

PARISH COUNCIL MINUTES

CHURCH of the HOLY SPIRIT, EAST GREENBUSH, NY

May 28, 2015

Presiding: Fr Joe O'Brien

In Attendance: Rocco Acquilano, Nick Bruno, Deacon Bill Dringus, Karen La Frank, Kevin Haggerty, Brian Murphy, and Fr. Joe O'Brien.

Absent: Mike Piatek, Cathy Bellisario, Paul Wos and trustees Cathy Bruno and Rick Hannmann.

CALL TO ORDER

The meeting was called to order at 6:50 pm. Fr. Joe began with an opening prayer. Minutes of the April meeting were reviewed. A motion was made by Karen LaFrank and seconded by Rocco Acquilano to accept the minutes. The motion was approved.

OLD BUSINESS

Father Joe has invited Bishop Scharfenberger to attend our BBQ dinner after the 4 pm Mass on Saturday June 24th and the Bishop has accepted. Maria Collins, Tracey Penk-Masucci and Fr. Joe O'Brien are working on the plans for this event. They will be meeting with Mike Piatek, Cathy Scott to plan details shortly.

Status of School claim from broken pipe in school. Holy Spirit School has been reimbursed \$6,000 of the \$8,000 claim submitted. The diocesan insurance office is reimbursing the school for items as receipts are being received.

NEW BUSINESS

- School Report
 - Mike Piatek was unable to attend, the school was holding the annual awards night at the school.
 - Eighth grade graduation is Monday, June 22 at 5 pm.
 - The eighth grade class organized two fund raisers in school and raised \$270 for the Nepal relief effort and \$600 for our local veterans.
 - A new school principal has been appointed. We are very pleased to announce that Joseph Slichko has accepted the position as principal of Holy Spirit School. Mr. Slichko has worked in catholic schools for 12 years, 8 as a teacher in LaSalle School in Troy and 4 years as a principal of St Augustine School in Troy. Mr. Slichko and his family live in Clifton Park.
 - Holy Spirit School will hold a meet and greet on the evening of June 9th for the parish and school to meet Mr. Slichko.
 - Rocco Acquilano noted that Mike did a great job in turning around the school these last three years.

- Father Joe noted that the school is going to give a gift to Mike and would like the parish to contribute to this gift. All agreed.
- Attached to these minutes is Mike Piatek report on current enrollment, actual/committed enrollment numbers and class projection sizes for the September 2015 school year.
- School finances: The school financial report for period ending 04/30/15 was handed out. The report shows a current deficit of \$ 24,870 however the parish sent the school \$ 6,000 on April 30th did not clear the bank until May 1st. The parish report shows the \$6,000 expenditure on their report. Mike is projecting either a break-even or small loss for the 2014/15 school year.

Open Positions

- Coordinator-Parish Life position. The Search committee has narrowed down the selection to two candidates. Tracey, Maria and Fr Joe have had second interviews with both candidates. The committee felt that since these three people would be working closely with the person selected that they should have a less formal meeting interview with both candidates to help determine which candidate would be the best fit for the position. Father Joe anticipates now that the principal search is over that a selection for this position will be made by end of June.
- Paul Weidman. Paul was cleared by his doctor to return to work; his first day back was April 14th. Initially, Paul will work on a half time basis. Fr Joe and Paul have started a conversation on Paul's future plans (retirement) and will start looking for someone who can help Paul with his work with the intention that this person will be able to take over the position when Paul retires.
- Facilities Planning/Master Plan update
 - The fund raising committee reports that, to date, we have received 190 pledges and gifts, raising \$330,000.
 - The FPC Facilities Planning Committee met on Tuesday May 31st with our architect to discuss new options, in light that we have approximately \$ 650,000 available for the project.
 - The architect presented two alternate plans, one showing a new addition to the parish center (tearing down the garage and building an addition in its place and modifications to existing ground floor area. Cost for this option is \$917,842. This numbers includes contingencies of \$ 89,390 dollars and soft cost fees of \$ 168,847. Soft cost includes architect fees, legal fees, furnishings and other minor cost.
 - The second option was to modify the lower and upper levels install a small electric lift and some changes to the middle level. Cost for this option is \$607,039 this number includes \$ 43,360 for contingencies and soft costs.
 - Additionally the architects presented a budget of \$ 323,650 for upgrades to the church. The committee felt the cost for the upgrades to the church is excessive and needs to be re-valuated. With regards to the

other two options the committee and architect are still discussing these options. The option to build an addition is not within our budget however we have asked the architect to look at his unit cost and confirm what type building structure is required as will have a significant impact on the overall cost of the addition. As for the option to reconfigure the existing space the committee has concerns if spending over \$600,000 is prudent and if the reconfigured space will meet our needs.

- The committee did decide and approve to have the architect prepare a proposal to provide specifications for the following work in the church: carpet replacement, painting of the church interior and upgrade the lighting system.

- Local Catholic Community
 - No report this month
- Holy Spirit Church Report.
 - Financial report for period ending 04/30/15 was passed out. Currently there is a positive income of \$ 17,343. As of 4/30, the parish is showing a surplus of \$12,504. (For the year ending 6/30/15, the budget projection is for a \$ 29,972.83 deficit however under expenses there is a line item of \$ 60,000 for master plan fees of which approximately only \$ 20,000 may be used.) Projection is the parish will end with a break even budget or a small surplus.
 - Bill Dringus noted that the council was to receive monthly abbreviated statements for both the school and parish and asked if this has changed. Fr Joe will follow up with Bernie and get these reports for future meetings.
 - Fr Joe will meet with the Finance Committee with the Council's recommendation that we follow the advice Dave Wojeski offers and see how they would like to proceed.
 - Fr Joe began a discussion on how the parish and school could better communicate and work together to share resources and space for the betterment of all. The following is a list some of the items discussed:
 - Review calendars for school and parish and see if one calendar can be used for both. How and who would maintain calendar? Develop procedures for coordinating and scheduling the use of school space for parish events and providing parish access for school equipment for events.
 - As the School no longer has a finance committee, should our finance committee be reviewing the schools financial reports?
 - Appoint a member from the school board and one from the parish council to attend each other meetings and provide a report to respective committees.

- Have members from different committees sit on the parish council or at least provide reports to the parish council.
 - Develop procedures or a process for both school and parish when capital improvements are being planned or proposed they are presented to the parish council for review and comment.
 - A formation of a management committee was discussed to oversee or act as liaison to coordinate school/parish activities. Nick Bruno felt that this position may not be warranted and that with written procedures and better communication the problems of the past can be resolved. Also questioned if what we are discussing the duties of the PC.
- LIFT
 - Stewardship Day is Saturday, May 30, 2015.
 - Plans are being developed for next year's LIFT curriculum which will be centered on the sacraments. The last LIFT season had low attendance on Monday and Tuesday and a better attendance on Sunday.
 - Bill Dringus reported that overall attendance for the entire year was lower as compared to last year. Bad winter weather and a reduced staff that hindered efforts in getting families involved contributed to the lower attendance.
 - For next year the staff will increase their efforts to publicize the LIFT program. Currently the sacrament preparation classes are separate from LIFT. The staff will be encouraging families that have children preparing for First Eucharist and Confirmation to participate in LIFT as families to enrich and teach the children about sacraments and our faith.
 - The diocese is working on a website program that will expand on our faith formation and LIFT program offerings and be linked to the Holy Spirit website. Archiving opportunities are being prepared to enhance our parish's depth of offerings on line.
- Closing
 - Father Joe closed with a prayer at 8:30 pm.
 - Our next meeting is Thursday, June 18th at 6:45 pm.