

Saint Francis Xavier School
School Advisory Committee Meeting Minutes
April 19, 2023
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, Jayme Weir, Kathy Coveyou, Tyler Swiss, Chrissy Swiss, Julie Plichta, Amy Wilson, Art Holszchu

Absent: Ashlee Niswander

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

Next Meeting – 4/19/2023

Agenda Item	Presenting Party	Info/Discussion	Subsequent Action Required	Responsible Party
Minutes of Feb 8, 2023 meeting	Jason Fate	Minutes reviewed. Approved by Tim LaGasse, 2 nd by Tyler Swiss.	Minutes will be put on the website.	None
Communications	Adam Dobrowolski	1.Erick Chittle has resigned his position with the diocese effective 06/30/2023. He will be moving to a Catholic high school near Nashville, TN. 2.MDHHS grant-qualified for air vent systems. 3. State of MI grant-received confirmation of grant for School Safety.	1.Diocesan job posting/search has begun. 2. 21 Air purifiers & filters ordered. 3. Grant money will be sent and then it will be tracked as it is spent.	Adam
Old Business a. Committee Updates 1) PTO	Adam Dobrowolski	Laura Heneka is the VP for the 2023-24 school year. Teacher Appreciation week in early May. May 19th will be a Mother/son bowling event.	Teacher appreciation week events May 8 thru 12.	Amy

2) Auction	Adam Dobrowolski	\$70 K sold in Sponsorships. We have reached the 1000 raffle tickets sold! Trivia Night & Grand raffle drawing will be 4/22. Lots of unique acquisitions for events and attractions. 130 RSVP as of this date for the June 3rd event in Bay Harbor.	Online Auction will occur the week before the 6/3 live date.	Adam/Julie
Father's Report	Father McCallum	Priests retreat the week of April 24 in Conway. Bishop Walsh will be here for 1st Comm/Confirmation on May 5th. May 17th will be May Crowning at our regular school Mass.	Liturgy of the Word with Deacon Paul on 4/26.	Father/Adam
Principal's Report a. Finance	Adam	All School revenue thru March 2023 is at \$1 million//School expenses 1.2 million. \$63,796 is the difference as of now. A good donor of our school in the past (parishioner) willed money to the school. It will be held in Savings for now.		Adam
b. Marketing and Development Committee updates/endowment fund	Adam Dobrowolski	Alex Childress is still working on the video for our school. He will cut segments and blend it with some other events. Alumni Newsletter is in the works. It will be quarterly with updates of the school & events. Endowment fund information and directives for donating.	Checking with the Gaylord Finance Dept with Endowment donations managed through NMCF.	Adam Dobrowolski
c. Parent Survey Results	Adam Dobrowolski	Survey was released from the Diocese Education dept. **80 families replied.** Families with preschool and DK students are very happy. Positive feedback: *Caring, excellent teachers & staff		Adam

		<p>*Ratio of staff to students & small class sizes.</p> <p>Areas of concern or for improvement:</p> <p>*MS electives-PE/more activities. Also, how challenging is our curriculum.</p> <p>*Aging building – entry gate damage</p> <p>*Need for improvements-lighting, old bathrooms.</p>		
d. School Safety	Adam Dobrowolski	<p>The SFX school April newsletter has a big safety update:</p> <p>*Behavioral Assessment-positive training conference that Adam, Jeff, Caroline & Tyler Swiss attended.</p> <p>*Cafeteria doors will have a door lock on the entrance from the gathering space.</p> <p>*Exterior cameras bids are coming.</p> <p>*2 way radios at all entrances at morning arrival (one teacher at each entry door)</p>	Friday, 4/21 - Adam is attending a Safety training at NCMC put on by Motorola.	Adam Dobrowolski
e. Fund the Need	Adam Dobrowolski	<p>1. School safety - waiting on bids for exterior and possible some interior cameras for security purposes.</p> <p>2.Endowment fund. Fund (through the NMCF needs 10K)</p> <p>3.Exterior appearance - new sign, landscaping, pressure wash - TABLED</p>	3. Plan to do this in 2023-24.	Adam Dobrowolski
f. Enrollment/ tuition rates/ Uniform code	Adam Dobrowolski	Enrollment is at 16 for DK, overall K-8 enrollment numbers similar to this year at 210. Tuition rates will see a small increase	Uniform Code tabled until June 2023-uniform committee will work as a sub committee (Jayme, Tim, & Julie) together with a staff	Adam

		<p>of 4%. due to staff compensation increase, covering wages and costs of supplies.</p> <p>*Possible idea of 'work bond' with paying for Auction raffle tickets up front. After selling you will get your check back. We would have to start it in Fall of 2024 since enrollment is already in place for 2023.</p>	<p>committee to establish code and enforcement.</p> <p>*SAC members bring verbiage of this to the June 2023 meeting.</p>	
g. Personnel update	Adam Dobrowolski	<p>Kathy Godfrey is retiring/Melissa Nathan has been offered and accepted the position of Admin Asst of school. The ParaPro position has been posted to the diocesan site.</p> <p>Jennifer Kreft will transition to 1st grade in the fall.</p>		Adam
h. Spring calendar dates	Adam Dobrowolski	<p>*May 4 - Catechism Bee</p> <p>*May 12 - Middle School Retreat</p> <p>*May 18 - K thru 8 Field day</p> <p>*June 8 - 8th grade graduation mass 6pm.</p> <p>8th grade trip to Chicago was May 4-6th.</p>	6th grader Rob Mercer at Bee	Adam

Meeting adjourned at 9:25pm