

St. Francis of Assisi School Leadership Council Minutes

December 12, 2024

Board Members Present:

Steve Craig (Chair)
Brenda Pedersen (Vice Chair)
Mollie Mertens (Secretary)
Mari Lewis (Treasurer)
Becky Baker (Fundraising/Dev Dir)
Jennifer Tracey (Volunteer Coord)
Andrew Phillips (At-Large)
Adam Mullinax (At-Large)
Michael Perrin (At-Large)

Not Present:

Father Joe Pins (Pastor)
Phil Stover (Communications Dir)
William Downs (At-Large)
Jamie Zabel (Assistant Principal)

Visitors/Invited Guests:

Denise Swartz (3rd Grade Teacher)
Melissa Thornton (3rd grade Teacher)
Kathleen Drey (3rd grade Teacher)

Prepared by: Mollie Mertens

Called to Order: 6:30 p.m.

Adjourned: 8:02 p.m.

Location: SFA Science Lab

Minutes Prepared By: _____
Mollie Mertens

Others Present:

Jeff Lynch (School 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 led an opening prayer. Current Agenda and Minutes from the last Board of Education meeting of November 14, 2024 were approved.	Call to Order and Opening Prayer.
Teacher Presentation	The 3rd grade teachers have been utilizing Into Reading and Illustrative Math this year. They contacted the 4th grade teachers in an attempt to see what students seem to struggle with when they get to the next grade. They emphasize three-digit addition and subtraction and encourage use of the IXL system. All subjects are encouraging critical reasoning. In Social Studies, students are learning about immigration and assimilation. In Science, they are currently analyzing videos of animals in their habitats and then creating their own animal. They will then write a claim about whether and how their animal could succeed in various environments. Although changing educational standards can be difficult, they believe the new standards allow them to focus more on application than memorization. When asked how the Leadership Council can support them they	3rd Grade Teachers Report.

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	stated that they would appreciate if we continue to combat negativity and work on further building a positive culture at the school with parents.	
Open Forum	There was no request for an Open Forum at this meeting.	
Treasurer's Report, Discuss Fund-A-Wish Items & Requests for use of Excess Funds	<ul style="list-style-type: none"> ● Fundraising account (as of 12/6/24) <ul style="list-style-type: none"> ○ The balance in the fundraising account was \$91,563. ○ There were \$4,280 of debits since the November Leadership Council meeting report. The main expense was a payment for candles that are being sold as a fundraiser for the auction (\$4,080). There was also one Track-a-Thon expense that came through late. ○ There were \$1,425 of credits. The main credit (\$1,250) was the portion of 8th grade spirit wear sales that was transferred to the Leadership Council. There were also a couple of FACTS payments for the Track-a-Thon and auction. ● Leadership Council account (as of 12/6/24) <ul style="list-style-type: none"> ○ The balance in the Leadership Council account was \$167,271. ○ There were \$7,096 of debits since the November Leadership Council meeting report. The most significant expenses were for the playground rubber mulch (\$2,337) and All Saints Day class party snacks (\$1,056). ○ There is currently a surplus of \$60,796. ● 8th grade fundraising account (as of 12/6/24) <ul style="list-style-type: none"> ○ Not available this month. Work is being done to identify the 8th grade fundraising FACTS charges so a balance can be reported by next month. ● Staff Christmas fund <ul style="list-style-type: none"> ○ The deadline for contributions was Tuesday, 12/10/24. Debbie will provide a report of Parish Soft contributions on Monday, 12/16/24 and Joan will provide cash/check totals. Cash gifts will then be distributed to staff on Thursday, 12/19/24. ● 2023 Fund-a-Wish technology bucket (\$11,314) <ul style="list-style-type: none"> ○ Mr. Lynch has proposed we use these funds on: <ul style="list-style-type: none"> ■ Clever Touch interactive white board for band room (\$2,343.11) 	

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	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Three sets of translator earbuds (\$913.50) ● 2024 Fund-a-Wish furniture bucket (\$4,425) <ul style="list-style-type: none"> ○ At the November meeting \$6,320 of various furniture expenses were approved that will use up the remaining \$4,425 and also \$1,895 of surplus. The \$1,895 has been added as a line item in the special disbursements section of the budget. ● Fund-a-Wish for 2025 auction <ul style="list-style-type: none"> ○ GloForge laser printer (\$9,000)- recommended by Jill Westholm as it can precisely cut cardboard, can be used for drawing and can also engrave. ○ Flex seating- Stools cost between \$73- \$84, taller desks- up to teacher's discretion. ● Potential uses of surplus <ul style="list-style-type: none"> ○ Mr. Lynch has proposed we use \$1,300 of the current surplus on additional vinyl graphics that were not included in the \$4,018 special disbursement line item that was approved by Home and School last spring. ○ 5th grade chrome book charging stations would cost \$5500. Will take that from the remaining money in the wish bucket from last year. Middle school would also like charging cables in each room. 27 or 18 at \$15 apiece. ○ Motion to approve \$5500 charging station and \$1300 vinyl graphic funding made by Steve Craig, seconded by Jenn Tracey. Motion approved unanimously. ○ LEGO league- Bricks for Kids was started last year and filled up quickly. Lego League is more expensive to start up but may involve robotics once you move up to middle school. Discussed whether we could do Bricks for Kids again this year and maybe Lego League next year. Mari will check on what the cost would be to re-start Lego League at SFA School. ○ Concessions at sporting events- lots of logistical questions. No janitorial staff on weekends and who would coordinate? Michael Perrin suggested it might be a good job for a business class for 7th and 8th grade students or for Student Council to coordinate. No decision made on this idea. 	

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Fundraising and Development Report	Becky Baker reported that payments were made for the casino tables that are being rented. Deposit for the food has been paid to the caterer Taste to Go. Becky has not heard an update on the success in recruiting sponsors or how ticket sales are going for the auction.	
Volunteer Coordinator Report	Jennifer Tracey reported that Michelle Krage has agreed to take over as playground equipment volunteer. She is also making sure that new and current school parents know of all the different volunteer opportunities available at the school.	
Old Business	<ol style="list-style-type: none"> 1. The Leadership Council conducted a meeting with auction leaders regarding expenses last month. Father Pins, Laura, and representatives from the Leadership Council met. All felt reassured that expenses are less than \$50,00 and that they have received a lot of donations. Committee appears to be on track in controlling spending. A gambling license is available. Uncertain about overall ticket sales but know that half the VIP tables have sold. The auction committee is considering a possible car raffle since there won't be a tuition raffle this year due to the ESA. The council discussed all the things to consider if a raffle is conducted, including contingency plans if we don't sell enough tickets. 2. Another meeting will be arranged with auction leaders to check on final plans for the auction and any assistance needed from the LC. 3. Mr. Lynch is checking to make sure that furniture was purchased after funding was approved at the last council meeting. 4. RAVE button installed and they are working to complete training with all teachers and staff. 	A meeting will be scheduled with Auction Committee leaders and LC representatives to discuss final plans for the auction.
Pastoral Report from Father Pins	Father Pins was unable to attend the meeting, so no report was provided.	No Pastoral Report.

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Report from SFA Preschool Director Wendy Henry	Wendy reported registration for next year is going well. On Friday December 20th currently registered families will find out what spots they get in preschool. Registration will be open to parishioners through the end of January. When it opens to the public, there will be a wait list. ECE will also have a waitlist.	Preschool Director Report.
Report from SFA School Principal Jeff Lynch	<p>Jeff reported that all current families are registered for next year. All parents in the region recently received an email about the Blackbot payment system that the regional school system will use.</p> <p>SFA held musical programs for all grades over the past two weeks. These were very successful. One problem was seating. Typically, concerts are in the church, but it got moved to the gym because of conflicts with scheduled confession and 1st Reconciliation in the church. All agreed that the church is the best place for these Christmas concerts, especially with the expanded seating available there.</p>	School Principal Report.
Update from Committees	Updates from recent Parish Finance Council, and School Security and Safety Committee meetings were shared with council members before the meeting. No questions at this time.	Reports from various school and parish committees were provided to council members in advance.
Executive Session	There was no call for Executive Session at this meeting	No Executive Session was conducted.
New Business	<ol style="list-style-type: none"> 1. Mental Health Committee Status- will ask Dr. Zabel at the next meeting. 2. SIAC (Student Improvement Action Committee) status- they typically meet three times a year. Instructional coaches from AEA are coming in to help teachers in several different areas over the remainder of the school year. 3. Budget- The recommended tuition and pay scale for the whole region is being reviewed now by the Bishop and will be announced publicly soon. Teachers will be asked to sign Letters of Intent for next year in January. Contracts will go out in March and teachers will have two weeks before they are due. The regional office is once again working to make sure wages are competitive. Use of FACTS at SFA School will end in August. 	

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Closing Prayer and Adjournment	Steve Craig stated that at the February 2025 council meeting we will determine if we need a March meeting. If we conduct a March meeting, it will be conducted by videoconference. A Closing Prayer was offered and then the meeting was adjourned at 8:02pm.	The next Leadership Council Meeting is scheduled for January 9, 2025 at 6:30 pm.