**Meeting Minutes**

November 30, 2023

Resurrection Parish

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

**Absent:** Kay Franz, Fr. Bob Kabat

Site Advisory President Carrie Mahlik started the meeting at 6:02 p.m.

**Opening Prayer:** *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 tonight and in the future. In Jesus’ name we pray. Amen.*

1. **2023 Fundraiser Wrap-up** – Kara, Krissy, Heather
	1. Huge thanks to the co-chairs for their efforts and for making the night a great success
	2. Overall revenue for 2023 fundraiser was $151,395; Kara passed out a spreadsheet detailing a breakdown of the income in each of the categories and provided a comparison to 2022 numbers; total expenses for the event were $9,017 – a breakdown of expenses was shared as well
	3. Kara shared suggestions for next year:
		1. No physical program; very few people asked for them
		2. Catering food would take a load off of families and would allow for more families to participate in the event itself
		3. Continued follow-up for previous donors
		4. Conduct a ticket raffle ahead of the event
		5. Continue to document processes and procedures
	4. Date for next year’s event is November 9, 2024
	5. Carrie invited SAC members who have comments or follow-up questions to share them with her afterwards or send her an email
2. **Teacher Introduction and Updates**
	1. Mrs. Gracer and Mr. Block joined the meeting to introduce themselves and share more about events going on at the school:
		1. Christmas concert is coming up on Tuesday, December 5th at 6:00 at the elementary campus, and the kids are ready and excited
		2. Middle school concert prep is ongoing, and that event will be held on Tuesday, December 12th
		3. The musical will be held on February 16th; it will be Newsies, Jr.
		4. Mrs. Gracer and Mr. Block shared that there is a need for new choir risers at the St. Matt’s campus; they are looking for flip-form risers that are easy to move and allow for a lot of flexibility; Mrs. Gracer shared a proposal with a total project cost of approximately $5400; SAC will further discus as a committee
3. **Open Forum**
	1. Peter W. shared that the gym at Resurrection is very cold; Fr. Tom suggested that we talk to Deacon Kevin about that; some circuits may need replacing; Matt K. will follow-up with Deacon Kevin
	2. Kim N. shared that when parents are picking up at St. Matt’s some have noticed that some cars are getting close to the 3-4k kids who are getting out early
		1. The Marketing and Communications Committee will put a reminder in the newsletter for parents to be safe and attentive and will prepare a script for Kay to send out via text message.
4. **Approval of October Minutes**
	1. October Minutes – motion to approve: Steve F.; second Justin D.; motion carries
5. **Thanks**
6. Thanks to all SAC members for their help with the auction
7. Carrie circulated thank-you cards, and SAC members wrote out notes to thank individuals who went above and beyond with the event
8. **Principal’s Report** – Kay
	1. Kay was not able to attend tonight’s meeting, so a written report from Kay was shared in advance of the meeting; Carrie shared the highlights:
		1. Thanks to everyone involved in the successful Back to the Future fundraising event
		2. Due to the display of the Satanic Temple tree at the National Railroad Museum, we have cancelled the Early Childhood field trip to the Museum and have pulled our tree from the display
		3. The annual GRACE Voice of the Customer survey is being distributed to all parents tomorrow. Please take time to complete the questionnaire.
		4. Plans have been made to celebrate and learn about the Advent Season with the students. A Family Advent activity was sent home to all families on Wednesday of this week.
		5. The teachers are working diligently on their learning goals for the students. The teachers at the St. Matthew Campus are working on elevating the writing skills of the students. We are working with a literacy specialist from CESA 7 who meets with the teachers about one a month to help them plan and execute the writing strategies. The teachers at the Resurrection Campus are focusing on skills that will help the students be more independent in their learning skills. We have focused on the effective use of a daily planner. We are now identifying reasons students struggle to complete homework and are developing strategies to assist students in overcoming these challenges.
		6. Teachers have a safety training scheduled for responding to an armed intruder with Officer Vogel in January.
9. **Financial Report** – Steve
	1. Steve shared the financial reports from GRACE in advance of tonight’s meeting.
	2. Steve reminded the group of a need for a stewardship mindset and to be resourceful with our funds. He highlighted some specific expenses that have come through that were a bit surprising:
		1. T-shirts for staff was a SAC expense this year and the cost went up 30%
		2. Water fountains were originally planned to be covered by Covid grant money, but by the time the work was done and/or the units were available, the grant money wasn’t available, and SAC covered the expense.
	3. Steve inquired about the payment for the PA system; he understood SAC’s responsibility to be $26,000, but he hasn’t seen that expense come through yet; Carrie will follow-up.
	4. There was a discussion about the timing of invoicing families for fundraising hours given that the major fundraiser is now behind us and additional fundraising opportunities are limited, at best. Given that there was no cutoff for families to submit their fundraising hours in the Enrollment Contract for the current school year, it was collectively decided that we would give families until the end of the school year to enter their hours in Track it Forward; invoicing will wait until then.
10. **New Business**
	1. SCRIP Program Update **–** Bridget & Steve
		1. Bridget and Steve shared an issue that has arisen with the SCRIP funds presently being held at St. Matt’s; we had budgeted for $25,000 of these funds to cover operating expenses this year, and when we inquired as to the logistics of moving those funds to GRACE for that purpose, the request/inquiry was met with some resistance; questions arose surrounding the ownership and control of these funds. Specifically, there is a question surrounding whether St. Matt’s has been repaid for its initial investment into the SCRIP program. St. Matt’s Parish is currently working with Associated Bank and the SAC treasurer at the time SAC and Kay believe the payoff was made to confirm the same. Documentation is limited. Fr. Bob is optimistic that after due diligence has been completed, the funds in these accounts will belong to SAC.
		2. Discussion ensued regarding whether we needed to revisit the 2024-2025 Family Engagement Form approved at last month’s meeting; that Engagement Form required all families to participate again in SCRIP or elect the buyout option. The Committee discussed whether that requirement is appropriate in light of the fact that there is question of the ownership of the funds in the accounts that these profits are deposited into. After discussion, the Committee decided to keep the SCRIP requirement in place for the 2024-2025 school year. Bridget E. will draft an agreement between St. Matt’s Parish and SAC regarding the allocation of these funds for the 2023-2024 and 2024-2025 school years consistent with SAC’s understanding and what has historically been communicated to our families regarding the relationship. If that is met with resistance or the outcome of the present inquiry isn’t favorable to SAC, we will revisit the future of the SCRIP program.
		3. Rob Moore will have a discussion with GRACE about the potential for restricted funds to be held there in the future.
11. **Old Business**
	1. Nominations and Election of Secretary (3-year position) – Carrie
		1. Matt Dufek has expressed interest in becoming SAC Secretary.
		2. A motion was made by Peter and seconded by Kelly for Matt Dufek to serve as Secretary beginning July 1, 2024; motion carries.
	2. Christmas SCRIP for Teachers – Jenny, Krissy & Kim
		1. Jake and Blaire Morois are coordinating these efforts and forms have been sent home with all families.
	3. GRACE Calendar Raffle Update – Bridget & Danielle
		1. Calendar raffles were last counted before the fundraiser, and FACS sales at that time were just over $4,000. December 15th is the deadline for families to turn them in. The Marketing Committee will include a reminder of the deadline in the newsletter.
12. **Committee Reports & Other Commitments**
	1. **Activities and Community Outreach:** *Heather, Magyoley, Katie & Kerry K.*
		1. None
	2. **Catholic Service and Spirituality:** *Peter & Matt K.*
		1. ALPHA program is kicking off on Sunday, December 3rd. Student volunteers will help out with childcare. All SAC members are encouraged to attend the sessions as they are able.
		2. The walk to the cemetery on All Souls Day went well.
	3. **Facilities:** *Justin & Rob*
		1. The Committee is continuing to wait for the final report from GRACE on the site building assessments. GRACE has recently indicated that they are waiting on all assessments to be completed for all GRACE schools before releasing any of them.
	4. **Marketing & Communications:** *Matt D., Kelly & Angie*
		1. Newsletter announcements highlighting pertinent SAC news will continue.
		2. There was a discussion regarding the current “click through” rate for the newsletter (how many people open the email link); the current rate is about 50%, but for many families, both parents receive the newsletter so the household read rate is probably higher.
	5. **Sunshine:** *Jenny, Krissy & Kim*
		1. The committee is in the process of figuring out teacher gifts. Historically, teachers have received a $50 gift card from SAC. Krissy is requesting that amount be higher. Discussion ensued about the impact of the gifts and the precedent created. Kay had previously shared that she believed $50 to be appropriate when we budgeted for the same. Instead of modifying the budget, other committees who don’t expect to use all of their budgeted dollars will work with the Sunshine Committee on reallocating funds as needed.
		2. Kelly G. shared that a FACS family is going through a cancer challenge; discussion ensued on how we can support that family. A lot of ideas were shared. Kelly will follow-up with the family to determine areas of need and will continue to brainstorm. Peter W. will follow-up with Kay regarding the budgeted “goodwill account” to see if there are any options there. Heather M. shared the Schrieber Foods Partners Helping Partners model where Schrieber will match employees’ grassroots fundraising efforts for those in need; she will share program guidelines for us to consider and further discuss in the future.
	6. **Spirit Store Coordinator:** *Danielle*
		1. A winter apparel store will be launched soon – hopefully within two weeks.
	7. **Enrollment Liaison:** Heather & TBD
		1. In follow-up to our discussions with GRACE about invoicing, GRACE is not willing to assist with the invoicing process, so the work there falls on our SAC committee and office staff.
	8. **Athletics/Booster Club:** *Chris Haese & Meaghan McMenomy*
		1. Chris Haese will be meeting with the GRACE athletic director next week. There is a shortage of volunteers helping with scoreboard, bookkeeping and concessions at the home basketball games. Discussions ensued on ways to encourage people to volunteer, but no definitive determinations were made.

**Closing Prayer/Adjournment:** *Almighty Father, we thank you. Thank you for your amazing power and work in our lives, thank you for your goodness and for your blessings over us. Thank you for the hope you bring, even in the toughest of times. Thank you for your great love and care. Thank you for your mercy and grace. Thank you for always being with us. Thank you for your incredible sacrifice. In this season of thanksgiving, please renew our*

*spirits, fill us with your peace and joy, and may your blessings be upon our families and our school and parish communities. In your holy name, we pray. Amen.*

1. **2023-2024 SAC**
	1. **New Meeting Format**
		1. Carrie proposed that beginning in January 2024, 30 minutes at each SAC meeting be spent in workgroups to address the myriad of work and projects that have been identified in recent meetings. To allow time for this, committee and principal reports would shift to written reports to be shared in advance of each SAC meeting; written reports would be due the Monday before each meeting.The new meeting format was approved.
		2. The Executive Committee will meet in advance of the January SAC meeting to further discuss the new format and identify 3-4 workgroups.
	2. **Dates** (Locations switched between St. Matt’s & Res Campuses; all St. Matt’s meetings will now be held in the new teacher’s lounge)
		1. January 18 – St. Matt’s
		2. February 15 – Res
		3. March 21 – St. Matt’s
		4. April 18 – Res
		5. May 16 – St. Matt’s
		6. June 13 – Res

Meeting adjourned at 8:47 p.m.