

Saint Francis Xavier School
School Advisory Committee Meeting Minutes
12/10/2025
7:00 PM St. Francis School Library

Meeting called to order at 7:04 PM

Members present: Adam Dobrowolski, Kathy Coveyou, Tyler Swiss, Amy Wilson, Julie Plichta, Heidi Kendziorski, Art Holzschu, Caroline Paulus, Fr. Peter, Tim LaGasse

Absent:

Guests:

Fr. Peter, Tim LaGasse – Opening Prayer, Pledge of Allegiance

NEXT MEETING: February 25th at 7:00 pm in the school Library.

Agenda Item	Presenting Party	Info/Discussion	Subsequent Action Required	Responsible Party
Minutes of 10/1/2025		Minutes reviewed. Approved by Tyler, Second by Art No discussion.	Minutes will be put on the website.	None
Communications	Adam Dobrowolski	- Father Rexroat was here today to visit SFX. He spent the morning with the fourth-eighth grade classes and then went on to visit the rest of the classes. - Lily Bobrowski, his secretary, will be providing more information/offerings for High School students. She is also looking into getting more events for Middle School students.		

Old Business a. Committee Updates 1) PTO	Julie Plichta	• Turkey bingo was a success and made over \$9,000. • PTO is looking into organizing a Spring Bingo, no dates have been set yet. • The Christmas Shop was a hit! Prek-8th grade classes were able to bring money in and shop for their families and friends. • PTO has organized a SFX float (live nativity) for the downtown Petoskey Christmas Parade. Students and families are welcome to participate with the PTO in this year's float.	Next PTO meeting after Christmas break	
2) Auction & Raffle	Julie Plichta and Adam Dobrowolski	• 730 raffle tickets have been sold so far. • Incentives for raffle ticket sales: ○ Non-school incentive for those not in the school and then an incentive for school families. ○ Looking at getting permission to Boyne Churches for families to sell raffle tickets after mass. • Amber Holt is getting invites out this week for the Gala	Next fundraising meeting is Monday, December 15, 2025	

		• Jason Thelan came today (12/10/2025) to speak with the Middle Schoolers about creating a Paddle Board for the Gala. He will be donating a paddle board and then the students will make a His & Her board.	Adam and Julie both said they can speak at masses about the upcoming Gala.	
Father's Report	Father Peter	• An enrollment committee has been put together. He wants to see how we can get the numbers up in the school ○ The enrollment committee is made up of Father, Adam, Sierra, and a couple of parents. • He also wants a relationship between grade school and the CDC, so they stay included with what is happening in and at the school. • He will be looking into the whole Parish ministry. ○ Who is a parishioner, attends frequently, what they are doing in the church (readings, greeting, gifts, etc) ○ Father would like to meet with every		Fr. Peter

		family/parent who get the parishioner rate for tuition • Plan for the Jubilee		
Principal's Report				
A. Finance Report	Adam Dobrowolski	• There was a donation that came in the month of November, one was over \$200,000 and one that came in yesterday on 12/09/2025, for the amount of \$16,000. • A \$15,000 Sponsorship came in for the Gala • We are in a good position right now and are in the positive!		Adam Dobrowolski
B. SAC Charter Review	Tim LaGasse	• The Diocese has made a recommendation to have 60% non-affiliated members and 40% student families being a part of the SAC committee. • The School Advisory Council (SAC) currently consists of Father, the Principal, a Holy Childhood Member (Tyler), and nine members representing school families and parishioners. • We are looking to expand the committee by adding two more members. Specifically, we are	Tim LaGasse has been working on updating the SAC Charter	

		seeking parishioners who are not currently affiliated with the school. • Tim LaGasse will be present for the upcoming Accreditation in February. ◦ It is recommended for SAC members to be present • Father recommended that we change the naming from <i>committee</i> to <i>council</i> • Tim discussed how we have goals for Standard 5.8 in the benchmarks that were provided for the upcoming accreditation. • We also need to have pictures of all staff	He needs to get a digital copy of the 2019 Charter	
C. SFX Volunteer Policy Review	Adam Dobrowolski	• The SFX volunteer policy was put together by Heidi and Julie. ◦ The goal is to change the culture of volunteering ◦ There would be an increase in volunteers from 10 hours per year to 30 hours per year. ◦ 5 of those hours will be for	Possibly having a motivational speaker	Adam Dobrowolski

		playground duty. ○ If those families choose not to volunteer, then they would be charged \$1,000 to their FACTS account. Families volunteering fewer than the required 30 hours will be charged \$25 for each hour not completed. This fee applies until the 30-hour requirement has been met. ● This would roll out for the 2026/2027 school year. ● Mid-April would be a soft roll out for the increase in Volunteer hours and the tuition rates ● There was a brief discussion about a volunteer coordinator	come in to talk with parents. Maybe PTO could cover the cost.	
D. Accreditation	Adam Dobrowolski	● February 18th and 19th we will have the Accreditation audit done at the school. ● All the evidence for the accreditation team to review will need to be uploaded in January.		Adam Dobrowolski

		• The staff were all assigned a group and then specific Benchmarks which they needed to work together to gather evidence. • The Staff were assigned Benchmarks 1-4 and 7-8. • The office staff was assigned Benchmarks 5,6,9,10,11,12, and 13		
E. Strategic Plan Review	Adam Dobrowolski	• Summary of goals ○ Faith Committee ○ Building and Grounds ○ Marketing Committee (shifted to Advancement committee). • Mission and Catholic Identity ○ First four standards of Identity ○ Promoting Catholic Family involvement in mass ○ Visits from Religious leaders (inviting Father Roman) ○ Faith Magazine ○ Weekly Bulletin ○ Youth Mass ○ Pancake Breakfasts ○ Circle of Grace	Adam will send it out digitally	Adam

		○ Virtue of the Month ○ Theology of the Body		
F. Behavior Policy Review	Adam Dobrowolski	● The 3rd, 4th, 5th grade PLC team is looking for a behavior policy for elementary students. ● The Middle School PLC team came up with their own policy which is different from the elementary. The teams are looking at other schools' policies to see if they can incorporate them into our policies.		Adam
G. NWEA Data	Adam Dobrowolski	● NWEA achievement data ○ We are above average as a school ● The students take the NWEA in April to see the growth of the child.		

NEXT MEETING: Wednesday, February 25th at 7:00 pm in the school Library.

Father led closing prayer Meeting adjourned at 8:40pm