

**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

April 20, 2023

St. Matthew Parish

**Present:** Blaire Morois, Bridget Erwin, Justin Dart, Carrie Mahlik, Kerry Kratzke, Steve Farone, Angela Moore, Danielle Bruder, Matt Klika, Krissy Miskella, Heather Milbach, Matt Dufek, Peter Weiss, Magy Hernandez, Fr. Bob Kabat, Jenny Hoppe, Kay Franz, Kelly Gusloff, Kara Leiterman, Kim Noe

**Absent:** Sarah Johanski, Fr. Tom Reynebeau

Site Advisory President-Kelly Gusloff started the meeting at 6:01 p.m.

**Opening Prayer:** *Dear Lord, thank you for Spring and the hope of warmer, longer, brighter days. Thank you for the reality of growth and life and birth. Thank you for the beauty of things coming awake in the world. We ask that what belongs in this season would become actual in our practical lives and in the life of our community – not only by your provision, but by our hard work. We place hope in you and in your promises. We place hope in your gift of Spring. Please bless our work here tonight and throughout this beautiful springtime. We ask this through Christ our Lord. Amen.*

### 1. Thanks & Welcome, Kara!

- A. Thanks to Carrie M. and the Exec Committee for their help with leading last month's meeting;
- B. Thanks to Mrs. Ellis for her cookies and Blaire M. and Kay for coordinating the distribution and volunteer efforts

### 2. 2023 Fundraiser Updates – Kara

- A. Kara L. is here to provide a fundraiser update. Heather M., Krissy M. and Kara are co-chairing the fundraiser this year
- B. "Give Back to the Future" is the theme (1980s)
- C. They are working on the website for the fundraiser
- D. Heather and Kara will work on a sign-up genius to coordinate volunteer efforts; there is a character limit in Sign-up Genius so providing significant detail regarding the positions and roles is difficult in that forum.
- E. Sub-Committee Chairs:

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- i. Krissy M. - fundraising (silent and live auction)
  - ii. Jane Degeneffe and Jacki Neubauer – food
  - iii. Kerry K. – IT
  - iv. Kelly Hermanson – GiveSmart app
  - v. Kelly G. – parish communications
  - vi. Peebles & Jones Families - bar
  - vii. Kim N. – marketing & communications
  - viii. Decorations – need a leader
    1. Ms. Amy will help out again but isn't able to co-chair
    2. Job Description – stage, sound system, scheduling volunteers for take-down, come up with vision for event
  - ix. Finance – need a leader
    1. Job Description – night/week of event – go to Associated Bank and get cash and count tips night of; need two people who are not related
  - x. Corporate Sponsorships – Bridget E., Steve F., Blaire M.
  - xi. Raffle – SAC is in charge of this; raffle needs to be cash to comply with raffle license requirements
- F. Bill Jartz may emcee, but he is waiting for Packers schedule to come out
- G. Idea is to have apprentices shadow co-chairs
- H. November 11<sup>th</sup> is the date of the event; Matt D. and Kelly G. will work on a newsletter announcement that shares the title, theme and description for additional chair positions needed
- I. Blaire M. suggested a t-shirt themed around the fundraiser that could be sold in the fall that kids could wear on T-shirt Tuesdays
- J. Heather M. shared that there will be tiered pricing for tickets – the sooner you buy the lower the price; Steve F. suggested that people who purchase tickets before the end of the year receive a complimentary t-shirt with the purchase
- 3. Open Forum**
- A. Step-Up Day
- i. On behalf of Sarah Johanski, Bridget E. inquired about Step-Up Day, as there is a potential scheduling conflict with the 8<sup>th</sup> grade trip to Camp Tek. Kay shared that 4<sup>th</sup> graders would be participating in Step-Up Day a different day so that there is no conflict.
- 4. Approval March Minutes**
- A. Motion to approve – Kerry K., second – Blaire; motion carries.
- 5. Principal's Report – Kay**

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- A. Mrs. Stewart was recently recognized as a 2023 Herb Kohl Educational Foundation Teacher Fellow; she will be recognized for her service to FACS during Teacher Appreciation Week.
  - B. GRACE will be hiring a full-time athletic director; all GRACE schools will continue to have their own athletic director, but will coordinate with GRACE-wide director.
  - C. 2023-2024 staffing updates:
    - i. Mrs. Crooks is not returning as a teacher; she is interested in being an aide or some other role
    - ii. Will most likely have one fourth-grade class – Mrs. Gracer will take on Spanish and elementary music (she has a strong music and Spanish background)
    - iii. Mr. Block will be full time at middle school
    - iv. Mrs. Nanning, Deacon Dan, Mrs. Smith (Spanish teacher) and Mrs. Faudoa will not be returning
    - v. 5<sup>th</sup> grade math will still be offered for 4<sup>th</sup> grade students who are currently a grade ahead
    - vi. Bill Micksch, who has been president of GRACE Board of Trustees since its inception, is stepping down as of July 1<sup>st</sup>; Nick Anderson will be assuming that role
  - D. Mrs. Franz attended a national conference for Catholic principals and administrators recently. It was very rewarding.
  - E. Special Person's Day is May 12<sup>th</sup>; Mrs. Franz is looking for 3 volunteers to help out
  - F. Jennelle Anderson shared with Kay that there are two websites that people can check out if they are moving to the area; FACS has mediocre reviews on these sites; Kay is asking if SAC members would be willing to put a more positive review on these sites. The two sites are greatschools.org and niche.com. Kelly added that there is also a not very favorable review on Google too; Kay suggested tying request for positive reviews to Teacher Appreciation Week

## 6. Financial & SCRIP report – Steve

- A. Printing & organizing reports
  - i. Jake Morois provided quarterly Scrip report to SAC executive committee recently. In that correspondence, he also detailed the tedious process of printing and organizing the reports and sending year-end reminder letters to families; discussion ensued regarding ways in which we could lighten the load for Jake; it was concluded that a newsletter announcement will call out that Scrip deadline is May 15th. Jake will run a report as of a fixed date detailing SCRIP balances. The newsletter announcement will state that if families want to know their balance, they can call the office. The newsletter announcement will also remind families that if they purchase SCRIP on the RaiseRight app, they can self-check their balances at any time.

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- ii. We will inquire at SAC-wide meeting to see if balances can be added on to tuition statement in July.
- B. Secondary position
  - i. SAC Exec Committee is meeting with Jake and Anissa soon and will get their thoughts on how their roles and responsibilities can be better shared and supported
- C. Steve F. sent out March report a few weeks ago; update on cash position – about \$10,000 of expenses will be coming in soon; \$235,000 of cash on hand and about \$115,000 of Scrip equity

## 7. Old Business

- A. Campus FAC sign (RES)
  - i. Justin D. reached out to Creative Sign regarding status; payment has been received and sign is in que; tentative date of installation is week of May 2<sup>nd</sup> for both campuses
- B. Teacher's lounge updates
  - i. Stacy Smits working on quotes
    - 1. Kay and Stacy are working together and have a contractor lined up; have a quote from HJ Martin for \$4225 for new tile that matches existing tile; a cabinet quote is forthcoming
  - ii. Motion made to approve up to \$15,000 for teacher's lounge updates; motion approved
- C. Newsletter item for Alumni Feature
  - i. Kelly will put an announcement for the newsletter to solicit suggestions for alumni updates
  - ii. Matt D. sent an email out to SAC members with the new logo for the alumni feature that his wife designed
- D. GRACE funds request
  - i. \$13k for new locks on inside doors at SMC
    - 1. Kay submitted a request for \$13,000 for new locks on all inside doors
  - ii. \$27k for Res campus PA system
    - 1. Kay submitted a request for \$27,000 for new PA system
- E. Volunteer hours communication & tracking
  - i. Kerry K. has been demoing a software program called Track it Forward that can track volunteer hours GRACE wide

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- ii. Jenny H. is receiving a lot of inquiries about how people can fulfill 5 hour fundraising requirement yet this year; it seems many people aren't aware that there is only one fundraiser
- iii. There is more clarity in this year's (2023-2024) enrollment contract about volunteer requirements
- iv. Kim N. suggested that we share social media sites that are school-related with families early in the school year
- F. 2024 SAC involvement
  - i. No SAC members have terms ending for the upcoming school year
  - ii. SAC members are asked to nominate potential SAC members soon; Kelly will reach out to those individuals and compile a slate to be voted on at the May meeting
- G. SAC member target skills & talents
  - i. Kay said that she would appreciate someone with a background in marketing to help with enrollment
  - ii. Kelly G shared that she regularly works with social media consultants who provide services on an hourly or project basis; Kay has a marketing budget and will further explore
  - iii. It was suggested that new families who are looking at the school be offered an opportunity to talk with an existing family to ask questions
- H. Facilities Task Force
  - i. Justin Dart, Matt Dufek, Ryan Hyde, David Gusloff, Dan Hanson, Stacy Smits – all have expressed interest in joining task force
  - ii. Justin will reach out to those who have expressed interest and will schedule a kick-off meeting; Kay would like to see a professional organization come through the school to put together a more comprehensive plan and vision; Justin will invite Kim and Kay to initial kick-off meeting. He will also reach out to Gerry Faller and Mary Vanden Bush to include them too.
  - iii. Next steps: Initiate Res entrance updates
- 8. **New Business**
  - A. GRACE-wide SAC Meeting (May 3)
    - i. Bridget E., Carrie M. and Kelly G. will be attending GRACE-wide SAC meeting
    - ii. Agenda items include calendar raffle and best practices for Bylaws, Enrollment Site Participation Requirements, Volunteer Service Hours Tracking and Parent Engagement
  - B. 2023-2024 preliminary budget discussion (Kay's wish list)
    - i. Kay would like to see \$15,000 - \$20,000 kept in the budget for whatever recommendations the Facilities Task Force comes up with

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- ii. A federal covid grant has provided a lot of curriculum updates and enhancements, so Kay would like to see a focus on facilities

9. **Committee Reports & Commitments**

A. **Fundraising: Justin & Kim**

- i. None

B. **Activities and Community Outreach: Danielle, Heather, Magyoley & Kerry K.**

- i. None

C. **Catholic Service and Spirituality: Peter & Matt K.**

- i. Thanks to Peter W. and Matt K. again for Lenten videos
- ii. A grant request has been made to provide the ALPHA program through St. Matt's to school families

D. **Sunshine: Jenny, Carrie M., Krissy & Angie**

- i. Next week is Administrative Professionals Day; they have gifts for all four admins that will be delivered next week
- ii. Teacher Appreciation Week; an offsite luncheon is scheduled for May 12<sup>th</sup>, which is an in-service day; Mrs. Stewart will also be recognized for her award. It was suggested that students and families write notes or cards for Mrs. Stewart sharing their thoughts and memories; SAC families will lead the initiative and spread the word; May 1<sup>st</sup> is the deadline to get these in to the office

E. **Marketing & Communications: Matt D.**

- i. None

F. **Athletics/Booster Club: Chris Haese & Meaghan McMenemy**

- i. Chris H. has committed to serving as athletic director again for 2023-2024 school year

G. **Parent Advocacy Committee**

- i. None

**Closing Prayer/Adjournment:** *Heavenly Father, thank you for meeting with us here tonight, and thank you for the gift of this time together. Thank you for the gift of your son, for the gift of each other, for the gift of our community, and for the gift of the resources we have to serve one another in your name. Please place your hand of protection upon us and our families and on the work that we will do for each other until we meet again.*

**Amen.**

10. **2023 SAC Dates** (Locations switched between St. Matt's & Res Campuses)

- A. May 18 at 6:00 pm

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B. June 15 at 6:00 pm

**11. Upcoming Events**

- o April 14: NDA Dance - Grades 7&8
- o April 20: SAC Meeting
- o May 12: Special Persons Day
- o May 12: Early Dismissal
- o May 16: Spring Concert, Grades 5-8/Art Show
- o May 18-19: Grade 8 Camp Tekakwitha
- o May 18: SAC Meeting

Meeting adjourned at 8:00 p.m.