

# St. Francis of Assisi School Leadership Council Minutes

June 12, 2025

## Board Members Present:

Father Joe Pins (Pastor)  
Steve Craig (Chair)  
Mollie Mertens (Secretary)  
Mari Lewis (Treasurer)  
Jennifer Tracey (Volunteer Coord)  
Becky Baker (Fundraising Coord)  
Andrew Phillips (At-Large)  
Brenda Pedersen (Vice Chair)  
William Downs (At-Large)

## Not Present:

Phil Stover (Communications Dir)  
Michael Perrin (At-Large)  
Adam Mullinax (At-Large)

**Prepared by:** Mollie Mertens

**Called to Order:** 6:30 p.m.

**Adjourned:** 8:00 p.m.

**Location:** Saint Francis Science Lab Classroom

**Minutes Prepared By:** \_\_\_\_\_  
Mollie Mertens

## Others Present:

Jeff Lynch (School Principal)  
Wendy Henry (Preschool Director)  
John Cord (incoming LC member)

AGENDA ITEM	DESCRIPTION/DISCUSSION	NEXT STEPS/ACTIONS
<b>Call to Order &amp; Opening Prayer</b>	Steve Craig called the meeting to order at 6:30 p.m. and Father Pins led an opening prayer. Minutes from the last Leadership Council meeting of May 8th, 2025 were discussed. A motion to approve was made by Andrew Phillips and seconded by Jen Tracey and the motion was unanimously approved	Call to Order and Opening Prayer. Minutes of May 8, 2025 Leadership Council meeting approved.
<b>Open Forum</b>	There was no request for an Open Forum at this meeting.	
<b>Treasurer's Report</b>	Mari Lewis presented the fundraising account (as of 06/04/25) <ul style="list-style-type: none"><li>Fundraising account (as of 6/4/25)<ul style="list-style-type: none"><li>The balance in the fundraising account was \$317,346.</li><li>There were \$1,153 of debits since the May Leadership Council meeting report. These were all auction expenses.</li><li>There were \$7,892 of credits. The Glowforge printer transactions mentioned last month were corrected (\$7,792) and \$100 of FACTS charges came through.</li></ul></li></ul>	Treasurer's Report.

AGENDA ITEM	DESCRIPTION/DISCUSSION	NEXT STEPS/ACTIONS																				
	<ul style="list-style-type: none"><li>Auction revenue less expenses is still expected to be just under \$230K of net income (\$310K of revenue and \$80K of expenses).</li><li>Leadership Council account (as of 6/4/25)<ul style="list-style-type: none"><li>The balance in the Leadership Council account was \$93,295.</li><li>There were \$54,133 of debits since the May Leadership Council meeting report. \$35,373 of this was for Leadership Council expenses and \$18,760 was for the staff end of year gifts.</li><li>The most significant expenses were bussing (\$11,059), the Glowforge printer (\$7,792), Junior Achievement (\$2,966), a career day speaker on manners (\$2,270), an Enrichment program expense (\$1,954), and the two 8th grade scholarships (\$1,000).</li><li>We also withdrew \$18,760 in cash for school staff end of year gifts, but this will all be covered directly by family contributions. The cash/check contributions were deposited but we are still waiting on \$13,435 of Parish Soft contributions to be credited to 2422.</li><li>There is currently a surplus of \$45,411. There is also \$1,732 in the Other budget line under Special Disbursements that has not been allocated to a specific expense/category. The kiln was about \$1,600 over budget so that will reduce the surplus when it comes through.</li></ul></li><li>8th grade fundraising account (as of 6/4/25)<ul style="list-style-type: none"><li>The balance in the 8th grade fundraising account was \$584. Debbie and Cheri worked with Joan to correct the transactions in this account.</li><li>2023 Fund-a-Wish technology bucket summary</li></ul></li></ul> <table><tr><th></th><th>Expected</th><th>Tech Bucket Budget</th><th>Tech Bucket Actual</th></tr><tr><td>Balance as of the beginning of the 2024-2025 school year</td><td>\$11,314.00</td><td>\$11,314.00</td><td>\$11,314.00</td></tr><tr><td>White board for Lynda McLuen</td><td>\$283.90</td><td>\$283.90</td><td>\$283.90</td></tr><tr><td>Chromebook charging stations</td><td>\$5,500.00</td><td>\$5,500.00</td><td>\$1,023.82</td></tr><tr><td>Clevertouch interactive whiteboard</td><td>\$2,343.11</td><td>\$2,343.11</td><td>\$2,343.11</td></tr></table>		Expected	Tech Bucket Budget	Tech Bucket Actual	Balance as of the beginning of the 2024-2025 school year	\$11,314.00	\$11,314.00	\$11,314.00	White board for Lynda McLuen	\$283.90	\$283.90	\$283.90	Chromebook charging stations	\$5,500.00	\$5,500.00	\$1,023.82	Clevertouch interactive whiteboard	\$2,343.11	\$2,343.11	\$2,343.11	<p>The Leadership Council formally thanked Mari Lewis for her expertise serving as Treasurer of the Saint Francis Home &amp; School and Leadership Council organizations.</p>
	Expected	Tech Bucket Budget	Tech Bucket Actual																			
Balance as of the beginning of the 2024-2025 school year	\$11,314.00	\$11,314.00	\$11,314.00																			
White board for Lynda McLuen	\$283.90	\$283.90	\$283.90																			
Chromebook charging stations	\$5,500.00	\$5,500.00	\$1,023.82																			
Clevertouch interactive whiteboard	\$2,343.11	\$2,343.11	\$2,343.11																			

AGENDA ITEM	DESCRIPTION/DISCUSSION				NEXT STEPS/ACTIONS
	Translator earbuds	\$913.50	\$913.50	\$126.89	Leadership Council voted to require signature of Treasurer or Leadership Council Chair only for check requests over \$500. Requests for reimbursement for any discretionary funds made by Principal Lynch will be signed off on by Father Pins.
	Glowforge printer	\$9,000.00	\$2,273.00	\$7,792.00	
	<b>Balance as of the end of the 2024-2025 school year</b>	<b>-\$6,726.51</b>	<b>\$0.49</b>	<b>-\$255.72</b>	
	<ul style="list-style-type: none"> <li>Recommend only requiring a Leadership Council signature/approval on check requests greater than \$500 (currently \$250). If Mr. Lynch requests money from the special disbursements discretionary fund this will require approval by Fr. Pins. Motion to approve made by William Downs, seconded by Jen Tracey and then unanimously approved.</li> <li>In March the Leadership Council approved \$5,175 for a new kiln for the art room. This came in around \$1,600 over budget. An additional \$1,200 has now been requested to cover a part (peephole) that is required but was not included. Council members voiced their support for paying this amount.</li> </ul>				
<b>Fundraising and Development Report</b>	Becky Baker presented the following information: <ul style="list-style-type: none"> <li>Jessica Hull has agreed to lead the auction next year and Melissa Mullinax has agreed to assist. Mari Lewis is also willing to offer assistance as needed.</li> </ul>				
<b>Volunteer Coordinator Report</b>	Jennifer Tracey reported <ul style="list-style-type: none"> <li>We need a parent to volunteer for Hospitality Committee.</li> <li>Still working with Mr. Lynch on finding a yearbook coordinator for next year.</li> </ul>				
<b>Old Business</b>	<ul style="list-style-type: none"> <li>Discernment process completed and two new Leadership Council members were selected for 2025-26. John Cord &amp; Baylie Panzi will start serving in August 2025.</li> <li>New Policy on Requests to Use School Email System to Send Requests For Monetary Support to Parents. Proposed policy sent to members in advance of meeting. Motion to approve made by Brenda Pederson, seconded by Phil Stover and then unanimously approved by the Council.</li> <li>8th Grade Leadership Council Scholarship Winners (10 applicants)-Haley Harnden &amp; Madelyn Vowels selected and each received \$500 scholarship.</li> </ul>				<i>New Policy on Requests to Use School Email System to Send Requests to Parents for Monetary Support approved.</i>

AGENDA ITEM	DESCRIPTION/DISCUSSION	NEXT STEPS/ACTIONS
	<ul style="list-style-type: none"> <li>Results of letter sent to parents about end of year gift donations for teachers &amp; staff- Steve reported this was very well received with \$18,565 raised and this allows us to contribute to all employees of the school.</li> <li>Recruitment of teacher or parent to produce school yearbook next year- one teacher did express interest and a stipend of up to \$1500 will be paid. Mr. Lynch said once teachers check their emails there may be more interest.</li> </ul>	
<b>Pastoral Report from Father Pins</b>	<p>Father Pins presented the following information:</p> <ul style="list-style-type: none"> <li>Over 230 kids registered for Vacation Bible School next week and lots of excitement around that.</li> <li>Father Brobbey is leaving in July. He is very appreciative of his four years here.</li> <li>Friday June 20th is an Evening of Prayer and Art event at St. Francis.</li> <li>Capital campaign to launch this summer. Campaign will create new preschool space on the southeast side of the school. This will improve security and bring the preschoolers closer to the other early elementary students. Adding on to the south side of the current church and preschool area will allow for addition of an adoration chapel and additional classrooms for the church. Needed updates will also be done to the kitchen, including a needed grease trap.</li> </ul>	<p>Report from Father Pins.</p>
<b>Report from SFA Preschool Director Wendy Henry</b>	<p>Wendy Henry presented the following information:</p> <ul style="list-style-type: none"> <li>Mrs. Ryan is leaving, and an excellent candidate has been offered her position. Just waiting to hear back after contract details are shared.</li> </ul>	<p>Report from Wendy Henry.</p>
<b>Report from SFA School Principal Jeff Lynch</b>	<p>Mr. Lynch has spent a lot of time interviewing candidates. The following have been hired:</p> <ul style="list-style-type: none"> <li>All full-time teaching positions have been filled</li> <li>One teacher's aide position still needs to be filled</li> <li>Working with band and music teachers about how best to meet those needs in 2025-26. Several options being explored.</li> <li>With AEA funding the school will be provided 1 instructional coach to come in weekly to assist teachers and another half-time coach for next year.</li> <li>Middle school ELA curriculum for next year will be a full 90-minute block or two 45-minute blocks.</li> </ul>	<p>Report from Jeff Lynch.</p>

AGENDA ITEM	DESCRIPTION/DISCUSSION	NEXT STEPS/ACTIONS
<b>New Business</b>	<ul style="list-style-type: none"> <li>Developing an Auction Guide with assistance from Melissa Mullinax. Mari Lewis assisted in creating the expense portion of the guide. Steve presented a Mission &amp; Vision document he received from a parishioner who helped produce the first Gala. Council members were asked to look over this document for discussion at the next meeting. Father Pins wants us to review the second page and help decide whether we share this with future auction committees to provide guidance going forward.</li> <li>DM Diocese School Policy 504: Covenant of Trust Between Parents &amp; School- Discussed whether the Leadership Council can do a better job of helping parents understand what they are being asked to commit to Options discussed include: lay out expectations to parents more explicitly each year, add it to school website for potential new school parents, discuss with parents at new student orientation (Kindergarten Roundup) Excellent discussion about how we want to be mindful not to shame parents but to invite them to go deeper in their faith. Ways to accomplish this were then discussed.</li> <li>Use of LC Funds to Support Student Participation in National Speech and Debate Competition. Several students will go representing St. Francis of Assisi School. LC members voiced support, and Mari is working to determine how much the Leadership Council will be asked to contribute.</li> </ul>	<p>Council members asked to review the proposed School Auction Mission &amp; Vision Statement for discussion/approval at next meeting.</p> <p>Council members were encouraged to consider ways the Leadership Council can better reinforce and support the Covenant of Trust Between Parents &amp; School. Suggestions should be shared with Steve Craig.</p>
<b>Update from Committees</b>	No questions raised about the report sent to LC members in advance of the meeting.	Steve reached out to individual committees and sent a report out to council members ahead of time.
<b>Executive Session</b>	There was no call for Executive Session at this meeting	No Executive Session was conducted.
<b>Closing Prayer and Adjournment</b>	Father Pins led us in a closing prayer. There was no other new business to discuss so the meeting was adjourned at 8:00 pm. Mini bundt cakes to thank Mari Lewis for her work as treasurer were then enjoyed by LC members.	<b>The next Leadership Council Meeting is scheduled for August 14th, 2025 at 6:30 pm.</b>