

MISSION STATEMENT | Providing vibrant quality Catholic education
VISION STATEMENT | In partnership with parents and parish communities we provide a transformational, faith-filled educational experience for each student
Academic, Spiritual, Emotional & Social
CORE VALUES | Respect Excellence Joy Compassion Discipleship

Meeting Minutes

May 16, 2024
St. Matt's Campus

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

Absent: Fr. Tom Reynebeau

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

Opening Prayer: *Loving Father, we know that Spring is a metaphor for change. Some changes we eagerly await, and some we strongly dislike! Some changes we plan, and others arrive uninvited. To all these changes may we seek your perspective, beckoning us to expectation, hope, and rebirth. May the sunlight and the rain be reminders to us that you are at work renewing the earth. As a God of renewal, you are ever at work in our lives, too. Open our eyes and hearts to the needed changes in our lives this Spring. Awaken us to new life and perspective. In Jesus' name we pray. Amen.*

1. Welcome Guests

A. None

2. Thanks

- A. Thanks from Mrs. Franz for the outstanding week of appreciation in her honor; she was very touched and very appreciative
- B. Thanks from Mrs. Stewart for the Teacher Appreciation Week festivities
- C. Thanks from Heather to Peter W. for the technology assistance for Pizza for a Purpose
- D. Thanks from Peter to his wife, Kim, for providing childcare for Alpha program

3. Open Forum

- A. Magy shared that it has to come to her attention that there is only one stall in the middle school girls bathroom that is designed to accommodate hygiene products; Mrs. Franz is aware and the facilities staff are working on it
- B. Steve inquired about the Activities Fee and Timber Rattlers game – families were asked to pay \$12 per student ticket; Mrs. Franz shared that they are trying to make dollars stretch

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through the end of the school year, and the funds in the Activities Fee account will cover transportation costs

4. Approval of April Minutes

- A. April Minutes – motion to approve: Peter W.; second Matt D.; motion carried

5. Principal’s Report – Kay

- A. Kay shared her Principal’s Report with the Committee prior to the meeting. The Report summarized the following events set to occur between now and the end of the school year: Middle School Concert and Art Show, STAR Testing Data Analysis, Band Demonstration for Elementary School, 8th Grade Camp Tek Retreat, Step-Up Day, Last All-School Mass, Field Day, All-School Field Trip, 8th Grade Graduation, Middle School Math and Science Day at Timber Rattlers Game, All School Talent Show, Last Day of School

B. 2024-2025 Calendar of Events

- i. A draft Calendar of Events was circulated in advance of meeting; it was modeled after 2023-2024 schedule of events
- ii. Carrie asked if anyone had any immediate feedback to the proposed calendar; November 9th fundraiser event should be changed to remove reference to Give Back to Future
- iii. Discussion ensued regarding 2025 NFL draft and some feelings that school should not be in session then; it is a GRACE issue, and there is nothing specific that we can do as a SAC, but some grassroots efforts may be fruitful
- iv. Calendar of Events will be finalized in July with Mr. Dempsey present

C. Enrollment and Staffing Update

- i. Looking at staffing for 2nd, 3rd and 4th grade; currently have 2 teachers contracted for grade 2 and one teacher each for grade 3 and grade 4; half-time teacher for grade 3 is not yet contracted, as GRACE wants to continue to watch the numbers
 - a. 2nd grade enrollment is currently at 27 students for next school year, 3rd grade is 27, 4th grade is 24 students
 - ii. No known retirements at present; there are three teachers who are not returning
- D. Carbon monoxide detectors update – Kay shared that there are none at the St. Matt’s Campus; the Resurrection Campus has partial detectors, but there are sections of the school (basement) that do not have carbon monoxide detectors present; the school will purchase some individualized detectors and will check them on the same schedule and rotation as the fire extinguishers**

6. Financial Report – Steve

- A. Steve circulated financial reports in advance of meeting

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- i. Steve shared that GRACE is requesting that receipts be submitted for school credit card use within 24 hours; for Amazon purchases, go through Mary and Jane in the office to take advantage of the school's tax-exempt status
- ii. SCRIP checks will be written at the close of the SCRIP year – St. Matt's, SAC (to our account at GRACE), NDA for tuition credits and teacher's account
- iii. Steve has put together an initial draft of the 2024-2025 budget; will be reviewed in June and voted on in July; if anyone is looking for any modifications or significant changes, they should contact Steve in advance of the June meeting
- iv. Rob shared that both GRACE facilities grants that we applied for this year were granted; GRACE is encouraging us to continue to use and plan for use of our resources; discussion ensued regarding facilities needs and a potential project-manager role for larger projects and planning purposes; Facilities Task Force is meeting soon and will come back to the group with a list of projects and priorities
- v. Steve has had discussions with GRACE about interest accruing on accounts; GRACE's position is that the funds are intended to be spent, and for that reason, interest that is earned isn't allocated between schools

7. New Business

- A. Committee Interest for 2024-2025 - Carrie
 - i. Carrie asked SAC members to share whether they want to stay with their current committees or switch to a different committee for the 2024-2025 SAC year; will be looking to fill Peter's role on Catholic Service & Spirituality Committee; Enrollment Liaison role was vacated when Blaire left, but we would be looking for someone to assist with that for next school year; people should reach out to Carrie prior to the June meeting with where they want to commit themselves for next year
- B. RaiseRight App Implementation – Matt D. and Rob
 - i. Matt D. and Rob met with Jake Morois and Nicole Finley to discuss transition to RaiseRight
 - ii. 60% of Scrip users are placing orders via paper; 40% of purchasers are using the app
 - iii. Katie D. and Matt D. will work together to put together a communication for the newsletter regarding tips and tricks and best practices
- C. GRACE Meeting Updates – Carrie & Heather
 - i. Our third-source funding assessment will likely be similar to what is what in 2023-2024
 - ii. GRACE is working on a template for Bylaws, similar to what was put together to consolidate enrollment contracts via all GRACE schools
 - iii. GRACE Calendar Raffle – Carrie shared some feedback from GRACE on Calendar Raffle and some administrative tips; the consensus of our Council was that the

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Calendar Raffle has run its course and we would not be participating in 2024-2025; we would instead focus on the fundraiser raffle for the November event

8. Old Business

- A. Planning for Mr. Dempsey's Arrival – All
 - i. We will wait until he comes in July to further discuss and plan
- B. SCRIP and Service Hours Communications – Justin Kay, Kerry, Matt D., Rob
 - i. Invoices will go out for Scrip and volunteer hours next week; bills due June 5th; Kay will coordinate initial follow-up efforts
- C. Online Reviews of FACS – Carrie
 - i. Executive Committee is up next

9. Fundraiser Planning – Carrie & Heather

- A. Review of task timeline – Carrie & Heather
 - i. Focus areas:
 1. Silent Auction Sign-up Genius
 - Sign-up Genius has been created; communications will be created to garner family interest and engagement before the end of the school year; it was collectively discussed that we should put together a communication on what is different this year from a fundraiser leadership and classroom involvement standpoint
 2. Sponsorships
 - The Marketing Committee has drafted the flyer and has the corporate sponsorship letter ready to go, but is awaiting the QR code with a link to the website; there was also a discussion about whether the letter should be signed by Kay, Mr. Dempsey or someone else
 - It was collectively decided that we will not have a hard copy program for the November fundraiser; in light of that, corporate sponsorship team will review tiers and sponsorship levels since sponsors will no longer be receiving placement or recognition in the program
 3. Mission Moment
 - Carrie asked the group to give some thought to a potential Mission Moment for the fundraiser and shared some examples of what other GRACE schools have done
 - The group discussed various projects and needs that might possibly featured for the Mission Moment at the event – sound system, sound proofing and other ideas were discussed

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4. Give Smart Prep

- A new event is being created in Give Smart via GRACE; once that is completed, then Matt and Rob will get access to the Give Smart site for the event
- B. Discussion of challenges – all
 - i. None
- C. Summer volunteer needs – all
 - i. Décor committee will solicit volunteers via Sign Up Genius over summer

10. Committee Reports & Other Commitments

- A. **Activities and Community Outreach:** *Heather, Magyoley, Katie & Kerry K.*
 - i. We had a great turnout at the first pizza with a purpose night with the featured non-profit being Howe Community Resource Center. Over 6,000 snack items were packed to support the snack program for students in need. This is something we could continue next school year with different featured nonprofits and service projects.
 - ii. We provided refreshments for Special Persons Day. Uncle Mike's donuts, juice and coffee were available for all attendees.
- B. **Catholic Service and Spirituality:** *Peter & Matt K.*
 - i. No new updates
- C. **Facilities:** *Justin & Rob*
 - i. No project updates. Working to schedule a meeting to determine projects to tackle '24/'25 school year to inform SAC budget discussion in June
- D. **Marketing & Communications:** *Matt D., Kelly & Angie*
 - i. Scrip and hours reminder in newsletter
- E. **Sunshine:** *Jenny, Krissy & Kim*
 - i. It was a great honor for our team to pair up with Miss Benzschawel and the staff to help celebrate Kay during the week of Principal Day. We loved our week of Mrs. Franz and honoring her 43 years as a Catholic Educator which included 10 years as our principal. We know saying goodbye can be challenging and so we really wanted to include the entire school in congratulating her and wishing her all the best. We hope you enjoyed the photos captured daily and we hope your children had fun in their daily ways of excitement for Mrs. Franz. A few of our favorites were...the lawn chair hand signed by all the students and staff present during her last year at Father Allouez, the suitcase overfilled with hand written notes, colorful cards, and photos capturing memories of time spent within these walls. The middle schoolers creating an archway after mass while the elementary students boogied down with Mrs. Franz, the all-school mass and seeing each student and staff member recognize our

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beloved principal with a flower (did you notice there were 10 different flowers to symbolize her 10 years with us), and the most creative awards each class presented their principal with. It was an amazing week and the most memorable moment was each morning, Kay's smile grew bigger and bigger as her heart truly shined seeing and knowing all the people she had touched throughout her years.

- ii. We then had a belly filled week of celebrating the staff at Father Allouez. We want to thank all the families who contributed daily to the goodies. The staff enjoyed breakfast munchies, treats, salads, and quenched their thirst. On Friday, we continued with the tradition of sending them off for a luncheon after early dismissal. This year, we chose The Rite Place who has donated to our auction night in the past years. The staff hand-picked their meals and desserts and were able to enjoy some great conversations with one another. It was an afternoon of enjoyment and recognizing all they do for our children. We truly are blessed to have them in our lives.

F. Spirit Store Coordinator: *Danielle*

- i. Recently completed a second store release of the Old Fashioned Golf polo & quarter zip

G. Enrollment Liaison: Heather & TBD

- i. None

H. Athletics/Booster Club: *Chris Haese & Meaghan McMenemy*

- i. None

11. SAC Meeting Dates

A. 2023 - 2024

- i. June 13 – Res

B. 2024-2025

- i. July 18 (SM)
- ii. August 15 (RES) (same day as New Family Night – will stay for now)
- iii. September 19 (SM)
- iv. October 17 (RES)
- v. November 21 (SM)
- vi. January 16 (RES)
- vii. February 20 (SM)
- viii. March 20 (RES)
- ix. April 15 (SM) **Tuesday due to Holy Thursday on the 17th
- x. May 15 (RES)
- xi. June 19 (SM)



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Closing Prayer/Adjournment: *Gracious Lord, we thank you for the opportunity to be together this evening. As we close this meeting, surround us with your love. May we see your beauty, feel your love, know your wisdom, and experience your power within our community and within each other. Please remind us of the countless gifts you give us and help us to always be grateful for love and presence in our lives. We ask this through Christ our Lord, Amen.*

Meeting adjourned at 8:03 p.m.