**Meeting Minutes**

July 20, 2023

St. Matthew Parish

**Present:** Carrie Mahlik, Heather Milbach, Bridget Erwin, Steve Farone, Angela Moore, Danielle Bruder, Matt Dufek, Peter Weiss, Magy Hernandez, Kay Franz, Kelly Gusloff, Kim Noe, Jenny Hoppe, Rob Moore, Fr. Bob Kabat, Matt Klika, Kerry Kratzke, Katie Denney, Sarah Johanski

**Absent:** Blaire Morois, Fr. Tom Reynebeau, Justin Dart, Krissy Miskella

Site Advisory President Carrie Mahlik started the meeting at 6:01 p.m.

**Opening Prayer:** *Almighty God, Thank you for this evening, for each other, and for Father Allouez Catholic School. Thank you for the opportunity to work together on such important matters. We ask that your blessing would rest on this team, and that you would give us great vision and enthusiasm for our work. Please bless the efforts of our hands, the bonds between us, and the influence of our work on our community. Lord, as we plan and share together now, may you guide us by your Holy Spirit. In your holy name we pray. Amen.*

1. **New Member Welcome!**
	1. Welcome to new SAC members Rob Moore and Katie Denney
2. **Thanks**
3. Thanks to Kelly G. and Blaire for all of their work on the Executive Committee and their leadership
4. Thanks to Kay for coordinating and hosting the preschool open house
5. **2023 Fundraiser Updates**
	1. Brainstorm potential “understudies” to assume chair roles in 2024 – *All*
		1. Summer is relatively quiet in terms of fundraiser planning, but the fundraiser committee will get back together in August
		2. Looking for people who might want to step up and take over as chair and co-chairs in future; Kay will add a note in upcoming newsletter
6. **Open Forum**
	1. Kerry K. is looking for an update on Scholastic; Kay reported that we can’t use Scholastic as a book fair vendor, but we can use them for book orders and that will continue
	2. Kerry K. shared that there is a lot of variation between parishes on what is involved in getting the parish verification form signed; she asked if there could be any consistency GRACE-wide. Fr. Bob shared that he explains to families what it means to be an “active member” at St. Matts, and he explains the significant funding that St. Matt’s provides to GRACE each year on behalf of parish families to subsidize tuition
	3. A card was circulated for the SAC to sign for Ann Theroux, who will be retiring due to medical condition
7. **Approval June Minutes – Bridget E.**
	1. June Minutes – motion to approve: Matt D.; second Kerry K.; motion carries
8. **Principal’s Report – Kay F.**
	1. Staffing/Enrollment update
		1. Kay shared the current staffing list and enrollment (267 at present plus 4 additional students in the process)
			1. There will be 1.5 teachers in third grade; a reading specialist and half-time teacher will be added
			2. It is still to be determined if the third grade teachers will each have their own classroom; Kay is working on the logistics of this
			3. Heather requested that Kay communicate what that structure for third grade instruction will look like with that group of parents; Kay will provide additional detail in the August 1st update if not before
		2. Kay feels confident about full time staffing at Res Campus; hopefully more consistency
		3. GRACE did an analysis of enrollment-related social media and marketing and found our efforts to be fairly successful; enrollment at FACS is slightly down, and may be attributable to not sending out mail enrollment advertisements this year
	2. Calendar of Events Review
		1. Kay shared the proposed events calendar; highlighted dates are yet to be determined. Kay solicited feedback from the group on whether those dates posed any conflicts. Kerry K. shared that most of the help needed with Trunk or Treat is just people to sign up and host a trunk.Kay is trying to coordinate with NDA to have both the elementary and middle school Christmas concerts the same night at the NDA auditorium. Kay requested that any additions or modifications to the events calendar be submitted by early August. Jenny suggested that the 8th grade graduation Mass be an All School Mass or the elementary schoolers are somehow incorporated into the events or given an opportunity to celebrate the graduates
	3. Teacher’s lounge & afterschool care projects
		1. The work in the after-school room is painted and almost done; work will now begin on the teacher’s lounge (former after school space)
		2. Kay shared that we received a generous donation for capital improvements; funds will be used to update exterior doors at SMC and drop the ceiling in the teacher’s lounge. The goal is to have painting, electrical and ceiling work in teacher’s lounge done by October 1st
	4. Water fountains/fillers
		1. Matt K. is working on getting estimates for water fountains and fillers with school logo on it; he is meeting with plumber tomorrow for an estimate
	5. GRACE funded projects – PA system & locks
		1. Interior locks at SMC have all been replaced; PA system is mostly ready to go (wiring is complete)
	6. After school clubs/extracurriculars
		1. Pilot program that was run at SMC at the end of the year (an art class) had 14 students enrolled; RLS Edge program coordinates the instruction and all logistics of these programs. The cost per student is $80; Title 4 funds are available. Kay solicited feedback to determine if 1) we ask parents to pay for half of the fee ($40 per student) and serve 100 kids or 2) we don’t charge families and then can serve 50 kids. Discussion ensued. It was collectively decided to charge the $40 fee but make it known that we don’t want it to be cost prohibitive (indirectly note that financial aid is available)
9. **Financial report – Steve F.**
	1. Discussion and approval of budget
		1. Total Scrip payouts (in the form of tuition credits) was over $15,000 this year
		2. It was suggested that next year we submit a list to NDA before writing the tuition credit check to them from families that met SCRIP requirements because some families on our list no longer have students there
		3. Budget approval
			1. Steve shared two versions of the budget that were reviewed last month and walked through the proposed modifications and adjustments
			2. For the first time in a while, we will take a SCRIP draw to address some facilities improvements; the draw will be as-needed, but primarily dedicated to Facilities Task Force (up to $30,000 in one version of the budget and up to $20,000 in second version of the budget)
			3. Motion to approve Version 1 of Budget (based on $125,000 fundraising revenue) made by Steve; seconded by Fr. Bob; motion carries (note – if fundraiser is more successful and meets net income threshold for Version 2, we will default to Version 2)
	2. Review of reimbursement request process
		1. Receipts don’t have to be original (photocopies are fine); the reimbursement form is outdated and isn’t required; the sooner receipts can be turned in, the better (no later than 30 days); Steve asked that people identify on the receipt which budget category the expense applies to
		2. Tax exempt form is on shared drive; SAC members were reminded to use that form when making purchases because there will not be any reimbursements for tax
		3. School credit card may be available for larger purchases
	3. SCRIP report
		1. Volunteer Coordinator update for 2023-2024
			1. A parent has been working with Anissa as an understudy; no update on status at this point; Steve will follow-up with Anissa on status
		2. Outstanding balance follow-ups
			1. Initial invoice was sent out a few weeks ago; next invoice will be sent out in the next few days; between July 31st and August 4th, Kay will follow-up with families via phone
			2. For 2023-2024 school year, we will invoice for Scrip, volunteer and service hour requirements that are not fulfilled

1. **Old Business**
	1. FACS sign(s) update – Justin (provided via email)
		1. FACS signs installed at both campuses
	2. Facilities Task Force update – Justin (provided via email)
		1. A meeting of the group will likely be held in August after both campuses have received their reports from the GRACE site assessments
	3. GRACE Calendar Raffle Update – Bridget and Danielle
		1. We will plan to distribute five tickets per family and will coordinate with fundraiser committee on promotion efforts and timing
	4. New Family Night Planning (August 17th) – Danielle, Matt D., Heather, Kelly
		1. The group met virtually and put together a list of main objectives for New Family Night; they are putting together a list of top 10 items; the group will resurrect the Sign Up Genius that was used last year amongst SAC members to sign up to help and bring items; individual invites will be sent out to attendees and RSVPs will be requested
		2. Group is also working on planning for Back to School Night; if anyone is interested in coordinating food trucks for service hours, they should contact Kelly G.
	5. Summer & Back-to-school communication plan – Kay, Kelly, Matt D.
		1. Drop-off procedure communication/implementation
			1. Angie M. will work on drone video for Res; it will be sent out along with existing SMC video before school begins (around open house time)
			2. Flags at SMC will be set up at the start of school until people get the hang of things; Mrs. J. will talk to Res Parish to see if that’s doable there too
		2. Kay will share list of new families per grade to parent reps for each grade to allow for connection in advance of start of school year
	6. Volunteer Hours Tracking - Kerry
		1. Reminder of volunteer hours exemption – all SAC members’ volunteer requirements are met and do not have to be recorded
		2. Kerry K. and Jenny H. working with Track It Forward; they will check to see if family accounts can be used to track volunteer hours both for parents and middle school students
	7. 2023-2024 Teacher Liaison (on hold for Sept. discussion)
2. **New Business**
	1. SAC Structure – Carrie M.
		1. Bylaws Review
			1. Carrie shared proposed draft of revised Bylaws that had been circulated in advance of meeting; discussion and explanation ensued; minor changes recommended
			2. Motion made Matt K. to approve Bylaws with changes as collectively discussed; Seconded by Peter. Motion carries. Carrie will make changes as discussed.
		2. Committee/SAC roles discussion
			1. Selection
				* All SAC members were invited to write down their committee preference for the upcoming school year; Carrie will review and circulate committee assignments
			2. Documenting best practices/access to shared drive
				* All SAC members should go out to Google Drive to see if they can access the FACS shared drive
				* All SAC members should make an effort to document event details and best practices for the year ahead
				* Tax-exempt documentation is in shared drive as well
		3. Small Fundraiser Policies Discussion
			1. Reminder that we have a fundraising request form that is to be completed and submitted 3 weeks in advance of event
			2. The form can be found on the shared drive and the FACS website
		4. Code of Conduct
			1. Carrie circulated Code of Conduct for all SAC members to sign
3. **Committee Reports & Commitments**
	1. **Fundraising: Justin & Kim**
		1. None
	2. **Activities and Community Outreach: Danielle, Heather, Magyoley & Kerry K.**
		1. None – they will be meeting soon and will likely be submitting additional events to Kay for annual events calendar
	3. **Catholic Service and Spirituality: Peter & Matt K.**
		1. None
	4. **Sunshine: Jenny, Carrie M., Krissy & Angie**
		1. First event is welcome back luncheon for teachers – Monday, August 21st
	5. **Marketing & Communications:** Matt D. and Kelly
		1. Newsletter Templates – Kelly met with Carrie S. at the Res Campus; we will be transitioning to a new newsletter format; there is a fee
		2. Matt D. shared that the created a shareable ics calendar that incorporates all school events, athletics, etc.
	6. **Athletics/Booster Club: Chris Haese & Meaghan McMenomy**
		1. Met today with GRACE to discuss GRACE’s efforts to coordinate athletics GRACE-wide; more details to come

**Closing Prayer/Adjournment:** *Thank you, Lord, for the opportunity to be together tonight and to share our ideas with one another. May the matters discussed serve as a catalyst to move us forward and cause us to advance and see growth in all areas of our lives, especially in our school community. May we leave here recognizing You are the God of all wisdom and You are willing to lead us forward. This we pray in the name of our Lord Jesus. Amen.*

1. **2023 SAC Dates** (Locations switched between St. Matt’s & Res Campuses)
	1. August 17 (no meeting, but SAC member assistance needed for New Family Night)
	2. September 14
	3. October 19
	4. November 30 (longer meeting to include Fundraiser debrief with chairs and regular meetings)
	5. January 18
	6. February 15
	7. March 21
	8. April 18
	9. May 16
	10. June 20

Meeting adjourned at 8:20 p.m.