

# School Advisory Board Meeting

January 13, 2010

6:30 p.m.

Minutes

1. Call to Order (Laura Maly) and Prayer (Jane Connell)

## Members in Attendance:

Laura Maly  
Bill Schlise  
Karen Hunt  
Michele Weinschrott  
Fr. Dennis Dirkx  
Michael DiMichele  
Lisa Lesjak  
Sara Yannett  
Tom Zale  
Dan Davis  
Jane Connell

## Members Absent:

Lauren Beckmann  
Trish Ognar  
Matt Hietpas  
Chris Schorse

2. Our Mission & Our Values and Vision

The Board approved the second reading of this document.

3. Budget (Tom Zale)

Due to the absence of Lauren Beckmann, it was decided to postpone the major discussion of the budget to a later date, but certain information was shared with the Board. A subcommittee met during Christmas break to discuss various issues. Two main preliminary threads of discussion were communicated concerning tuition and salaries. The subcommittee expressed the need to keep tuition affordable, while at the same time trying to manage the salary schedule toward 80% parity with the Shorewood Public Schools salary scale.

4. Pastor's Report

After the lengthy budget discussion, Fr. Dennis Dirkx had to leave to attend another meeting, so there was no report.

5. Principal's Report

Due to Lauren Beckmann's absence, no report was given.

6. Accreditation: Presentation of Standard 5 draft documents

5.01 Human Resources – Michele Weinschrott has volunteered to speak with Lauren Beckmann about these issues to finalize this portion.

5.20 Financial Resources – This group needs to verify some additional facts with Elizabeth Cleveland and then will share their draft with the Board.

5.30 – Physical Resources – This group is waiting for responses from various teachers and Peter Sorce and then will share their draft with the Board.

All of these drafts need to be ready for the February School Advisory Board Meeting.

7. Parish Council's Report

Due to Chris Schorse's absence, no report was given.

8. Home and School's Report (Karen Hunt)

Highlights from Home and School Meeting 12/16/2009:

H & S is currently devising a process to evaluate fundraising efforts, such as maybe beefing up some offerings, and/or eliminating/exchanging others.

Also, they are evaluating service programs following feedback on Pajama Day. Although, we want to reward our children for thinking of others, some thought as to how many, scheduling, and incentives needs to be more thoughtfully considered. Good undertaking for student leadership.

Milton Creagh is coming to talk to the Middle School on February 2nd.

H & S is waiting on budget needs and recommendations from technology committee regarding failing hardware and possible conversion to MAC. They will need to readdress technology commitment as current budget calls for only \$9,000 per year, significantly less than \$25 -\$40,000 estimate.

All other programs reporting smooth operations.

This information was taken from the email circulated to the Board by Karen Hunt.

9. Committee Reports

## **Policy**

In Trish's absence, a second reading of the Student Withdrawal and Tuition Refund Policy was read and approved by the Board.

## **BLINK**

In Matt Hietpas' absence, the following report was sent via email:

Blink is working diligently to formulate a purchase plan for the lab computers. We are seriously considering Macs as an option, but we are putting forth needed due diligence to make sure that we are spending the money wisely. Our lab computers were scheduled for replacement last year, but we thought we could hold on for one more year. Unfortunately, we are starting to have some major problems with those computers, so we may have to act sooner than later. By next month, we should have a complete picture for you all.

## **Development** (Lisa Lesjak and Michele Weinschrott)

The contributions to the Annual Fund are slightly below where we were last year at this time for both amounts pledged and collected. But, the month of December was very productive, with about \$50,000 coming in. It is anticipated that during the next few months, not too much progress will be made, due to the emphasis placed on hosting a successful Emerald Auction.

## **Education & Formation** (Bill Schlise)

In order to improve the lunch program, the school is using the surplus money from paid school lunches (which by law must be spent on improvements to the lunch program) to purchase a child-size food bar and a different refrigerator. The food bar will allow smaller children to see and choose what they want to eat. The refrigerator will enable the school to store, and therefore, serve, more frozen foods, instead of canned.

At this time, the school will not be pursuing the purchase of round tables because of the cost, and the other uses of the tables.

We are attempting to improve the menu in hopes of offering more healthy choices.

For a long time, the committee has been discussing the issue of Visual Arts instruction. All grade levels are currently below the mandated minutes for the Visual Arts and we are trying to develop ways to rectify this.

The staff was surveyed about assessing and addressing student academic, social/personal and behavioral needs. Very briefly, the majority of respondents explicitly stated a *willingness* to meet students wherever they are in these areas, tailoring curriculum, instruction and other resources individually as needs are recognized. A majority also responded that their *ability*, either collectively or individually, to do these things is not as developed as they would like. Toward further developing these abilities and helping clarify staffing needs, *we recommend* further professional development specifically in this area. Some nationally recognized expertise in this area is available locally. In the past, Lauren Beckmann noted that such development would be an excellent use of Title II funds available through the Shorewood district.

This information was taken from the email circulated to the Board by Bill Schlise.

A question was asked concerning the status of the Bullying Prevention Program. Karen Hunt recalled that a parent was supposed to form a parent committee that would oversee this issue. She will contact that person to ascertain the status.

#### **Environment** (Dan Davis)

This committee is meeting next week so there was nothing to report at this time.

#### **Marketing & Recruitment** (Michael DeMichele and Lisa Lesjak)

Enrollment is increasing slightly, with three transfer students joining in early 2010.

A discussion of the success of the performance of “Old Befana” ensued, including what a great PR benefit it provided.

The Open House is January 31, 2010, held in conjunction with the Pancake Breakfast and the Book Fair. The Ask Us Why signs will be going up shortly. It was suggested that we may want to consider putting them up earlier in the future because MPS and other school districts are already starting their enrollment process for next year.

St. Robert needs to do a better job of marketing our school to our own upper elementary students before they enter the middle school grades to ensure that we retain more of them.

It was decided by the Marketing committee that selling a St. Robert School beer would not be a good idea because of the connection between alcohol and the prevention of alcohol abuse by underage students. But it offers some possibilities for the Parish.

It was suggested that a thank you video email be produced and disseminated to those that contributed to the Annual Fund.

#### 10. New Business

It was expressed that a faculty representative at Board meetings is invaluable and very much appreciated.

Edline is not being used to its full potential by all staff members at this time. Hopefully, that will improve over time as people become more comfortable with the program. But, different grade levels have different expectations for use of the various features available in Edline.

#### 11. Monthly SAB update to Parents

Information should be shared in *Family Matters* concerning the results of the Parent Survey that was taken last year. The results were pulled from Survey Monkey in December.

It is the month for BLINK to share their progress in *Family Matters*.

Meeting adjourned at 9:00 p.m.

Minutes respectfully submitted by Jane Connell.