

St. Francis of Assisi School Leadership Council Meeting

December 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 (Pastoral Council Rep) | |
| At-Large – Adam Mullinax | | At-Large – Michael Perrin | | Sara Heddinger (Pastoral Council Rep) | |
| Visitors/Invited Guests | | | | | |
| Gracie Elsbecker-6 th grade teacher | | Madelyn Barten - 6 th grade teacher | | Megan Schraeger - 6 th grade teacher | |

AGENDA

1. Opening Prayer
2. Teacher Presentation: Update on 6th Grade Class Instruction 2025-2026
3. Approval of November 13, 2025 Leadership Council meeting minutes – (prepared by Mollie)
4. Open Forum (max 15 minutes) – (Steve)
Parents/Guests attending -
5. Report: Treasurer’s Report (John)
6. Report: Fundraising and Development Director Update (Becky)
Joint Auction Planning Meeting held December 10
Can we advertise that auction proceeds will be used for installation of new AI Video Security System?
7. Report: Volunteer Coordinator – Update (Jennifer)
8. Old Business: Follow-up of Items from last Council Meeting
 - Campaign to encourage school parents to increase contributions to parish/school – Next steps?
 - November 22, 2025 6th Grade Student & Family Mass – 31 students attended
 - Promoting Faith Night Presentation on Safe Social Media Use: Ben Tracy on 1-14-26 at 7 pm Parish Hall
 - Mental Health Committee has resumed meetings – Mollie Mertens participating
 - Quarterly Leadership Council Chairs Meeting with Regional School System Leaders held 11-19-2026
 - Lego League for SFA School Students – Success in Year 1!
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 summary for this meeting?

12. New Business

- 5th & 1st Grade Mass scheduled on Sunday December 21 @ 11:30 am – volunteers to help at reception?
- Christmas Music Concerts and Seating Challenges
- Registration of New Students at SFA School

13. Executive Session (as applicable)

14. Closing Prayer

15. Next Leadership Council meeting scheduled for **January 8, 2026**

16. Adjournment