

Saint Francis Xavier School  
 School Advisory Committee Meeting Minutes  
 June 15, 2022  
 7:00 PM St. Francis School Library

Meeting called to order at 7:00PM

Members present: Adam Dobrowolski, Jason Fate, Fr. Greg McCallum, Kathy Coveyou, Tim LaGasse, Julie Plichta, Tyler Swiss, Amy Wilson, Jayme Weir

Missing: Dan Monshor, Ashlee Niswander

Guest: LeeAnne Fate

Teacher Representative: Chrissy Swiss

Father Gregory McCallum, Jason Fate – Opening Prayer, Pledge of Allegiance

**Next Meeting – 8/17/2022**

<b>Agenda Item</b>	<b>Presenting Party</b>	<b>Info/Discussion</b>	<b>Subsequent Action Required</b>	<b>Responsible Party</b>
Minutes of April 20, 2022 meeting	Jason Fate	Minutes reviewed. Approved by Tyler Swiss, 2 <sup>nd</sup> by Tim LaGasse.	Minutes will be put on the website.	None
Communications a. NMCF Announces Grants to Catholic Schools	Adam Dobrowolski	NMCF is granting \$5,000 unrestricted funds to arrive the first week in July. For the 22-23 school year, if schools are opening a new endowment fund they will be granted 10,000 if they have a minimum of 25,000. We would need the \$25,000 by the end of the 22-23 school year.	We will be connecting with prospective donors this summer.	Adam

b. Pregnancy Care Center	Adam Dobrowolski	<p>Our Fill the Crib drive in May was very successful, filling two cribs and collecting cash donations.</p> <p>The new director from the pregnancy care center came for a visit and presentation in early May to discuss the development of a baby in the womb and the importance of our school's donations.</p>		Adam
<p>Old Business</p> <p>a. Committee Updates</p> <p>1) PTO</p>	Adam Dobrowolski	<p>PTO hosted two lemonade stands to raise money for robotics (\$500 between the two) which took care of pool expenses and the registration fee for the international competition. \$2,000 left in PTO funds.</p> <p>Jenna Lamerato will be heading up a family bowling night in the fall to raise funds.</p> <p>We still need basketball hoops that were purchased put up - looking for someone with a certificate of liability to do install.</p> <p>Looking to purchase additional boys basketball uniforms in smaller sizes.</p> <p>Year after year expenses for ROV &amp; Athletics should not be a part of PTO, but of budget and fundraising.</p>	<p>Ideas for raising funds for ROV &amp; Athletics to pursue:</p> <p>Have families sponsor athletic uniforms, and other things needed for our athletic department/ROV?</p> <p>Allocate a certain amount towards funding yearly.</p> <p>Rolling fund for athletics - Give everyone an envelope at the athletic banquet each year seeking donations which will go toward uniforms, etc.</p> <p>Raise PTO dues from \$20 to \$25.</p>	Amy, Adam

2) Auction	Adam Dobrowolski	<p>Huge success! 215 in attendance. Fund the Need brought in \$82,000. \$100,000 in ticket sales, \$60,000 in sponsorship, \$65,000 in auction sales, with a \$10,000 match for new library doors. It was a little cold, but overall very successful. Looking for a chairperson for next year. It has become a full time job. Possibly offering tuition incentive?</p> <p>Pros and cons to having it at the same place each year. The venue was appealing to a younger generation. The auctioneer was very professional and we can book him for next year as well. Sponsorship is important to get the right people in the room. Downsized the live auction, and now with the online auction it has been even more successful.</p> <p>Acquisition piece is huge.</p>	<p>-Do we keep raffle separate from gala? - Yes</p> <p>-Venue same? - Possibly</p> <p>-Getting a chairperson in place.</p> <p>-Stick w/ 3 chair model?</p> <p>-Make Fund the Need a theme each year that we advertise to parish and school families - people like to know what the need is and they're more apt to donate if they know what it's going towards. Set something up in the gathering space.</p> <p>-Fund the Need chair?</p> <p>-Important to find the right people/skills to help put it together.</p> <p>-Take summer to recruit for the roles w/ the right characteristics for each position.. All nailed down by September.</p>	Julie, Adam
Father's Report	Father McCallum	<p>Dioceseofgaylord.org - Bishop Walsh has been wonderful at putting updates out.. So far \$150,000 has been given to go towards the tornado relief in Gaylord. September 7th will be the first school mass.</p>	<p>Someone from the school will need to reach out to the creator of the new directory to share photos of the school.</p>	Father

<p>Principal's Report a. Finance</p>	<p>Adam</p>	<p>Things are looking good. Fundraising surpassed \$187,550. PTO supported Fall Fun Run and Turkey Bingo were record years.</p> <p>Parish collections are still a bit of a concern which has a negative impact on tuition angels. The demand for assistance is up, at 28 families (50 students) equalling to \$104,000 in need.</p> <p>We did receive \$38,000 from the Two Eagles Foundation, \$25,000 from Janet Kennedy trust, \$10,000 from Kremer Foundation, and \$31,000 from Tuition Angels (current year is \$22,000 which falls short of the \$30,000 in the 21-22 budget year - we will be pulling \$ from the donations account) all to go towards tuition assistance.</p>		
<p>b. Staff update - kindergarten &amp; shared time</p>	<p>Adam Dobrowolski</p>	<p>Jennifer Kreft, who was our parapro last school year, has accepted our new kindergarten teaching position! The 2-day PK classroom has been cleaned out for the third kindergarten room. 2-day PK will be going down to the Zebra room.</p> <p>Katie Harder will continue to be our music teacher, however, we will be getting a new technology teacher for the 22-23 school year.</p>	<p>We will be ordering new furniture for the kindergarten room and PK classroom to prepare it for the fall.</p> <p>We are still looking for another maintenance person and bus driver.</p> <p>New carpet will be going in the Zebra room and Patti Rash's classroom.</p>	<p>Adam Dobrowolski</p>

c. Fund the Need	Adam Dobrowolski	<p>Art room renovation. Taylor Oberman will be clearing out the room and cabinets will be installed this summer.</p> <p>We will need a contractor to install new windows. With materials going up we will plan to order soon. 35 windows will be replaced.</p> <p>We will have the doors replaced in the library and music room, and a buzzer system w/ camera will be at the CDC door on Howard St. Parents will no longer have access with their fob but will be buzzed into the school...the quote is under \$3,000.</p>		Adam
d. Marketing and Development Committee Update - Endowment fund	Adam Dobrowolski	<p>Meeting in May - key thing discussed was moving forward with creating a school endowment fund. We want to reach out to alumni, those with larger estates, etc. and start with a silent phase asking for pledges. Once there is a large base, have an event (breakfast or dinner) where we can share goals, discuss projects in school and ask those to consider making a pledge toward the endowment fund.. Once we have pledges in place we will put it out to a wider net.</p>	<p>This summer Adam will be making connections and putting together a meeting with prospective donors.</p> <p>Some schools put 10% of fundraising towards the endowment fund yearly to help it grow - something to think about as we go forward.</p>	Adam Dobrowolski
e. Building Updates	Adam Dobrowolski	<p>Touched on these above. CDC doors/eliminating key fob. Art room.</p> <p>Summer maintenance will be getting school ready - the building will be mostly closed during July for cleaning.</p>		Adam Dobrowolski

f. Welcome Back Open House - Sunday, August 28 5-6 PM	Adam Dobrowolski	We have planned our Open house for 8/28 from 5-6PM. From 5-5:30 students along with parents can check out their classroom, meet their teacher and then make their way outside at 5:30 for popsicles and to socialize with friends/families.		Adam
Teachers Requests		<p>We have had a lot of teacher requests in the last week of school and even the week after. Teachers create the class lists in May. They work hard to create a good balance. Some students might need to be separated from another student, the boy/girl ratio is thought of, even split of academic levels, etc.</p> <p>In our handbook we have asked parents to put the request in writing by April 1st. No requests in 4th grade and up as they have both teachers.</p> <p>Some schools do not allow requests, however, we would still like to do our best to honor parents requests if it works out with the class dynamic and is requested in a timely manner.</p>		Adam

Jay Mingerink [jemingerink@aol.com](mailto:jemingerink@aol.com) 616-430-5845