



Saint Francis Xavier School  
School Advisory Committee Meeting Minutes  
February 19, 2025  
7:00 PM St. Francis School Library

Meeting called to order at 7:01PM by Jason Fate

Members present: Adam Dobrowolski, Julie Plichta, Kathy Coveyou, Jason Fate, Tyler Swiss, Caroline Paulus, Kathy Coveyou, Art Holszschu, Jayme Weir, Tim LaGasse, Fr. Greg McCallum

Absent: Amy Wilson

Guests: Chrissy Swiss, Laura Heneka

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

**NEXT MEETING: April 23 at 7:00 pm in the school Library.**

<b>Agenda Item</b>	<b>Presenting Party</b>	<b>Info/Discussion</b>	<b>Subsequent Action Required</b>	<b>Responsible Party</b>
Minutes of October December 18, 2024		Minutes reviewed. Approved by Tyler, 2 <sup>nd</sup> by Tim. <ul style="list-style-type: none"><li>• No discussion.</li></ul>	Minutes will be put on the website.	None

Communications	Adam Dobrowolski	Adam heard positive feedback from volunteers and donors regarding the thank you notes with drawings from our students during Catholic Schools Week. The decorated bookmarks in the pews were also appreciated.		Adam
----------------	------------------	--	--	------

<p>Old Business</p> <p>a. Committee Updates</p> <ol style="list-style-type: none"> <li>1) PTO</li> <li>2) Auction</li> </ol>		<p>PTO - Daddy/Daughter Dance had 70 families attend. Kids had a blast! Valentine grahams reached a historic amount sold &amp; many moms helped sort them out.</p> <p>Coming up:</p> <ul style="list-style-type: none"> <li>• Middle School Dance/Glow party with photo booth, cornhole toss, tic tac toe, and dancing in late April.</li> <li>• Mother/son bowling in May.</li> <li>• Teacher appreciation week at the end of the year.</li> </ul> <p>Record in raffle ticket sales at 1,061. 200 tickets sold in the last 8 days. Several families hit 10 tickets sold. If families sold 10 tickets they received a free gala ticket. 20 tickets sold, 2 free gala tickets. (Gala tickets are \$150)</p> <p>Auction - Josephine Roberts is our new acquisitions person. A good group of moms are ready to help her.</p>		<p>Amy</p>
--	--	---	--	------------

Father's Report	Adam Dobrowolski	Fr. Greg will be working w/ Fr. Maher and Fr. Roman to help cycle kids through confessions during Lent.		Adam
Principal's Report				
a. Finance Report	Adam Dobrowolski	<p>The February Finance Council meeting is scheduled for next week.</p> <p>Summary of current finances - As of December 2024, fundraising efforts totaled \$73,000 (not including the last raffle push). Dec. collections were down \$305 from last year, but up from November, reaching just over \$24,000.</p> <p>We received \$20,000 in earmarked donations for the school in December. School expenses are \$28,000 under budget due to one less teacher than what we budgeted for. A new finance report will be available next week, and raising tuition costs will be discussed further. The current parishioner rate is \$4,650 for one student.</p> <p>Our rates are comparable to Gaylord \$3,600 (costs less to live there), Leelanau \$5,540. Charlevoix is less at \$3,000;</p>	<p>Preschool &amp; daycare are break-even programs. We could consider charging non-parishioners an additional \$500.</p> <p>We could send a general letter out to families requesting that anything they can contribute above and beyond for tithing to support the school is needed and would be greatly appreciated, with a goal of \$1,000 in tithing each year and include the cost</p>	Adam Dobrowolski

		<p>however, they have combined grades/much smaller school size. The Finance Council will decide on the increase by the end of April. Adam will provide cost information to Lynn, who will add data (benefits, utilities) and present it to the Finance Council. Covering the wage increase would require \$80-90,000.</p> <p>K-8 does have a parishioner vs non-parishioner rate. The tithe to be considered a parishioner is \$250 and this rate is likely to increase. DK &amp; PK have increased their tuition within the last couple years.</p> <p>Tuition aid needs are close to \$100,000. We receive \$10,000 from the bishop scholarship, \$38,000 from Two Eagles, and \$12,000 from another foundation. The rest is donated by parishioners. The SCRIP program also kicks back 5% of rebates. If there's a surplus, it goes to the general fund. Increasing tuition would mean more tuition angel requests.</p>	<p>of educating students.</p> <p>A diocesan development director mentioned at the recent principals meeting that it takes seven touch points before a donor contributes.</p> <p>We should reach out to parishioners regularly. Consider having something in the pews with a QR code and/or a poster upon entering the church with a QR code for parishioners to sign up for church/school and fundraiser information.</p>	
b. Marketing & Development Committee updates	Adam Dobrowolski	The Knights of Columbus would like to support us in any way they can. At the marketing meeting many areas of need were discussed, w/ one of the biggest areas	Set date for spring bingo - that works for us and the Grand Unity Center.	Adam

		<p>being teacher's salaries. If we did bingo night, they would host and also give overhead and gift their facility.</p> <p>Josephine is drawing up a grant request w/ two events coming up. Bingo and carnival. They need a proposal in hand before their next meeting in March. The Knights would possibly match other donors for Fund the Need.</p> <p>Fund the Need has not been set yet.</p> <p>We are seeking a development director and will email school parents to gauge interest/experience in marketing.</p> <p>For Fund the Need, we envision a video featuring alumni and current students discussing their favorite teachers and the benefits of SFX, emphasizing the difference between public and private school wages. This video will be ideally shared before the auction and at the auction to raise money for teacher's salaries.</p>	<p>Possibly put together a video highlighting our needs and sharing our story.</p>	
c. Enrollment Period	Adam Dobrowolski	<p>Currently in enrollment period, earlier than usual. April 2nd is open enrollment.</p> <p>There will be an exit survey for families leaving.</p>		Adam Dobrowolski

d. Math night recap	Adam Dobrowolski	We hosted a Science Night last year, and Math Night this year during Catholic Schools Week. Since CSW is already such a busy week, next year we may host at a different time, but the kids LOVED it, another great turn out! What next - Religion Night? The Arts - music/art night?		Adam Dobrowolski
e. Catechism Bee - School level finals - 2/28; Diocesan level 5/1	Adam Dobrowolski	There is a 4th/5th grade division and 6th grade division. 1st and 2nd place go to the diocesan level and are competing for tuition credits. All students who go to Gaylord this year will all receive some level of tuition credit.		Adam
f. Ash Wednesday 3/5	Adam Dobrowolski	March 5th - student confessions. Silence in the halls on Ash Wednesday & all Fridays during Lent. Staff will get together in different locations throughout the school to start the day in prayer together.		Adam
g. ROV competition 3/15		5th & 6th graders make up the team this year. The competition will be at the University of Michigan.		
h. Gym floor - first deposit paid; work begins in April		The Hardwood floors will be delivered to the school and the wood will acclimate to our humidity over spring break. Jason Thalen will use some of the nicer pieces of flooring and print on it with his laser		

		<p>printer "1929-2025 gym floor" to sell to interested donors. Maybe incorporate a piece into the paddle board for the auction? We plan to sell the pieces of flooring in the online auction, or maybe a separate fundraiser for them. If the sale of the flooring pieces is successful it could also cover the cost of the gym roof - "Selling the floor to raise the roof!" Or funds raised at Spring Bingo can go towards the roof?</p> <p>Our athletic director position is posted internally right now. Then to the diocesan level.</p>		
--	--	--	--	--

Purchasing items for baskets for the gala: \$100 equals 1hr.

**NEXT MEETING: Wednesday, April 23, at 7:00 pm in the school Library.**

Father led closing prayer

Meeting adjourned at 8:45PM