

School Advisory Board - Meeting Agenda
November 11, 2009 - 6:30 p.m.
Room 207

In attendance: Lauren Beckmann, Fr. Dennis, Matt Hietpas, Jane Connell, Lisa Lesjak, Karen Hunt, Chris Schorse, Michele Weinschrott, Tricia Ognar, Michael Demichele, Tom Zale, Bill Schlise, Laura Maly and MariaAnna Gonzalez.

Absent: Dan Davis

1. Call to Order & Prayer (Tom Zale)

2. Pastor's Report (Fr. Dennis)

- Parish stewardship appeal – Beginning Sunday. Calendar – December 4-6th. Dovetailing w/ St. Nick party. Please talk this up. We need to give salary increases to staff as salaries had been frozen the prior year.
- Finance committee meeting tomorrow night. They will discuss a new school subsidy structure whereby they commit to subsidize the school budget at a flat \$/student rate. We will watch this proposal closely as there are advantages and disadvantages, depending in structure.
- Tracking contributions. Brought \$43,000 deficit to a \$6,500 deficit. Great progress, but we need to maintain the momentum.
- Choir – Working to build up the choir. (need details)
- Religious education: Children's liturgy of the word. Likely at 11:00 mass. Children leave after opening prayer for separate delivery of same readings. Need leaders to work with this. Need 2 leaders per mass. Target audience is for children who have not yet received their 1st communion. K3 – 4th grade is being discussed as well.
- Working to have hospitality every Sunday after 8am mass. Getting each group in parish to “sponsor” and run a hospitality event.
- Greg Kaftan is working on recreating a nursery at mass.

3. Principal's Report (Lauren)

- Lisa Lesjak will be providing a percentage of her time to the Parish to assist in the stewardship drive.
- Budget: The 2008-09 actuals were corrected, demonstrating that the operating deficit was \$237,613. More in-line with the budget than previously reported, but still off target.
- Need to work on a new salary scale for the teachers. We are off of our targeted relationship with Shorewood public schools. Our goal had been 80% of the Shorewood Public school scale.
- Could cut \$13,000 to \$14,000 from textbooks and technology to bridge the projected \$188,000 deficit compared to the budgeted deficit of \$150,000. The Parish subsidy is \$150,000 so we are still looking to bridge the gap.
- Crisis Management Plan – Working on updating this policy with Tricia Ognar. Lauren went over some of the groundwork completed to date. Plan will cover prevention, preparedness, response and recovery. Sources of funding are being investigated. We will be creating a committee to work on this significant initiative. Potential committee

members should include Peter Sorce, faculty representatives, parish staff representative and parents with emergency response experience like Bob Stelter.

4. Parish Council's Report (Chris Schorse) – Mass Attendance Letter

- Decline in mass goers does not correspond with number of parishioners. What can we do via the School to help increase attendance at mass?
 - Monday quiz on gospel?
 - Consider reevaluating when religious education is taught. Would a weeknight offering for religious education help free up non-school families for Sunday mass?
 - Would attendance improve if Sunday mass was moved back to 9 am from 8:30 am?
 - Bill Schlise: Is our mission to fill the coffers and pews on weekends? Are we here to build a parish or the Kingdom of God? Bill reminded us to not lose sight of the real long-term mission of St. Robert Parish.

5. Home & School's Report (Karen Hunt)

- We discussed the reward system changes (during school hours) reflected in the current magazine drive, and we agreed to discuss these changes and how they affected fundraising results this school year.

6. Committee Reports

Budget & Finance (Tom Zale)

- Covered by Lauren above.

Development (Lisa Lesjak/Michele Weinschrott)

- Attached is the development “numbers” report. The Annual Fund committed/pledged and received/paid totals are still behind last year to date since letters to current school families went out about a month later than last year. I continue to receive gifts/pledges daily from current parents that are the same amount and in MOST cases MORE than people committed last year...some are also new donors! The party at the Zale's home was a huge success on many levels. Our current parent percentage of participation is at 17% in less than a month. Other news is that the letters to donors of the past three years who are NOT current parents have gone out several weeks earlier than last year and I anticipate gifts to begin arriving from those soon. Blueprint, the all SRS community newsletter, should go to the printer within 48 hours. I am beyond pleased with the redesign and content – this is a joint effort involving the marketing and development committees that will reach nearly 5,000 homes. It also contains donor lists from 08-09 and a return envelope to encourage giving if not now, then when the timing is right over the course of the year.

Education & Formation (Bill Schlise)

Mrs. Gonzales presented information regarding the lunch program at the meeting. Teachers were asked how we could make the lunch hour a more *coming together as one*? The following responses were provided:

- **Locally grown fresh produce**- recent article on a school that was using locally grown food, like apples and tomatoes, in the school lunch.
- **Quality of food could be better**- fresh soups, muffins etc.
- **Food choices**- too much chicken is offered and students are not ordering that as often as if pizza were offered more.
- **Food portions**- should be larger for certain meals. Ex. Mozzarella pizza dippers. Students are having to order double lunch because the portion is so small.
- Our aide, Mary Jordan, suggested a student led prayer.
- A few years back there was some discussion on using round tables & “draperies” (like what we use for teacher appreciation lunch) to make the setting smaller and more intimate.
- **Lunch staff**- not including Mary Jordan are rude and scare the students, especially when they forget to order a lunch.
- **Aesthetics**- good paint job or painted paw prints for decoration.
- Survey students on their favorite lunches.
- **H&S requirement**- making this a fulfillment for a few parents so that they can help to guide students with prayer, manners, which foods to eat first, clean up, etc. A grade could sponsor this duty each month since there are nine grades and nine months of school.

The Education & Formation Committee meeting notes follow:

I. Hot lunch program review

A. Observations and comments from parents and committee members—Two requests for input about the program from parents, and cafeteria visits by committee members and Tim Rorabeck, parent and professional chef, yielded a range of opinion about the nutritional value and taste of the food and the quality of the dining experience. The Taher cook was under some misconceptions about what choices among the daily offerings that students could make and still achieve a nutritionally balanced meal. Many children clearly like processed foods, though a lot of these, especially the canned vegetables, are wasted. Now that the issue of student choice has been cleared up, presumably there will be less waste, as foods students don't choose will gradually disappear from the menu.

Organic, whole, locally grown foods are the more sustainable, nutritional and naturally flavorful. But price subsidies in our nation's energy and agriculture sectors favor non-organic production methods and food processing and thus, tend to make these foods cheaper to buy. The issue of purchase price is potentially a sticky one.

A number of complaints of too little time to eat were fielded from parents and

students. In the cafeteria, there is a slightly urgent feel to the whole process of getting food and eating it. Students are kept strictly, but kindly, “on task” by the lunch room supervisor, Mary Jordan, who checks students in, advocates for them in the food line when students have disagreements with the cook, leads the prayer, reads a story to the younger grades, and oversees the student-performed clean-up operations, all while keeping a sharp eye out for mischief. It is an efficient operation, though not the most sociable one. Whether additional time would improve this is, as yet, uncertain.

B. Proposed goals of the lunch program—

- i. Providing nutritionally-balanced meals that are
 - a. made with organic, whole or minimally processed ingredients
 - b. made with locally grown ingredients
 - c. tasty
- ii. Helping students to enjoy eating together

C. Ideas for improvement

- i. equipment—
 - a. Upright freezers for easier access to frozen foods
 - b. Using SRS flatware to reduce expense and waste
 - c. round tables for a more sociable seating arrangement
 - d. SRS-owned refrigerated salad bar w/ sneeze guard
 - e. several thousand dollars of profit for the school from last years’ lunch sales must still be invested in lunch room equipment.
- ii. food—
 - a. discuss options with Taher, our food service provider. (Bill will invite Taher rep Lori McGregor to our next meeting.)
 - b. upright freezers will allow accessible storage of fresher foods
- iii. ambience—
 - a. round tables—give more of a “gathered” feel
 - b. Background Music selected by music teachers
 - c. other aesthetic improvements to Reilly Hall, e.g. student art installations
- iv. adult involvement— with sufficient improvements to the food and ambience, parents and teachers may actually enjoy joining students in the cafeteria for lunch, thus helping to alleviate any (well-warranted) doubts students have about the priorities driving the school lunch program. Such participation will be encouraged and should provide a useful indicator of the success of the program.

II. Instructional minutes allocations—In our first 1st annual review of instructional minutes, we compared actual minutes allocated to each subject area, by each teacher, to those mandated by the Archdiocese. At each grade level, some subjects are allocated more time than is mandated, others less. Our aim is to find sufficient room in the current schedule to bring the allocation for art up to the mandate at each grade level, for reasons elaborated in our committee reports over the past year or so. Lauren presented this comparison to the faculty for review at their most recent staff meeting to gauge their willingness to shift time to the study of art. Our committee’s observations

of the data include:

- A. Subjects most commonly in deficit are Art (50% of mandate across all grades except 8), Social Studies and Science, though significant time deficits (more than 10%) in Reading/Language Arts also occur in grades 3, 4 and 6. Math minutes are in deficit in grades 6, 7 and 8.
- B. Subjects most commonly in surplus are World Languages (0 minutes mandated), Math, Religion, Media (0 minutes mandated), and Intervention/Enrichment (basically catch up time used at teacher's discretion, 0 minutes mandated, but reported to be much needed and well-used. The accounting task is complicated by this one).
- C. World Languages time is justifiably substituted for some Reading/Language Arts and also Social Studies time.
- D. Other comments
 - i. Media should be co-taught by the subject area teacher and the media specialist
 - ii. Doubling art minutes would also require a full-time contract for the art teacher (currently 60%). Though teaching topics in other subjects *through* art will help alleviate this need by spreading the responsibility among the other faculty, and help students more fully realize *art as a way of understanding and expressing*—our ultimate goal in this. Toward this end we are considering
 - 1. proposing an 80% contract for the art teacher, and
 - 2. requiring one collaborative art project per class per year.Bill is drafting a letter stating the committee's goals for the art program and pledging support for faculty efforts to improve it, to be sent to the Arts Integration Leadership Team.

III. Screening and Addressing Student Needs—Jane B. presented a draft of a survey for teachers about the adequacy of student special needs screening, remediation and referral. Revisions to the draft were suggested. Lauren requested that the revised draft be ready for the next staff meeting.

IV. Enrichment

- A. Chess Club—Margaret's survey of interest in Chess club yielded 30 students—all in grades 1-5. We propose membership in the Wisconsin Scholastic Chess Federation to accommodate this interest with both chess instruction (six - 1 ½ hr. sessions) and opportunities for tournament participation. The cost to join is \$25/student for the 6 weeks. Lauren will contact the WSCF "coach" about scheduling and assistant coach roles, to be filled by parents.
- B. String Ensemble—The Wisconsin String Academy has expressed interest in resuming an after-school ensemble. A critical mass of students is required to keep this viable. No action taken on this topic yet.

V. Declining decorum/General mayhem—a brief impromptu discussion of the subject of Lauren's recent *Principal's Pen* resulted in a recommendation that expectations of student behavior on campus be clearly articulated and uniformly enforced.

VI. Grad Parent Survey--Sara has worked with Lisa Lesjak and Lauren to assemble and present the raw data and comments of the most recent survey (of '08 grad parents) to the faculty. We hope to hear back from them about changes or additional questions that they think will yield more valuable information.

VII. **Principal's time study**—postponed until Lauren finds the time. The purpose of this study is to help determine whether additional support staff, and which kind, are needed.

Environment (Dan Davis)

- The Environment Committee has not met recently. Committee Meetings will begin again after the holidays. The list of future projects has been established, however, and can be shared with the SAB at the December meeting. The Environment Committee will work to prioritize the projects at their January meeting and get input and confirmation of the priority listing subsequently. Emphasis will be put on security, safety, noise attenuation, lighting and color scheme improvements focused on enhancing the learning environment. No funding is currently available for these improvements, however, may very well be available for some next summer (2010). Volunteer time to complete this work will be required for coordination and direct labor.
- Elevator Inspector has approved the elevator and two lifts. Next, the Fire Inspector has to walk through and approve the fire alarm, emergency call system and elevator phone early next week. Finally, the State Inspector will have to walk through and do a final inspection next week after the Fire Inspector has approved the new systems. Painting around elevator and terrazzo floor patching will be done next week after school hours. Other minor odds and ends will be done by the end of next week. One note of concern is the relative size of the elevator lobby for art display. This area may not be as advantageous or large as originally anticipated. However it is available for use. The mechanism for hanging art needs to be purchased and installed. We will have concluded the work for both the accessibility and media lab work well within budget with enough money available to complete the church access route for church next spring/summer as weather permits.

➤ **Marketing (Michael DeMichele)**

- Michael shared a copy of “Blueprint” newsletter with the committee. Looks great!
- New Coffee Label: Our Daily Cup. We’re working on a new design to be ready for this month’s coffee sale. This new label will be in full color and have the website on it.
- Old Befana Musical Production: How do we fund it? Lisa was looking into a sponsorship by some alumni in the theatre business. She may have an update for us.
- Student Council & Website: Working on getting a student section incorporated into the School website.

Policy (Trish Ognar)

- Crisis Plan – covered by Lauren
- Tuition Refund policy – It is agreed that the current policy does not address the financial commitments that the School makes by July 1 to accommodate the enrollment commitments made by school families. Policy options were discussed, and a framework for a revised policy was developed. A draft of the new policy will be distributed by e-mail and reviewed by SAB prior to the December meeting.

Technology (Matt Hietpas)

- When will teachers be required to use Edline? Monday, November 16th.

Blink Committee Structure

This committee is comprised of 3 entities representing the SRS community:

1. School Principle – Lauren Beckmann
 - a. Visionary leadership
 - b. Institutional direction and knowledge
 - c. Expert knowledge
 - d. Decision making
2. Teacher Technology Leadership Team – Maggie Kowalski, Kathy Skopek, and Vicki Bennett
 - a. Technology curriculum development
 - b. Communication liaisons to entire Teacher staff
 - c. Expert knowledge
3. School Parents – Matthew Hietpas (SAB Member and Committee Chairman), and Peter Christenson
 - a. Visionary leadership
 - b. IT and project management expertise
 - c. Parental representation
 - d. Advisory
 - e. Organization

2009-2010 Initiatives

Continue to develop and Technology Acquisition Plan

1. Media Resource Center Lab – Replacement of the computers in the MRC was originally to happen before this year. This was delayed because our Teacher computers were deemed more in need of replacement and more critical to operations. Therefore, our committee will now embark on making an informed decision on purchasing new computers for the MRC. One of the big questions that we would like to explore is Apple vs. PC for this Lab.
 - a. **Timeline** : Our goal is to replace the computers for the 2010-11 school year. We will complete or research into this decision by January 31, 2010 and formulate a proposal.
 - b. **BLINK Team member Tasks**:
 3. Develop a battery of questions that we need to know in order to make the decision on whether or not a Mac Lab is feasible – Lead by Peter and Matt

4. Field Research -- Survey (based on i.) Messmer and Mequon school to garner their experience with Mac labs - Kathy Skopek
 5. Request for Information to Apple – Peter and Matt
 6. Request for Information from Dell and HP – To be assigned
2. Classroom Laptop Program – As utilization of Technology within the curriculum grows, so does the need for hardware and software. Over the last summer, student computers were removed from all the rooms because they were obsolete. Our idea is to place 3-5 laptops in each room. These computers would function in a dual role. First, students could utilize them within that classroom. Second, teachers could share laptops to accommodate bigger projects. This is necessary because the MRC is very heavily used, so a mobile lab would ease the pressure on this resource. One of our major efforts for this lab will be to try and discover a way to get these laptops donated.
- a. **Timeline:** Our initial research will center on Laptop donation programs. We will complete this by the Christmas break if possible. If we cannot find a resource for donation, we will have a proposal for this program by January 31, 2010.
 - b. **BLINK Team member Tasks:**
 3. Talk to MSOE about their Laptop program and a possible partnership – Maggie Kowalski
 4. Talk to Joe Oneill and Ken Novak about a donation program through UWM – Matt
 5. Request information on programs and options for laptop programs from HP and Dell, focusing also on the option of Notepads – Vicki Bennett
 6. Solicit information from MATC on possible donations – Peter Christenson
 7. Develop a list of considerations for this laptop program including security and protection for the computers – Matt and Peter
3. SRS Curriculum – The teacher leadership has the ongoing charge to lead the planning in the school for integration of 21st Century Standards into the SRS curriculum. At each meeting, this team will be responsible to update the entire team on their work so that we can find ways to continue to collaborate to aid in the success of this effort.
- a. **Timeline:** This effort will be ongoing throughout the year
 - b. **BLINK Team member Tasks:**
 3. Teacher Leadership Team – Continue working on Action Plan
 4. Revisit Project management work begun at the end of last year and bring it to our next meeting - Peter and Matt
 5. Look into developing a repository for curriculum ideas and plans. This could include a RSS feed service – Peter and Matt
4. SmartBoards and Document Cameras – In addition to the 3 new Smartboards added to the school this year, we have also added 4 document cameras, which have proven invaluable to the teachers. We will be planning for future purchases in these two areas. In terms of Smartboards purchase planning, we will develop principles that will objectively guide our plans.

- a. **Timeline:** Along with the rest of our plans, we hope to have a proposal for our needs in this area by January 31, 2010.
 - b. **BLINK Team member Tasks:**
 3. Lay out a current map of existing technologies and possible voids.
 4. Develop an objective list of requirements and principles to guide request for purchases. For example, we feel that Smartboards should only go into rooms where they will be used the majority of the time. – BLINK Committee
5. IT status – At every meeting, we will discuss the current state of IT at the school and any issues that have come up. This involves careful communication with Bill Brousseau.
- a. Timeline: Ongoing
 - b. **BLINK Team member Tasks:**
 3. Explore converting operating systems upgrades to Windows 7 – Peter and Bill
 4. Figure out a solution for the non-operational help desk – Peter and Bill
 5. Deploy wireless system and teacher computer speakers – Matt, Bill and Peter
 6. Get DVD drives in all Smartboard computers – Matt, Peter and Bill
 7. Set up an internal discussion board for Faculty/Staff (Class Press or Edline Blogspot) – Vicki Bennett
 8. TV Tuner (computer add in) for MRC - Peter
6. Odds and Ends
- a. Teacher Training – Lauren is interested in bringing in Jane Marco to give a seminar to the teachers who have not been to the Smartboard training. This would give them a professional introduction to the device.

7. Discussion: Our Mission & Our Values and Vision

- The nearly final draft was presented by Michele Weinschrott based on the work of an ad hoc committee comprised of Michele, Bill Schlise, Lauren Beckmann, and Laura Maly. The proposed mission was presented to school staff and the marketing committee for their input and will be presented to Home and School and Parish Council.

8. Discussion: Accreditation

- Review completed document for Standard 8 – done by the Board
- Begin thinking about Standard 5 – We will set up sub-groups (Human, Financial, Physical) to develop the accreditation work required under this standard. Do the brainstorming process as a board, with sub-committees to develop the draft narrative. Sub-committees will proceed with brainstorming sessions at the December meeting.

- 9. Monthly SAB Update to Parents: Putting Ed & Form highlights into the newsletter.**

Adjourned at 9:45pm