

Saint Francis Xavier School
School Advisory Committee Meeting Minutes
June 16, 2024
7:00 PM St. Francis School Library

Meeting called to order at 7:00 PM by

Members present: Adam Dobrowolski, Jayme Weir, Tyler Swiss, Father Greg, Tim LaGasse, Caroline Paulus and Kathy Coveyou

Members absent: Julie Plichta, Amy Wilson, Art Holzschu,

Guests: Chrissy Swiss

Adam Dobrowolski, Jason Fate – Opening Prayer, Pledge of Allegiance

NEXT MEETING: August 21 at 7:00 pm in the school Library.

Agenda Item	Presenting Party	Info/Discussion	Subsequent Action Required	Responsible Party
Minutes of April 24, 2024		Minutes reviewed. Approved by Tim, 2 nd by Tyler. <ul style="list-style-type: none"> No discussion. 	Minutes will be put on the website.	None
Communications	Adam Dobrowolski	Adam has been in communication with Jackson schools for shared time teaching for Spanish - using our current Spanish teacher, Lorena Donald. The shared-time program allows public schools to get tax dollars for teaching our students non-core classes taught by teachers from the public school district. Kindergarten teachers can also be considered as share-timed teachers...this might be an option to help reduce our operating costs. 75% of teachers' contracts would be covered by Jackson school, the rest by SFX. Jackson is considered a <i>superschool</i> when it comes to shared-time services - meaning they are very knowledgeable in the law when it comes to shared time. 1st - 12th general ed does not qualify. Art, music, tech would all qualify. We currently have a shared-time teacher for music/tech - Katie Harder, who is a Petoskey Public school teacher. Petoskey doesn't offer Spanish which is why we've gone outside to Jackson.	If we go ahead with having the kindergarten teachers be considered as shared time, the retirement package might be different so adjustments would need to be made in that case.	Adam

<p>Old Business</p> <p>a. Committee Updates</p> <p>1) PTO</p> <p>2) Auction</p>		<p>Just under \$3,000 in PTO account. Jessica Stone is the new secretary. Tisha Cone is now the treasure. PTO will be doing popsicles for open house. Hoping for new parent volunteers for the new school year. Mother Son bowling went well, made about \$500.</p> <p>Auction - raffle brought in \$111,013, sponsorship \$38,128 plus \$15,000 for Jim Reihl, dinner \$11,044, gala night \$145,295, \$2,875 donations, expenses \$82,576 total \$240,779.</p> <p>Fund the Need brought in \$75,000.</p>		
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Father's Report	Father	Bishop is transferring Father James Bearss to Manistee. The priest coming to Harbor is Fr. Mitch Roman. He will be equally involved in the school and events as Fr. Bearss has been.		Adam
Principal's Report				
a. Finance Report <ul style="list-style-type: none"> • Enrollment • Tuition Assistance • 2023-24 year end financials • 2024-25 budget (current proposal shows a 764k school deficit) 	Adam Dobrowolski	<p>There was a budget meeting last week with Finance Council, and the budget was not approved, meeting again this Thursday.</p> <p>Finance council members include: Bill Kanine, Kim Wroblewski, Dick Reinke, Tony Lamerato, Deacon Paul Fifer, Donna Wiklanski with Lynn and Adam in attendance.</p> <p>It might be beneficial for SAC and the Finance Council to meet. Our budget is a little larger than last year with the biggest portion of the increase is staff wages...we are in year 3 of the step scale for staff wages. 3rd year of \$90,000 increase. Parish pays into retirement for staff who work over 20 hrs a week.</p> <p>The Finance Council cut \$4,000 from school improvements, and \$2,500 from the furniture budget. There is a hold on ordering tables for the science room and the stained glass project for the church is also on hold. Since the size of the deficit is so large, the Finance Council is pushing for staff to pay tuition. As of last meeting, the proposal was if staff have more than 1 child they would pay 50% for the second child. There is also the unknown of how much we will fundraise over next year.</p>	<p>SAC and the Finance Council should get together to collaborate.</p> <p>Parents are pleased with the staff and would hate to lose anyone over charging tuition.</p> <p>Other Catholic schools do charge some tuition for staff - however the turnover rate at those schools is much higher than we are. Our staff often stay until they retire.</p> <p>SAC feels very strongly about NOT charging staff tuition. They are asking Father Greg to go to the Finance Council saying it is off the table this year.</p> <p>Enrollment is 221 for next year.</p> <p>Transparency with the Finance Council will be beneficial.</p>	Adam Dobrowolski

		<p>Thoughts: Fund the need should be a separate line item - the deficit does not seem to accurately depict the actual deficit. All funds go into one account, which might not be a true depiction of funds.</p> <p>Parents are donating so much time to fundraising, and when it's not documented clearly where all the money goes it's difficult to follow. Historically the parish subsidizes the school, but ideally it should be the other way. We have an amazing school and we need to bring that energy to the parish.</p> <p>Going forward it would be ideal to be crystal clear about where the money is, where it's going, etc.</p> <p>July 1 - June 30 is the fiscal year. All money raised will not apply until next year so it could look like a deficit.</p> <p>If they charge tuition there is the fear of teachers leaving since they can make more teaching at a public school.</p> <p>The school has grown, however, collections are down. It would be worth a look into a development director for the parish/school to help with capital gains, CSA, school fundraising, etc. Right now we're asking for parents to put a lot of time into fundraising with many that have full time jobs and homes to run. So it can be discouraging after all that work, to hear we have to make cuts.</p> <p>Tuition assistance ranges between \$32-36,000 from St. Francis Tuition Angels account. Demand is up from families seeking aid.</p>	<p>It's a step forward having a parent at a meeting.</p> <p>By July 1 there has to be a budget to the Diocese.</p> <p>Strong staff is paramount to a strong school and a feeder to the parish. Reputation/skills and value from our staff enriching and experience here draws people in.</p> <p>Currently, the feel is that there is no energy behind fundraising in the parish.</p>	
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b. MHSAA membership resolution - vote needed	Adam Dobrowolski	Tyler motioned, Tim 2nd. Kathy, Tim, Tyler all were yay. No nays. Email sent out to missing members. Julie, Art, Jayme were all yays.		Adam
c. Fund the Need	Adam Dobrowolski	Met our goal for the gym floor. Synthetic floor, similar to the college floor. Maintenance costs are lower since you do not need to resurface. 30 year guarantee warranty...lifespan is 50 years plus..	For fundraising - take planks from the old gym floor to create something with?	Adam Dobrowolski
d. Building updates	Adam Dobrowolski	Restroom windows on the 1st and 3rd floor will be updated. 4th floor windows getting tinting to help with temp control. More cameras getting installed. PA system \$48,200 - half coverage from last year fund the need, 2024 grant covers the rest. Atlas Electric doing that work. Brittany Vidosh is school parent/interior designer - she thought new materials and furniture from her line of work would come for free/low cost. New paint, sink/plumbing would also be a nice addition if feasible. One thing we didn't get in the grant was the Stop the Bleed station. We will have Stop the Bleed kits for every classroom. Currently they're by every fire extinguisher. Gym floor next spring break.		Adam Dobrowolski
e. New staff	Adam Dobrowolski	Jen Bailey for MS religion - 7th and 8th. Former MS math teacher. Not aware of any staff leaving.		Adam
f. Student Behavior Management Matrix	Adam Dobrowolski	Still waiting on feedback from all of our teacher groups. Comments from last meeting: Staff need to be empowered to use the matrix and be supported. Need to stick to expectations all the way around.		Adam

g. Staff professional development & retreat	Adam Dobrowolski	<p>Every August we have a faith based retreat w/ mass for staff. This year there will be a Catholic author who will be on developing staff in their own faith life. We will be doing this with Charlevoix St. Marys. Mass w/ Fr. Peter then the retreat. It'll be nice to coordinate with another Catholic school.</p> <p>Upon approval we will have an expert on hand from FACTS to help with development on using data and developing curriculum.</p>		
h. Parent Commitment Meeting - 10/9/24	Adam Dobrowolski	<p>Topics to be addressed: finances, overall vision, things we're working towards, fundraising, technology. Chris McKenna will zoom in to speak on best practices for technology. Families will earn 1 hr of volunteer credit. (Mtg at the Grand Unity Center.)</p>	Reach out to Brigid Pasulka to speak? Maybe change up the layout of the meeting from how it's gone in previous years.	
i. Welcome Back open house - 8/25	Adam Dobrowolski	Same format as in the past. Visit rooms/meet teachers for ½ hour, then popsicles outside w/ PTO after.		

NEXT MEETING: August 21 at 7:00 pm in the school Library.

Father left early. Adam closed in prayer.

Meeting adjourned at 8:45