**Meeting Minutes**

September 14, 2023

Resurrection Parish

**Present:** Carrie Mahlik, Heather Milbach, Bridget Erwin, Steve Farone, Angela Moore, Danielle Bruder, Matt Dufek, Magy Hernandez, Kay Franz, Kim Noe, Jenny Hoppe, Rob Moore, Kerry Kratzke, Katie Denney, Peter Weiss, Fr. Tom Reynebeau, Kelly Gusloff, Krissy Miskella, Matt Klika, Justin Dart

**Absent:** Fr. Bob Kabat

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

**Opening Prayer:** *Lord, as we enter this meeting, we place ourselves before you, for you are filled with beauty and light and care deeply about us. Help us to value and appreciate those we are gathered with, and as we work together, may your light enfold us, may your Spirit guide us, and may your grace abound in us. We ask this through Christ our Lord. Amen.*

1. **Thanks**
2. Thanks to Blaire Morois for her SAC commitment and service in light of her recent resignation
3. Thanks to Danielle who ran with the birthday gift idea to ensure that each child receives a special birthday treat
4. Thanks to Kerry K. for her lead on the volunteer tracking
5. **2023 Fundraiser Updates** 
   1. General updates
      1. 116 tickets have been sold to date
   2. Volunteer needs
      1. Three of five food tables have been filled; discussion ensued regarding what the food table commitment entails and whether SAC should cover some of the financial commitment for the food tables; Fundraiser co-chairs to further evaluate costs and needs; a call out for the food tables volunteers has been included in the newsletter, and Heather will continue identify fundraiser volunteer needs in the newsletter in the coming weeks
      2. A proposal was made that SAC cover all disposable tableware for the auction; Danielle estimated the total cost would be $100
      3. Danielle is spearheading the decorations for the auction and is proposed that SAC approve a decorations budget
      4. Bridget E. made a motion to approve a budget of $1,000 for a decorations budget (to include disposable tableware); Justin Dart seconded; motion carries
   3. Brainstorm potential “understudies” to assume chair roles in 2024; Carrie M. circulated paper and all SAC members were asked to write down potential ideas and nominees. Bridget E. reminded SAC members that fundraising ultimately falls on SAC so if no understudies are identified and no one is willing to take over, SAC will be responsible for all fundraising efforts.
   4. Employer sponsorship – *Bridget and Steve*
      1. $23,000 in corporate sponsors have been received to date
      2. All SAC members were asked to keep their employers in mind for corporate sponsorships and basket donations; some employers may offer matching gifts too
      3. Corporate sponsor co-chairs will coordinate follow-ups with businesses that received solicitations in the near future
6. **Open Forum**
   1. Kerry K. heard that there was a police officer on campus last week and that some parents were concerned that parents weren’t notified of the police presence; Kay shared that a police officer was called after a strange man was in the garden/food plot area before school. After the officer investigated, it was concluded that the man was simply looking for food and the officer didn’t believe that any further action or follow-up communication was needed.
   2. Fr. Tom asked about people being on top of the roof in the middle of the night at the Res Campus; Kay had just learned of this today and heard there may have been damage done; Fr. Tom will follow-up with Paul at the Res Campus to learn more.
7. **Approval July Minutes – Bridget E.**
   1. July Minutes – motion to approve: Matt D.; second Kerry K.; motion carries
8. **Principal’s Report – Kay F.** 
   1. Extracurricular activities update
      1. RLS program has identified a couple of students that would be available in the fall to facilitate a few structured extracurricular programs
      2. Another program option would be facilitating a virtual chess club with a virtual instructor; no teachers expressed an interest, so Kay will open it up to school families to see if anyone is interested in facilitating
      3. Other ideas include an after-school club that would come in twice a month with rotating presenters/facilitators (Gnome Games, Wisconsin Dairy Council, German Club – SNC)
      4. Kay will continue to weigh options; the goal is for the first session to start in October
   2. Virtus Training required annual refresher
      1. In January 2023, the Diocese transitioned to the VIRTUS platform for all initial and ongoing safe environment training. Included in this transition is annual recertification training, called A Plan to Protect God’s Children 4.0 Recertification Online Training, required for all employees and all active volunteers. Those who have previously been VIRTUS trained should receive an annual email with details on the recertification process.
      2. Carrie Siebert and Mary Mueller are the FACS facility coordinators and are working with teachers to request that all volunteers for field trips, chaperones, etc. are identified two weeks before the event so they can ensure all volunteers are properly trained
   3. Classroom syllabus distribution
      1. All teachers will be sending out a communication on Monday, September 18 to parents with information pertaining to their class.
      2. An inquiry was made regarding the new water bottles at the Res Campus; Kay shared that there were problems with students bringing in energy drinks, coffee, etc. in their water bottles previously, so the new school issued clear bottles are intended to aid in the enforcement of the water only rules. Each middle schooler received a water bottle for free. Additional water bottles can be purchased for $5 each.
   4. Teachers’ lounge update
      1. Renovations are happening in four phases; first two phases are complete (walls painted and electrical and ceiling installed); last two phases are in process, and Kay expects the entire project to be complete by November.
   5. New RES campus playground balls
      1. Every grade level has an assortment of new balls. Each class has a specific color so they need to be responsible for their care.
   6. SAC teacher liaison
      1. Will begin in October; Kay plans to ask two teachers to come at the beginning of the SAC meeting each month
9. **Financial report – Steve F.** 
   1. General updates
      1. GRACE is going through audits, so there is effectively a blackout with financial reporting. June 2023 numbers have been released today, so Steve will update and circulate soon.
   2. 2022/2023 SCRIP invoice collection progress
      1. There is a little over $3,000 outstanding for current families; Steve noted that we are budgeting on outdated lists – many families have moved on; we should keep this in mind for future budgeting of any SCRIP requirement.
      2. Discussion ensued regarding strategies for collecting outstanding balance and level of persistence with collection efforts; Kay will follow-up with each of these families one more time via phone call and will offer them the option to pay the outstanding balance in installments.
   3. Shuttle bus reimbursement and SCRIP credit status
      1. The total cost of busing between campuses is $200 per student, and families pay that sum up front to Green Bay Area Public Schools. SAC reimburses each family half, or $100, of that amount. SAC’s responsibility for shuttle bus reimbursement is $1100 – Steve will be working with GRACE to have the refund checks issued to the respective families.
      2. Some families with SCRIP tuition credits paid their tuition in full for the 2023-2024 school year, and the tuition credits were not reflected on the invoices. As a result, these families are owed a refund. GRACE is now working on identifying families that should receive a refund for Scrip tuition credits; those checks will be mailed to the respective families soon.
10. **GRACE Updates**
    1. GRACE Annual Appeal Kickoff – volunteer speakers at weekend masses – *Kay* 
       1. Kay solicited volunteers to speak at Masses for the GRACE Annual Appeal on September 23rd and 24th
    2. Confident Parenting in the Digital Age *Parent Workshop –* Resurrection Campus, Thursday, October 19th, 6-7 pm – *Carrie*
       1. GRACE is looking for strong SAC representation from all schools at this event. This meeting date conflicts with our next SAC meeting. It was collectively decided that the October SAC meeting would be moved to a 7 p.m. start time as a result; SAC members are encouraged to attend the workshop beforehand since it is a Res; October SAC meeting will be at Res instead of SMC as a result.
11. **Old Business**
    1. Code of Conduct forms – *Carrie*
       1. Carrie has almost all Code of Conduct forms turned in; she will track down any missing forms
    2. Water fountains/fillers – *Matt K.*
       1. Should be installed by next meeting
    3. SAC Event Form (see attachments) *– Heather* 
       1. A sample event form was shared in advance of the meeting, and SAC members are encouraged to complete the forms after their respective events and keep the completed forms in the relevant folder on the shared drives to make future planning easier.
    4. New Family Night debrief – *All*
       1. Feedback was overall really positive.
       2. 23 new families were invited; approximately 15-16 new families showed up.
       3. A question was asked about how we follow-up with new families; discussion ensued; Kay suggested a Google form to solicit feedback from new families and indicated that the office can coordinate.
       4. Danielle will fill out event form to recap the event and capture recommendations and best practices.
    5. Back to School Night Planning (Sept. 21st) – *Danielle, Matt D., Heather, Kelly* 
       1. Kelly G. booked three food trucks for the event.
       2. Volunteers will be needed to set up tables the day of the event; set up can begin after school around 3:30.
       3. Jenny H. will create teacher vouchers and will get them to the Res Campus office; teachers can use the vouchers for a free meal from the food trucks the night of the event.
    6. Volunteer Tracking System – *Kerry, Jenny, Heather*
       1. Kerry K. is working with Carrie S. to get a list of the families that didn’t opt out of volunteer hours; an email invite will go out to those families soon with information on the Track if Forward program and how to sign up.
       2. May 15th will be cutoff for volunteer hours completion.
    7. GRACE Calendar Raffle update – *Bridget and Danielle*
       1. This year’s Calendar Raffle is being done in conjunction with the fundraiser, and all (estimated) profits for tickets sold by November 1st will be credited to the fundraiser revenue. Each family will receive 5 tickets. Tickets will go home with students the week of September 18th.
       2. Jenny H. offered to sell tickets after Mass at St. Matt’s next weekend while her kids will be helping with the GRACE Annual Appeal announcement; anyone else willing to sell tickets after any Masses at Res or St. Matt’s should see Bridget or Danielle.
       3. Bridget and Danielle will coordinate a bulletin announcement regarding the calendar sales with both parishes and will provide some calendar raffles to both parish offices for sale.
12. **New Business**
    1. Maintenance of FACS SAC website landing page – *Carrie* 
       1. Kelly G’s committee will review website and make recommended updates; FACS website is managed by GRACE.
13. **Committee Reports & Commitments**
    1. **Activities and Community Outreach:** *Heather, Magyoley, Katie & Kerry K.*
       1. Goodies with Grown-ups
          1. None
       2. Trunk or Treat
          1. None
    2. **Catholic Service and Spirituality:** *Peter & Matt K.*
       1. Planning is underway to launch ALPHA event later this year or early next year; newsletter announcements will start in next few weeks.
    3. **Facilities:** *Justin & Rob*
       1. SMC assessment completed by GRACE in July; Res assessment was completed second week of August; waiting on final reports; once they are received, the committee will meet to formulate next steps.
    4. **Marketing & Communications:** *Matt D., Kelly & Angie*
       1. SAC new year letter – committee will further discuss this.
       2. Kelly asked for feedback on the new format of the weekly newsletter this year; consensus was favorable with some commenting that it is easy to read.
       3. SAC meeting summaries for newsletter/teacher newsletters
          1. Discussion ensued about how we communicate highlights of SAC meetings, if at all.
          2. It was concluded that the SAC new year letter will include a note that all SAC minutes, once approved, are available on the website and all are welcome to attend SAC meetings.
    5. **Sunshine:** *Jenny, Krissy & Kim*
       1. Teacher luncheon was a success; meal for teachers at conferences is next event, and planning is underway.
    6. **Spirit Store Coordinator:** *Danielle*
       1. About 40 families bought 68 total spirit shirts; teachers received their shirts this week.
       2. The “fall shop” with additional apparel options will be launched in the next two weeks; offerings will include a lot of layering pieces and uniform appropriate options.
    7. **Enrollment Liaison:**
       1. Carrie M. shared that with Blaire’s resignation, we need someone to take over this role to oversee the Track it Forward program; anyone interested is to see Carrie M.
    8. **Athletics/Booster Club:** *Chris Haese & Meaghan McMenomy*
       1. At the last meeting there was a question about who pays for the athletic director’s compensation and whether this is something SAC need to budget for. Meaghan M. believes that school athletic director compensation is provided by Resurrection Parish.

**Closing Prayer/Adjournment:** *Thank you, Lord, for your presence with us here tonight. As we take leave from one another now, we ask you to continue to bless us and guide us. Do not let the learning and conversations of this gathering die; rather, may they continue to ruminate within us and bear fruit in our ministries until we find ourselves together again. We ask this in the name of Jesus, and through the power of the Holy Spirit, Amen.*

1. **2023 SAC Dates** (Locations switched between St. Matt’s & Res Campuses)
   1. October 19 – note that there is a conflict with the parenting in the digital age event; we will meet at 7:00 pm to accommodate; will be at Resurrection
   2. November 30 (longer meeting to include Fundraiser debrief with chairs and regular meetings)
   3. January 18
   4. February 15
   5. March 21
   6. April 18
   7. May 16
   8. June 20 \*\* proposed change to June 6th or combined with May
      1. Moved to June 13th

Meeting adjourned at 8:20 p.m.