

**MISSION STATEMENT** | Providing vibrant quality Catholic education  
**VISION STATEMENT** | In partnership with parents and parish communities we provide a transformational, faith-filled educational experience for each student  
Academic, Spiritual, Emotional & Social  
**CORE VALUES** | Respect Excellence Joy Compassion Discipleship

Meeting Minutes  
March 16, 2023  
Resurrection Parish

**Present:** Blaire Morois, Bridget Erwin, Justin Dart, Carrie Mahlik, Kerry Kratzke, Steve Farone, Angela Moore, Danielle Bruder, Matt Klika, Krissy Miskella, Heather Milbach, Fr. Tom Reynebeau, Matt Dufek, Peter Weiss, Magy Hernandez, Kim Noe, Lisa Niemuth

**Absent:** Sarah Johanski, Fr. Bob Kabat, Jenny Hoppe, Kay Franz, Kelly Gusloff

Site Advisory President-Elect Carrie Mahlik started the meeting at 6:02 p.m.

**Opening Prayer:** *Heavenly Father, thank you for the blessings of our school community and each other. Please be with us throughout our time together this evening. May we really know of your presence among us. Help us to speak with kindness, grace, and peace. Help us to listen with care, interest, and thoughtfulness. Help us to acknowledge your power over all that will be done, spoken, and decided here tonight. We ask this through your holy name. Amen.*

**1. Thanks & Welcome, Lisa!**

- A. Thanks to Heather M. for coordinating parent-teacher child supervision event.
- B. Thanks to Kerry K. for planning shamrock social event that was held today.
- C. Thanks to Carrie M. for leading the meeting tonight and getting great information to get started on Facilities Task Force.

**2. Open Forum**

- A. Lisa Niemuth joined the meeting to explain her role, in part, as the SAC liaison to GRACE. She shared the total cost per student to attend a GRACE school and detailed the revenue sources that are used to offset the cost per student. The collective third-source funding requirement is \$700,000 for all 9 schools.
- B. May 3<sup>rd</sup> – annual SAC meeting for all GRACE schools; 2-3 representatives from FACS SAC are invited to attend.
- C. Lisa shared that FACS's fundraising event last fall was very successful and commended the group for only having a 5% expense ratio.
- D. Give Smart expense will be shared between schools that used it; cost per school will be around \$482; we're welcome to use it for other events throughout the year as well.
- E. GRACE protocol requires that all grant applications be funneled through GRACE; a GRACE employee has to approve the grant and Kay would have to sign off on it.

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**3. Approval February minutes – Bridget E.**

- A. Motion to approve, Kerry K; second, Matt D.; motion carries

**4. Principal’s report – Kay**

- A. Thanks to Matt Klika and Peter Weiss for the awesome job they are doing on the Lenten videos.
- B. Enrollment:

Grade Level	Current 22 - 23 Enrollment	23 - 24 as of 3/16/23
Pre K 3	15	9
Pre K 4	44	18
Kindergarten	28	28
Grade 1	27	27
Grade 2	27	25
Grade 3	22	26
Grade 4	26	20
Grade 5	25	26
Grade 6	25	22
Grade 7	18	22
Grade 8	27	15
Totals	284	238

- i. We have about 18 current students in K through 8 that have not re-enrolled but we believe that they will. There are 5 students that are exploring a move to the classical school (two families) and 2 students we know who are not returning.
- ii. We are currently down 32 students in Pre K 3 and Pre K 4. We are doing about 2 tours a week for this program so we will continue to gain enrollment but we are behind where we were last year. So we may see a decline in this program. If you know anyone with children this age looking for a program send them our way.

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- iii. The GRACE class size policy for being able to split classes into two rooms is 25 in Kindergarten. 28 in grades 1 - 5 and 30 in grades 6 - 8. So we will need some of current students to re-enroll or gain a few students in some classes to hit those numbers. There is a family referral bonus for any family that refers a new family to our school. So, if you know anyone who may be moving to the area or considering changing schools, recommend our school and if they enroll you will receive a \$200 incentive. Below is the explanation of the program.
- iv. *Refer a family new to GRACE and receive \$200.*
  - a. GRACE invites all families with children enrolled in our GRACE schools to support our enrollment growth by referring other families to join GRACE.
  - b. Personal recommendations, and sharing positive school experiences with other families in the community help to build up our schools. To recognize and honor the good work our families do with word-of-mouth referrals that result in a new family joining GRACE, GRACE offers a \$200 incentive, redeemable through tuition credit or a gift card.
- C. After School Enrichment Programs for the St. Matthew Campus:
  - i. Kay spoke with a representative from RLS Edge, a company that works with organizations to provide after school tutoring and enrichment programs. They are partnering with St. Norbert College students to offer these services to schools in the Greater Green Bay Area. Some of the courses they offer are Chess, STEM Programs, Arts and Crafts, Forensics, Readers Theater, Risk Strategies, Study Skills, Escape rooms. Kay is meeting with them in person on March 28th and we are hoping to pilot one course before the end of this year.
  - ii. Kay is also talking with the German Teacher from St. Norbert College about the possibility of doing a short introduction to German Club this year yet.
  - iii. A parent also expressed an interest in facilitating a Battle of the Books program for the St. Matthew Campus next year.
- D. Lent:
  - i. The fourth grade students are presenting the Living Stations of the Cross at Resurrection Parish at 4:30 Friday, March 17th prior to the fish fry.
  - ii. Reconciliation for the students grades 2 - 4 will be on Thursday, March 30th after Mass and the students in grades 5 - 8 will receive the sacrament after Mass on Wednesday, March 29th.
  - iii. The 8th grade students are doing their version of the Stations of the Cross for the students at the St. Matthew Campus at 1:30 on March 20th.
  - iv. Both schools will be attending Eucharist Adoration the St Matthew Campus March 27th 2:00 and the Resurrection Campus at 12:00 on March 28th.

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- v. We close Lent on Holy Thursday with a whole school buddy retreat on April 6th.
  - E. Voice of Consumer Report tabled until next month
- 5. Financial & SCRIP report – Steve**
- A. The February income statement was circulated by Steve a few weeks ago. The March statements haven't been received.
  - B. Lisa shared that the Amazon Smile program has been discontinued; Heather shared that Walmart has initiated a round-up charitable giving program. Lisa will explore it.
  - C. Kelly will be meeting with SCRIP coordinators to gauge commitment and level of interest for next year.
- 6. Old Business**
- A. Res entrance updates
    - 1. Kay and Fr. Tom are collaborating on architect that Res is using for other work.
  - B. Campus FAC sign (RES)
    - 1. A check request for a downpayment for signage has been requested; Kelly is looking into it.
  - C. Teacher's lounge updates
    - 1. Kay is looking forward to working with Pam Dufek on design and layout.
  - D. After school clubs/extracurriculars – survey progress & follow-up questions
    - 1. See above Principal's Report.
    - 2. Matt D. will connect with Kay and Kelly G. to talk about survey that was going to go out to families to gauge interest in topics for after school clubs/extracurriculars; they may want to wait to see if the RLS Edge representative has any additional programs or ideas that should be added to the survey.
  - E. Mid-year check-in – newsletter addition needed
    - 1. Kelly G. and Matt D. will collectively work on newsletter announcement; next year activities committee will look at follow-up, in-person event for new families.
  - F. FACS alumni feature
    - 1. Kay is working Jane on alumni profiles that are being shared on Facebook page; the first was on basketball win; up next will be hockey successes.
    - 2. Peter W. suggested that we include a note in the newsletter asking families to submit ideas for alumni features.
    - 3. Lisa shared that the GRACE Board of Trustees has an alumni sub-committee with a similar mission that we can collaborate with.
- 7. New Business**
- A. Facilities Task Force

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1. As a follow-up to last month's SAC conversation about developing a building plan for the two campuses, Carrie M. shared that she spoke with her colleague Chet Lamers (Facilities Director at NWTC), who Kim Desotell mentioned last month as heading up the GRACE facilities committee. Summary follows:
  - a. **GRACE Facilities Review.** Chet shared that the facilities committee will be conducting a Facilities and Operations Condition Update Survey at each GRACE school. The survey will be at no cost to the school and conducted by volunteers. They will examine the pavement, roof, brickwork, mechanical, electrical, plumbing, and life safety systems for a high-level condition assessment. Each area will be rated from good (near new) to end of life through a color-coding system. The school will receive a booklet with photos labeled with the color coding to indicate areas for further follow-up. The assessment will not provide a plan as to what should be done, etc., but rather provide the initial indication of issues to watch. Chet's committee has confirmed that our school be prioritized for review.
  - b. **GRACE Funds.** In addition to Chet's role on the facilities committee, he also sits on the GRACE Board of Trustees. He provided further insight into the grant funds available at GRACE, saying that excess COVID funds were placed into an investment fund to ideally generate approx. \$100K per year to continually support school facility upgrades. The facilities committee reviews all grant requests. Kay's interest in new door locks and a PA system fit their top interest in supporting safety and security so he sees those as being quickly approved once submitted. They are targeting about \$20K per school at this time (Holy Cross submitted two applications this year and received approx. that amount in total). We could submit a request for a third project, but we may be asked to wait and resubmit in July for use of funds from next year's budget.
  - c. **Design Plan.** Chet recommended a company named Credo from De Pere to conduct a site review. They work with private schools and higher education and he said "there is no one better" if you are looking for a firm to envision how best to make a building work for the needs you have of it. This would be appropriate if there is consideration for reconfiguring classroom spaces, potentially adding childcare, etc. Credo will not provide info. related to mechanicals, roof, etc. To work with Credo, Chet suggests approaching them to get a quote to see what \$15K or another set amount of funding could buy in terms of a design vision. This is something we could ask the GRACE grant to support, if SAC considered supporting half of the cost. An alternative suggestion for a design plan would be

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to work with the architect who last worked on a major project at one of the parishes. They may be more willing to provide us a discount.

2. Father Tom stated that the gym roof is being replaced this summer.
  3. Carrie M. shared that Kelly G. doesn't envision that the Facilities Task Force will be part of SAC, but we are looking for a SAC member who might want to serve as a liaison. Justin D. and Matt D. both volunteered to represent SAC on this Task Force. Ryan Hyde, a school parent, also expressed an interest in being involved. We will also be looking for representatives from parishes. Bridget E. and Justin D. will connect with Dan Hanson at Resurrection, as he has been involved in many recent facilities projects at the parish, and Fr. Tom suggested he be involved. SAC is being asked to keep eyes and ears out of others that might be interested.
- B. 2023 fundraiser date & commitments
1. November 11, 2023 has been confirmed with GRACE office as date of our next fundraiser.
  2. Bridget E. shared that Kelly G. received an email recently from Jennelle A. on behalf of her, Kara L. and Krissy M. indicating that the three of them would be willing to co-chair this year's fundraising event if they can identify 10-11 Event Committee Leads (ECLs) (sub-committee chairs) to help spread out the extensive amount of work involved in putting on the fundraiser. To incentivize people to step forward to sign up as ECLs, Jenelle was requesting SAC to approve offering each of the ECLs either a \$200 SCRIP gift card for their efforts or tuition credit and a dispensation of SCRIP requirements for the school year.
  3. Bridget shared that the Executive Committee has had preliminary discussions on this proposal and collectively has mixed feelings: on the one hand, the EC recognizes that it is difficult to get volunteers to come forward and we have the funds to provide some financial incentives; on the other hand, from a business and procedural standpoint, this has the potential to be a slippery slope and set unfavorable precedent going forward (e.g. if we're compensating ECL's for the fundraiser, what about SAC members, lunchroom volunteers, playground supervisors, coaches, etc.).
  4. Bridget shared that some of the EC's initial ideas centered around finding a way that SAC could take on more of a laboring oar with the fundraiser – perhaps by chairing and covering a committee or rewarding volunteers in other ways – or exploring opportunities to scale back what is asked of volunteers either in time and/or fundraising goals. Before opening it up for discussion, Bridget asked Lisa N. if GRACE has a policy on this or if any other GRACE schools are incentivizing their volunteers in ways similar to what has been proposed.

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5. Lisa shared that volunteering and giving of our time is part of our faith, and GRACE would not be in favor of compensating volunteers in this fashion. A SCRIP gift card or dispensation from a financial obligation would technically be viewed as compensation and a 1099 would have to be issued. Lisa is not aware of any other schools compensating or incentivizing their volunteers in a similar fashion. Lisa suggested that clear descriptions of the roles and potential time commitment involved for the ECLs be written and the SAC then work with the co-chairs to identify people for those roles.
  6. Discussion ensued. Collectively the SAC members felt we cannot incentivize the ECLs in the manner proposed, but there was a strong consensus that we want the co-chairs to feel supported. The SAC members expressed a commitment to supporting the co-chairs in identifying the ECLs for these roles and taking on some of the committees collectively or individually as needed. The importance of letting the co-chairs run with the event and come to SAC with needs as opposed to SAC members sharing unsolicited suggestions or feedback was discussed.
  7. There was also discussion around the importance of a wrap-up and clear succession plan, with procedures and best practices in writing. The hope would be that ECLs keep this in mind as they undertake their work and do what they can to assist with a “playbook” for success fundraisers for years to come.
  8. Next steps:
    - a. Bridget will work with Kelly to respond to Jennelle A. and will communicate SAC’s clear commitment to helping them identify ECLs. We will assist with filling any needed ECL slots or aim to take on necessary roles and tasks ourselves.
    - b. Krissy M. had shared that she thought Jennelle A. may have already identified individuals for or filled 4 of the 10-11 ECL roles. Within the next two weeks, we will ask the co-chairs to identify what committees still need an ECL and put together a description of what that committee will do, what would the role of the ECL be, etc.
    - c. This list and these descriptions will then be shared with SAC members, hopefully prior to the April meeting, so that SAC members can identify what committees they may want to lead or identify others within the FACS community who may have a passion or talent in some of these areas. This will hopefully allow for the co-chairs to have a clear idea of who all ECLs will be by the May 15<sup>th</sup> goal.
- C. 2024 SAC involvement
1. If any SAC members have a term ending this year or cannot complete term ending later, they are asked to reach out to Kelly sooner rather than later.
  2. If anyone has name suggestions for potential new members, they should share those with Kelly now. Steve F. shared that Rob Moore, whose oldest child will be in

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kindergarten for the 2023-2024 schoolyear, would be a great addition and has expressed an interest.

3. Action item for next month: SAC members are to identify target areas and talents for incoming SAC members.

D. Mrs. Ellis' cookies

1. The original plan was to have the SAC-sponsored cookies from Mrs. Ellis be distributed before spring break. It was subsequently determined that that Mrs. Ellis pass out cookies on Holy Thursday to allow those who gave up sweets for Lent to enjoy them on Easter Sunday.
2. The office will print labels for the cookie bags. Mrs. Ellis will insert a business card in each of the cookies.
3. Mrs. Ellis would appreciate assistance with bagging the cookies. She is willing to utilize middle school students who need service hours. Blaire M. will connect with Sarah Johanski or Deacon Dan at the middle school to coordinate.

E. Volunteer hours communication

1. Jenny H. has been working with Lynn Fink to find a way to give people access to a spreadsheet on their own to avoid the labor involved with Jenny having to manually obtain the information when requested or to run reports; Jenny has to request that information from Lynn Fink every time someone asks.
  - a. Kerry K. offered to share this role with Jenny and assist her with the current process through the remainder of the school year. Kerry will also work with Lisa N. and GRACE to determine if there is a way to automate this process going forward. A suggestion was made that the automation could perhaps be done through PowerSchool.
  - b. Lisa N. will reach out to GRACE IT person to see if there is a way to automate within GRACE.

**8. Committee Reports & Commitments**

- **Fundraising:** Justin & Kim
  1. None
- **Activities and Community Outreach:** Danielle, Heather, Magyoley & Kerry K.
  1. Conference drop-in was very well attended, but there are things that could be improved, so they will keep in mind for next year. Shamrock social and open gym event were very well received.
- **Catholic Service and Spirituality:** Peter & Matt K.



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1. Lean Into Lent videos have been in newsletter and are being shared on FB page; Reconciliation, Almsgiving and Triduum are coming up. Peter W. and Matt K. are soliciting volunteers; if anyone wants to help let them know.
- **Sunshine:** Jenny, Carrie M., Krissy & Angie
  1. Administrative Assistant's Day is coming up in April, and the Committee is working on that. They have also been planning gifts and looking ahead to Teacher Appreciation Week in May.
- **Marketing & Communications:** Matt D.
  1. Matt has been assisting Kelly with communication for Facilities Task Force, Alumni news and mid-year check in Newsletter.
- **Athletics/Booster Club:** Chris Haese & Meaghan McMenomy
  1. Kay will be connecting with Chris H. to ensure that he is on board for next year; she meets with him annually to review.
- Parent Advocacy Committee
  1. None

**Closing Prayer/Adjournment:** *Dear Lord, we thank you for the privilege of sharing this time together and we thank you for each other. May your love inspire us to accomplish all that we've set out to do. May your love guide us in our commitment to each other and our school community. Please protect us and our families until we are all together again. We ask this through Christ our Lord. Amen.*

**9. Next Steps:** See above minutes.

#### **10. 2023 SAC Dates**

*Locations switched between St. Matt's & Res Campuses*

- April 20 at 6:00 pm
- May 18 at 6:00 pm
- June 15 at 6:00 pm

#### **11. Upcoming Events**

- **March 24:** NDA Dance
- **April 6:** Holy Thursday/All School Prayer Service at SMC
- **April 7:** No School – Good Friday
- **April 10:** No School – Easter Monday
- **April 20:** SAC Meeting



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Meeting adjourned at 7:40 p.m.