**Meeting Minutes**

January 18, 2024

St. Matt’s Campus

|  |  |  |  |  |  |  |  |  |  |
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| **X** | **Carrie Mahlik** | **X** | **Heather Milbach** | **E** | **Bridget Erwin** | **X** | **Steve Farone** |  |  |
| **X** | **Angela Moore** | **X** | **Danielle Bruder** | **X** | **Jenny Hoppe** | **X** | **Justin Dart** |  |  |
| **X** | **Katie Denney** | **X** | **Kay Franz** | **E** | **Kelly Gusloff** | **X** | **Kerry Kratzke** |  |  |
| **E** | **Kim Noe** | **X** | **Krissy Miskella** | **E** | **Magy Hernandez** | **X** | **Matthew Dufek** |  |  |
| **X** | **Matt Klika** | **X** | **Peter Weiss** | **X** | **Rob Moore** | **X** | **Fr. Bob Kabat** |  |  |
| **E** | **Fr. Tom Reyenbeau** |  |  |  |  |  |  |  |  |

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

**Opening Prayer:** Lord, you make all things new. You bring hope alive in our hearts and cause our spirits to be born again. Thank you for this new year and for all the potential it holds. Come and kindle in us a mighty flame so that we may know you, love you, and serve you better in this year ahead. In Jesus’ loving name we pray. Amen.

1. **Teacher Introduction and Catholic School Leadership Academy Update:**

Annie Stewart, Caitlyn Zedler, Jodi Lange, & Amy Van Schyndel

* 1. Catholic School Leadership Academy - Grow leaders for our schools and training for students. Focus on how to become better leaders in the community.
  2. Work is on creating a Vision Statement, Mission and Core Values - Getting to Branding
  3. Strategic Objectives
     1. Enrollment Growth
        1. Goal: Increase from 272 to 300 for next school year
           + 302 allows 2 classes of 18-22 per grade (financially 15 per class minimum). Focus growth on early childhood and Kindergarten. WIth opportunities to get the word out via Catholic Schools Week, Social Media, Parents Recruitment, Early Childhood, Little Disciples 2 year old program-parent led.
     2. Quality and Committed Faculty
        1. How do we try to not burn teachers out? - Enrollment growth to allow multi classes per grade. Focus on teacher shortage and retention: what can GRACE offer (benefits of a smaller class size) how do we compare to public schools?
     3. Cultural Development
        1. Having older kids mentor younger…inter campus, we don’t want to lose the 2 campus, 1 school feeling. Kay will be creating a survey to better understand the greater feelings.
  4. What is needed?
     1. Parent Feedback and Support
  5. Things to think about
     1. Grade split as we grow St Matt’s Campus
     2. Early childhood program through GRACE
     3. Increase the amount of times that the campus’ come together
        1. A lot of work for teachers - Activities, busing, etc…

1. **Thanks**
2. Kelly Vanhandel - Thank You for Christmas giftcards to SAC
3. Lynn Fink - Thank You for Christmas giftcards to SAC
4. Sara Johanski - Thank You for Christmas giftcards to SAC
5. Stacie Bohnart - Thank You for Christmas giftcards to SAC
6. To Sunshine - Thank You for Christmas giftcards to SAC
7. **Open Forum**
   1. No Items Discussed
8. **Approval November Minutes**
   1. November Minutes – motion to approve: Kerry.; second Peter.; motion carries
9. **Principal’s Report – Kay**
   1. Enrollment - Enrollment officially begins Sunday January 28. A re-enrollment period for current families will begin Friday, January 26. Refer a family new to GRACE and receive $200. GRACE invites all families with children enrolled in our GRACE schools to support our enrollment growth by referring other families to join GRACE. Personal recommendations, and sharing positive school experiences with other families in the community help to build up our schools. To recognize and honor the good work our families do with word-of-mouth referrals that result in a new family joining GRACE, GRACE offers a $200 incentive, redeemable through tuition credit or a gift card.
   2. Capital Improvements - There have been several major projects that have occurred at both campuses since the New floor was installed in room 206. This was a pilot to see how the material looked and stands up to the day to day wear and tear of the classroom. Resurrection Parish paid for this to be done. If it seems to stand up to the traffic, we will be installing similar floors in all of the classrooms in the future. Through a GRACE capital improvement grant we were able to bring in a cleaning service to shine up the floors and homerooms at the Resurrection Campus.
   3. Professional Development - All teachers and staff attended a school safety meeting presented by Officer Jason Vogel that addressed Intruder training and first aid techniques. Teachers attended a GRACE Professional Day on January 15. The focus was forming students as Catholic leaders. There were also 30 other sectionals focused on technology, STAR testing and curricular areas.
   4. Upcoming Events

Jan. 27-28 Catholic Schools Weekend Masses

Jan. 29-Feb. 2 Catholic Schools Week Activities

Feb. 9 No School Teacher GRACE In-service

Feb. 16 FACS Middle School Musical "Newsies" 6pm SMC Gym

1. **Finance Report – Steve**
   1. December’s numbers including November, net 52K income
   2. Standing of 40K expenses
   3. Net net 12K
   4. 128K remaining additionally after 104K assessment
   5. Teachers Treasures - Stripped out to 2nd account
   6. Brick by Brick - 57K between 2 campuses
2. **Workgroups**
   1. **Fundraiser Planning:** Angie, Danielle, Jenny, Katie, Kelly, Kim, Magyoley, Matt K., & Peter

**Purpose**: Support next year’s fundraiser chairs/co-chairs by 1) determining key elements of the fundraiser that should be directed/overseen by SAC (e.g., business plan, budget, ticket prices, verbiage regarding use of funds raised, etc.), and 2) creating draft recommendations for these elements to share at the April 18th SAC meeting.

* 1. **Enrollment Contract Invoicing**: Justin, Kerry K., Krissy, Matt D., & Rob

**Purpose**: By May 1st, create a standard operating procedure (SOP) for billing of invoices to families who have not completed their volunteer requirements and/or SCRIP purchases by the deadline(s) for doing so. The SOP should consider timelines for both 2023-2024 and 2024-2025, as well as roles for the SCRIP Coordinator, SAC, Principal, and school office staff.

* 1. **Executive Committee:** Bridget, Carrie, Heather, & Steve

1. **New Business**
   1. Online Reviews of FACS: Niche.com, GreatSchools.org, and Google – Carrie
      1. A parent approached Carrie, about how people really do care about this
      2. Marketing will include in the Newsletter to do a review…have a permanent link?
   2. Plan Mid-Year Check-in with New Families – Carrie
      1. Kay - Can each person on SAC take 2 families to outreach? Office can send each of us names and email addresses
         1. Complete by end of February, bring to March meeting
2. **Old Business**
   1. SCRIP Program Update
      1. Documentation of SAC Payments to St. Matthew Parish – Kay & Fr. Bob
         1. A meeting soon to aid with resolution, should be resolved in February
            * Bill and Stacie will attend February meeting for an update
            * Monthly accounting of Scrip will be needed
   2. GRACE Calendar Raffle Final Update – Danielle
      1. $4300 minus printing cost…final will come next week
3. **Committee Reports & Other Commitments**

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| --- | --- |
| ***Committee*** | ***Updates*** |
| **Activities and Community Outreach**  *Heather, Magyoley, Katie & Kerry K.* | More student birthday cards were taken to each campus on 12/15 - Danielle  Upcoming Events:  Cookies, Cocoa & Cards 2/6  Supervised Play at conferences 2/29 |
| **Catholic Service and Spirituality**  *Peter & Matt K.* | We had our first two sessions of Alpha in December, with about 10 people at each session. Sessions will kick off again on Sunday, January 21, and we have scheduled the remaining sessions through April. This schedule will run in the newsletter and can also be found [here](https://forms.gle/DQPZRParkZ3hYbTD9). Please consider attending at least one session and invite others to attend as well.  We are recruiting students to volunteer to participate at the weekend masses for Catholic Schools Week (January 27 and 28). We have announced this in the newsletter, but we are continuing to recruit for volunteers to serve as greeters, process into church at the beginning, and/or read an announcement at the end of mass. Contact Matt Klika for Resurrection and Peter Weiss for St. Matthew if you or someone you know is interested in volunteering for one of these roles. |
| **Facilities**  *Justin & Rob* | *1) PA System Upgrade Update*  *All parts and components have been received by Lynn Fink (GRACE Office liaison/project lead) and she is in the process of coordinating with the contract vendor around possible installation dates.*  *Kay also mentioned during our latest Facilities Task Force meeting that we did have a grant with GRACE to cover ½ half of this project (~$13.5K). Justin went back in his files and found a paper copy of the application dated 4.27.23.*  *2) Latest Facilities Task Force Meeting*  *Our last meeting took place on 1/10/24*  *During our meeting we discussed the following topics*  *· Review of project status from our last meeting (May’23)*  *· Discussed the raw data from the GRACE Facilities survey results for both campuses that was completed late summer/early fall.*  *o Overall, both campuses scored well on the major facilities needs (roofs, HVAC, windows, flooring, etc)*  *o Updates need to be made for cosmetic/ascetics things*  *§ Burger Room/Teacher Lounge are example of worthwhile projects*  *· Discussed the roles/responsibilities of the Parish/GRACE/SAC in helping to identify funding and project leads for any of the projects moving forward.*  *o As a take away, Rob M & Justin D to meet with Melissa at GRACE to talk about the application process (what’s in/out of scope for future projects)*  *· Provided some updates/revisions to our existing project list*  *o After discussing, the following were identified as the top priorities for projects not already in que at each campus*  *§ St Matt’s- #1 Telephone system (likely to be a collaboration between Parish and GRACE). #2 Redo School Office w/ more modern furniture*  *§ Resurrection: Updating Upstairs Lockers (Likely covered by Parish)*  *o Updated project list is posted on Google Drive for this group to review*  *· Group also decided we will meet quarterly going forward unless there is a need to meet off cycle. Next meeting is tentatively scheduled for April/May.*  *Respectfully submitted: Justin Dart* |
| **Marketing & Communications**  *Matt D., Kelly & Angie* | * Starting to prep Contract Agreement Financial Reminder to go out in February for this school year, hoping to first align with the Enrollment Contact WorkGroup, to ensure that we communicate the right information at the right time * As we prepare for Catholic Schools week and the start of 24/25 Registration, creating a reminder for the 1/24 newsletter to give a gentle reminder of Contract Agreements as they complete their enrollment paperwork |
| **Sunshine**  *Jenny, Krissy & Kim* | We delivered lunch to the staff the week before Christmas and also gave each teacher a $75 gift card to Pick n Save or Festival (this was a $25 increase over their prior years’ gift).    Next we are planning to give our crossing guards a Subway gift card as a token of our appreciation next week during Crossing Guard appreciation and lastly we plan to provide breakfast to our staff during Catholic Schools Week. |
| **Spirit Store**  **Coordinator**  *Danielle* | Winter apparel shop (w/ Team Apparel) closed on 1/10/24. 15 orders were placed.  A parent reached out about an item to offer through a new supplier. |
| **Enrollment Liaison**  *Heather* | The workgroup will be defining the invoicing process. |
| **Athletics/Booster Club**  *Chris Haese & Meaghan McMenomy* | “Thank you” to all our parents who are volunteering their time. |

1. **2023 SAC Dates** (Locations switched between St. Matt’s & Res Campuses)

● February 15 (RES)

● March 21 (SM)

● April 18 (RES)

● May 16 (SM)

● June 13 (RES)

1. Closed Session - Kim Desotell

**Closing Prayer/Adjournment:** *Dear Lord, we give you thanks for allowing us to work together and serve you and our school community during this meeting. We ask that your blessing be upon our endeavors, and upon all present this evening. May your love and grace continue to guide us in everything we do in this year ahead. With grateful hearts we pray. Amen*

Meeting adjourned at 8:33 p.m.