



Saint Francis Xavier School
School Advisory Committee Meeting Minutes
6/9/2026
7:00 PM St. Francis School Library



Meeting called to order at 7:00 PM

Members present: Adam Dobrowolski, Tyler Swiss, Kathy Coveyou, Julie Plichta, Chris Dean, Heidi Kendziorski, Caroline Paulus, Fr. Peter

Absent: Art Holzschu, Amy Wilson, Tim LaGasse

Guests: Deacon Jake, Chrissy Swiss

Fr. Peter, Kathy Coveyou – Opening Prayer, Pledge of Allegiance

NEXT MEETING: August 19 at 7:00 pm in the school Library.

Agenda Item	Presenting Party	Info/Discussion	Subsequent Action Required	Responsible Party
Minutes of 4/15/26		Minutes reviewed. Approved by Tyler, Second by Heidi No discussion.	Minutes will be put on the website.	
Communications	Adam Dobrowolski	We have a new member: Chris Dean, who came from Grand Ledge and wanted to get involved with the Church/School.		Adam
Old Business a) Committee updates i) PTO ii) Auction & Raffle	Julie Plichta	PTO Updates - PTO provided lunch for teachers during last week of school. - Two new PTO officers have been elected: Katlyn Hansen & Chris Lessuise. - Potential improvements for the playground are being discussed. Auction/Raffle Updates - Portions of the planning team are in place; several roles are still to be determined.		

		• Josephine will continue overseeing sponsorships; however, due to her full-time work schedule, additional support will be needed. • Katie F. will transition from Acquisitions Chair to Raffle Chair. • The goal is to have raffle tickets ready before the end of June so families can begin selling them over the summer. • Laura Heneka will oversee class auction projects and marketing efforts. • The committee is still seeking an Event Chair. Laura and Julie suggested Allison Rohloff as a potential candidate. • It was noted that having a clear team structure in place will help attract and support an Event Chair. • The areas currently needing the most volunteer support are Event Coordination and Acquisitions.		
Father's Report	Father Peter Eke	Parish Journey & Collaboration • Discussed the importance of aligning parish, school, and CDC efforts to strengthen our overall community. • Need to increase retention within both the school and CDC and focus on key areas of growth and engagement. • Proposed establishing committees focused on key areas of growth and engagement		Father

Principal's Report a) Finance Report	Adam Dobrowolski	The school is in a stronger financial position than it was a year ago. Year-to-date donations total \$575,874, compared to a budgeted amount of \$176,298 for the year. Donations are well above, largely due to several significant gifts. Fundraising revenue is currently over \$400,000. The Golf Outing generated \$10,300 in revenue. Total school revenue for the year is \$1,612,742, including tuition and donations. The school subsidy is currently operating in the black. The budget had projected a deficit of \$569,285, but increased donations and fundraising efforts have significantly improved the outlook. Several longtime donors increased their giving this year, and two unexpected major gifts were received.		Adam
b) NWEA Data		Academic Achievement & Growth Update - Students demonstrated strong overall achievement across all grade levels on this year's assessment. - Schoolwide results showed: 69th percentile in Math 69th percentile in Reading 73rd percentile in Science - Data reflected consistently strong performance throughout the school. Growth Highlights - Second Grade achieved the highest Math growth: 92nd percentile. - First Grade demonstrated the strongest Reading growth: 78th percentile.		

		While NWEA data represents a snapshot in time, the results provide one valuable measure of student progress and indicate strong growth and achievement throughout the school.		
c) Discipline Policy		K-5 & Middle School Discipline Policy Review • The committee revisited the proposed K-5 and Middle School Discipline Policy and gathered feedback on the current draft. • Discussion focused on how the policy would apply when a student accumulates offenses across multiple behavior categories along w/ determining consequences. • Members agreed that adopting a clear discipline policy would benefit both students and faculty by establishing consistent expectations and outlining the next steps and consequences for continued behavioral concerns. Weapons & Safety Policy Revisions • The committee agreed that if an item is brought with the intent of being used for protection, it should be classified as a weapon. • Recommendation was made to eliminate the separate "personal protection" (#22) category and incorporate those items into the weapons category (#27). • The Behavioral Threat Assessment and Management (BTAM) process will remain included in the revised weapons section. • For a first offense involving a weapon, the recommended consequence will be 3-5 days of	Adam will email out the changes. Sierra add to handbook in fall	

		In-School Suspension (ISS) or Out-of-School Suspension (OSS), depending on the circumstances. Additional Policy Revision - For Item #8 (non-uniform violations), the progression of consequences will be: - Teacher email sent home. - Parent phone call. - Loss of non-uniform privilege. - Student sent home on the fourth offense. - Motion to approve the discipline policy with the discussed corrections and revisions. Motion approved by Julie, 2nd by Tyler.		
d) Enrollment Update		Current enrollment for the upcoming school year is 183 students. DK: 14–15 students enrolled Kindergarten: 17 students enrolled Some students are not returning from 5th-6th and 7th-8th grade levels. Overall enrollment remains steady as planning for the upcoming year continues.		
e) School Security Updates		- The school has a 3-year contract with CrisisGo. - The system is currently being developed into a school-specific app & coordination is underway between the school and Petoskey Public Safety Dispatch. - A PD day in the fall will focus on staff training for the app. - The app will be available for all staff to download, allowing users to initiate drills or emergency alerts as needed.		

		- Substitute teachers/guest staff will be able to scan a code to receive alerts while on campus; however, they will not have access to initiate drills. Technology & Infrastructure - The school is exploring new higher-resolution exterior security cameras, which will be trialed in key areas. - Multiple quotes are being gathered to address identified security needs. - Once pricing is finalized, plans will be brought forward for approval before the start of the new school year. Facility Security & Grants - The school is currently awaiting a FEMA grant to support upgrades to church doors. - Officers Carlson and Cisco have been regularly present at Masses, providing ongoing safety coverage.		
f) Staffing for 2026		Staffing changes: Three staff members will be leaving: - Krystyna Kolinski (CDC administrative & Preschool teacher) - Jen Bailey (MS Religion & Math) - Jeff Sulitis (MS Social Studies & Archery) CDC - Leigh will assume all administrative responsibilities. Preschool (PK) Adjustments - PK will be structured as: 2-Day will offer morning classes only		

		• Both PK classrooms will return to the downstairs area. • Karen and Kim (CDC) will serve as co-teachers in the PK classrooms. Middle School & Elementary Adjustments • Third grade will transition to one classroom. Kalie will support 3rd grade instruction, including: • Religion • Team Teach Social Studies & Math In MS Kalie will teach: ○ 1 or more religion classes ○ All middle school social studies • Overall MS assignment for Kalie will be approximately 60% Middle School, with remaining time in team-teaching in 3rd. Religion & Social Studies Structure • All religion instruction will take place during first hour. • Students will attend Mass twice per week. • Possible Religion Teachers next year: ○ Ashlee Niswander ○ Jen Kreft ○ Kalie • Both Kalie and Jen have MS social studies endorsements. Kindergarten • Jen Smith may assist in Kindergarten while Jen Kreft supports Middle School religion.		
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Additional Thoughts - School Survey Results

- Survey results will be reviewed in more detail at the next meeting.
- Most commonly identified strengths:
 - Teaching staff
 - Faith-centered environment
- Primary area for improvement:
 - Communication and connection to the CDC (Child Development Center)
- CDC survey results will also be reviewed alongside the school survey as part of the broader strategic planning process.

Open House

- Families requested moving the event away from Sunday.
- Proposed dates:
 - Monday, August 31, 5:30–6:30 PM
 - Tuesday, September 1 (alternate option)
- Staff will be polled to determine which date works best.
- September 1 may align more with fall transition planning depending on final scheduling.

Additional Update

- Julie will also be coaching girls basketball next year.

NEXT MEETING: Wednesday, August 19 at 7:00 pm in the school Library.

Father led closing prayer

Meeting adjourned at 8:05 PM