

St. Francis of Assisi School Leadership Council Meeting

January 8, 2026 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 Hedding (Pastoral Council Rep)	
Visitors/Invited Guests					
-7 th grade teacher		- 7 th grade teacher		- 7 th grade teacher	

AGENDA

1. Opening Prayer
2. Teacher Presentation: Update on 7th Grade Class Instruction 2025-2026
3. Approval of December 11, 2025 Leadership Council meeting minutes – (prepared by Mollie)
4. Open Forum (max 15 minutes) – (Steve)
Parents/Guests attending -
5. Report: Treasurer’s Report (John)
Discussion of Stipends for Extracurricular Activity Directors
Request to purchase new cones for parking lot
6. Report: Fundraising and Development Director Update (Becky)
Joint Auction Planning Meeting held January 6
Report from Auction Committee leaders (Jess Hull & Melissa Mullinax)
7. Report: Volunteer Coordinator – Update (Jennifer)
8. Old Business: Follow-up of Items from last Council Meeting
 - Encouraging school parents to increase contributions to parish – News & Notes announcement
 - December 21, 2025 5th Grade + 1st Grade Students & Family Mass Attendance
 - Promoting Faith Night Presentation on Safe Social Media Use: Ben Tracy on 1-14-26 at 7 pm Parish Hall
 - Registration of New Students for SFA Preschool and School for 2026-2027
 - Challenges for seating all the attendees at School Christmas Concerts – Proposed solutions?
9. Pastoral Update: Fr. Pins flew to Rome on January 4, 2026. Will return to pastoral duties on April 1, 2026
Fr. Larry Hoffman helping parish during Fr. Pins sabbatical
Update on *Rebuild My Church* capital campaign.
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
 - Catholic Schools Week January 25-January 31, 2026: Speakers at weekend masses on January 25
 - 4th Grade Mass scheduled on Sunday January 25 @ 11:30 am – volunteers to help at reception?
13. Executive Session (as applicable)
14. Closing Prayer
15. Next Leadership Council meeting scheduled for **February 12, 2026**
March 12, 2026 meeting will be virtual (Zoom)
16. Adjournment