

# St. Francis of Assisi School Leadership Council Minutes

August 13, 2026

## Board Members Present:

Father Pins (Pastor)  
Brenda Pedersen (Chair)  
John Cord (Treasurer)  
Phil Stover (Communications Dir)  
Jennifer Tracey (Volunteer Coord)  
Becky Baker (Fundraising Coord)  
Steve Craig (At-Large)  
Baylie Panzi (At-Large)

## Participated Via Zoom:

Mollie Mertens (Secretary)  
Adam Mullinax (At-Large)  
Andrew Phillips (At-Large)

## Not Present:

William Downs (At-Large)  
Michael Perrin (At-Large)

Prepared by: Steve Craig

Called to Order: 6:30 p.m.

Adjourned: 8:02 pm

Location: Saint Francis Science Lab Classroom

Minutes Prepared By: \_\_\_\_\_  
Steve Craig

## Others Present:

Jeff Lynch (School Principal)  
Jodi Halligan (Vice Principal)  
Wendy Henry (Preschool Director)

| AGENDA ITEM                               | DESCRIPTION/DISCUSSION                                                                                                                                                                                                                                                                                                 | NEXT STEPS/ACTIONS                                              |
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| <b>Call to Order &amp; Opening Prayer</b> | New Leadership Council Chair Brenda Pedersen called the meeting to order at 6:30 p.m. and Fr. Pins led an opening prayer.                                                                                                                                                                                              | Call to Order and Opening Prayer.                               |
| <b>Approve Minutes</b>                    | Minutes from the June 11, 2026 Leadership Council meeting were sent out electronically before the meeting. A motion to approve the minutes was made by Steve Craig and seconded by Baylie Panzi. The minutes were unanimously approved.                                                                                | Minutes of the June 11, 2026 meeting were unanimously approved. |
| <b>Open Forum</b>                         | There was no request for an Open Forum at this meeting.                                                                                                                                                                                                                                                                |                                                                 |
| <b>Treasurer's Report</b>                 | John Cord presented the Treasurer's Report:<br><b>Leadership Council Account (2422):</b> as of June 30, 2026 <ul style="list-style-type: none"><li>• Beginning Balance (06/01/26): \$128,997</li><li>• Current Balance: \$117,496</li><li>• Remaining Budgeted Expenses: \$53,480</li><li>• Surplus: \$3,932</li></ul> | Treasurer's Report from John Cord.                              |

| AGENDA ITEM                               | DESCRIPTION/DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | NEXT STEPS/ACTIONS                            |
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|                                           | <p>Recent Activity:<br/> Leadership Discretionary: \$2,917<br/> <i>Subsequent to Fiscal Year End:</i></p> <ul style="list-style-type: none"> <li>• Classroom Locksets \$47,995</li> <li>• Additional School Cameras \$12,584</li> <li>• Approved New Carpeting \$29,600</li> </ul> <p><b>Fundraising Account (2426):</b> As of June 30, 2026</p> <ul style="list-style-type: none"> <li>• Beginning Balance (05/01/26): \$335,124</li> <li>• Current Balance: \$334,951</li> </ul> <p>Balance for 2026-2027 School Year</p> <ul style="list-style-type: none"> <li>• As of 7/31/26 <ul style="list-style-type: none"> <li>○ \$50,198 in LC Account 2422 with \$200,743 remaining expenses</li> <li>○ \$330,440 balance in Fundraising Account 2426 before transfer to LC account</li> </ul> </li> <li>• Finalizing amounts to be transferred from Fundraising Account to LC Account and School Foundation</li> </ul> |                                               |
| <b>Fundraising and Development Report</b> | <p>Report: Fundraising and Development Director Update (Becky)</p> <ul style="list-style-type: none"> <li>• Jess Hull is leading the Track-a-Thon fundraiser again this year. The event is scheduled for September 18, 2026 (backup rain date is 9-25-26).</li> <li>• A second GiveSmart training session was held on 7-7-26 mostly focused on how best to process auction payments, especially on auction night.</li> <li>• The GiveSmart contract was renewed for the nex year in late July.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                            | Fundraising Report from Becky Baker           |
| <b>Volunteer Coordinator Report</b>       | <p>Report: Volunteer Coordinator – Update (Jennifer)</p> <ul style="list-style-type: none"> <li>• A new volunteer survey was just sent to parents and a number of responses were received. Unfortunately, not many volunteers to help with the auction and nobody has volunteered to lead Spirit Wear Committee.</li> <li>• There are now 3 options for parents to use in ordering school uniform and spirit wear items: Lands End, Image Solutions and SmithPro.</li> <li>• Sonia Schumacher is coordinating with the Student Council to get yard signs out to homes of new SFA students in the next week</li> </ul>                                                                                                                                                                                                                                                                                                | Volunteer Coordinator Report from Jen Tracey. |

| AGENDA ITEM                                     | DESCRIPTION/DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | NEXT STEPS/ACTIONS                                                                                                                                                                                                                                                                                                                        |
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| <b>Old Business</b>                             | <p>Brenda Pedersen presented the following information:</p> <ul style="list-style-type: none"> <li>• There is a need to elect a new Vice Chair to serve in 2026-2027. One nomination has been received for Andrew Phillips. Phil Stover nominated Andrew and Jen Tracey seconded. The vote to elect Andrew Phillips as Vice Chair was unanimous.</li> <li>• Jeff Lynch and Jodi Halligan detailed final plans for carline developed with the city of WDM and WDM Police. The city is insisting that the school assures that cars do not stop, wait, block or impede traffic during carline before they will issue construction permits. After discussion, it was agreed that Phil Stover will craft an email message from LC to Parents about the importance of understanding &amp; complying with new carline requirements.</li> <li>• A schedule for when each grade will host a Sunday 11:30 am Mass at SFA Church is being finalized. Students will serve as greeters and bring up the gifts at mass. A cookie &amp; lemonade reception will be served after mass.</li> <li>• Jeff and Jody detailed plans for the Supply Drop Off and Teacher Meet &amp; Greet planned for Thursday August 20, 2026.</li> </ul>                                                                                                                                                                                    | <p>Old Business discussion led by Brenda Pedersen.</p> <p>Andrew Phillips was elected Leadership Council Vice Chair for 2026-2027.</p> <p>Phil Stover will draft a memo from the Leadership Council to Parents reinforcing the need to comply with new carline policies and procedures. It needs to be sent out in the next few days.</p> |
| <b>Leadership Council Member Survey Results</b> | <p>Steve Craig shared that all 12 LC members completed the 22-item survey in June 2026. The survey covered role clarity, meeting, collaboration, and finance topics. Phil Stover then detailed findings of the survey in all 4 areas. He used an AI instrument that then compared survey results against the governing LC Bylaws, This report led to several recommendations that were then discussed. After discussion there was consensus that:</p> <ol style="list-style-type: none"> <li>1. The school needs a strategic plan with Principal, Pastor and Council input.</li> <li>2. Meeting agendas should be restructured so strategic issues are discussed first.</li> <li>3. LC members should review the bylaws regarding the purpose of the Leadership Council, which is to support the mission of SFA School and to provide guidance and advice to the Principal and Pastor,</li> <li>4. School Administration should be asked to provide more regular updates on curriculum, culture/bullying, disciplinary actions, staffing issues, safety concerns, and parent concerns at LC meetings.</li> <li>5. There is interest in having the current Mental Health &amp; School Safety Committees (which include LC members) meet more regularly &amp; report back to the LC. There is also interest in exploring the creation of a Faith Formation &amp; Catholic Identity Committee..</li> </ol> | <p>Recommendations from the Leadership Council Member Survey results were discussed.</p>                                                                                                                                                                                                                                                  |
| <b>Pastoral Report</b>                          | <p>Fr. Pins presented the following information:</p> <ul style="list-style-type: none"> <li>• The capital campaign has raised \$14.8 million of the \$15 million goal to date. This is allowing all 3 phases of the campaign to be started now.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <p>Report from Father Pins</p>                                                                                                                                                                                                                                                                                                            |

| AGENDA ITEM                                   | DESCRIPTION/DISCUSSION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | NEXT STEPS/ACTIONS                                                                                      |
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|                                               | <ul style="list-style-type: none"> <li>Fences will go up next week around the site on the south side of church for the new chapel and new meeting rooms and on the east side of the school for the new preschool building.</li> <li>Tentative completion of the 3 phases will be Adoration Chapel in June 2027, Preschool Building in August 2027, and parish meeting rooms and remodeled kitchen space in December 2027.</li> <li>Celebration of Francis Fest in October will be big as we celebrate the 800 year anniversary of St. Francis' death &amp; 35 years as a parish.</li> <li>The new Pastoral Council just met and the two members assigned to attend LC meetings this year are Sara Hedding &amp; Kelly Moore.</li> <li>Father shared draft of a letter he wants to send to all school parents now about the need for school parents to help the church cover the roughly 40% of the cost to educate students not covered by tuition.</li> </ul>                                 |                                                                                                         |
| <b>Report from SFA<br/>Preschool Director</b> | <p>Wendy Henry presented the following information:</p> <ul style="list-style-type: none"> <li>St Francis is participating in a diocesan wide survey of church &amp; school families about preschool educational needs for the parish.</li> <li>All 6 teachers reported today &amp; seem excited about the school year ahead.</li> <li>Pre-K (4-year-olds) does not have a wait list but there are still several families on the waitlist for Pre School (3-year-olds).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>Report from Wendy Henry.</p>                                                                         |
| <b>Report from SFA<br/>School</b>             | <p>Jeff Lynch and Jodi Halligan presented the following information:</p> <ul style="list-style-type: none"> <li>Jodi reviewed FAST test results for the 2025-2026 school year. Results are very positive with significant growth across all grade levels.</li> <li>Jeff &amp; Jodi detailed a 5-year strategic plan covering five areas: Mission &amp; Ministry, Academics, Facilities, Finance, and Marketing. There were several questions and good discussion about the plan. It was agreed that the plan needs to be revisited on a yearly basis to see if changes are needed.</li> <li>All teachers reported today. There are 4 new teachers, 2 new teacher associates, and one long-term sub (Holly McFarland maternity leave).</li> <li>New parents and all Kindergarten parents will receive a printed Covenant of Trust at next week's Teacher Meet and Greet. All school parents must acknowledge receipt of this covenant and the rest of the school handbook each year.</li> </ul> | <p>Report from Jeff Lynch and Jodi Halligan.</p> <p>SFA School 5-Year Strategic Plan was presented.</p> |
| <b>Update from<br/>Committees</b>             | <p>No Written summaries were sent by email to LC members in advance of the meeting as there were no new meetings held over the summer.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                         |

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| <b>New Business</b>                   | <p>Brenda shared the following:</p> <ul style="list-style-type: none"> <li>• Jeff &amp; Jodi are planning to discuss different parent commitments found in the Covenant of Trust in upcoming weekly School News &amp; Notes. These will provide some ideas and best practices for parents to consider.</li> <li>• Plans for Track-a-Thon scheduled for September 18, 2026 were briefly discussed. Advertising for Track-a-Thon &amp; this year's Auction will indicate that proceeds will be used to help provide a School Makeover to include new carpet throughout the school and new student furniture in multiple areas.</li> <li>• Leadership Council is being asked once again to serve coffee and donuts one Sunday during the year (after the 7:30 am &amp; 9:30 am masses). She will send out a survey to see when the most LC members would be available to serve.</li> </ul> | <p>New Business discussion led by Brenda Pedersen.</p> <p>LC members will receive a survey requesting their availability to serve coffee and donuts on one Sunday morning in the year ahead.</p> |
| <b>Executive Session</b>              | No executive session was requested.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                  |
| <b>Closing Prayer and Adjournment</b> | Father Pins led a closing prayer. There was no other new business to discuss so the meeting was adjourned at 8:02 pm.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>The next Leadership Council Meeting is scheduled for September 10, 2026 at 6:30 pm.</b>                                                                                                       |