

Saint Francis Xavier School
 School Advisory Committee Meeting Minutes
 June 18, 2025
 7:00 PM St. Francis School Library

Meeting called to order at 7:00PM by Jason Fate
 Members present: Adam Dobrowolski, Kathy Coveyou, Jason Fate, Amy Wilson, Kathy Coveyou, Julie Plichta, Jayme Weir, Heidi Kendziorski, Tim LaGasse, Caroline Paulus, Fr. Greg McCallum
 Absent: Tyler Swiss, Art Holzschu
 Guests: Chrissy Swiss, Laura Heneka

Adam Dobrowolski, Jason Fate – Opening Prayer, Pledge of Allegiance
NEXT MEETING: August 13 at 7:00 pm in the school Library.

Agenda Item	Presenting Party	Info/Discussion	Subsequent Action Required	Responsible Party
Minutes of April 23, 2025		Minutes reviewed. Approved by Tim, 2nd by Jayme. <ul style="list-style-type: none"> • No discussion. 	Minutes will be put on the website.	None
Communications a) MHSAA membership resolution (vote needed) b) Accreditation site visit - Feb 18 & 19, 2026	Adam Dobrowolski	Annual MHSAA membership motion to re-enroll. Motion to be approved by Jason 2nd by Tim. All in favor. The accreditation date has been set. School administrators will come look through the 13 standards. The site visit team will go over our self-assessment, our evidence and then conduct their independent assessment. Covid shut down all site visits, normally every 5 years, so it's a couple years behind schedule. Yesterday, Adam met with Colleen Miller, and she expressed interest in attending the next SAC meeting. She would like to bring other parents of rising 6th graders to discuss fundraising ideas for the 8th grade class trip. The parents are interested in exploring multi-year fundraising initiatives that would span from 6th to 8th grade, rather than focusing on a single year. They believe that greater involvement with the church community would benefit our students and community.		Adam

<p>Old Business</p> <p>a. Committee Updates</p> <p>1) PTO</p> <p>2) Auction & Raffle</p>	<p>Jayme Weir</p>	<p>PTO on hold for summer. Discussing color-themed Fun Run for next year - every grade would have a different color shirt that could be used for Friday spiritwear.</p> <p>Jayme Weir is our new PTO President, and Brandon Weir is the new Vice President.</p> <p>Auction/Gala: We brought in just under \$190,000 total before expenses, with a profit of about \$140,000 (including "Fund the Need"). While attendance was a bit lower this year due to sports conflicts, we still had a very successful event, only slightly less than last year.</p> <p>The gala is scheduled for March 7th next year at the Grand Unity Center. The catering and entertainment have been finalized, and we've confirmed most of the chairs. Josephine will be taking over sponsorships, we do need a main point person for acquisitions.</p> <p>We've decided on a buffet-style dinner for next year, and the Knights are pleased with the Grand Unity Center as the venue. They did express concern that the \$150 ticket price point might be too high. We could lower ticket costs to \$100-125 and add in drink tickets?</p> <p>The entertainment budget for next year will be one-third of what we spent this year, and the theme will be Western.</p> <p>Fundraising Budget for 25-26 school year, including donations - \$368,000 (fund the need not included).</p>	<p>For reference to volunteer hours, at SFX Parents are required to do 4 volunteer hours to the playground and 6 to the Gala/PTO. Charlevoix St. Mary's volunteer requirement is 30 hours. Prudenville is 100. Adding your time, talent, and gifts is part of making our community rich. Presence is important.</p> <p>Unfortunately, the same parents are consistently handling most of the volunteer work for events, and it's been a struggle to attract new volunteers.</p> <p>Brainstorming ideas on how to solve this:</p> <p>Live sign up, sent out every month so parents have multiple opportunities to volunteer - using the new app Facts?</p> <p>Push notifications sent to parents letting them know how many hours they have completed and how many they still need to complete? Volunteer position to help with this?</p> <p>Penalty for unfulfilled hours above withholding \$150.</p> <p>GTACS has the largest fundraising efforts in our area, and Kathy</p>	<p>Jayme</p>
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			<p>Coveyou will be reaching out to them to learn more about how they recruit volunteers.</p> <p>Send out proposals before the next SAC meeting.</p>	
Father's Report	Father Greg	<p>Father Greg extends his best wishes to SFX as he concludes his six years with us. He has expressed how impressed he is with the school leadership and the dedication of parent volunteers, noting that "The harvest is rich, but laborers are few" and prays that we will find solutions to increasing our volunteer support.</p> <p>Bishop Walsh's mother is currently in hospice care in Scranton, and our thoughts are with her and Bishop Walsh.</p> <p>Father Peter Eke will be joining us with prior experience from another school, and it sounds like he will be hands-on in his role here.</p>		Fr. Greg
Principal's Report				
A. Finance Report	Adam Dobrowolski	<p>Adam shared figures Lynn put together. The budget was approved. Overall budget \$1,719,945.45</p> <p>Donations are up this year. \$91,270.</p> <p>Holy childhood donations went up from \$75,000 to \$90,000.</p> <p>With a new openness, the Finance Council is now receptive to discussing the possibility of hiring a development individual.</p> <p>The Finance Council typically focuses on strategy rather than direct implementation. A development person would be instrumental in putting plans into action, potentially working</p>		Adam Dobrowolski

		<p>with existing ministries such as school/parent volunteers and Brother Dan's initiatives while relieving some burden to the parents that put the most time into volunteering.</p> <p>An awareness of how other non-profits thrive can help us ensure our own continued success.</p>		
B. Advancement Team - next steps	Kathy Coveyou	<p>In the census survey mode. Most amazing body of people volunteering - survey has gone out electronically and paper copies are available.</p> <p>Julie is doing a phenomenal job with the weekly Crusader which goes out through Constant Contact on Fridays during the school year.</p> <p>Marie Law is working on fundraising at the church. Pushing hard on CSA.</p> <p>Josephine will be a tremendous help with all her fundraising experience.</p> <p>Over 100 collected surveys so far. A direct link on the website would be helpful.</p> <p>Lisa will be analyzing all data and sending it to the parish office.</p>		Kathy
C. School communications - Friday newsletter, Facts custom app	Adam Dobrowolski	<p>Penny Clemens and Adam have researched various school communication apps, and thanks to a generous donation, we've decided to move forward with FACTS.</p> <p>We use FACTS for our student information system and for managing financial aid. This app is customizable and offers a wide range of features that will greatly enhance our school-to-parent communication.</p>		Adam

		<ul style="list-style-type: none"> * Receive push notifications for important updates, permission slips, etc. * Set up and track volunteer hours (we're hopeful!) * View gradebook information * Check the school calendar * School announcements * Monitor student attendance * Pay tuition <p>Our teachers are looking forward to trialing their newsletters through the app, and we will then provide training for the rest of our staff to ensure a smooth transition.</p> <p>Fee is per student \$4 or \$5 plus an additional \$600. Could add a technology fee to help cover future costs?</p>		
<p>D. Building & Grounds</p> <p>1) Gym floor/archery program</p> <p>2) Playground grass, furniture, other projects</p>	<p>Adam Dobrowolski</p>	<p>Gym floor looks wonderful. Archie was concerned about potential damage to the new floor from arrows. We were not able to have archery last quarter, so we're looking into solutions. Adam Ward, a Northern Michigan regional trainer who volunteers his time to our archery program, reached out to other regional trainers for advice on floor protection. Most don't cover their floors and haven't noticed any damage.</p> <p>Shay Elementary, Bishop Baraga and Petoskey Public all have relatively new floors and do not use coverings.</p> <p>We're ordering a carpet sample through Great Mats to see if it would protect the floor from a direct hit. If so, we can go forward with using mats next year to protect the floor against the arrows.</p> <p>Grass has been planted in the large field on the playground. The weather has been good, we're hopeful. Plan is to allow 3 months before it is usable. Annual maintenance is recommended.</p>		<p>Adam</p>

		<p>Looking to get used furniture from Harbor schools. 100 chairs to replace assembly room chairs. 3 Science tables. One teacher desk possibly. All free.</p> <p>A new school sign will hopefully be in before next school year.</p> <p>We received a school safety grant again for 3 more interior cameras. Holds footage for 2 weeks.</p>		
E. Enrollment	Adam Dobrowolski	204 are currently enrolled for the 25-26 school year. 9, possibly 10 enrolled for DK.		Adam
F. Parish Picnic	Heidi Kendzioriski	<p>SFX Community Potluck and Picnic will be on Sunday August 3, 4-6PM. Hopeful to reach out to everyone in the community, including those who've fallen away from the church.</p> <p>Jeff Haven has committed the Knights to set up, clean up, and grill. Looking for donations. The Daniel family will donate all paper products. Cornhole, chalk, discgolf and games will be available. Flyers have gone out, an insert in the bulletin will go out, and it will be on the website and facebook.</p> <p>A table for the school will be available - Raffle tickets printed by then? Give out info on the school - have flyers ready.</p>		Heidi
Last thoughts	Adam Dobrowolski	<p>Ugg slipper-like shoes have become very popular. Something to think about before August - should it be allowed? Safety issue with no backs?</p> <p>Nick Ralph is athletic director.</p> <p>Wifi watches will not be allowed - Adam will communicate.</p>		Adam

		<p>The next vacancy for SAC board is non-school parent members. Diocesan recommendation: 60% parishioners 40% school families. When we add new members, the pastor, principal and president make the decision.</p> <p>With Chrissy Swiss leaving, Jen Bailey will be full time and teaching 2 sections of math, all 3 religion classes.</p> <p>Open posting for a Spanish teacher, Latin would also be an option. Posting for girls basketball coach, as well.</p>		
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NEXT MEETING: Wednesday, August 13 at 7:00 pm in the school Library.

Father led closing prayer

Meeting adjourned at 9:15pm