

Saint Francis Xavier School  
School Advisory Committee Meeting Minutes  
June 14, 2023  
7:00 PM St. Francis School Library

Meeting called to order at 7:00PM

Members present: Adam Dobrowolski, Jason Fate, Fr. Greg McCallum, Tyler Swiss, Chrissy Swiss, Julie Plichta, Amy Wilson, Art Holszchu

Absent: Kathy Coveyou, Jayme Weir, Tim LaGasse

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

**Next Meeting – 8/23/23**

<b>Agenda Item</b>	<b>Presenting Party</b>	<b>Info/Discussion</b>	<b>Subsequent Action Required</b>	<b>Responsible Party</b>
Minutes of April 19, 2023 meeting	Jason Fate	Minutes reviewed. Approved by Art Holszchu, 2 <sup>nd</sup> by Tyler Swiss.	Minutes will be put on the website.	None
Communications - a. New Superintendent b. Notice of Last Will and Testament	Adam Dobrowolski	Erik Chittle has resigned, Penny Clemens will be the new superintendent. She is currently principal in West Branch.  Adam received notice from Bill McMasters, his brother Don, an SFX alumni, passed away and has left \$200,000 to our school which will go towards the endowment fund and should be received in the fall.  We will be moving forward with the naming of the endowment fund after a former SFX parent.		Adam
Old Business a. Committee Updates	Adam Dobrowolski	PTO will be providing popsicles at Open House and did provide a staff lunch which was a huge		Amy

1) PTO		<p>hit. They will kick-off the next school year w/ Fun Run and Turkey Bingo both in the fall.</p> <p>Last year with funds raised from the Fun Run PTO purchased new playground equipment-Maypole and soccer goal that will be installed this summer and we will move the train to the little kids playground.</p>		
2) Auction	Adam Dobrowolski	<p>The Auction and Gala were a great success! Even though we had fewer people in attendance it brought in just as much as last year. Shopping around for a new venue next year - Gypsy Vodka? Auctioneer can do June 1st.</p> <p>Online auction was higher than last year by \$10,000. Raffle brought in over \$100,000, sponsorship was just under \$65,000, Fund the Need was \$70,000 and the online auction \$25,000.</p>		Adam/Julie
Father's Report	Father McCallum	<p>July 14th the Bishop will be in the area in honor of St. Kateri. Mass will be at St. Francis Solanus Mission church 10:30.</p> <p>Sept. 6th will be the first mass of the school year, father James will be in rotation again this year.</p>		Father/Adam
Principal's Report a. Finance	Adam	<p>Collections were up by over 92,000 from the previous year.</p> <p>Finance council is concerned about the cost of offering free tuition to staff. However, employee</p>	Creating a visual for families to see what our goals are for fundraising similar to the	Adam

		<p>wages are not comparable to the public schools so this is a major incentive for staff to work here. Currently part time teachers receive 40% off tuition, full time teachers receive 100% off tuition. If the Finance Council goes forward with tuition for staff, grandfathering in current staff might be possible. For the following year there will be no change.</p> <p>In 2019 the parish had to subsidize over 40% but in the last 3 years we have been able to keep it at or below.</p> <p>projections for next year:  Parish 38.65%  Tuition 41.5%  Fundraising 19.85%</p> <p>Fundraising is for the current year.</p> <p>Ideally we do not want to raise tuition and if we have to, minimally. However, the cost of insurance benefits and salaries have increased.</p> <p>Total expense budget for this school year was \$1.6 million, estimated to be \$1.9 million for next year.</p> <p>7-10% increase in benefits and utilities.</p>	<p>thermometer we use for raffle ticket sales?</p> <p>Hoping a SAC member will be available to attend an upcoming Finance Council meeting.</p>	
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		<p>Generally parents feel it is a good deal for tuition here, more affordable than downstate or larger cities.</p> <p>We are very reliant on donations.</p>		
b. Marketing updates	Adam Dobrowolski	<p>We have started an Alumni Newsletter, put together by Northern Copy Express, where we recognize and interview alumni, share updates about the school, etc.</p> <p>It will be quarterly, sent digitally. Possibly printed if we find some of our alumni prefer.</p> <p>We are working towards growing our database which Amber Holt has been working on.. It would be good to get alumni that not only graduated from 8th but also those who attended elementary school here.</p> <p>Alex Childress has been working on a marketing video which will be on our website and shared on social media.</p>	It would be nice to loop Alex's video during coffee hour after mass..	Adam Dobrowolski
c. Personnel update	Adam Dobrowolski	<p>Melissa Nathan will be taking over for Kathy Godfrey, Jennifer Smith will be our new parapro and we also welcome Nathan Jacques as our art teacher and Nick Ralph will be our new PE teacher.</p> <p>Still need a math teacher and part-time librarian..</p> <p>We have a full custodial staff - they're amazing and very productive!</p>		Adam

d. School Safety	Adam Dobrowolski	<p>Have quotes for surveillance cameras that we are looking at. Staff will have training in August with Ben Carlson, who is getting his ALICE certification and will be training our staff. Tyler Swiss has also offered to help as he has his ALICE training. The federal government created run, hide, fight and ALICE is a model of that. Alice is an acronym for Alert Lockdown Inform Counter Evacuate. You can activate any portion at a time.</p> <p>Other schools have rolled it out already and some are working towards it. To be in compliance with ALICE, info will rollout to staff, with a practical exercise.</p> <p>We are getting quotes for the Zebra room doors in the CDC. First quote was between \$18,000-22,000 - waiting to hear back on others.</p> <p>3M has a product that will take someone 6 minutes to break through windows - we are getting them installed at all entries in July- \$7,500.</p> <p>Looking at getting air horns in classrooms for emergencies.</p>		Adam Dobrowolski
e. MHSAA Membership Resolution - vote needed*	Adam Dobrowolski	<p>We do sharedtime sports. The 6th grade has a waiver to participate in MHSAA. Our vote is to continue with MHSAA - it serves our school well. Unanimous vote - all in favor to continue.</p>	Paperwork will be sent in to continue with MHSAA	Adam Dobrowolski

f. Raffle Ticket discussion re: \$300 work bond charge	Adam Dobrowolski	In our Continuous Enrollment form it does say it is required to sell 3 raffle tickets. If someone did not sell their tickets we might go forward with adding a charge to FACTS in February. We will be putting out a letter to families about this change for next school year. Preschool and DK families will be getting on FACTS next school year.		Adam
g. Uniform committee update	Adam Dobrowolski	Fingertip length rule for skirts will be enforced. Should be 3 inches when kneeling. No fake nails and just getting more specific to make sure the uniform policy is clear. Shorts for boys in the winter for middle school will now be allowed, but still not elementary. We will review the changes in August.		Adam
h. New playground equipment	Adam Dobrowolski	Purchased Maypole and Soccer goal. See above		Adam

i. Draft of Library Book Review Policy followup		This will be added to our handbook with approval from the board in August.		
j. Back to School Open House - August 27 5-6PM		We will continue with how we have done it in the past by meeting teachers and touring the school for the first half hour and then PTO will provide a treat at 5:30 outside where parents and students can meet up.		

Questions and ideas -		<p>Can we shorten the school year? <u>No.</u>  We are bound to 180 days due to our accreditation. Half days do count as full days. We have been able to count some days as professional development. 7 years ago we used to go to Memorial day. The state went from counting minutes to days. We have to meet both 1,080 hours and 180 days.</p> <p>PTO directory - looking at adding PK and DK families next year.</p>		
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Meeting adjourned at 8:45pm