

**St. Francis of Assisi School Leadership Council Meeting**  
**February 12, 2026 6:30pm – 8:00pm**

Location: SFA School Science Lab (2<sup>nd</sup> floor of school)

Zoom Meeting (if needed):

<b>Members Present (X) Members Absent (-)</b>		
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)
<b>Visitors/Invited Guests</b>		
Todd Hilton - 8 <sup>th</sup> grade teacher	Addy Walker - 8 <sup>th</sup> grade teacher	Abi Goeser – 8 <sup>th</sup> grade teacher

**AGENDA**

1. Opening Prayer – need continued prayers for Fr. Pins (one week post open heart surgery)
2. Teacher Presentation: Update on 8<sup>th</sup> Grade Class Instruction 2025-2026
3. Approval of January 8, 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)  
 Very successful Auction held on January 31, 2026  
 Report from Auction Committee leaders (Jessica Hull & Melissa Mullinax)
7. Report: Volunteer Coordinator – Update (Jennifer)
8. Old Business: Follow-up of Items from last Council Meeting
  - 7<sup>th</sup> Grade Teacher Request for new iPads – Immediate need addressed (for recording rap music videos)
  - Use of residual 8<sup>th</sup> grade funds (welcoming picnic not held)
  - Ben Tracey Visit to St. Francis on 1-14-26 – very well received by students & parents
  - January 24-25 Catholic Schools Week Mass Announcements + coffee & donuts for all parishioners
  - 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 on continued medical leave. Had planned on 4-1-26 return to duties.  
 Fr. Larry Hoffman helping parish during Fr. Pins absence  
 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
  - 3<sup>rd</sup> Grade Mass scheduled on Sunday February 15 @ 11:30 am – volunteers to help at reception?
  - LC requested to serve Coffee & Donuts one Sunday this year. Available = 3/8, 3/22, 4/19, 4/26, 5/3, 5/17
  - 2024-2025 Annual Report
  - Diocesan Education Office site visit to St. Francis of Assisi School on 2-9-26
  - Plans for Kindergarten Roundup & Discussing with Parents the Covenant of Trust
13. Executive Session (as applicable)
14. Closing Prayer
15. Next Leadership Council meeting scheduled for **March 12, 2026 - Virtual (Zoom) Meeting**
16. Adjournment