

St. Francis of Assisi School Leadership Council Minutes

August 8, 2024

Board Members Present:

Father Joe Pins (Pastor)
Steve Craig (Chair)
Brenda Pedersen (Vice Chair)
Mollie Mertens (Secretary)
Mari Lewis (Treasurer)
William Downs
Andrew Phillips

Not Present:

Phil Stover (Communications Dir)
Andrew Phillips
Wendy Henry (Preschool Director)
Thomas Call (Parish Council Rep)

Prepared by: Mollie Mertens

Called to Order: 6:30 p.m.

Adjourned: 8:15 p.m.

Location: Middle Conference Room

Minutes Prepared By: _____

Mollie Mertens

Others Present:

Jeff Lynch (School Principal)
Jamie Zabel (Assistant Principal)

AGENDA ITEM	DESCRIPTION/DISCUSSION	NEXT STEPS/ACTIONS
Call to Order & Opening Prayer	Brenda Pedersen called the meeting to order at 6:30 p.m. and Father Pins led an opening prayer. Minutes from the last Board of Education meeting from June 13, 2024 were previously approved by email vote.	Call to Order and Opening Prayer.
Open Forum	There was no request for Open Forum at this meeting.	None
Leadership Council for 2024-2025	<p>A motion was made & seconded for Brenda Pedersen to serve as Vice Chair and this was unanimously approved. There was then discussion about the need to add additional members to the Council. There is need to recruit a new member who could serve as the Fundraising and Development Director representative and a new member to serve as the Volunteer Coordinator representative.</p> <p>Went through the names of each candidate who has submitted a discernment form expressing interest in joining the Leadership Council. Father Pins requested that Steve Craig call each candidate and share feedback with him so he can make a decision about which applicants to add to the Council at this time.</p>	<p>Brenda Pedersen elected Vice Chair.</p> <p>Steve Craig will call current applicants to the Leadership Council and report to Father Pins.</p>
Finalizing Bylaws for Leadership Council	Discussion about whether school staff or members of their family should be considered for the council. Ideas such as adding these individuals as non-voting members, or having them report to other members and not attending meetings,	Consult with Phil Stover about how bylaws might address when council

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	<p>or leaving / not voting during closed sessions, etc. were discussed. This issue will be discussed with Phil Stover who drafted the bylaws to get his thoughts on how this should be addressed in the bylaws. We will hopefully vote to approve the new Leadership Council Bylaws at our September meeting.</p>	<p>members work or family members work at the school. Plan to approve new bylaws at September meeting.</p>
<p>Report from Treasurer Mari Lewis</p>	<p>Fundraising account</p> <ul style="list-style-type: none"> • The balance in the Fundraising account was \$230,343 as of 6/30/24 and \$230,124 as of 8/2/24. Most of the auction revenue and expenses have come through so this is close to the amount we have available to cover the 2024-2025 school year budget, although we typically hold back \$50,000. • The only remaining 2024 auction expenses are sales tax on raffles and possible reimbursement for a few class parties. • We may have outstanding auction revenue of \$500 for a company match. <p>Home and School account</p> <ul style="list-style-type: none"> • The balance in the Home and School account was \$78,870 as of 6/30/24 and \$74,504 as of 8/2/24. We had almost \$40,000 of debits since the May Home and School meeting. The most significant expenses were end of year staff gifts (\$11,340), library purchases (\$3,451), vinyl wall graphics (\$3,320), bussing for field trips (\$3,291), new chairs for teachers (\$2,684), 5th grade classroom purchases (\$1,954), and a STEM purchase (\$1,347). The end of year staff gifts were covered almost entirely by family contributions. • At the May Home and School meeting we reported that we were working to identify a \$2,527 expense for a rental at Campbell Park. It turns out this was actually a flex seating expense. • The 2024-2025 budget approved by Home and School in the spring was for \$177,277. • This includes the full \$5,620 Fund-a-Wish amount from the 2024 auction but \$4,600 of this was already used to purchase a piano for the music room. • There is \$11,314 left in the 2023 auction Fund-a-Wish bucket for technology that will need to be carried forward. 	<p>Report from Treasurer Mari Lewis. Next meeting Mari will provide a thorough description for all the new members.</p>

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	<ul style="list-style-type: none"> • There is \$4,425 left in the 2023 auction Fund-a-Wish bucket for furniture that will need to be carried forward. • The adjusted total 2024-2025 budget would be \$188,416. The combined balance of the Fundraising and Home and School accounts will more than cover this, even if we hold back \$50,000. 	
Action: Request from 8th grade class to sell spirit wear	<p>8th grade parents are requesting to sell spirit wear to raise money for the extra activities these students do throughout the year. Council discussed whether this might trigger other individual fundraising requests, the need for transparency, and the need for current 8th grade teachers to be in charge of approving and leading the planning of these activities. Dr. Craig agreed to contact Joanna Lowe to ask for a formal proposal outlining plans for the fundraiser, how it will be marketed, and how the money will be accounted for. Leadership Council members felt strongly that money raised should be shared with the school fundraising account.</p>	<p>Dr. Craig will contact Joanna Lowe for more information about the request from the 8th grade class.</p> <p>Mr. Lynch will visit with current 8th grade teachers to assure that they approve and lead planning efforts for all 8th grade activities this year.</p>
Discussion: Home and School Calendar-upcoming events and volunteer needs	<p>Fundraising activities: Track-a-Thon will be lead by Jessica Hull. Laura Biggins has agreed to serve as chair for this year's school auction. Still need to ensure that there is a volunteer recruited to lead Grandparents Day.</p> <p>William requested that we create a calendar that would serve as a guide for the Council to know what is coming up and what items may need attention from the Council.</p>	<p>Mari and Mollie will follow up and assist with finding a volunteer to lead Grandparents Day this year.</p>
Discussion: Follow up of Items from June Board of Education Meeting	<p>English Language Arts Curriculum: Megan Howe has been hired for the position and plans for the curriculum are being finalized. An email was recently sent to middle school parents informing them of Megan's hiring and plans for ELA instruction in 2024-2025.</p> <p>Length of School Day: Mr. Lynch reported that school doors will open at 8:05 am and students will go directly to their classrooms. The official bell will ring at 8:15 am and students will be tardy if they arrive later than 8:20 am. The plan is to add one day to the school calendar to assure we exceed state requirements. This would allow for up to 4.5 snow days and still meet minimum requirements. Students will have 10 more minutes of access to their teachers under this new plan.</p>	<p>Updates on ELA instruction plans and school hours for 2024-2025 were provided by Mr. Lynch and Dr. Zabel.</p>

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Pastoral Update	Father Pins provided the following update: * The DMI survey sent out had approximately 1200 responses. Results provide valuable information to the parish on areas for improvement. Results are being reviewed by the Parish Council and decisions are still being made about how to use the data to better evangelize and serve the parish and school. * 4 schools have been added to the Diocesan Regional School System this year- Christ the King, St. Luke's, St. Augustin and St. Anthony. * Plans are for St. Francis to join the Regional System on July 1, 2025. * A Dowling Capital campaign for faciulites upgrades will begin once it receives final approval from the Bishop.	Report from Father Pins.
Report from SFA School Principal Jeff Lynch & Assistant Principal Jamie Zabel	Principal Jeff Lynch & Assistant Principal Jamie Zabel discussed the following: * School repair and clean up work is being completed. Painting has been completed, rooms have been scrubbed and carpets shampooed or replaced. The school facility is now ready for students. * Still looking to hire one more classroom aide. * Teacher Orientation starts Monday August 12 and will include Leaders and Me training. * Jeff reported for Wendy that Preschool still has 6 afternoon Pre K openings.	Report from Principal Jeff Lynch & Assistant Principal Jamie Zabel. Afternoon Pre-K still has three openings for 2024-2025.
Committee Updates.	* Building & Grounds: Steve Craig attended July 23 meeting where plans for new security cameras and new school front door lock were reviewed. Discussion of how to assure that first aid kits, AEDs, light sabres, fire extinguishers, etc. are regularly checked across campus initiated with followup planned at next meeting. * Finance: No Report * Technology: No Report * Security and Safety: Mr Lynch discussed that a grant is funding new cameras that will eliminate blind spots in the hallways, in the parking lots and on the track. Also, the front door on the north side is bering converted to an electronic fab lock. The school is also looking to install a phone system that will allow St Francis to know when WDM or Waukee schools are on lockdown. * School Improvement Advisory Committee: No Report.	Comittee Updates Provided.
New Business	Future Leadership Council Meetings- After discussion, it was decided to keep meetings on Thursday evenings. Mari will copy Tim Schulte on her reports.	Leadership Council meetings will continue to be in the evening on the second Thursday of the month.

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	<p>William suggested a master calendar that would include things like:</p> <ul style="list-style-type: none"> *Budget submission timeline *Teacher Contact Due Dates *25-26 school calendar due date *H&S volunteer/fundraising recruitment *Graduation times *Church dates that affect the school *2025 Discernment for Leadership Council when current members end their term *Regionalization timeframe *Next year school enrollment deadline *Insurance/ School Audits *Student Testing dates (state requirements) <p>Mr Lynch reported a lot of calendar changes will occur with regionalization but we should keep the above list for the future.</p> <p>Treasurer Email address- Mari has requested an email address for the Leadership Council Treasurer. Two new emails will be created: leadershipcouncil@saintfrancisofassisischool.org lctreasurer@saintfrancisofassisischool.org</p> <p>Conference Meals for preschool teachers- Growing Learners teachers have conferences on separate dates from the other teachers and we need to decide if we will continue to fund their lunch despite the increased cost due to lower numbers being served. Father Pins and Leadership Council members all agreed that we should continue to pay for these lunches.</p>	<p>Mari will copy Tim Schulte on her treasurer's report.</p> <p>Mollie will send William the previous calendar document that Home and School members collaborated on.</p> <p>Mari will let the Hospitality Committee chair know that the Leadership Council will fund the Growing Learners teachers' meals.</p>
Executive Session	There was no call for Executive Session at this meeting	No Executive Session conducted.
Adjournment	There was no other new business to discuss so Father Pins led a closing prayer and the meeting was then adjourned at 8:15 pm.	The next Leadership Council Meeting is scheduled for September 12, 2024 at 6:30 pm.