



## Notre Dame of De Pere – Site Advisory Council Meeting Minutes – May 23, 2023



*Notre Dame School of De Pere provides a Catholic education that guides each student to confidently pursue their academic potential, develop a strong moral compass, and form a growing relationship with God.*

**Present:** Julie Appel, Amberly Boerschinger, Julie Byrne, David Krutz, Chet Lamers, Molly Mares, Gaby Mulva, Jill Murphy, Sarah Olejniczak, Christy Scharer, Marv Wall.

The May 23, 2023 NDDP SAC meeting started at 6:01 PM in the NDDP library.

- 1) **Opening Prayer** – Amberly Boerschinger provided an opening prayer.
- 2) **Approval of April 25, 2023 Meeting Minutes** – No edits suggested. Christy Scharer made a motion to approve minutes; Jill Murphy seconded. Meeting minutes approved by Site Advisory Council.
- 3) **Principal Update** – Principal Molly Mares provided a report to SAC, including:
  - a. Final school Mass is at 9:00 AM; 8th grade farewell Mass is coming up.
  - b. 422 (enrollment for 2023-2024); Pk3 – K and 2-4 are full.
  - c. No new staffing updates.
  - d. Back to School Night – Thursday, August 24 (3 – 6 PM and school pictures).
  - e. Please see the Principal's report for further information.
- 4) **GRACE Update** – Chet Lamers and Marv Wall provided updates from GRACE; including:
  - a. Budget was passed by both boards for the 2023-2024 year.
  - b. Enrollment continues to be trending up, which is positive.
- 5) **Treasurer Update** – David Krutz provided updates regarding SAC finances, including:
  - a. Payout situation has been clarified; this has been cleared up and SAC should be receiving funds for the last couple of years.
  - b. School items (curtains/backdrops, coffeemakers, and tablecloths) were purchased.
  - c. Please see the Treasurer's report for further information.
- 6) **Fundraising Update** – Jill Murphy provide updates on NDDP fundraising, including:
  - a. RURN: Work continues for RURN 2023. The event is set for November 10, 2023 at the school.
  - b. Notre Dame Savings Cards: Savings Cards are being sold now.
  - c. Service hours and SCRIP invoices for the year are in progress.
  - d. Please see fundraising update for further information.
- 7) **Other Updates**
  - a. Proposed meeting dates (2023-2024): 2023: 9/26, 10/24, 11/28; 2024: 1/23, 2/27, 3/26, 4/23, 5/21 (Note – No August meeting!)
  - b. SCRIP laptop: New laptop for SCRIP (plus backup hard drive, Microsoft Office, and virus protection); Motion to approve (up to \$1000 for laptop and necessary supplies) provided by Jill Murphy; Amberly Boerschinger seconded. \$1000 expenditure approved by Site Advisory Council.
  - c. Home and School: Emily Rohr, Lisa Richardson, and Miranda DeRouchey will be sharing the Home and School responsibilities for the 2023-2024 academic year.
  - d. GRACE All-SAC Meeting:
    - i. Calendar Raffle Participation – NDDP SAC will participate in the calendar raffle, with coordinated communication to families about the different fundraising asks that will come (along with a timeline for when they will be facilitated). Ideas to incorporate a visual that depicts the costs of education and why we are fundraising. Maria Webb could help with coordinating this for next year.

- ii. SAC Bylaws and Enrollment Contracts – GRACE needs a copy of our SAC bylaws and will be streamlining processes for SAC bylaws and school enrollment contracts.
  - iii. Parent Engagement for SAC Meetings – Discussion about active encouragement for parents to attend future SAC meetings. Is there a targeted meeting for which we could specifically invite parents to attend? May want to consider service hours for Home and School meetings, too – to be able to actively recruit volunteers and parent engagement in that community.
- e. Other Pending Funding Proposals
  - i. Furniture – About \$50,500 for changes to desks for 1-5 grades (to allow for flexibility) and additional necessary furniture.
    - 1. Site Advisory Council approved the projected cost of the project; motion provided by Amberly Boerschinger, seconded by Gaby Mulva.
  - ii. Security – About \$12,000 for security upgrades (related to lockdown capabilities). Molly Mares will confirm with Fr. Mike.
    - 1. Site Advisory Council approved up to \$3000 for this project; motion provided by Sarah Olejniczak, seconded by Jill Murphy.
  - iii. Will focus on communication of these purchases for the following academic year.
- f. **Endowment Contribution:** Site Advisory Council approved \$25,000 for contribution to the endowment; motion provided by Chet Lamers, seconded by Christy Scharer. Will include a note that future contributions are based on a successful RURN and other NDDP fundraising efforts.
- g. Thank you, Gaby Mulva, for your work with the spirituality committee!

The May 23, 2023 NDDP SAC meeting ended at 7:33 PM; motion to adjourn provided by Jill Murphy, motion seconded by Amberly Boerschinger. Motion approved by Site Advisory Council.