

St. Francis of Assisi School Leadership Council Minutes

November 13, 2025

Board Members Present:

Father Joe Pins (Pastor)
Steve Craig (Chair)
Brenda Pedersen (Vice Chair)
Mollie Mertens (Secretary)
John Cord (Treasurer)
Phil Stover (Communications Dir)
Adam Mullinax (At-Large)
Andrew Phillips (At-Large)
Baylie Panzi (At-Large)

Present on Zoom:

William Downs (At-Large)
Michael Perrin (At-Large)

Others Present:

Jeff Lynch (School Principal)
Jodi Halligan (School Vice Principal)
Wendy Henry (Preschool Director)
Melissa Mullinax (Auction Comm)

Not Present:

Jennifer Tracey (Volunteer Coord)
Becky Baker (Fundraising Coord)
Thomas Call (Pastoral Council Rep)
Sara Heddinger (Pastoral Council Rep)

Prepared by: Mollie Mertens

Called to Order: 6:30 p.m.

Adjourned: 7:58 p.m.

Location: Saint Francis Science Lab Classroom

Minutes Prepared By: _____
Mollie Mertens

AGENDA ITEM	DESCRIPTION/DISCUSSION	NEXT STEPS/ACTIONS
Call to Order & Opening Prayer	Steve Craig called the meeting to order at 6:30 p.m. and Father Pins led an opening prayer. Minutes from the October 9, 2025 Leadership Council meeting were sent out electronically before the meeting and these minutes were approved.	Call to Order and Opening Prayer. Minutes of the October 9th, 2025 meeting were approved.
Teacher Presentation	Lisa Anderson and Annie Desing presented their plans for Fifth Grade instruction in 2025-2026 to the committee. <ul style="list-style-type: none">• 5th Grade is referred to as the bridge year- from Elementary to Middle school. Academically it is departmentalized into three sections- Mrs. Anderson teaches Social Studies and Science, Ms. Design teaches Math and Ms. Uitenbroek teaches Grammar and Writing. Students are taught Religion and Reading by their homeroom teachers. Each class period is 50 minutes.• Recently 5th Grade had a parent guest speaker for Veterans Day. Also, Biz Town is a very big deal for 5th grade and will start after Thanksgiving	5 th Grade Teacher Presentation. When asked for any needed items, new headphones for students were requested.

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	<p>break. In math they are working on fractions and knowing facts and gaining independence with memorizing math facts.</p> <ul style="list-style-type: none"> December Mission Day is run by 5th Grade and each grade level brings in specific items needed to make up toiletry boxes for the homeless. 5th Grade students will gather the items and put together the boxes. WIN Time is utilized to help kids depending on what they need. Math help, reading fluency and reading comprehension help is offered as needed during this time. 	
Security Presentation	<p>AI Enhanced Video Security System Discussion & Presentation led by Scott Keplinger from Intellisee.</p> <ul style="list-style-type: none"> The system was developed at U of I and has been used there since 2020. It is also used by Waukee Schools and Des Moines Public Schools. The platform works with the school's existing cameras to detect trespassing, weapons, medical emergencies, fraud, or anything else we would like the system to detect. They can build out the platform to look for what we want. The system is flexible and highly configurable. There is a real-time human review element incorporated as well. Training is included as well as set up and installation. Piloting the program is an option. No PII is utilized. 	AI Enhanced Video Security System presentation by Scott Keplinger from Intellisee.
Open Forum	There was no request for an Open Forum at this meeting.	
Treasurer's Report	<p>John Cord presented the Treasurer's Report</p> <p>Leadership Council Account (2422): As of October 31, 2025</p> <ul style="list-style-type: none"> Beginning Balance (Oct 1, 2025): \$218,465.92.56 Ending Balance: \$196,611.13 Remaining Budgeted Expenses: \$114,886 <ul style="list-style-type: none"> Added Key Fobs & Window/Door Film items to the budget PBIS increased budget Surplus: \$81,725 Should see \$9000 textbook reimbursement credit soon <p>Recent Activity:</p> <ul style="list-style-type: none"> Window/Door Anti Shatter Film: Covering \$11,432.95 debit Grandparents Day: \$1,001.48 debit 	<p>Treasurer's Report</p> <ul style="list-style-type: none"> Funding for SFA school window graphic coverings was approved. Funding for a banner with SFA School Logo was approved. Trunk or Treat funding was approved and will be a budget line-item expense for next year.

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	<p>Fundraising Account (2426): As of October 31, 2025</p> <ul style="list-style-type: none"> • Beginning Balance (Oct 1, 2025): \$65,529.60 • Ending Balance: \$98,452.07 <p>Recent Activity:</p> <ul style="list-style-type: none"> • Track A Thon currently netting proceeds of \$28,781.49 <p>Additional Notes</p> <ul style="list-style-type: none"> • Track A Thon Historical Results (*as of 10.31.25) <table border="1" data-bbox="517 453 1552 654"> <thead> <tr> <th></th><th>2022</th><th>2023</th><th>2024</th><th>2025*</th></tr> </thead> <tbody> <tr> <td>Revenue</td><td>\$34,016</td><td>\$29,630</td><td>\$25,225</td><td>\$36,005</td></tr> <tr> <td>Expenses</td><td>\$5,866</td><td>\$5,080</td><td>\$3,940</td><td>\$7,224</td></tr> <tr> <td>Net Income</td><td>\$28,150</td><td>\$24,550</td><td>\$21,285</td><td>\$28,781</td></tr> </tbody> </table> <p>Items to discuss:</p> <ul style="list-style-type: none"> • SFA School window graphic coverings (\$5,606) Motion to approve expense by Andrew Phillips, seconded by Phil Stover, then unanimously approved. • Banner with SFA School Logo (stand ~\$160, banner ~\$170). Utilized for Back-to-School days, Grandparents Day, etc. Motion to approve expense by Phil Stover, seconded by Andrew Phillips, then unanimously approved. • Trunk-or-treat- Current cost: \$567.210. Trunk-or-treat funding approved & agreed it will be a budget line item for next year. Motion to approve expense by Bailey Panzi, seconded by Andrew Phillips, then unanimously approved. 		2022	2023	2024	2025*	Revenue	\$34,016	\$29,630	\$25,225	\$36,005	Expenses	\$5,866	\$5,080	\$3,940	\$7,224	Net Income	\$28,150	\$24,550	\$21,285	\$28,781	
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Fundraising and Development Report	<p>Melissa Mullinax presented on behalf of the Auction Committee.</p> <ul style="list-style-type: none"> • Jessica Hull is chairing the Auction Committee this year. • QR codes are now available to buy tickets for the Auction. So far, they have sold 6 of the 10 VIP tables available. Last year, 356 people attended the event. Historically, most tickets are sold the few weeks right before the event. The committee has gotten one Sponsorship of \$5000 and someone is donating the florals which equates to about \$2500. A parent that owns a printing company wants to sponsor the printing. In December the committee will sell a Christmas candle on Give Smart. Last year the candles profited about \$2,500. Mid-year out of uniform passes will also be 	Auction Committee Report provided by Melissa Mullinax.																				

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	<p>available - limited number per family. They will be sold through Give Smart.</p> <ul style="list-style-type: none"> Committee is securing a new catering company that is more affordable. Great Caterers of Iowa was used by the school Hospitality Committee before and got good reviews and they are also less expensive. Decor deposit will be put down this week. Gambling license request will be submitted soon. This allows the auction to have a 50/50 raffle, Heads or Tails, and casino games. Kylie will assist the committee in obtaining the license. What are the funds being used for? Jeff and Father Pins will discuss whether the committee can advertise that some of the proceeds will go to purchasing a new AI Enhanced Video Security System for the school. Budget is on track to this point. Sponsorship: Kelsey C has been asked to provide a list to Steve Craig to see if LC members can assist with requesting certain sponsorships. 	
Volunteer Coordinator Report	<p>Steve Craig shared on behalf of Jennifer Tracey</p> <ul style="list-style-type: none"> A volunteer meeting will be scheduled for January. Harvest Parties were conducted K-5 and treats for Middle School students. Susie Sullivan coordinated catering of the conference meals for teachers. Christmas teacher fund will begin soon and again it will be emphasized that a donation to the larger school fund is the preferred method of giving. 	Volunteer Report from Steve Craig on behalf of Jennifer Tracey.
Old Business	<p>Steve Craig presented the following information:</p> <ul style="list-style-type: none"> Old Business: Follow-up of Items from last Council Meeting <ul style="list-style-type: none"> Campaign to encourage school parents to increase contributions to parish/school - Letter sent out to parents asking them to increase contributions to SFA in light of tuition being covered by ESAs. Track-a-Thon revenue used for new storage facility at track + initial church/school window coverings. F/U with Donna Bishop about diocesan funding of ESL teacher certification training and this will be covered by them. October 19, 2025 7th Grade Student & Family Mass (over fall break). Well attended and a good event. Trunk or Treat held October 26, 2025- lots of great feedback on the event. Plans for Faith Night Presentations on Safe Social Media Use finalized: Ben Tracy will visit January 14, 2026. He will present to 	Old Business discussion led by Steve Craig.

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	parents at 7:00 in the Parish Hall. He will talk with school students during the school day and Faith Formation students at 5:30pm.	
Pastoral Report	<p>Father Pins presented the following information:</p> <ul style="list-style-type: none"> • Father Pins will be going on Sabbatical Jan 1-March 31, 2026 to Rome. Father Larry Hoffman will be helping to cover during his sabbatical. • Thanksgiving Mass will be at 9am. • Christmas Eve Masses will be at 4pm, 8pm, 10pm + a 9 am Mass on Christmas Day. • First Reconciliation for 2nd Grade students start in December. • The Capital Campaign has 70 pledges and has over \$4.6 million pledged to date. Hoping that by Christmas we will be at \$7-9 million. The new preschool building will cost about 6 million dollars of the \$15 million budget. 	Report from Father Pins.
Report from SFA Preschool Director	<p>Wendy Henry presented the following information:</p> <ul style="list-style-type: none"> • Registration started for next school year. • Growing Learners Conferences are coming up soon. • Preschool Mission Project is for Mary's Meals and it is going well. 	Report from Wendy Henry.
Report from SFA School	<p>Jodi Halligan presented the following information:</p> <ul style="list-style-type: none"> • School Christmas Music programs are December 4th, 9th and 11th. • The Band concert is on December 16th. • December 1: 4th - 6th Reconciliation. Dec 12: 7th and 8th Reconciliation. <p>Jeff Lynch presented the following information:</p> <ul style="list-style-type: none"> • PD tomorrow is Leader in Me- Widely Important Goals will be worked on. • American Heart Association fundraiser collecting donations. 250 students have watched the CPR Videos. • Mental Health Mondays are starting back up next month. • Registration due by December 1st for current families. Up to 50 kindergarteners will come from SFA Preschool. Those on the cusp of preschool to kindergarten should register to make sure that they secure a spot. They can decide at a later date to withdraw if the child is not ready. 	Report from Jodi Halligan and Jeff Lynch.
Update from Committees	Steve sent out a report in advance of the meeting with notes from LC members who attended parish or school committee meetings as LC reps since our October 9, 2025 meeting. No questions were raised about this report.	No questions about the Report from Parish & School Committees sent to LC members in advance.

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New Business	<ul style="list-style-type: none"> • 6th Grade Mass scheduled on Sunday November 23 @ 11:30 am – Volunteers needed to help at reception- Mollie Mertens agreed to help. • Quarterly Leadership Council Chairs Meeting with Regional School System Leaders scheduled for November 19, 2026. 	
Executive Session	There was no call for Executive Session at this meeting	No Executive Session was requested.
Closing Prayer and Adjournment	<ul style="list-style-type: none"> • Father Pins led a closing prayer. There was no other business to discuss so the meeting was adjourned at 7:58 pm. 	The next Leadership Council Meeting is scheduled for December 1, 2025 at 6:30 pm.