further develop these ideas, comprised of Lauren Beckmann, Laura Maly, Bill Schlise and Michele Weinschrott.
  - iii. It was suggested that a new section be added to the agenda each month that addresses the latest concerns of parents.

#### 4. Committee Reports

- Budget and Finance (Tom Zale)
  - i. Because this is Tom's last year on the SAB, he is looking for someone to work with him this year that could take over his position next year.
  
- Development (Lisa Lesjak/Michele Weinschrott)
  - i. Some money has come in already for the Annual Fund. We are at about the same place as last year at this point in time.
  - ii. Tom and Sally Zale have offered to host the Annual Fund Party at their home on Friday, October 30, 2009.
  
- Education and Formation (Bill Schlise)
  - i. Our first meeting will be on September 21, 2009.
  
- Environment (Dan Davis)
  - i. Various projects are underway, including the handicap accessibility issues for the school and the media resource center remodeling project.
  - ii. The media resource center will be dedicated on September 21, 2009.

- iii. We have remained within budget even though unexpected problems arose during the remodeling process.
    - iv. This committee is enhancing the learning environment by improving the color, lighting, sound, technology and art integration within the school building.
    - v. Dan was publicly thanked for his countless, invaluable hours of work during the remodeling projects.
  - Marketing and Recruitment (Michael DeMichele)
    - i. This committee meets on the first Wednesday of every month.
    - ii. The Movie Night was very successful.
    - iii. Enrollment is currently at 316. The projected enrollment was 330. Twelve enrollments left late in the summer for a variety of reasons, including moving, and acceptance into Open Enrollment.
    - iv. It was suggested that someone become the clearing house for concerns from parents and to then voice those concerns at our meetings.
  - Policy (Tricia Ognar)
    - i. It was mentioned that many were concerned about the change from out-of-uniform days to spirit-wear days. Many people thought it was meant to force people to purchase spirit wear. Mrs. Beckmann explained that the idea came out of the Marketing Committee a few years ago. It is similar to what other private schools require. Also, it is a way to blanket the neighborhood with our school's name. There will still be other out-of-uniform days throughout the year. A schedule will be forthcoming.
    - ii. This committee will work on various projects this year, such as: the Crisis Response Plan, plagiarism policy, Epi pens and peanut allergies.
  - Technology (Matt Hietpas)
    - i. This committee has developed a three-year technology replacement plan. This year the plan includes replacing 32 staff computers and installing Cisco wireless hubs in all hallways to prepare for the introduction of classroom laptops in Phase II. Phase II involves pursuing 48 laptops from UW or corporate lab turn-over programs to put 4 or 5 in each classroom in grades 4-8. Phase III will replace the computers in the library media center.
5. Home & School (Karen Hunt)
- Some vacancies still exist within Home and School.
  - The Blue Books will be coming soon. The name and date of the Annual Stakeholder's Meeting need to be finalized.

- The Annual Stakeholder's Meeting name was changed to the Annual Parent's Meeting. It will be held on Wednesday, May 19, 2010.
  - All events held so far this school year have gone well, such as the Welcome Back Coffee.
6. Parish Council (Chris Schorse)
- No report due to Chris' absence.
7. New Business
- Calendar for minutes/prayer/snacks
    - i. October 14 – Michael DeMichele
    - ii. November 11 – Tom Zale
    - iii. December 9 – Dan Davis
    - iv. January 13 – Jane Connell
    - v. February 10 – Michele Weinschrott
    - vi. March 10 – Tricia Ognar
    - vii. April 14 – Bill Schlise
    - viii. May 12 – Matt Hietpas
    - ix. June – Laura Maly – this meeting needs a new date
  - There have been a few complaints about dismissing early every Wednesday and the short warning period, but not as many complaints as about the out-of-uniform/spirit-wear change. The Shorewood Elementary schools are also having an early dismissal to accomplish the need for increased teacher meeting and planning time.
  - There was a discussion of whether to eliminate the WKCE for 4<sup>th</sup> and 8<sup>th</sup> graders. The State of Wisconsin will be doing that in two years. There are a variety of complaints concerning the WKCE that may encourage its demise this year.
  - Data from the IOWA is now available and will be shared soon.
  - The monthly SAB update to parents will be written by Laura Maly this month. It will include an invitation to parents to join our meetings, an introduction of the members, and a reminder of the information available on our website.

Meeting adjourned at 9:50 p.m.

Minutes respectfully submitted by Jane Connell.