

## PARISH COUNCIL MINUTES

### CHURCH of the HOLY SPIRIT, EAST GREENBUSH, NY

June 26, 2015

*Presiding:* Fr Joe O'Brien

*In Attendance:* Rocco Acquilano, Nick Bruno, Deacon Bill Dringus, Karen LaFrank, Kevin Haggerty, Joe Slichko, Brian Murphy, and Fr. Joe O'Brien. *Absent:* 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 May 28th meeting were reviewed, there was one correction to last month's minutes, under the "call to order" it referenced that the minutes of the March 25, 2015 meeting were reviewed, it should be minutes of the April 16, 2015. A motion was made by Deacon Bill Dringus and seconded by Rocco Acquilano to accept the minutes as amended. The motion was approved.

#### OLD BUSINESS

- Father Joe and Paul Weidman 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.
- *Status of School claim from broken pipe in school.* School has been reimbursed \$6,000 out of the \$8,000 claim submitted. The diocese is waiting for the school to submit receipts for the balance of the \$ 2,000 before they can make the final payment.

#### NEW BUSINESS

- School Report
  - With Mike Piatek's retirement and Joe Slichko just accepting the position, there is no school report for this month.
  - School finances: Father Joe handed out the school financial report for period ending 5/31/15. The report shows a current deficit of \$ 12,940 however it is expected that the final budget for the year ending 6/30/15 will show a break even or small surplus. With the new principal just starting on July 1<sup>st</sup>, he has not had time to review the budget.

- Mike Piatek provided some information on June 2015 enrollment and projections for September 2015. Please see table at the end of this report.
- Open Positions.
  - Coordinator-Parish Life position. Position offered to Eduardo Trevino and he has accepted. He will start on July 1, 2015.
  - School Principal. Joseph Slichko was offered the principal position and he has accepted. He will officially start on July 1<sup>st</sup>. Joe has been at the school for several functions and to get acquainted with staff and is attending our parish council meeting.
- 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 31<sup>st</sup> with architects 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 with modifications to existing ground floor area). Cost for this option is \$917,842. This number 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 \$43,360 for soft cost.
  - Additionally, the architects presented a budget of \$323,650 for upgrades to the church.
  - The committee felt the cost estimate for the church upgrades was too high and needed to be re-valuated. The committee thought several items in the estimate were much too high (for example: heating system improvements were estimated at over \$140,000; members thought the work could be done for more than \$100,000 less).
  - With regard to the two main options, the committee and architect are in conversation. 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 this will have a significant impact on the overall cost. As for the option to reconfigure the existing space the committee would like to review and reduce costs

but thinks the reconfigured space approach shows promise. They asked the architect to develop this further.

- The committee requested that 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
- Bishop Scharfenberger's visit: The Bishop came for our Vigil Mass on Saturday, June 20<sup>th</sup>. There was BBQ held after Mass and about 90 people attended. The Bishop stayed until about 6:30 pm. Plans will be made to invite The Bishop back at a later date to meet the school children.

- Holy Spirit Church Report.

- Financial report for period ending 05/31/15 was distributed. Currently, there is a surplus of \$5,297. For the year ending 6/30/15, it is projected the parish will end the year with a small surplus.
- The following are items discussed at previous meeting that still need to be discussed:
  - Council was to receive monthly statements for both the school and parish and asked if this has changed as we have not received them for several months. Fr. Joe will follow up with Bernie and get these reports for future meetings.
  - Fr. Joe will meet with the Finance Committee on an internal controls review with the Parish Pastoral Council's recommendations that we follow the advice of Dave Wojeski to see how they would like to proceed.
  - Continuing discussions 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? Joe Slichko and Eddie Trevino are meeting to review this problem and will present some solutions to the Council.
    - As the School has not had a Finance Committee for several years, should our parish Finance Committee be reviewing the school's results? Joe Slichko wants to review this before any decisions are made as he may want to revive the school Finance Committee.

- Appoint a member from the school board and one from the Parish Pastoral Council to attend each other meetings and/or provide a report to respective committees.
- Have members from different committees sit on the Parish Pastoral Council or at least provide reports to the Council.
- Develop procedures or a process for both school and parish when capital improvements are being planned or proposed they are presented to the Pastoral Council for review and comment.
- Develop procedures for coordinating and scheduling use of space in school for parish activities and providing of school equipment for parish use during parish activities in the school. Joe Slichko and Eddie Trevino are currently working on this item.
- The 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 resolved. Members also questioned if this new committee would be overlapping the role of the Pastoral Council. This item was tabled at our June meeting. The Parish Pastoral Council wants to see how the above items are resolved before considering this item.
- LIFT
  - Plans are being developed for next year's LIFT curriculum which will be centered on the sacraments.
  - The staff will be encouraging families that have children preparing for First Eucharist and Confirmation to participate in the LIFT gatherings as families in order to enrich and teach the children about the sacraments and our faith. The staff will be working on ways to better advertise our LIFT program.
  - The diocese is working on a website program that we can use to expand on our faith formation and LIFT program offerings which can be linked to the Holy Spirit website. Archiving opportunities are being made available to enhance a parish program's depth of offerings on line.
- Closing
  - Father Joe closed with a prayer at 8:30 pm.
  - Our next meeting date is to be determined.

School Enrollment: June 2015 and September 2015 projection

	June 15	June 15	Sept 15
Grade	14/15	15/16 enrolled	anticipated

Pre K 3			22	
Pre K 4			47	60
Total	99		69	82
K	11		25	30
1	17	10		
2	16		18	
3	10		14	
4	18		11	
5	17		18	
6	13		17	
7	10		13	
8	10		10	
K-8 Total	122		137	142
Pre K Total	99		82	82
Overall	221	219		224