**Meeting Minutes**

February 15, 2024

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, Katie Denney, Peter Weiss, Krissy Miskella, Matt Klika, Justin Dart, Kelly Gusloff, Fr. Tom Reynebeau, Kerry Kratzke

**Absent:** Fr. Bob Kabat, Kim Noe

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

**Opening Prayer:** *Creator God, as Lent begins, you invite us into a time of conversion and reflection upon our relationship with you and with others with whom we’ve been blessed to share this community. We see more deeply that our caring for others is a great joy, but also a grave responsibility. As we begin the discussions of today, we ask you to guide us to see what is best for the real, living persons that our school serves. We invite you into this gathering and ask that everything we do here be for the glory of your name through Jesus Christ our Lord. Amen*

1. **Welcome Guests**
   1. None
2. **Thanks**
   1. From Lori Starry for the Christmas gifts
   2. From Mrs. Neville for the Christmas gifts
   3. From Carrie Siebert for the Christmas gifts and treats
   4. To Mr. Block and Mrs. Gracer for all their efforts and hard work for the Newsies musical
   5. To all families and students who participated in the Catholic Schools Week weekend masses at the parishes
3. **Open Forum**
   1. None
4. **Approval of January Minutes** 
   1. January Minutes – motion to approve: Justin D.; second Angela M.; motion carries.
5. **Principal’s Report** – Kay
6. Kay shared her Principal’s Report with the Committee prior to the meeting. Highlights included:
   1. Current enrollment numbers were shared for each grade; we are ahead of enrollment from where we were this time last year.
   2. Middle school students recently competed in the annual Abbot Pennings Knights of Columbus Knowledge Contest. They did very well. Dominik Stoik and Jacob Seiler will represent FACS in the Diocesan competition on March 16th.
   3. SMC classrooms will celebrate Lent by participating in five activities – one for each week of Lent. At the Res Campus, there will be two projects, one of which will focus on families gaining a better understanding of the Mass. The other focus will be on students developing life skills that will help them become more successful in life.
7. **Financial Report** - Steve
   1. No reports have been received from GRACE yet for the month; expected next week.
   2. Brick by Brick funds totaling approximately $56,000 collectively from both parishes have been moved to GRACE; funds have been earmarked for future facilities projects.
8. **Workgroups**
   1. **Fundraiser Planning:** Discussed not holding auction until February or later to allow for more time to plan and solicit corporate sponsors. Pushing it back would also make things easier for a new principal in Kay’s opinion. The group will draft a communication to be sent out to families through teachers to solicit and encourage volunteers to come forward. No determination on switching the date was made. The group is still in the exploratory stages at this point.
   2. **Enrollment Contract Invoicing:** The group will send out reports to each family after spring break summarizing the status of each family’s volunteer hours served and SCRIP profits earned through February. This will allow for the updated invoicing process to be piloted. The reports will include a communication that families will be invoiced accordingly if they fall short of their commitments by the end of the school year. A new email account will be created, and families with questions will be encouraged to communicate via that email. That email will be monitored by the school office and forwarded accordingly.
   3. **Executive Committee:** Bridget and Carrie met to review recent documentation received from Associated Bank regarding history of payments from SCRIP checking account to St. Matt’s and brainstorm future of SCRIP program.
9. **Old Business**
   1. GRACE Calendar Raffle Final Update & Discussion of Future – Danielle
      1. 2023 net profit was $3863
      2. GRACE-wide the raffle netted $41,000
      3. Lisa Niemuth from GRACE wants each SAC to discuss sharing the cost of postage to mail out the checks; estimated total postage cost would be $325 based on last year’s figure. Discussion ensued, and the group feels that we could easily cover our share of the postage, as opposed to trying to reduce the number of drawings.
   2. Online Reviews of FACS
      1. Thank you to Marketing Committee members who shared reviews last month; next up – Activities Committee.
   3. Mid-Year Check-in With New Families - Kay
      1. Kay and the office staff have prepared a spreadsheet of new families per grade level. SAC members have been assigned to reach out to 1-2 families to ask the following information:What went well; what they wish they would have known; what kind of information would they have appreciated.
      2. Initial contact via email with a follow-up phone call.
      3. Objective is to make contact with families before next meeting.
   4. SCRIP Program Update **–** Carrie
      1. There have been follow-up meetings; records have been pulled from the accounts going back to fiscal year 2014; next St. Matt’s Parish Council Meeting is April 18th and SAC Exec Committee has been asked to present at that meeting; goal is to maintain relationships.
10. **New Business**
    1. Volunteer Tracking Software
       1. Kerry circulated summaries from Track It Forward showing sample reports that can be printed for volunteer hours, fundraising hours, etc. Discussion ensued regarding cut off dates for volunteer hours. Going forward, those dates are established by GRACE.
    2. SAC Member Involvement for Upcoming Year & Needs
       1. Carrie, Magy, Jenny and Peter’s terms are ending at the end of 2024; those individuals should give thought to whether they are willing to continue for another term.
       2. Carrie encouraged members to give some thought to what additional roles or talents we might wish to see on SAC.
    3. Cathedral Book and Gift Store Fundraiser
       1. GRACE put together a fundraiser for month of March; 10% of all Cathedral Book Store sales during that timeframe will be donated to GRACE and will be divided between the nine schools.
11. **Committee Reports & Other Commitments**
    1. **Activities and Community Outreach:** *Heather, Magyoley, Katie & Kerry K.*
       1. Cookies Cocoa & Cards event was held on February 6. Good feedback from those families that attended. We have enough Valentine supplies leftover from this year to do it again at a very low cost.
       2. Conference supervised play will happen on February 29. We’re only missing volunteers for the 3:15-4pm (need 2) and 4-5pm (need 1) shifts.
    2. **Catholic Service and Spirituality:** *Peter & Matt K.*
       1. We had great participation from students and families for the Catholic Schools Week masses at both parishes.
       2. Continue to run Alpha. Attendance is small, but we have a dedicated group that attends each session. Please consider attending an upcoming session and inviting others to join. Dates are listed in the weekly newsletter.
    3. **Facilities:** *Justin & Rob*
       1. Rob recently met with GRACE to learn more about the GRACE facilities grant process. Rob shared additional detail on the timeframe. The next grant deadline cutoff is April 1st; proposals should ideally be made between parish and school together. Justin compiled and circulated a spreadsheet of things that have come up in the last two years of projects that have been done or that might need to be done in the future. Kerry shared input that air conditioning at the St. Matt’s campus should be a top priority. The subcommittee is still working on prioritizing the items on the list. Kelly suggested HEPA filters or mini splits.
    4. **Marketing & Communications:** *Matt D., Kelly & Angie*
       1. Drafted and included communication in Newsletter for Service Hour and SCRIP invoicing including reusable graphics for 23/24 and 24/25 school years
       2. Created graphic for school reviews that is now included at end of each newsletter and included School Reviews Matter article in newsletter prior to start of CSW.
    5. **Sunshine:** *Jenny, Krissy & Kim*
       1. The last week of January was national crossing guard week so we expressed our gratitude on behalf of SAC to each guard and gave them a Subway gift card. We also delivered Uncle Mikes Kringle to our staff as a thank you for their hard work during Catholic Schools Week.
    6. **Spirit Store Coordinator:** *Danielle*
       1. Winter orders were delivered. Working on the spring store with a new vendor.
    7. **Enrollment Liaison:** Heather & TBD
       1. SAC work group is currently addressing this.
    8. **Athletics/Booster Club:** *Chris Haese & Meaghan McMenomy*
       1. Per Chris: I am happy to report that our basketball seasons are in the final month. Outside of a few shortages of volunteers, this season was the best we had in my time as far as major issues go. We are getting ready to ramp up our spring athletic registration. I am also hoping to get a plan in place to resurface our gym floor. Presently, we resurface every other year. Thanks.

**Closing Prayer/Adjournment:** *Thank you, Lord, for your presence here with us this evening. As we take leave of one another, we ask you to bless and guide us through our Lenten journey. Please let tonight’s learning and conversation continue among us and bear fruit throughout the days until we meet again. We ask this in the name of Jesus, through the power of the Holy Spirit. Amen.*

1. **2023-2024 SAC** 
   1. **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. \*\*Moved to March 19\*\* - SMC
      2. April 18 – \*\* Moving to SM
      3. May 16 – St. Matt’s
      4. June 13 – Res

Meeting adjourned at 8:40 p.m.