

St. Francis of Assisi School Leadership Council Meeting

September 10, 2026 6:30pm – 8:00pm

Location: SFA School Science Lab (2nd floor of school)

Zoom Meeting (if needed):

Members Present (X) Members Absent (-)			
Chair- Brenda Pedersen		Communications Director – Phil Stover	Pastor - Father Joe Pins
Vice Chair- Andrew Phillips		Fundraising Director – Becky Baker	Wendy Henry (Preschool Director)
Secretary – Mollie Mertens		Volunteer Coordinator-Jennifer Tracey	Jeff Lynch (Principal)
Treasurer – John Cord		At-Large – Adam Mullinax	Jodi Halligan (Assistant Principal)
At-Large – Steve Craig		At-Large – Baylie Panzi	Kelli Moore (Pastoral Council Rep)
At-Large – William Downs		At-Large – Michael Perrin	Sara Heddinger (Pastoral Council Rep)
Visitors/Invited Guests			
Jason Southward and Sara Grabau, Art			

AGENDA

1. Opening Prayer
2. Teacher Presentations- Art: Jason Southward and Sara Grabau
3. Approval of August 13, 2026 Leadership Council meeting minutes – (prepared by Steve)
4. Open Forum (max 15 minutes) –
Parents/Guests attending –
5. Pastoral Update: Fr. Pins – including *Rebuild My Church* project update
6. Administrator's Report
 - SFA Preschool (Preschool Director Wendy)
 - SFA School (Principal Jeff / Assistant Principal Jody) including
 - Discussion of FAST exam student scores during 2025-2026 school year
 - Discussion of SFA School Strategic Plan
 - SMART Goals and Teacher Professional Development Plans for SFA School 2026-2027
7. New Business
 - 8th grade Sunday Mass is scheduled for September 20, 2026 at the 11:30 Mass. We need volunteers to help to serve lemondade and cookies. Steve Craig will share what other tasks will be need done by the leadership council to support this event. Brenda will be out of town but can get the cookies ordered ahead of time.
 - Grandparents day is Oct 2, concerns have been expressed about parking during the event and possibility of rental of golf carts to transport grandparents from off property lots. A quote for \$450 from Des Moines Golf for 2 golf carts to be dropped off and utilized to transport Grandparents has been obtained as an option.
8. Old Business: Follow-up of Items from last Council Meeting
 - Follow up to Leadership Council Member Survey Results
 - i. Status of the formation of the Faith Formation and Catholic Identity Committee

- ii. Follow up on SFA Mental Health and School Safety committees meeting more frequently
- Track-a-Thon Plans: Scheduled for September 18, 2026 (rain date September 25)
- Leadership council will host coffee and donuts on Feb 28, 2027

9. Report: Treasurer's Report (John)

10. Report: Fundraising and Development Director Update (Becky)

11. Report: Volunteer Coordinator – Update (Jennifer)

12. Update from committees: summaries were sent out with the agenda

13. Next Leadership Council meeting scheduled for **October 10, 2026**, Fr Pins and Steve Craig are unable to attend, Brenda Pedersen will be on virtually

14. Executive Session (as applicable)

15. Closing Prayer

16. Adjournment