

Saint Francis Xavier School  
 School Advisory Committee Meeting Minutes  
 August 17, 2022  
 7:00 PM St. Francis School Library

Meeting called to order at 7:00PM

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

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

**Next Meeting – 10/19/2022**

<b>Agenda Item</b>	<b>Presenting Party</b>	<b>Info/Discussion</b>	<b>Subsequent Action Required</b>	<b>Responsible Party</b>
Minutes of June 15, 2022 meeting	Jason Fate	Minutes reviewed. Approved by Tyler Swiss, 2 <sup>nd</sup> by Julie Plichta.	Minutes will be put on the website.	None
Communications a. Note from Fr. James at Holy Childhood	Adam Dobrowolski	This year's Auction raffle ticket sales will only be announced and sold at Holy Childhood on predetermined weekends each month.	Weekend sales dates will be announced and planned with Raffle ticket chair Leanne Fate.	Adam
b. Diocesan Leadership committee	Adam Dobrowolski	The diocese has asked Adam to be on the New Principal Cohort Leadership committee. There are five first & second year principals in the cohort.	There will be 14 dates for meetings throughout the school year.	Adam

<p>Old Business  a. Committee Updates  1) PTO</p>	<p>Adam Dobrowolski</p>	<p>Basketball hoops should be set up by the end of August.  Planning the Fall Fun Run. Future playground needs to raise funds for–anything that can be added?  Would like to clean out the PTO/ART closet and have it be a PTO/Auction closet.</p>	<p>Fun Run scheduled for 9/30/22.   Contact Doug Smith the playground consultant regarding the future additions.  Would need to discuss with Art Teacher and CDC about cleanout and reorganization of this storage.</p>	<p>Amy, Adam</p>
<p>2) Auction</p>	<p>Adam Dobrowolski</p>	<p>Gala scheduled for 6/3/2023. Same site, same venue, same caterer. Down payment made and raffle tickets are being printed. Lengthy discussion about NO chairperson and committee chairs need new leadership. How do we recruit new help?</p>	<p>Determine the Fund the Need item so sponsorship donors will know and be able to plan.  Meeting/letter to go out regarding a need for Auction Leadership Team.</p>	<p>Julie, Adam</p>
<p>Father's Report</p>	<p>Father McCallum</p>	<p>9/19 thru 9/22 is the Convocation for all diocesan priests in Cadillac.  Discussion with Fr. James regarding the monthly coverage of school masses.</p>	<p>Schedule coming with Fr. James masses once a month on Wed. school mass days.</p>	<p>Father</p>
<p>Principal's Report  a. Finance</p>	<p>Adam</p>	<p>New budget approved in June. We will begin the 5 year step process for salary increases. There is a declining trend of parish revenue with awareness of the % that comes to the school. \$20K donated to tuition angels, plus \$9K from the Bishop scholarship program to families in need. Healthy enrollment helps the budget more than fundraising.</p>		

b. Personnel	Adam Dobrowolski	All teaching positions are filled. Still short a custodian and bus driver. New maintenance supervisor, Archie Fantozzi, starting in September. Thoughts of doing some contract work for custodial and winter shoveling, etc with snow was discussed.	Reach out to Holy Childhood church in their bulletin to see if they may have a custodian/bus driver candidate.	Adam Dobrowolski
c. Staff Professional Development	Adam Dobrowolski	8/17 - Retreat, mass and employee bonding time with artist, Martina Hahn for the day on August 17th. Symbolism of the painting—all are a part of the church.	'Inclusion Solutions' prof. dev. program for all staff will continue throughout the school year. Title Funds are covering this program.	Adam
d. Welcome Back Open House & New Family orientation	Adam Dobrowolski	Sunday, August 28 from 5-6pm. Social time on the playground with popsicles provided by PTO. Then classrooms will be open for families to stop in to meet teachers and sign up for future events Late September meeting with all new families to explain expectations.	New family meeting on September 28th 6-7pm in the parish hall. Sacrament prep leaders also there to discuss their programs.	Adam Dobrowolski
e. Building Updates		*Basketball poles & hoops installed by end of August. *Art room cabinets currently being installed. *New carpet in K-Patti Rash's room. *New cameras at CDC door on Howard Street—buzzer system to talk or come in. No key fobs for families for safety reasons. *Windows being ordered & contractors need to be found.		

f. Survey Results	Adam Dobrowolski	50% of families filled out. One area of note is for families to bring concerns to school staff.	Survey is anonymous, so followup to specific complaint can't be done	Adam Dobrowolski
g. SAC Committees	Adam Dobrowolski	Accreditation report of Fall 2017 set priorities for Long Range planning, Security, Policy Committee, Finance, Marketing & Development committees.	Policy would review the School handbook. Finance-SAC member on the Finance Council. Marketing-working on endowment fund & NMCF.	Adam
h. St. Michael Academy	Adam Dobrowolski	Bridging the gap. New Headmaster is Andy Moe & he met with Adam. Plan to work together more—they have a goal to find out why 8th grade families are choosing PHS over SMA.	Barrier: diocesan school has been rejected. They are a Chesterton School.	Adam

i. Future Calendar dates: Parent-Teacher Conferences October 20th 4-8pm.. MS to Camp Daggett: October 27 & 28

Meeting adjourned at 8:50pm