**Meeting Minutes**

October 19, 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, Krissy Miskella, Matt Klika, Justin Dart, Fr. Bob Kabat

**Absent:** Kelly Gusloff and Fr. Tom Reynebeau

Site Advisory President Carrie Mahlik started the meeting at 7:17 p.m.

**Opening Prayer:** *Dear Lord, may your goodness and love be present among us this evening. Come, bless our meeting with unity, hope and vision. Build in us a deep respect for one another so that we may do your will. Stir in us your hope within our hearts. May your vision fill our lives as we seek to understand what you desire for us and our community. We ask this in your name. Amen.*

1. **Thanks**
2. Thanks to Heather M. for coordinating Goodies for Grownups and all who stepped up to volunteer for the event
3. Thanks from the GRACE office to FACS for sharing leftover donuts from Goodies for Grownups event
4. **2023 Fundraiser Updates**
	1. General updates – Kara L.
		1. Tickets sales are at 178 tickets; Kara requested that all SAC members encourage parents in their kids’ classes to purchase tickets to the event if they have not yet done so
	2. Food Reimbursement Request
		1. Families that volunteer for the food tables pay for food out of their own pockets, and Kara is requesting, on behalf of fundraising committee, that people sponsoring food tables be able to seek reimbursement of up to $500 per table to offset expenses (4 tables at $500 per table = $2000 total reimbursement at most)
		2. Motion made by Fr. Bob; seconded by Kerry K.; motion carries
5. **Open Forum**
	1. Carrie M. shared that Nicole Finley, a parent of two elementary children, would like to start a mom’s running club after drop off in the mornings; Carrie will let Nicole know that she can move ahead with putting together an announcement for the newsletter to launch the group
6. **Approval September Minutes – Bridget E.**
	1. September Minutes – motion to approve: Matt D.; second Justin D.; motion carries
7. **New Business**
	1. Family Engagement Form (aka Enrollment Contract) – Carrie
		1. The Enrollment Contract is now GRACE-wide, and SAC has been given parameters from GRACE regarding what the Enrollment Contract, now known as the Family Engagement Form, may look like
		2. Carrie walked the committee through the new form and highlighted changes from what we have done in past years:
			1. SAC has latitude to designate among three categories – SCRIP Agreement, Service Hours Agreement, Fundraising Agreement – with a total buyout/billing no greater than $1,000
			2. Period of service hours is May through April
			3. Service hours and buyouts cannot be required of preschool families
			4. Billing reminder/timeline – will be sent in the month of April annually with due date June 1st annually
		3. Carrie shared a proposed 2024-2025 FACS Family Engagement Form that was compiled by the Executive Committee; highlights include:
			1. SCRIP
				* $200 in profit for SCRIP purchases made July – April through the RaiseRight App, with balance due June 1, 2025
				* >$200 profit earned through RaiseRight, 50% is applied to ‘25-26 tuition or NDA if 8th grade; no refunds
				* $200 buyout
			2. Service Hours
				* 20 hours (May-April) with 5 hours towards school’s annual fundraiser ($25/hr. billed for unfilled hours due June 1, 2025)
				* $500 buyout
				* Service hour opportunities to be posted on the school website
			3. Fundraising
				* No requirement (beyond Scrip and Service Hours); could be explored in the future
		4. Discussion ensued regarding proposed Family Engagement Form. There was discussion about the transition to requiring RaiseRight app and how that might impact school families who regularly purchase Scrip, but not on the app. Carrie also shared what other GRACE school’s requirements look like for this school year for comparison’s sake. Discussion ensued regarding the importance of the fundraising requirement and a suggestion was made that those hours be billed at a higher rate.
		5. **Kerry K. made a motion that the 2024-2025 Family Engagement Form be as follows:**
			1. **Scrip Requirement**
				* $200 in profit for SCRIP purchases made July – April through the RaiseRight App, with balance due June 1, 2025
				* >$200 profit earned through RaiseRight, 50% is applied to ‘25-26 tuition or NDA if 8th grade; no refunds
				* $200 buyout
			2. **Fundraising – blank**
			3. **Service Hours Requirement**
				* 15 hours accumulating between May-April billed out at $25/hour due June 1 or they can buy out at $375; 5 hours towards school’s annual fundraiser, tracked through tracking app, entered within 30 days of end of event, billed out at $50 per hour, bills due 60 days from event; buyout is $250; all volunteer hours must be tracked in tracking software
			4. **Motion also included directive that SAC create a sub-committee this year to coordinate collection process and efforts for next year**
			5. **Motion seconded by Magy H.; motion carries**
	2. Coordinator(s) of Christmas SCRIP for Teachers – Carrie
		1. Blaire M. had served in this role in the past; with her absence there is a void; Sunshine Committee will collectively take it over
	3. Nominees for Secretary (3-year position) – Carrie
		1. The Secretary term is a 3-year position, and this is Bridget’s last year in the role; anyone interested in serving in this role should contact Carrie before the November 30th meeting
8. **Old Business**
	1. Back to School Night Debrief – All
		1. Kerry shared that she heard some feedback that the food wasn’t kid-friendly and costs added up; Danielle volunteered to document the event on the new SAC event form.
	2. Goodies with Grownups Debrief – All
		1. Peter shared that we should consider that with all the events that we’re doing, we may be creating more work for ourselves; if we’re struggling to find volunteers, then we may need to look to cancel events. Conversely, it was noted that that approach might result in no events being held at all, which is contrary to the FACS experience.
		2. Krissy made a suggestion that Goodies for Grownups be held school-wide, followed by an all-school Mass to include the older grades in some events.
		3. Heather will document the Goodies for Grownups on the new SAC event form.
	3. GRACE Calendar Raffle Update – Bridget and Danielle
		1. No sales have been inventoried yet; SMC reported earlier this week that ticket sales have been light. Bridget and Danielle will collect and inventory raffles prior to November 1st. They requested that the fundraiser marketing committee help with marketing prior to the fundraiser since the profits from all sales prior to November 1st will be allocated to fundraiser.
9. **Principal’s Report – Kay F.**
	1. STAR test (replacing MAP test) results are going home on Monday with students.
	2. Parent teacher conferences are next week Tuesday evening and Thursday afternoon.
	3. All Saints Day celebrations are planned.
	4. 4 teachers along with Kay are attending Catholic Link leadership academy.
	5. Res Parish will be replacing flooring in all classrooms; water bottle fillers are going to be installed on October 27th at Res Campus.
	6. Teacher’s lounge is well underway; furniture has arrived, but needs to be put together; graphics will be installed on wall in November.
10. **Financial Report – Steve F.**
	1. Prior to meeting, Steve circulated the updated Income statement to all SAC members. The latest statement includes July, August and September.  We are now up-to-date on financials.
	2. Additional Notes:
		1. When balancing our cash on hand against GRACE’s numbers for us (after this 4 month hiatus), GRACE was short by $1,073.  Last year, they were short by $1,400 against what Steve showed, so we consider this an improvement.
		2. We currently have known/anticipated expenses on our books (not processed through GRACE yet) of $29,645.
	3. Carrie reminded SAC members to use GRACE reimbursement form for expenses; also shared a reminder that we’re not able to be reimbursed for sales tax
11. **Committee Reports & Other Commitments**
	1. **Activities and Community Outreach:** *Heather, Magyoley, Katie & Kerry K.*
		1. Trunk or Treat
			1. Currently only 8 people signed up to do a car; discussion ensued on whether to continue the event or cancel it; it was collectively decided to cancel the event.
		2. Conferences Supervised Play
			1. Only two parents have signed up this far; a decision was made to cancel the supervised play to allow the families that were counting on it to make other arrangements .
	2. **Catholic Service and Spirituality:** *Peter & Matt K.*
		1. ALPHA program will be kicked off in December; marketing will begin in November in the newsletter; SAC members are encouraged to participate and invite others to do so as well
		2. Budgeted “Goodwill funds” have been used at Kay’s discretion and are very much appreciated by families in need.
		3. Kelly Klika is hosting Abiding Together, a podcast discussion held every two weeks
	3. **Facilities:** *Justin & Rob*
		1. No major updates; waiting on GRACE to complete their assessment and provide report
	4. **Marketing & Communications:** *Matt D., Kelly & Angie*
		1. Welcome back letter was shared in newsletter
		2. Committee is working with GRACE to clean up SAC website page
		3. Committee has a list of communications to share with families on various topics; Nicole Finley is new Scrip coordinator, and Carrie requested that the committee feature a “Meet Nicole” spotlight in the newsletter
	5. **Sunshine:** *Jenny, Krissy & Kim*
		1. Teacher conferences – boxed lunches will be provided on Tuesday and pizzas will be ordered on Thursday
	6. **Spirit Store Coordinator:** *Danielle*
		1. First store closed recently; orders should be in by early November; a suggestion was made that 7th graders design the shirts for the following year
	7. **Enrollment Liaison:** Heather & TBD
		1. Heather will be taking on this role; Matt will discuss options for invoicing software with Heather
	8. **Athletics/Booster Club:** *Chris Haese & Meaghan McMenomy*
		1. FACS Basketball Tip Off – 6pm, Monday, October 23rd – Resurrection FAC for 5th-8th grade girls and boys basketball
		2. Matt D. will reach out to Chris Haese to put together a calendar of the winter sports events

**Closing Prayer/Adjournment:** *Father, we thank you for revealing your love to us tonight. We ask you to send us out from here in the power of the Holy Spirit – fan into flame the gifts that you have given us. Please continue to reveal your grace and truth to us each day. We ask this through Christ our Lord. Amen.*

1. **2023 SAC Dates** (Locations switched between St. Matt’s & Res Campuses)
	1. November 30 (longer meeting to include Fundraiser debrief with chairs and regular meetings) - Res
	2. January 18 – St. Matt’s
	3. February 15
	4. March 21
	5. April 18
	6. May 16
	7. June 20 \*\* proposed change to June 6th or combined with May
		1. Moved to June 13th

Meeting adjourned at 8:20 p.m.