**Meeting Minutes**

June 15, 2023

Resurrection Parish

**Present:** Bridget Erwin, Steve Farone, Angela Moore, Danielle Bruder, Krissy Miskella, Heather Milbach, Matt Dufek, Peter Weiss, Magy Hernandez, Kay Franz, Kelly Gusloff, Kim Noe, Jenny Hoppe, Rob Moore, Kara Leiterman, Fr. Bob Kabat

**Absent:** Sarah Johanski, Blaire Morois, Fr. Tom Reynebeau, Matt Klika, Justin Dart, Carrie Mahlik, Kerry Kratzke

Site Advisory President Kelly Gusloff started the meeting at 6:03 p.m.

**Opening Prayer:** *Dear Lord, thank you for the opportunity to meet this evening. May we*

*engage with each other in faith and kindness. May we manage each situation with*

*wisdom and value. May we speak and serve with integrity and purpose. We invite you to*

*work within us this evening. We ask this through Christ our Lord. Amen.*

1. **Thanks & Welcome!**
   1. Welcome to new SAC member Rob Moore
   2. Thanks from Mrs. Stewart to SAC for Teacher Appreciation Week efforts and gift card
   3. Thanks to a successful last week of school
   4. Thanks to 3rd grade teachers for planning 4th grade graduation Mass
2. **2023 Fundraiser Updates - Kara L.**
   1. $25 tickets were launched; 60 tickets have been sold at that price, and there are 20 tickets left
   2. Bridget E. and Steve F. met to discuss corporate sponsorships; Heather M. will make changes to corporate letter
   3. All chair positions filled
   4. NEW Dueling Pianos will be performing and have generously offered to let FACS keep all tips for the night of; Bill Jartz will be the emcee
   5. There will not be t-shirts for the fundraiser this year
   6. Food for night of will all be finger foods designed for easier eating while standing up
   7. Teachers and Choice families have a code for free registration
3. **Open Forum**
   1. Heather M. shared that many parents have a concern about third graders being in one class next year because they are a large group. Heather asked if anything can be done. Kay shared that the decision is in Kim D.’s hands, and she intends to re-evaluate in mid-July. Kay suggested that a nicely written letter to Kim might be more effective than a formal petition.
4. **Approval May Minutes – Bridget E.**
   1. May Minutes – motion to approve: Matt D.; second Steve F.; motion carries
5. **Principal’s Report – Kay F.** 
   1. Kay shared the current staffing plans.
      1. Mrs. Lange will be four days a week and will cover science and social studies. Connie Borseth will be school counselor (.6 between both campuses). Catherine Sendlebach will be Religion teacher at Res. Mr. Block will be at Res exclusively teaching music and band. Mrs. Ellis will be ELA at Res. Mrs. Skifton took a job with GRACE, which opened the ELA position at Res. Mrs. Burns will teach 1st grade; she was previously Mrs. Neville’s teaching partner at a different school, so they have worked together before. Mrs. Gracer is taking on elementary school music and Spanish; she will also do some electives at the Res campus on Wednesday. Mrs. Van Schyndel will be a supportive consultant. Megan Bolin has been hired as a supportive consultant at SMC. Kelly Van Handel will be another supportive consultant. Melissa Dahl will be in 3K program.
   2. Playground woodchips have been delivered and spread.
6. **SCRIP report – Steve F.** 
   1. There were two people who inquired about being the SCRIP volunteer coordinator; they are presently working with Anissa for some training and to confirm their level of interest
   2. SCRIP balance follow-up
      1. We have over $14,000 outstanding; Steve has a plan for sending out invoices and follow-ups
      2. Sending out invoices in years to come will likely be best practice

1. **Old Business**
   1. Dress Code Policy
      1. There was a note in the dress code policy about 4th graders needing phy ed clothes; that will be removed from the dress code policy since 4th graders do not change for gym class as of late
   2. FACS sign(s) update
      1. Was supposed to be installed last week; Kay hasn’t heard anything further. Justin D. to reach back out to get update on timeframe.
   3. Teacher’s lounge & afterschool care projects
      1. Pam Dufek has been assisting with projects. Kay shared a map of the new teacher’s lounge layout. Pam is also helping design two signs to replace murals in entrance of the SMC.
   4. Water foundations/fillers
      1. No updates
   5. GRACE funded projects
      1. PA system & locks – Kay is working the vendor for the PA system and the locks are underway as well; both will be done before school starts
2. **New Business**
   1. New family feedback – Kelly G. shared the following feedback received from new families:
      1. Well Done!
         1. Religious curriculum, we could really tell our child was learning a lot about the fundamentals of faith!
         2. Responsibilities. Our child enjoyed telling us about her “jobs” at school, and she enjoyed taking on more jobs at home as a result. Her independence grew!
         3. Supportive, welcoming and safe environment. I loved how every adult my child interacted with knew her by name! For a kiddo who is only there twice a week that’s very cool. We as parents felt so welcome, and felt that the school is a very safe place.
         4. Social Development. Our child started the year a shy kid, and has really blossomed! Love that her class would interact with 4K friends :)
         5. Fundraising. The hilltop hoedown event was fantastic, a great way to get to know parents too! It was fun for our child to sell raffle tickets leading up to the event, and fun for us parents to enjoy the event itself!
      2. Areas of Opportunity
         1. Orientation: As a first timer in ANY school program, I was hoping for a bit more clarity before school started for some basic things. I would have appreciated an email from the teacher to all the parents introducing herself, provide a link to the school supply list, and provide a brief outline of what a day at school would look like for our kiddos- an example schedule so we would prepare. It also would have been helpful for this email to come mid summer, and to include a heads up on important dates! Seems like there should be a unique orientation for first time parents only.
         2. Email Communication: Those weekly emails are very tough to digest in the current format. It’s easy for important information to be buried. Perhaps it would be better for some of that content to be posted on the website, and the emails should just include pertinent information such as upcoming event dates.
         3. Conferences: I felt like I was pulling teeth a bit at conferences, trying to figure out how our child engages in the classroom. I didn’t feel like the feedback we received was very specific- it felt generalized. When talking to our friends about it, we often had verbatim feedback, even though our kids are quite different.
         4. Event Clarity: I was so sad to have missed the bridge ceremony this year- I wish I could have understood the details of each event more. Even things like knowing to get to the church early for the Christmas concert would have been helpful, or a heads up that parking is difficult so people (especially grandparents) could plan ahead.
         5. Text Message Reminders: These are so helpful for school closings! Would love to see this utilized for events as well- “Reminder the bridge ceremony is this Friday at 9am! Parents are encouraged to come watch their child crossover to the next grade! Questions? Call XXXXXX”
      3. Couple things/suggestions:
         1. I would love to see more after school programs. Chess club/checkers. Lego stem club- maybe each week kids work together to create something? The art club this spring was great! Music club? Something for kids that are currently taking piano/music lessons? Gardening club? Just throwing some things out there.
         2. As far as our first year we are pleased. The run club was fun and I enjoyed getting to know the kids & parents.
         3. I’m told there are a lot of informational things posted on FB. There are some families that are not on social media. Just want to make sure everything gets on the weekly Wednesday email as well.
         4. Lastly, at our last school each new family was assigned a host family. Someone they could be comfortable reaching out to with questions. The host family would typically call or email and welcome the new family( or maybe they could be introduced on meet the teacher night) It was a great way of making them feel welcome. When new families do have questions it may be less intimidating reaching out to someone they’ve had some contact with?
      4. SAC Response to Feedback - It was suggested that one parent from each grade write a letter to the parents of their class that is sent out to parents. Discussion ensued regarding the timing of the letter as compared to class list availability. Kay will send a letter out to all parents, including new parents, after the 4th of July to include important dates for the months ahead. It was also suggested that a downloadable calendar be prepared and sent out to families to make saving key dates easier; Kelly and Matt D. will work with Kay on this. Parent rep email will be sent out to new families mid-July. A text link with key dates will be sent out in early August. A personalized letter to families will come from the kids’ respective teachers on August 21st. Steve suggested having school families be available after masses at the parishes to welcome new families.
      5. Matt D. and Kelly G. will work on streamlining newsletter going forward; Notre Dame of De Pere has a good template, and Kelly G. has reached out to the administrative assistant that handles the newsletter there and will connect her with Carrie Siebert.
   2. 2023-2024 Teacher Liason
      1. Kelly G. met with Sarah Johanski to discuss SAC teacher liason role. They suggested putting together a sign-up for teachers to rotate attendance at SAC meetings. Kay will circulate a sign-up to be circulated at August 21st staff meeting.
   3. 2023-2024 Budget Proposal – Steve F.
      1. Steve noted that the budget has historically planned on $75,000 of revenue from the auction. The last few years have been much more successful than that. Accordingly, he prepared two versions of the 2023-2024 budget – one based on auction revenue at $125,000 and one based on auction revenue at $150,000.
      2. Discussion ensued regarding budget proposals and necessary modifications. Steve will revise and bring final versions of both to next SAC meeting.
      3. Steve had some clarifying questions on expenses and delegation between Principal’s budget and SAC budget relating to in-service expenses, Christmas party expenses and teacher treasurers [teachers receive proceeds from the items they donate to their classroom; tracking has been challenging; going forward, Kay will manage allocation of those funds to teachers’ respective classrooms],
      4. Track it Forward – GRACE is okay with FACS purchasing it for the upcoming school year for a trial. Cost is $576 per year. Before proceeding, Kerry will explore other companies and software programs. If none more favorable, Kerry can proceed with Track if Forward for next year.
      5. Credit card approval process – Steve shared a reminder to educate staff and others using credit card to bring tax exempt form to avoid incurring sales tax.
3. **Committee Reports & Commitments**
   1. **Fundraising: Justin & Kim**
      1. None
   2. **Activities and Community Outreach: Danielle, Heather, Magyoley & Kerry K.**
      1. Back to School Night (September 21st) and New Family Night (August 17th) events discussed; ad hoc committee will plan both events – Danielle, Matt D., Heather, and Kelly G. volunteered to be a part of ad hoc committee
   3. **Catholic Service and Spirituality: Peter & Matt K.**
      1. We received funding for food for ALPHA program. ALPHA is a video series designed for people in all spectrums of faith journey. The program will be run specifically for school families. Peter is hoping to offer childcare for the program as well.
   4. **Sunshine: Jenny, Carrie M., Krissy & Angie**
      1. First event of school year will be back to school luncheon for teachers
   5. **Marketing & Communications:** Matt D. and Kelly
      1. None
   6. **Athletics/Booster Club: Chris Haese & Meaghan McMenomy**
      1. 3rd & 4th grade participation in sports ice cream social follow-up – it was great to show elementary kids the sports that they can participate in next year; it would have been nice if they had been recognized in some fashion
   7. **Parent Advocacy Committee**
      1. None

**Closing Prayer/Adjournment:** *Gracious Father, Thank you for making this such a successful school year for our community. Thank you for the opportunity to be together, to learn, and to grow. Thank you also for the success of this group. Thank you for the opportunity to provide, plan, and produce. Please bless our families as we relax and enjoy this summertime together. Please bless our members who are moving on, and please bless the new group during the year ahead—may they enjoy one another, grow in friendship and faith, and see continued success in all their projects and plans. In your holy name we pray. Amen.*

1. **2023 SAC Dates** (Locations switched between St. Matt’s & Res Campuses)
   1. **July 20**
   2. August 17 (no meeting, but SAC member assistance needed for New Family Night)
   3. September 14
   4. October 19
   5. December 7 (longer meeting to include Fundraiser debrief with chairs and regular meetings)
   6. January 18
   7. February 15
   8. March 21
   9. April 18
   10. May 16
   11. June 20

Meeting adjourned at 8:35 p.m.