



Saint Francis Xavier School
School Advisory Committee Meeting Minutes
2/25/26
7:00 PM St. Francis School Library



Meeting called to order at 7:03 PM

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

Absent: Art Holzschu, Fr. Peter

Guests: Chrissy Swiss

Adam Dobrowolski – Opening Prayer, Pledge of Allegiance

NEXT MEETING: April 15th at 7:00 pm in the school Library.

Agenda Item	Presenting Party	Info/Discussion	Subsequent Action Required	Responsible Party
Minutes of 12/10/2025		Minutes reviewed and added to the website. Approved by Tyler, second by Heidi.	Minutes will be put on the website.	
Communications	Adam Dobrowolski	Accreditation Update Adam received official confirmation from Penny regarding the completion of our accreditation process. Accreditation typically occurs every five years; however, timelines were delayed due to COVID. Maintaining accreditation is essential, as it allows us to qualify for Title funding, professional development opportunities, and grant eligibility. We need to prioritize our strategic plan — particularly in the areas of technology, enrollment, and marketing. The site visit team thoroughly reviewed our documentation and supporting evidence and, in	Tyler will follow up regarding upcoming staff training opportunities. Adam will look into pricing for CrisisGo, a mobile notification system through the app that allows staff to initiate a lockdown or evacuation and includes the ability to contact 911 directly.	Adam

		most areas, agreed with the school's self-assessment. They noted our clearly evident mission and commitment to developing academic excellence. They also recognized the strong leadership within our faculty, including the many teachers who take on additional responsibilities. The team encouraged continued consideration of retreats and faith formation opportunities for all students. Safety & Security Updates We were awarded a Safety Grant of approximately \$30,000, which can be used toward training, cameras, and other safety initiatives. (For comparison, we received \$3,000 last year.) New security cameras were purchased through Petoskey Public Schools, and Atlas Electric will complete the installation. Training opportunities are being explored: • \$175 per person per day for an upcoming SEPLA conference (Ben serves on the board; Tim is interested in attending) Tyler noted that Day 2 of the event would be particularly beneficial for school personnel. • Behavior Threat Assessment training for staff. It would be beneficial for Jeff and Adam to complete Level 2 certification, while additional staff members could complete Level 1. Mental Health Resources Kathy has a hard copy of the <i>Road Map to Mental Health</i> from the Mental Health Coalition. This		
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		resource provides a step-by-step guide for families navigating a child's mental health concerns. It would be a valuable tool for teachers to share with parents when appropriate. Digital road map here		
Old Business a) Committee updates i) PTO ii) Auction & Raffle	Julie Plichta	PTO Update The Daddy/Daughter Dance was a big success and very well received by our families. We are looking forward to our upcoming Mother/Son Bowling event in May. PTO has recently purchased new gym equipment for our students. Teacher requests have been minimal this year; however, we encourage all faculty to reach out to PTO if there are any classroom or program needs. Auction/Raffle Update We currently have 223 RSVPs, a high level of participation. Our online auction is now live and off to a strong start, already generating \$7,000 in revenue. Our overall fundraising goal for the online auction is \$20,000–\$25,000.		
Father's Report	Father Peter Eke			Father

Principal's Report a) Finance Report	Adam Dobrowolski	Financial Update (Through December 31) Lynn shared financials through December 31. As of year-end, total school revenue stands at \$997,259. This includes raffle ticket revenue, tuition, and substantial donations totaling \$315,497, with \$200,000 coming from one donor. As of December 31, the school is operating in the black by \$377,341. The originally budgeted parish subsidy was \$569,285, which is not sustainable long-term for the church. However, due to the significant donation and strong fundraising efforts, we are in a solid position and likely will not need to draw the full subsidy amount. To date, we have also generated \$72,000 in sponsorships and ticket sales. The subsidy was planned at 32% of the budget this year. At present, no subsidy funds have been drawn, though there is the potential need for up to \$200,000, depending on how the remainder of the year progresses. Budget Planning & Transparency It would be beneficial to review each budget line item — identifying what is earmarked for each area, along with what funds are coming in and going out — to provide greater clarity and transparency. Adam prepares enrollment projections by inputting projected student numbers at current tuition rates and modeling multiple scenarios. These projections are then shared with Lynn and	It may be beneficial to develop a five-year strategic plan that includes: • Financial goals • Enrollment projections • Tuition planning • Subsidy targets Could we potentially fund a Development Director with the large donation, with the expectation that the role could eventually generate or sustain its own funding	Adam
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		the Finance Council. Lynn incorporates operational expenses such as maintenance, utilities, and heating to complete the full financial picture. While the church and school operate under one umbrella, there is a desire to clearly understand the specific costs associated with the school. Strategic Considerations There is strong momentum within the church & school community; however, there are also many financial requests happening simultaneously. Continual fundraising efforts can create donor fatigue if not approached strategically. Staff Benefits One of the school's greatest strengths to the school are the highly dedicated staff. A significant benefit we are able to offer is free tuition for employees. While public schools are able to offer higher salaries that we cannot competitively match, the SAC Board strongly believes that free tuition is one of the most meaningful and accessible benefits we can provide. It would be difficult to promote strong support for teachers while simultaneously reducing their benefits in any way. The board feels our staff remains one of our brightest strengths and shining points.		
b) Accreditation		Despite school being canceled this past Wednesday, Fr. Peter and Adam met with the review team via Zoom. The team was highly		

		complimentary of our curriculum and evidence, even describing our school as a "model for others to use." Our teachers worked in mixed groups to upload all curriculum evidence into Google Documents. This transition to a digital, living document will make our curriculum much easier to access, update, and share moving forward. Regarding our standards, we have been utilizing Michigan state standards infused with Catholic teachings and guidance from the Diocese of Grand Rapids while awaiting further direction from our Diocese. As they move to revamp their curriculum, we intend to remain uniform with their updates. We anticipate that the final Accreditation Report will be completed in July.		
c) Enrollment Committee update		Develop new marketing strategies to better reach the broader community. We have launched and are maintaining an Instagram account to increase visibility and engagement, along with our Facebook page. Julie suggested we use the <i>Little Green Light</i> (\$300/year), to update and maintain the alumni database which is highly beneficial for engagement and development efforts. Continue to distinguish our school from others by emphasizing unique offerings such as cursive instruction and strong Catholic faith formation.	Distribute updated pamphlets to hospital workrooms, local churches, and other key locations. • Sheela Welch, who is a realtor, will also share brochures with her clientele. Review the TCAPS website as a model for enrollment best practices, including: • Easy-to-request shadow days	

		Continue fostering strong connections with families, and intentionally engaging CDC parents, making enrollment in the school a natural next step. Tim spoke with a former strategic planner and principal whose daughter will attend kindergarten next year. Enrollment was a key focus of her strategic working plan, and she'll be a valuable resource for ideas and guidance.	• A streamlined, user-friendly enrollment process Consider offering tours led by parents and students. Send brochures directly to Preschool and Developmental Kindergarten families.	
d) Website		The new website is currently being developed on WordPress, the same platform we are using now. Once it is finalized, we will launch the updated version. As part of the process, we are reviewing other school websites for layout, functionality, and overall visual appeal to ensure ours is both engaging and user-friendly.		
e) SFX Volunteer Policy		We need to thoughtfully consider how families will respond to multiple changes at once. With an increase in tithing expectations, adding a 30-hour volunteer requirement may feel overwhelming. Adam will speak with Fr. Peter to discuss whether beginning with 20 volunteer hours would be a more agreeable starting point. The proposed structure would include a range of 20–30 volunteer hours annually, with the option to contribute \$20/\$25 per hour in lieu of volunteering. Currently, approximately 80% of families are not recorded as exceeding the minimum tithing requirement. However, tracking is not fully accurate, as some families make cash contributions outside of the envelope system.		

		All volunteer service would count toward the total requirement, including committee participation, chair roles, Fall Fun Run involvement, athletic support, and similar contributions. The tithing letter is expected to be distributed on Friday.		
f) Strategic Plan review		Tim is currently working on updating the strategic plan. Adam would like the opportunity to review the accreditation report before the plan is finalized to ensure alignment with the recommendations and findings. The previous strategic plan was completed in 2017.		
g) Building & Grounds		The birch trees hanging over Michigan Street will be removed, and new trees will be planted. The crabapple tree in front of the school, which was planted in 1985, is beautiful, and adding more like it could be a good idea. There is no update on the front sign; we will provide an update once funds are available. Snow removal on the school sidewalks has been good. We have received a quote of \$5,000 for the removal of the snow hill on the blacktop. Although some parishioners have expressed concerns, no offers have been made to cover the removal costs.		
h) SAC charter review		Small recommendations, it still needs some work.		
i) Discipline policy		Adam emailed the documents to SAC members in		

proposal - collect comments		December for review. In April, we will discuss the documents and make any necessary revisions, which will be finalized and in place by June.		
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NEXT MEETING: Wednesday, April 15 at 7:00 pm in the school Library.

Adam led closing prayer Meeting adjourned at 8:50 PM