

St. Francis of Assisi School Leadership Council Meeting

September 11, 2025 6:30pm – 8:00pm

Location: SFA School Science Lab (2nd floor of school)

Zoom Meeting (if needed):

| Members Present (X) Members Absent (-) | | | | | |
|----------------------------------------|-----------------------------------------------|--|--------------------------------------------|--|------------------------------------------|
| | Chair- Steve Craig | | Communications Director – Phil Stover | | Pastor - Father Joe Pins |
| | Vice Chair-Brenda Pedersen | | Fundraising Director – Becky Baker | | Wendy Henry (Preschool Director) |
| | Secretary – Mollie Mertens | | Volunteer Coordinator-Jennifer Tracey | | Jeff Lynch (Principal) |
| | Treasurer – John Cord | | At-Large – Baylie Panzi | | Jodi Halligan (Assistant Principal) |
| | At-Large – William Downs | | At-Large – Andrew Phillips | | Thomas Call (Parish Council Rep) |
| | At-Large – Adam Mullinax | | At-Large – Michael Perrin | | |
| Visitors/Invited Guests | | | | | |
| | Michelle Curtin-1 st grade teacher | | Diane Murphy-1 st grade teacher | | Carol Gaul-1 st grade teacher |

AGENDA

1. Opening Prayer
2. Teacher Presentation: Update on 1st Grade Class Instruction
3. Approval of August 14, 2025 Leadership Council meeting minutes – (prepared by Brenda)
4. Open Forum (max 15 minutes) – (Steve)
Parents/Guests attending -
5. Report: Treasurer’s Report (John)
Request for funds to provide cookies/lemonade at monthly all-grade masses
6. Report: Fundraising and Development Director Update (Becky)
1st joint Auction Planning Meeting – September 9
7. Report: Volunteer Coordinator – Update (Jennifer)
8. Old Business: Follow-up of Items from last Council Meeting
 - School yearbook plans for this academic year
 - Covenant of Trust Between Parents & SFA School Update: Memo to parents & planning for monthly grade-level Sunday masses + other measures planned for this year
 - Campaign to encourage school parents to increase contributions to parish/school – Subcommittee formed
 - Use of proceeds from Track-a-Thon: Scheduled for September 19, 2025 (9-26-25 backup date)
9. Pastoral Update (Fr. Pins) including update on Capital Campaign Planning
10. Administrator’s Report
 - SFA Preschool (Preschool Director Wendy)
 - SFA School (Principal Jeff / Assistant Principal Jody)

11. Update from Committees – Written summaries sent by email to LC members in advance of meeting
 - Any questions about items included in summaries?
12. New Business
 - WDM plans to install new crosswalk with flashing lights between track & school
13. Executive Session (as applicable)
14. Closing Prayer
15. Next Leadership Council meeting scheduled for **October 9, 2025**
16. Adjournment