

Saint Francis Xavier School  
 School Advisory Committee Meeting Minutes  
 10/1/2025  
 7:00 PM St. Francis School Library

Meeting called to order at 7:00 PM

Members present: Adam Dobrowolski, Kathy Coveyou, Tyler Swiss, Amy Wilson, Kathy Coveyou, Julie Plichta, Heidi Kendziorski, Art Holzschu, Caroline Paulus, Fr. Peter, Tim LaGasse

Absent:

Guests: Laura Heneka, Officer Ben Carlson, Chrissy Swiss

Fr. Peter, Julie Plichta – Opening Prayer, Pledge of Allegiance

**NEXT MEETING: Dec 17 at 7:00 pm in the school Library.**

Agenda Item	Presenting Party	Info/Discussion	Subsequent Action Required	Responsible Party
Minutes of Aug 13, 2025		Minutes reviewed. Approved by Tyler, Second by Julie • No discussion.	Minutes will be put on the website.	None
Communications	Adam Dobrowolski	Nick Ralph started the year as our Athletic Director. He stepped down and Adam is now the interim director.  On the first day of school officer Ben Carlson gave a training w/ staff: stop-the-bleed. Later this year we will have CPR training.  Officers Carlson and Swiss have given our staff ALICE Training and Ben is offering to rollout Alice Training for students. ALICE is more than just locking down in an emergency situation. ALICE is an evolution of best practices for responding to a violent critical incident. ALICE stands for: Alert, Lockdown, Inform, Counter & Evacuate (not in order). Most schools in Char-em ISD have Kindergarten and up ALICE training. Public schools do not have an opt out option. If at least 80/90% do it we will have a follow the leader effect. This is also being taught to church groups, nursing homes.	Talk to students about never letting adults in, even parents that you know.  Neon Badges for visitors? Teach children to let a teacher know if they see an adult without a pass.	Adam  Officer Carlson

		We would send out a letter first to tell parents when it would be.		
<p>Old Business</p> <p>a. Committee Updates</p> <p>1) PTO</p> <p>2) Auction &amp; Raffle</p>		<p>Fall Fun Run is Friday. Katie Flynn is doing a wonderful job! Funds will support playground enhancements (wallball).</p> <p>Planning has also begun for Turkey Bingo.</p> <p>New record for this time of year: 465 tickets sold. The next Early Bird is Dec 7th. The goal is to exceed 1,100 tickets sold this year!</p> <p>1,061 is our highest as of last year.</p> <p>Auction mtg coming up.</p>		Adam

Father's Report	Father Peter	Service hours - tabled it for next time. The school needs to work on fundraising. Financials for the school need improvement.		Fr. Peter
Principal's Report				
A. Finance Report	Adam Dobrowolski	<p>We have 188 students this year. Penny Clemens will send something out to families who have left. In the future, Fr. Peter would like to speak with exiting families.</p> <p>Julie &amp; Laura are coordinating the Event. Josephine is leading sponsorships, Tisha doing data entry. Possible parent for acquisitions.</p> <p>Fund the need could be towards our overhead costs.</p> <p>Petoskey Public did an audit over the summer and realized they did not bill us for \$54,000 worth of IT.</p> <p>Tuition assistance received so far: \$86,890, including the Bishops scholarship, tuition angels, and two other grants. 40 students are receiving assistance this year.</p> <p>Received donations of \$15,000 and \$20,000 which will go towards general operating expenses.</p>	<p>At parent night we need to push acquisitions, and parent volunteering.</p> <p>Request an itemized invoice from Petoskey Public IT - hopefully this is an error.</p> <p>Financial accounts will become separated this coming year: CDC, Church, School. PTO is already separate.</p>	Adam Dobrowolski

		<p>Archery - sponsors have helped raise \$400 towards carpet tile floor protection</p> <p>FACTS app - will rollout with 4th grade to trial as class app.</p>		
B. SAC Charter Review		<p>Continue to look through. Changing verbiage from committee to council.</p> <p>Tim &amp; Tyler work together on this.</p>		
C. SFX Volunteer Policy Review	Adam Dobrowolski	<p>Table this for next time. Adam did check in with Charlevoix St. Marys and they require 40 volunteer hours. If they don't do their hours parents can write a check for \$20/hour. Gaylord St. Mary is 30 hours. When we roll tuition rates out in April we need to have this set.</p>	<p>Julie &amp; Heidi will work on this and Caroline speak to teachers</p>	Adam Dobrowolski
D. Accreditation	Adam Dobrowolski	<p>Feb is accreditation. January submit evidence. Going through standards, look at each benchmark and score SFX. One focuses on the mission statement, which is on the SAC agendas, in all classrooms, recited in morning announcements, and added in teacher emails. Note what we are doing, not doing, and need to improve. Evidence: photographs, lesson plans, rubric, formal documents, processes that we follow.</p>		Adam Dobrowolski
E. Strategic Plan Review	Adam Dobrowolski	<p>Need to include succession planning. There have not been changes since 2017..</p>	<p>Adam will send it out digitally</p>	Adam
F. Building & Grounds	Adam Dobrowolski	<p>The sign has been halted. \$8,000 but didn't include masonry or electric. \$22,000 in savings from Fund the Need 2023 towards school safety and beautification. Fr. said to put this on hold while we evaluate finances.</p>		Adam

G. Parent Commitment Night - 10/8	Adam Dobrowolski	<p>Instead of a speaker directed at an audience, it will be set up more like centers in a classroom where we hope there will be more engagement. 5-7 minutes at each table. Fr. will begin by leading us in prayer. Adam introduction before we begin.</p> <p>Adam &amp; Lynn will be at the Finance table, Gala, PTO/Volunteer opportunities - Katie Flynn, Sierra, Melissa, Parish Ministries Involvement - Kalie/Caroline, SCRIP - Katie M &amp; Ashlee.</p> <p>Looking to have a table for SCRIP on the 3rd Sunday of every month at church..</p>	<p>Sign in and out - asking at least 1 parent to attend from each family.</p> <p>Put together something that will go out to parents that miss it.</p> <p>Kathy will get a room parent description to Adam</p>	
H. M.S. Camp Daggett Trip - 10/9 & 10/10	Adam Dobrowolski	<p>Planning is in process. Middle School teachers have put out sign-ups for volunteering to help with breakfast, dinner, and driving.</p>		
J. Parent Teacher Conferences 1016-10/17	Adam Dobrowolski	<p>Digital sign-ups will go out from each teacher.</p>		
K. Pancake Breakfasts		<p>6th, 7th, &amp; 8th grades will each host 3 pancake breakfasts, the third Sunday of the month to raise funds for their class trips in 8th grade.</p>		

**NEXT MEETING: Wednesday, December 10th at 7:00 pm in the school Library.**

Father led closing prayer

Meeting adjourned at 9:15PM