

St. Francis of Assisi School Leadership Council Meeting

November 13, 2025 6:30pm – 8:00pm

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

Zoom Meeting (if needed): Join Zoom Meeting at: <https://uiowa.zoom.us/j/98930598846>

Meeting ID: 989 3059 8846

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 (Pastoral Council Rep)
	At-Large – Adam Mullinax		At-Large – Michael Perrin		Sara Hedding (Pastoral Council Rep)
Visitors/Invited Guests					
	Lisa Anderson-5 th grade teacher		Annie Desing- 5 th grade teacher		Katie Ultenbroek-5 th grade teacher
	Scott Keplinger (Intellisee)				

AGENDA

1. Opening Prayer
2. Teacher Presentation: Update on 5th Grade Class Instruction 2025-2026
3. AI Video Security System Discussion & Presentation by Scott Keplinger from Intellisee
4. Approval of October 9, 2025 Leadership Council meeting minutes – (prepared by Mollie)
5. Open Forum (max 15 minutes) – (Steve)
Parents/Guests attending -
6. Report: Treasurer's Report (John)
 - Request for funds to cover purchase & installation of SFA School window graphic coverings (\$5606)
 - Request for funds to purchase banner with SFA School Logo (stand ~\$160, banner ~\$170)
 - Request for funds to pay Trunk or Treat expenses (\$567.21 requested so far)
7. Report: Fundraising and Development Director Update (Becky)
Joint Auction Planning Meeting held November 11
8. Report: Volunteer Coordinator – Update (Jennifer)
9. Old Business: Follow-up of Items from last Council Meeting
 - Campaign to encourage school parents to increase contributions to parish/school - Letter Sent
 - Track-a-Thon revenue used for new storage facility at track + initial church/school window coverings
 - F/U with Dr. Bishop about diocesan funding of ESL Teacher certification training
 - October 19, 2025 7th Grade Student & Family Mass (over fall break)
 - Trunk or Treat held October 26, 2025
 - Plans for Faith Night Presentations on Safe Social Media Use finalized: Ben Tracy visit January 14, 2026
10. Pastoral Update (Fr. Pins) including update on Capital Campaign Planning

11. Administrator's Report

- SFA Preschool (Preschool Director Wendy)
- SFA School (Principal Jeff / Assistant Principal Jody)

12. Update from Committees – Written summaries sent by email to LC members in advance of meeting

- Any questions about items included in summary for this meeting?

13. New Business

- 6th Grade Mass scheduled on Sunday November 23 @ 11:30 am – volunteers to help at reception?
- Quarterly Leadership Council Chairs Meeting with Regional School System Leaders – November 19, 2026

14. Executive Session (as applicable)

15. Closing Prayer

16. Next Leadership Council meeting scheduled for **December 11, 2025**

17. Adjournment