

St. Francis of Assisi School Leadership Council Minutes

September 12, 2024

Board Members Present:

Father Joe Pins (Pastor)
Steve Craig (Chair)
Brenda Pedersen (Vice Chair)
Mollie Mertens (Secretary)
Phil Stover (Communications Dir)
Becky Baker (Fundraising Dir)
Jennifer Tracey (Volunteer Coor)
Andrew Phillips
Michael Perrin
Adam Mullinax- *via Zoom*

Not Present:

Mari Lewis (Treasurer)
William Downs

Prepared by: Mollie Mertens

Called to Order: 6:30 p.m.

Adjourned: 8:00 p.m.

Location: Middle Conference Room

Minutes Prepared By: _____
Mollie Mertens

Others Present:

Jeff Lynch (School Principal)
Jamie Zabel (Assistant Principal)
Wendy Henry (Preschool Director)
Thomas Call (Parish Council Rep)

AGENDA ITEM	DESCRIPTION/DISCUSSION	NEXT STEPS/ACTIONS
Call to Order & Opening Prayer	Steve Craig called the meeting to order at 6:30 p.m. and Father Pins led an opening prayer.	Call to Order and Opening Prayer.
Open Forum	There was no request for an Open Forum at this meeting.	
Approval of Agenda and minutes from August 8, 2024	Minutes from the last Board of Education meeting from August 8th were approved pending one change proposed by Wendy Henry indicating that there are 6 current openings in the Afternoon Pre-K program.	Minutes Approved.
Leadership Council Membership	Steve Craig reported: <ul style="list-style-type: none">• Welcomed all new members to the Leadership Council.• Two new members are taking on newly developed roles- Becky Baker as the Fundraising & Development Director and Jennifer Tracey as the Volunteer Coordinator.	

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	<ul style="list-style-type: none"> ● If we choose to form a board Fundraising and Development Committee and/or a School Security and Safety Committee, committee charters need to be drafted and submitted to Father Pins, Administration and the Leadership Council for approval. ● Discussion about whether full time school employees should serve on the council. Members agreed that due to a conflict of interest full time school employees/family members cannot serve on the council. ● Discussion about whether you need to be a practicing Catholic to serve on the council. Members agreed that this should be required but could be evaluated on a case by case basis. 	
Discussion: Finalizing Bylaws for new Leadership Council	Steve requested each person read through bylaws independently and follow up with Phil Stover and him about any proposed changes prior to the next meeting.	Council members are asked to read through bylaws and report any proposed changes.
Treasurer Report	<ul style="list-style-type: none"> ● Fundraising account (as of 8/30/24) <ul style="list-style-type: none"> ● The balance in the Fundraising account was \$227,849. The only changes relative to last month were an expense from the 2024 auction and the annual fee for our fundraising platform. ● Home and School account (as of 8/30/24) <ul style="list-style-type: none"> ● The balance in the Home and School account was \$61,585. We had \$12,919 of debits since the August Leadership Council meeting report but over \$7,000 of those were allocated to the 2023-2024 budget. The most significant expenses were window and wall graphics (\$4,018), bussing (\$3,160), and library purchases (\$2,035). ● The Student Ambassadors Program was replaced by the Student Council this school year. The Student Council will be taking over the responsibilities of the Student Ambassadors and will be expanding to new activities as well. When the 2024-2025 budget was approved in the spring it included \$500 for the Student Ambassadors program so this will be updated to the Student Council. The Student Council may also be requesting an increase in their budget and will put together a proposal. ● There is a new Middle School teaching position for Writing (Megan Howell.) Since this position did not exist when the original 2024-2025 budget was approved in the spring, there is currently no Leadership Council budget for this teacher. It seems reasonable to add \$400 to the 	Steve read the Treasurer's Report submitted by Mari Lewis. Mollie Mertens will follow-up with Mari about two questions that were raised about the Treasurer's Report.

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	<p>budget for this position, which is consistent with the budget for other Middle School teaching positions.</p> <ul style="list-style-type: none"> ● Busing for field trips was \$2,505 over the budget of \$13,500 in 2023-2024. After talking to Joan Bowman, some of the busing that should have been paid by the school likely went through the Home and School/Leadership Council account by mistake. We have requested more details on busing costs so we can consider whether to increase the budget for the 2024-2025 year. ● We are still looking into why 5th grade was significantly over budget in 2023-2024. We think something must have been mislabeled. ● Band scholarships are still showing as over budget in 2023-2024. The Home and School/Leadership Council account was inadvertently charged twice for some of the band fees & we are working to get this corrected. ● Next month we will review the 2024-2025 budget along with the funds carried forward from 2023-2024 and determine how to allocate excess funds. <p>Mollie Mertens will follow up on the two questions that arose regarding what type of interest the account is getting and whether staff will receive money for their birthday as they have in previous years.</p>	
Pastoral Update	<p>Father Pins provided the following update:</p> <ul style="list-style-type: none"> ● The parish has started the Reach More Program to encourage small groups to meet and help each other grow in faith. The parish is also inviting parishioners to school mass, Grandparents Day, Francis Fest & Adoration. ● DMI survey results are still being studied and results will be released soon. ● The parish is considering a building project that would create a new preschool facility behind locked doors. Still looking into whether a storm shelter would need to be installed if changes to the school structure are made. The building project would also add on a chapel that would hold approximately 120 people 	Report from Father Pins.
Report from SFA Preschool Director Wendy Henry	<p>Wendy reported that the State DHS visit just occurred. It went well and the preschool license was renewed.</p> <p>Afternoon Pre-K still has 6 openings for the year.</p>	Report from Preschool Director Wendy Henry.

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<p>Report from SFA School Principal Jeff Lynch & Assistant Principal Jamie Zabel</p>	<p>Principal Jeff Lynch & Assistant Principal Jamie Zabel discussed the following:</p> <ul style="list-style-type: none"> ● FAST Testing has started for all students. ● The parking island near the playground was filled in so there should be less rocks in the parking lot and playground. ● Hoping to put more vinyl covering on library and classroom windows. The coverings look nice and they prevent outsiders from looking in on students in first floor classrooms and the library. ● Leader in Me training was provided to all teachers and staff during the week before school starts. Student training will now be introduced. 	<p>Report from Principal Jeff Lynch & Assistant Principal Jamie Zabel.</p>
<p>Old Business</p>	<p>Steve Craig reported the following:</p> <ul style="list-style-type: none"> ● The 8th grade fundraiser was previously approved with the understanding that this is a one time exception and that a formal proposal must be submitted in advance for all future fundraising requests. A decision needs to be made about what amount of funds the Leadership Council would receive from the 8th grade fundraiser. The fundraiser brought in \$6850 and organizers offered the Leadership Council \$1250. This amount was approved by the Council. The rest of the funds will be used to offset expenses for special events held for 8th grade students throughout the year. <p>Mr. Lynch reported:</p> <ul style="list-style-type: none"> ● All classroom aide positions have been filled. ● 8:15 is the first bell, 8:20 is tardy bell. The Tuesday after Easter is now a school day and parents will be made aware of this soon. ● ELA Instruction- Detailed discussion led by Mr. Lynch, assisted by Dr. Zabel. Writing will be incorporated and taught in all core classes. The scoring rubric that teachers will use was explained. There will be collaboration with PLC addressing feedback and Administration will be doing Instructional Practice Inventory Walk Throughs to look at how reading and writing instruction is being implemented in the classroom. Mr. Lynch is also visiting with Dowling ELA leaders about where SFA students struggle and this information is being used to further guide the curriculum. The time allotted to ELA instruction is more than the state requires. 	

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Committee Updates and New Business	<ul style="list-style-type: none"> ● Building & Grounds: Brenda Peters reported that the committee is working on being more proactive with maintenance updates rather than reactive when problems occur. Need more rubber on the playground. ● Finance: No report. ● Technology: No report. ● Security and Safety: Southside door now locks automatically. Cameras will be inputted by mid October to reduce the number of blind spots. Mr. Lynch is still working on getting the phone system installed to notify when incidents or lock downs occur at nearby schools. ● School Improvement Advisory Committee: No report. ● School Mental Health Committee: Mollie Mertens reported they have not met yet but Dr. Zabel said the Leader in Me program is up and running. A committee meeting will be organized soon. 	Committee Updates Provided.
Executive Session	There was no call for Executive Session at this meeting	No Executive Session was conducted.
Closing Prayer and Adjournment	There was no other new business to discuss so the meeting was adjourned at 8:00 pm.	The next Leadership Council Meeting is scheduled for October 10, 2024 at 6:30 pm.