

St. Francis of Assisi School Leadership Council Minutes

February 13th, 2025

Board Members Present:

Steve Craig (Chair)
 Brenda Pedersen (Vice Chair)
 Mollie Mertens (Secretary)
 Becky Baker (Fundraising Dir)
 Jennifer Tracey (Volunteer Coor)
 Mari Lewis (Treasurer)
 Phil Stover (Communications Dir)
 William Downs (Member at Large)
 Andrew Phillips (Member at Large)
 Michael Perrin (Member at Large)

Not Present:

Father Joe Pins (Pastor)
 Adam Mullinax (Member at Large)
 Wendy Henry (Preschool Director)

Prepared by: Mollie Mertens

Called to Order: 6:30 p.m.

Adjourned: 8:15 p.m.

Location: Middle School Science Lab

Minutes Prepared By: _____
 Mollie Mertens

Others Present:

Jeff Lynch (School Principal)
 Jamie Zabel (Assistant Principal)
 Thomas Call (Parish Council Rep)
 Tyler Tiede (parent/guest)
 Bridget Bennett (parent/guest)

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.	Call to Order and Opening Prayer.
Approval of Agenda and minutes from January 9, 2025	No changes were recommended to the agenda. Minutes from the 1-9-25 Leadership Council meeting were unanimously approved.	Minutes of 1-9-25 Meeting Approved.
Teacher Presentations	Mrs. Hentges, Miss Schliesman and Mrs. Murphy presented: <ul style="list-style-type: none"> • What the Kindergarteners are working on in reading, religion and math. The three of them collaborate on most subjects and believe the curriculum they are utilizing is good. Also discussed how Leader and Me training is being provided to kindergarteners this year. • When asked what the Leadership Council can do to help them the teachers commented that they would like to see transitional kindergarten as an option at SFA. Sacred Heart currently has this in addition to some Waukee 	

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	<p>schools. Transitional kindergarten gives parents an option if their child is not quite ready for kindergarten but has already learned what they need to in preschool.</p> <p>Stephanie Larson and Sam Hartmann presented the possibility of starting a FIRST Lego League Challenge program at SFA School.</p> <ul style="list-style-type: none"> ● This program reaches a smaller group but would be a valuable addition to opportunities for SFA students. Sam Hartmann would be head coach and Mrs. Larson would assist her. ● Lego League is more than just building blocks- involves problem solving, robotics and teamwork. They are proposing to form two teams next year- 2 teams of 10 kids/team. Sam explained Lego league competitions have 3 parts- 1. Robotics which is mostly coding 2. Core values- Inclusion, Innovation, Impact, Discovery, Teamwork and Fun. 3. Innovation project- researching a topic and then presenting to judges their creation. ● Expenses: would involve a one-time cost of \$3800 plus a yearly cost of \$900 for the two teams. Stipends would be needed for the head coach and assistant. ● Meetings would take place after school with students in 4-8th grade. Meetings are typically 1-2 hours per week. ● An application process would be utilized to determine which kids can participate. Parents may be subject to a fee to help offset the cost. 	<p>Leadership Council members voiced support for the program. We will need to work with Mr. Lynch to determine the stipend amount and how this would be paid. LC will look at whether the one-time and yearly expense could be covered by LC funds when the budget is developed for the next school year.</p>
Open Forum	No request for an Open Forum.	
Treasurer's Report	<p>Fundraising account (as of 2/13/25)</p> <ul style="list-style-type: none"> ● The balance in the fundraising account was \$146,224. ● There were \$48,930 of debits since the January Leadership Council meeting report. These were all auction expenses. ● There were \$69,478 of credits. This was all auction revenue. ● Preliminary auction results indicate around \$240K of net income. This is based on an estimated \$310K of revenue and \$70K of expenses. 	Treasurer Report from Mari Lewis.

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	<p>Leadership Council account (as of 2/13/25)</p> <ul style="list-style-type: none"> ● The balance in the Leadership Council account was \$160,718. ● There were \$3,040 of debits since the January Leadership Council meeting report. The most significant expense was for Chromebook charging stations and related items (\$1,024), which were allocated to the 2023 Fund-a-Wish technology bucket. ● There is currently a surplus of \$59,081. <p>8th grade fundraising account</p> <ul style="list-style-type: none"> ● Not available this month. Work is being done to correct these transactions so a balance can be reported by next month. <p>2023 Fund-a-Wish technology bucket (estimated \$2,557 remaining)</p> <ul style="list-style-type: none"> ● The current balance is \$10,290 but the following purchases are planned: <ul style="list-style-type: none"> ○ 5th grade Chromebook charging stations (\$4,476 in addition to \$1,024 already spent) ○ Clever Touch interactive white board for band room (\$2,343.11). ○ Three sets of translator earbuds (\$913.50) 	
<p>Fundraising and Development Director Report</p>	<p>Auction results as of February 12th:</p> <ul style="list-style-type: none"> ● 350 attendees. No final word on revenue and expenses but it was a very successful auction, and a ton of time was spent making sure it went well. ● Leadership Council will be meeting with current Auction Committee members to gain feedback about how to improve things for next year. Leadership Council wants to make sure communication is open and that Auction committee members feel supported. ● LC has requested that committee members keep notes so that the next set of people running the auction would have a better idea of how to complete certain tasks. Want to create a system where some committee members stay on for the next year as had been done previously. 	<p>Report from Fundraising and Development Director Becky Baker</p>
<p>Volunteer Coordinator Report</p>	<p>Jennifer Tracey conducted a meeting on 1-15-25 with program leaders and other volunteers to help increase communication among all volunteers. An update on the status of all of the committees has been placed on the LC shared drive. A question was brought up regarding the school uniform shirts that are being discontinued – ideas discussed included could we consider a donation drive for old</p>	<p>Report from Volunteer Coordinator Jennifer Tracey</p>

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	shirts, or could we create a patch with a crest that could be sewed onto old shirts? Hoodies will also be banned in the classroom next year. Dr. Zabel said 8th graders will have to order crewnecks for their class shirts next year.	
Old Business	<p>Items Discussed:</p> <ul style="list-style-type: none"> ● Status of Bricks for Kids this year- Organizer from last year has indicated that Bricks for Kids will start March 25th. This group will meet every Wednesday after school through May. They hope to have around 40 kids participating. The local organizer will handle the sign-up process (1st come, 1st served). ● Leadership Council will serve Coffee & Donuts on April 6 and May 18, 2025 after the 7:30 & 9:30 am masses. Those who haven't signed up to help need to do so ASAP. ● Leadership Council terms and future recruitment of new members- Mari will step down and we will need a new Treasurer. Steve and Mari will meet with Kylie, the Saint Francis Church Business Manager, to see whether they can help with some of the current duties handled by the treasurer. ● How to handle Christmas and end-of-year gifts from parents to teachers and staff- need to create a plan prior to the end of year gifts. It was decided that we need to have more consistent messaging to parents so they don't feel obligated to give individually and to the group monetary gift. 	Leadership Council will serve coffee & donuts after 7:30 & 9:30 am masses on Sundays April 6 and May 18, 2025. All LC members need to sign up to help serve.
Pastoral Update	Steve reported that Fr. Pins wanted to remind LC members that Ash Wednesday is coming up on March 5, 2025.	
SFA Preschool Administrator Report	Wendy Henry did not attend the meeting so no report.	No Report from Preschool Director Wendy Henry.

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SFA School Administrator Report	<p>Principal Jeff Lynch & Assistant Principal Jamie Zabel discussed the following:</p> <ul style="list-style-type: none"> ● An announcement about tuition was delayed but should be emailed to parents by the end of next week. ● No contracts have been issued at this time. There is a sense of urgency regarding getting contracts out in order to start the hiring process. ● School calendar- currently start day is August 25th. Potentially putting two days back into the week of Thanksgiving. The third week of October and the third week of February will be reserved for conferences. There will not be a uniform regional calendar due to Holy Family being a year-round school. Once the school end date is determined, a decision on the week of Thanksgiving will be made. No change in school start/end time next year - if administration wants to consider starting the day earlier this would first require sending a survey to parents. ● Culture Day February 26th- country of India will be presented this year. ● ICE concerns – working to diminish fears. Referring parents to the letter received from the Bishop. The school does need to keep the EOP up-to-date in this area. ● We hired a new teacher Bonnie Shaw as a 0.25 ESL teacher at St. Francis. She is working with 3 students currently and potentially 3 more tcould come up from preschool. ● We have found a long-term sub for Mrs. Kolbo when she needs to be on maternity leave. 	Report from Principal Jeff Lynch & Assistant Principal Jamie Zabel.
Update from Committees	<p>Updates from committees that Council members serve on were mailed to all members prior to the meeting. No questions raised about this information.</p>	
New Business	<ul style="list-style-type: none"> ● Recently identified SFA Security and Safety Committee concerns- William Downs reported that we got the money we needed to make changes. The Safely Committee is considering moving the opening of the fence around the track to make the entrance safer. Safety Committee is also checking to make sure all doors are locking and closing correctly. The door by the library has been fixed. De-escalation training and “stop the bleed” training will occur at St. Francis in the next few months. ● Leadership Council plans to meet with this year’s Auction Committee leaders soon to discuss lessons learned from this year’s auction. 	

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Executive Session	There was no call for Executive Session at this meeting	No Executive Session was conducted.
Closing Prayer and Adjournment	Closing prayer was offered. The next Leadership Council meeting will be held March 13, 2025 virtually via Zoom.	The next Leadership Council Meeting is scheduled for March 13, 2025 at 6:30 pm by Zoom.