



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
May 18, 2023
St. Matthew Parish

Present: 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, Kay Franz, Kelly Gusloff, Fr. Tom Reynebeau

Absent: Sarah Johanski, Blaire Morois, Fr. Bob Kabat, Kim Noe, Jenny Hoppe

Site Advisory President Kelly Gusloff started the meeting at 6:06 p.m.

Opening Prayer: *Loving Father, we know that Spring is a metaphor for change. Some changes we eagerly await, and some we strongly dislike. Some changes we plan, and others arrive uninvited. To all these changes may we seek your perspective, beckoning us to expectation, hope, and rebirth. May the sunlight and the rain be reminders to us that you are at work renewing the earth. As a God of renewal, you are ever at work in our lives, too. Open our eyes and hearts to the needed changes in our lives this Spring. Awaken us to new life and perspective. In Jesus' name we pray. Amen.*

1. Thanks!

- A. Thanks from the owners of the Long Drive Supper Club to SAC for supporting their restaurant during Teacher Appreciation Week
- B. Thanks from Jane Campion for the Teacher Appreciation Week goodie basket
- C. Thanks from Mrs. Franz for the gift basket for Principal Appreciation Day
- D. Thanks from Mrs. Stewart for all of the love and treats during Teacher Appreciation Week
- E. Thanks for the Sunshine Committee from Peter Weiss and his family for the meal after the recent birth of their baby
- F. Thanks to Danielle B., Kerry K., Heather and Kelly Klika for coordinating the treats for Special Person's Day
- G. Thanks to all teachers and coaches for a great spring sports season
- H. Thanks to Meaghan McMenemy for her Teacher Appreciation Week efforts

2. 2023 Fundraiser Updates

- A. T-shirt order

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- i. SAC will work with Kim N and the co-chairs to design and promote fundraiser t-shirt
 - B. Naming sponsor opportunity for playground equipment
 - i. Playground equipment at SMC is starting to rust out; Kay is suggesting that one of the levels for corporate sponsorships would be dedicated to fundraising for this effort; Kay will have someone provide a quote and will report back; Bridget and Steve, corporate sponsor co-chairs, will coordinate with Kay
 - ii. Carrie M. suggested that we look at including new outdoor basketball hoops at Res Campus too as part of those efforts
- 3. Open Forum**
 - A. Kerry K. sent out proposed updated dress code policy to SAC in advance of meeting; it adds polo dresses for students and an image of the approved plaid
 - B. Kerry will add the color “red” to the polo dresses and confirm we have the correct plaid swatch
 - C. Kerry mentioned she has heard rumblings about kids at middle school not being treated fairly and families leaving as a result; Kay shared that it is all about perspective and feels it is important to provide structure for kids and clear expectations and rules. Discussion ensued. It was suggested that there be a student council or governing body that will allow students to have a voice.
 - D. Matt K. mentioned that he noticed a recent track meet that the FACS girls team had very low numbers and that some schools allow 4th graders to participate in middle school sports; he suggested that we maybe explore that in future years. Kay F. suggested that Matt K. reach out to Chris Haese to further discuss.
- 4. Approval April Minutes**
 - A. April Minutes – there is a typo on the date of the minutes; Bridget will correct it; motion to approve minutes with changes made by Justin; second Matt D.; motion carries
- 5. Principal’s Report – Kay**
 - A. Special Person’s Day went very well; over 300 people attended; very positive feedback was received; discussion ensued on ways in which we can provide variety for the special people who attend each year and ways in which we can involve parents and special people in more unique ways at the Res Campus; Peter Weiss suggested having some grades at Res Campus and some grades at SMC on “All School” Days where middle school and elementary school kids come together to allow for more manageable interactions between the age levels; Fr. Tom suggested that some of the specials, like music and art, could take place for all kids at one campus to bring the kids together
 - B. The Art Show and Spring Concert held this week at Res were well attended
 - C. Step Up Day for the 4th grade was today; 4th graders visited the Res Campus today to experience middle school for a day

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- D. Tomorrow is Step Up Day for grades 4K – 3 & 5; the kids will meet their new teachers and get a taste for next year
- E. 8th graders are at Camp Tek today and tomorrow
- F. Tuesday, May 23rd is an awards ceremony and ice cream social for all of the athletes that represented our school this year at the Res Gym
- G. Next Thursday is the last All School Mass. We will honor 8th graders with a gift ceremony following Mass and brunch for parents and students hosted by 7th grade. This is at SMC.
- H. Field Day is Friday, May 26th; it will be an all-day event at Res and a half-day event at SMC. For 8th graders, this is the last official day of school
- I. Graduation is Tuesday, May 30th at 5:00 at the Res Campus. This will be followed by dinner hosted by the parents.
- J. June 1st is annual talent show at SMC
- K. Last day of school is June 2nd; it is an early dismissal day
- L. Spring MAP scores were recently released; FACS scores are higher than national average across the board
- M. Kay shared the summer agenda; summer office hours are Monday through Thursday 9:00 – 2:30 and Fridays by appointment; June 8th there will be a literacy workshop for teachers in grades K – 5 through CESA 7 (Matt K. suggested that SAC cover lunch for teachers that day – Kay will coordinate); proposed date for New Family Night is Thursday, August 17th; Steve F. suggested that we reach out to new families this year to find out what they know now that they wish they would have learned at New Family Night or early in the school year; Kelly G. will look at the list of new families and personally connect with some of them

6. Financial & SCRIP report – Steve

- A. No financial report for April received from GRACE in advance of meeting; Steve requested that the group bring donation and expense requests to SAC as a whole instead of one-off email requests.
- B. Steve will put together a preliminary draft of the budget for 2023-2024 year
- C. Carrie inquired about Christmas teacher gifts and amount; it was collectively decided that gift amounts would stay the same; Sunshine Committee is reviewing 2022-23 expenses and will identify budget proposal modifications
- D. Peter W. revisited the notion of a “Goodwill Fund” that Kay could use on a discretionary basis for families where various needs come up; Steve suggested a \$2,000 line item in the budget for next school year
- E. Volunteer Coordinator needed for 2023-2024
 - i. Executive Committee had a meeting with Jake and Anissa recently; Anissa would like to step down as a full-time volunteer coordinator; she is more than willing to help train. Kelly put a call out to SAC to see if anyone has an interest or might know

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someone who does. We will revisit next meeting and see if anyone has stepped forward.

7. Old Business

- A. Campus FAC sign (RES) timing update
 - i. Justin D. said that signage will be installed second week of June
- B. Teacher's lounge updates
 - i. \$15,000 approved for renovation; design conversation in progress
 - ii. Both the former "play place" room and the current aftercare room will be renovated; the after school care program will be in the former play place room; the current after school care room will be the teacher's lounge
 - iii. All work should be completed before next school year begins; Pam Dufek has been helping with design efforts
- C. GRACE funds request
 - i. The PA system replacement cost is \$27,000 with additional add-on options; GRACE grant approved \$13,500 towards the PA system; Kay requested that SAC cover the rest of the cost. Discussion ensued. Steve made a motion that SAC will secure the funds to complete the project; Matt D. seconded; motion carries.
 - ii. The lock grant was approved at almost 100%
- D. Facilities Task Force recap
 - i. Justin shared that the Facilities Task Force met on May 8th
 - 1. It was a good initial meeting; the main takeaway is that GRACE is doing an assessment for all facilities, and as we wait for the FACS report, we will continue to identify facilities items that need updates and wish-list items
 - 2. Fr. Tom shared that Res is actively looking at replacing lockers with funds from One By One Campaign
 - 3. Next meeting will likely be in August after receiving the GRACE assessment; in the meantime, SAC members should identify items that they might be aware of requiring upgrades and share the list with Justin

8. New Business

- A. 2023-2024 SAC involvement
 - i. Rob Moore
 - ii. Katie Denny

Kelly shared Rob Moore and Katie Denny are both interested in joining SAC next school year. Motion to approve addition of Rob and Katie to SAC made by Kelly G., Steve seconded; motion carries. Kelly will invite them to June meeting.

- B. GRACE-wide SAC Meeting Recap (May 3rd)

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- i. GRACE calendar raffle – consensus among schools was mixed; we were asked to bring it back
 - ii. 5 tickets total/200 families
 - iii. We are willing to participate
 - iv. Bylaws were discussed for all SAC; GRACE Board of Trustees is reviewing all Bylaws and will recommend and identify common language and best practices
 - v. An ad hoc committee will be reviewing site participation and volunteer requirement and making recommendations for consistencies going forward
 - vi. There is a challenge to double attendance at SAC meetings for the upcoming school year; one GRACE school offers service hours to parents who attend SAC meetings; discussion ensued; we will use more inclusive language to announce meetings and invite people to attend
 - vii. There was a suggestion that we start building a GRACE-wide list of preferred vendors; GRACE is working on this
 - viii. Kerry shared that she has demoed Track It Forward, a volunteer tracking database; annual cost for 200 users is about \$576; Kelly G. will reach out to Lisa to see if this is something we could do for a year while GRACE explores the capabilities of Give Smart
- C. 2023-2024 preliminary budget discussion (Kay's wishlist)
- i. Kay would like to see \$15,000-20,000 kept in the budget for whatever recommendations the Facilities Task Force comes up with
 - ii. A federal Covid grant has provided a lot of curriculum updates and enhancements, so Kay would like to see a focus on facilities
 - iii. Water fountain filler stations still needed – Kay working with Matt K. on this
9. **Committee Reports & Commitments**
- A. **Fundraising: Justin & Kim**
- i. 8th grade graduation – Kelly will reach out to Susie Obermiller who is coordinating 8th grade graduation efforts, to let her know that SAC has \$500 of funds available
- B. **Activities and Community Outreach: Danielle, Heather, Magyoley & Kerry K.**
- i. New Family Night Planning
 - ii. Back to School Night Planning
 - iii. The Committee is focusing on involving middle school students and families with their activities; they are also exploring ways that SAC can be more engaging with families and students instead of being the face of asks and requests for help
 - iv. Matt suggested directory for families like Res
 - v. Kelly shared that some schools have success with golf outings, more commonly as a fundraiser, but it could also be a good opportunity for a social gathering

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- C. **Catholic Service and Spirituality: Peter & Matt K.**
 - i. None
 - D. **Sunshine: Jenny, Carrie M., Krissy & Angie**
 - i. Thank you gift for departing teachers
 - 1. This will be at last Mass at each campus
 - ii. Last day of school pizza buffet
 - 1. Will be at Gallaghers; SAC will cover the cost
 - iii. Teacher Appreciation luncheon last week was really well-received
 - E. **Marketing & Communications: Matt D. and Kelly**
 - i. Kelly got a list of templates that other schools use for their newsletters; Matt D. and Kelly will connect and further discuss
 - F. **Athletics/Booster Club: Chris Haese & Meaghan McMenemy**
 - i. Ice Cream Social – a question was posed whether it includes elementary kids that participated in sports as well as middle school students; Kay will clarify
 - G. **Parent Advocacy Committee**
 - i. None

Closing Prayer/Adjournment: *Gracious Lord, we thank you for the opportunity to be together this evening. As we close this meeting, surround us with your love. May we see your beauty, feel your love, know your wisdom, and experience your power within our community and within each other. Please remind us of the countless gifts you give us and help us to always be grateful for love and presence in our lives. We ask this through Christ our Lord, Amen.*

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

- A. June 15 at 6:00 pm
- B. 2023/24 Dates TBS at June meeting

11. Upcoming Events

- May 19: Kindergarten Round-up
- May 25: 8th Grade Farewell Mass/Parent Gr. 8 Breakfast
- May 26: Field Day activities at both campuses
- May 29: No school – Memorial Day
- May 30: 8th Grade Graduation
- June 1: Talent Show SMC
- June 2: Last Day of School – Early Dismissal
- June 15: SAC Meeting



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Meeting adjourned at 8:35 p.m.