

 St. Gabriel Archangel St. John Nepomuc <small>506 N. Beaumont Rd. 710 S. Waconda Ave.</small> <small>Prairie du Chien, WI 53821</small>						
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<h2 style="margin: 0;">Current Education Committee Notes</h2> <hr style="border: 2px solid blue;"/> <p style="text-align: center; margin: 10px 0;"> Education Committee Minutes November 1st, 2007 6:30 PM St. Gabriel's School </p> <p>Meeting called to order at 6:30 pm.</p> <p>Opening Prayer led by Father Boschert</p> <p>Rollcall: Present: Father Boschert, Mrs. Schwartz, Kathy Schneider, Todd Ehlers, Rochelle Fulcher, Dixie Jackson, Stacey Manganello, Linda Moser, Carrie Nolan, Tracey Pedretti, Tim Steger, and Deb Trautsch.</p> <p>Excused Absent: Rochelle Neisius Unexcused absent: Chad Trautsch</p> <p>Approval of Minutes: Todd Ehlers made a motion to accept the minutes of the October 4th meeting. Stacey Manganello seconded the motion. All stood in favor and the minutes were accepted.</p> <p>Committee and Administrative Personnel:</p> <ol style="list-style-type: none"> 1. Adult and High School Education: Mrs. Jo gave a report on the progress of the parish youth group. At the last meeting there was a total of 37 youth participating. Some of the activities of the group include monthly visits to the nursing home, Bible study, viewing videos, and social time with treats provided by the members. They recently participated in a 30 hour famine and are collecting donations for World Vision. They have been given the opportunity to participate in a fund raiser at the Kohl Center and are contemplating a Mission Trip in the future. 2. Pastor: Father Boschert sited that Catholicism has evolved much of the leadership resting on laity. He encourages people to become involved again, stating that adult education is not well attended. 3. Parish School: The Prairie Catholic Schools Philosophy and Goals were handed out, read, and briefly discussed. Mrs. Schwartz presented the layout for St. Gabriel's school, pointing out that there are only three empty rooms at this time. The enrollment projection is down approximately 26 students for the 08-09 school years. There was discussion of consolidating the Prairie Catholic Schools. Ideas that were discussed included split classes and self contained classrooms. The feasibility of cutting or combining teacher's positions was also discussed. Questions that arose to address and further consider included having enough rooms and the equipment to accommodate all of the students. Can some classes be contained in the same room? Father assured the committee that quality of education is the top priority. Father also presented a letter or recommendation listing pros and cons and asked that we continue to ponder the future needs of the school. <p>New Business: The subject of the weight of book bags was discussed. Some parents are concerned about children carrying heavy bags every day. Mrs. Schwartz will look into the possibility of checking out text books to keep at home and having assignments photo copied so students do not have the need to take text books home as often.</p> <p>Old Business: There was a brief discussion about the middle school trip and the possibility of finding a less expensive event for the students. The concern had not been discussed at the 5th grade meeting. Father Boschert reiterated that students come to Prairie Catholic for religious reasons.</p> <p>Closing Prayer: Father Boschert let the closing prayer.</p> <p>Adjournment: Meeting adjourned at 8 pm.</p> <p>Announcements: Next meeting will be on Thursday, December 6th, 2007, at 6:30 pm at St. Gabriel's School.</p>						

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Minutes from the February 11, 2008 meeting of the Joint Finance Committee

Present for all or part of the meeting: Lucy Cornford, Brad Linder, Phil Mezera, Jerry Wachuta, Pat Dagnon, Mark Mara, Jim Welsch, Gary Hamann, and Mark DuCharme

Excused: Mike Garrity, Jo Ann Shea, and Tom Stram

Others present: Father Boschert, Kathleen Schwartz, Lana Gratace, Paula Check

Carrie Nolan came to take a picture of the committee for the website. Since no one was prepared for the picture, she will come back next month and take the picture at that time.

The meeting was called to order at 7:05 p.m. followed by a prayer led by Father.

Approval of minutes

The minutes from the December Finance Council Meeting were looked at. Pat made a motion to accept the minutes and Jim seconded with all in favor.

Additions to the agenda

- Snow removal at St. John's
- Letter from Mike Garrity
- Can collections
- Scrip demand
- Fundraiser

Financial Statements

Lucy inquired about the heating problem at St. Gabriel's Church the last few weeks. Father informed the committee that Rickleff's are very aware of this problem and have been working on the new boiler on a daily basis.

Jim asked who the bequest and memorials for St. John's was from. Father explained that Catherine Specht left stock for \$15,000. We cashed it in and sent \$7,500 to the savings at the Diocese and put \$7,500 in the general fund to pay the bills.

Have we paid the debt to the Diocese for St. John's yet? Father explained that the Diocese kept the \$14,000 that we owed them when the Capital Campaign funds were being dispersed. They then put the remaining \$8,000 into a savings account in our name at the Diocese. When a project comes up like the new roof on the gym building, we can take money out of that account to pay ourselves back. That money can only be spent on the projects that we had put into the brochures originally. Father told the committee that the rate of interest on our savings at the Diocese is now at 3.28% and the interest we pay on loans is 4.03%. Those rates change quarterly.

Gary inquired about scrip income last year compared to this year on the school statements. Father explained that we are waiting for a nice sized payment from the scrip program. The ladies have promised us a check any day now. We also recently learned that as of March 1st, Dick's Piggly Wiggly will no longer be accepting the scrip money. They will be going to strictly cards.

Annual Appeal

St. John's has had 105 people respond which comes to about 26.5% of eligible parishioners. They have pledged \$16,495, so we have \$7,752 to come up with yet.

St. Gabriel's has had 125 responses which is 23% of the parish. They have pledged \$18,465 which leaves \$4,764 to come up with.

Tuition Recommendations

The rough sheets for the 2008-2009 tuition rates were handed out a few months back. Some of the thoughts were:

- We could drop the tuition for the 3rd and 4th child since there aren't too many families with 3 and 4 kids
- Book fee should remain at \$100 since it went from \$60 to \$100 last year
- We should charge tuition based on a person's income. Many found faults with this method because of the bookkeeping nightmare and the issue of what is income. Farmers, business owners, etc. would be a huge problem. It was decided that if we give the low-income families the breaks and the high income continue to pay what we are currently charging, we will lose income. What do we do with divorced families?
- We could charge the same tuition for parishioners and non-parishioners. Many thought that we could pull in some more kids if the price wasn't so high for non-parishioners. Kathleen commented that Coulee Catholic in La Crosse charges one fee across the board for parishioners and non-parishioners and it is really pricey. If we have 10 non-parishioner kids now and we drop the price, all we are doing is losing that money unless we can for sure attract 5 or 6 more non-parishioner kids.

Jim made a motion to leave non-parishioner tuition rates the same for 2008-2009 at \$2,270 for one child, \$1,130 for the second, \$806 for the third, and \$698 for the fourth child. Pat seconded it and all were in favor.

Pat made a motion to have tuition rates as follows for K-8 for the 2008-2009 school year: One child would cost \$1,650, the second would be \$825, the third would be \$412 and the fourth and any more children would be free. All students will pay the \$100 book charge. Jim seconded it. All were in favor except Pat and Mark who opposed.

Lab fees for the older kids were discussed next. The fee has been \$10 for as long as anyone on the committee could remember. Pat asked Kathleen that if we raise the science lab fee can she promise us that the kids will no longer be asked to bring in more money every time a new project comes along. Brad made a motion to raise the science lab fee from \$10 to \$20 and the kids will not be asked to contribute any extra money to these labs. Gary seconded it with all in favor.

Credit Card Charges for Tuition

Paula brought information that she obtained from Heartland Credit Union about credit card charges. The initial charges would be \$300 for the cheapest terminal, software for \$295, a card swipe reader for \$115 and a printer for \$400. Then depending on what kind of card and whether it is swiped or keyed in, the charges are different. On a \$100 charge, the charges would probably range between \$2.20 to \$3.00 per transaction. Paula commented that this seems like a lot of expense and a huge bother for the few transactions that we would do. Jerry agreed to look into ACH payments and debit card payments. Kathleen said that she could do a survey at registration next year to see if anyone would be interested in this option. The topic was tabled for the next meeting.

Special Planning Committee

Jerry explained that the committee met last week and will continue to meet weekly until we are satisfied with the results of our strategic planning. He discussed facilities, best practices, marketing, SWOT (strengths, weaknesses, opportunities, and threats) analysis, and other topics this committee will be discussing.

Fundraisers

Paula suggested putting up the square fences and having a can drop off point to raise money for the schools by recycling. Pat will check with the city to see if there are any ordinances already placed on this income source.

Paula also mentioned that we really should look into making the parents of students purchase \$1,500 worth of scrip each year because we all spend that on groceries, gas, at Wal-Mart, etc. This too might be a bookkeeping nightmare, but it would be a painless way to make money.

Mark Mara informed the committee that the St. John's Men's Group would like to have two fish fries during lent; the first one on February 29 and the second one on March 14. He wanted to know whether we thought the March 14th date would interfere with the March 16th - St. Patrick's Day Dinner at St. Gabriel's. The

council did not think it would affect the outcome as people are always hungry. The two fish fries will go towards the heating bills at Prairie Catholic Schools. Phil made a motion to accept the dates and purpose of the two fish fries. Brad seconded it with all in favor.

New Fiscal Year's Budget

This issue was tabled for this month. Next month the administrative staff will try to have a very rough draft of the budget for next year for the committee to look at.

The next meeting of the Parish Finance Committee will be Monday March 10th, 2008.

The meeting was adjourned at 9:10 p.m.

Respectfully submitted in faith,

Paula Check

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EDUCATION COMMITTEE MINUTES
THURSDAY, March 6, 2008
PRAIRIE CATHOLIC ELEMENTARY

A. **Opening prayer** by Father Boschert.

B. **Roll Call:** Present: Father Boschert, , Carrie Nolan, Deb Trautsch, Chelle Fulcher, Kathy Schneider, Rochelle Neisius, Stacy Manganiello, Tim Steger, Dixie Jackson, Kathleen Schwarz. Absent: Chad Trautsch, Steve Pellock., Linda Moser.

C. **Approval of minutes**, motion by Carrie Nolan, Second by Deb Trautsch.. Motion carried.

D. **Committee and Administrative Personnel**

1. **Adult and High School Ed.:** Information sheet in church bulliten. Living stations at St. Johns 7pm on Sunday the 9th.

2. **Parish School:** K. Schwarz.

1. She received an email addressing the brown envelope detentions. The question was whether the detention was necessary or whether a fine could be substituted. After discussion and review of the email, it was voted on to keep the detention for a brown envelope not turned in on time in the Middle School. Vote Carried.

2. Tuition was discussed. It is going up slightly overall. (See 2008-08 School year Tuiton rates and commitment plan). This was in the bulliten also. Committee discussed lowering the Pre-K tuition to boost enrollment. The hope is that the Pre-K children would continue with our school throughout their education. It will be recommended to the finance council that the Pre-K tuition be lowered to \$300 for Parishoner and \$695 for a Non-Parishoner.

3. Discussed the share and care program. There was a donation given. Will be putting into our marketing that no child would be turned away due to financial constraints.

4. Kathleen brought three school calendars for the next school year (08-09). She stated that 13 teachers were shown the calendar choices and that they have chosen "C". This was discussed and questions brought up as to why they chose this over the other two. No answer really given. There will be two diocese days that are not known yet that will be added to the calendar. The calendar choices were recommended by the committee to be brought back to the teachers for another vote and then back to our committee. Kathleen agreed to this. We discussed trying to have inservice days for teachers on the same day as the public school has theirs quarterly. In past years, our schedule has had a 1pm dismissal the week before the Report Cards come out. Since our calendar starts a week before the public school this has always been one week off. Discussed having the 1pm dismissal the same as the public school. The Report cards will be out one week later then, as this is when the teachers usually do their bookwork and report cards. Discussed that this would be fine. Teachers present agreed.

5. Discussed the Athletic Eligibility Policy. Concerns brought to the Committee that in certain circumstances that an athlete would be granted eligibility for bad grades. Discussion amongst the Committee and teachers followed. After discussion on need to

have a consistent policy, it was voted on. Tim Steger motioned to keep the Athletic Eligibility Policy as it is. Second by Rochelle Neisius. Voted on and passed.

3. **Pastor:** No information.

E. **New Business:**

1. Tim Steger brought up the possibility of taking the Daycare, Pre-K, Kindergarden to St. John's Campus and having 1-8th grade at St. Gabriel's site. Discussion held that this had been brought up before and that there would be some issues with bathrooms mainly. Would also need to think about a new playground there. Could expand the Daycare program however. 1-5th could be bussed to Daycare from St. Gabriel's to St. John's daily. Father will bring this to the Strategic Planning Committee.

2. Bill Huser requested to put in a Civil War Camp brochure into the brown envelope. Motion made, approved and it will be done.

F. **Old Business:** None.

Committee then moved into Closed Session.

6. Discussed the Enrollment Projection sheet. It was brought to the Committee what we would recommend if a teacher position needed to be eliminated due to lower enrollment.

Discussion ensued and agreement by the Committee that teacher positions should be looked at with overall teacher ability and commitment. The teacher should be invested in their students and our school. They should be working well with the students and inciting learning in new and innovative ways. Tenure should not be the only factor in this decision.

If a decision would need to be made to eliminate a teacher position, Kathleen would come to the Committee and make a recommendation for discussion.

7. Discussed Enrichments as a way to keep all teachers at the Middle School. Committee agreed that the Enrichment program should be more academic electives and not just filling in the time with activity (ex. Walking, biking). Committee would like to see each child pick one Enrichment per quarter. Electives suggested included, but were not limited to: Advanced Computer, Home Economics, Industrial Technology, Spanish, Mural(8th grade), Community Service, Church History (per Father's suggestion), Drama.

G. **Closing Prayer** by Father Boschert.

H. **Adjournment.**

I. **Next meeting April 3, 2008 at St. Gabriel's School.**

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Minutes from the March 10, 2008 meeting of the Joint Finance Committee

Present for all or part of the meeting: Lucy Cornford, Brad Linder, Phil Mezera, Jerry Wachuta, Pat Dagnon, Jim Welsch, Mark Mara, Gary Hamann, and Jo Ann Shea

Excused: Mike Garrity and Tom Stram

Absent: Mark DuCharme

Other present: Father Boschert, Kathleen Schwartz, Paula Check

Carrie Nolan took a picture of the committee to put on the Prairie Catholic School Website.

The meeting was called to order at 7:00 p.m. followed by a prayer led by Father.

Approval of minutes

Mark Mara commented that the minutes are wrong in regards to the second fish fry that was to be held on March 14th. It was just a suggestion and never a definite thing. It has been canceled. He said that it should not have been sent home in the school news letters. He said there was various reasons for not having it one of them being the St. Patrick's Day Dinner is March 16th at St. Gabriel's.

Phil made a motion to accept the minutes of the February Finance Council Meeting. Pat seconded it and all were in favor.

Additions to the agenda

There were no additions to the agenda

Financial Statements

Mark inquired about where the maintenance man's wages come from - school or church? All janitors and maintenance personnel get paid through the school. Dick's wages are paid out of St. Gabriel's Church and then reimbursed 100% with cemetery funds. When Mark stated that in 4 months when Rob's probation is up he wants a say in the matter regarding retention, Father pointed out that he will not have a say. His bosses will evaluate him at that time. We have too many people trying to run our schools and parishes. While we like input and take good advice into consideration, the finance council is a consultative body not a decision making body. With principal's leaving every two years, it seems that too many people think that they are in charge and it has to stop.

The question arose about the \$20,000 in building repair and maintenance for Gabriel's this month. Paula responded that the final boiler payment of \$20,000 was made.

Are the children's envelopes cost effective? We may only get half of the cost back from the kids, but it is important to teach our children to give. We will continue to purchase the children's envelopes. Kathleen will address *giving* in the school newsletter. Pat suggested having the kids bring non-perishable food items or something of that sort. They might see the importance of giving if they could all bring them to the front of the church during mass.

What does building repair and maintenance consist of for St. John's Church? Lana had provided that information. It consisted of bills from True Value, Spahn & Rose Lumber (to help with redoing the meeting room) and Fire and Safety Equipment (because the fire inspector just came and changes were needed).

The sound system in St. John's Church choir loft is acting up again. Bill Rice is looking into the problem and Kathleen said that Joanne Faust thought that we needed a part for it, but it shouldn't cost more that \$100.00.

How is the Capital Campaign money being filtered through the revenue system? Paula stated that the money

is going into a savings account at the Diocese. When a designated project comes up that we can use the money for, we take it out of our campaign savings with the diocese and put it into fundraising income.

Prairie Catholic School's financial statements show that paper expense is still at \$4000, why is this? A few years back someone purchased a huge amount of paper at a good price. We will continue to use that paper until it is gone. It will run out soon and we will have to purchase at that time.

A question was asked about whom we have employed in janitorial now and who is in charge of the ordering of cleaning supplies for the schools. Paula explained that Tracey Schmitz at St. John's School does all the ordering. Ann Meyer at St. Gabriel's calls Tracey once a week and tells her if she needs supplies. It is working well as long as we all continue communicating. Agnes Tesar cleans St. Gabriel's School on Monday, Wednesday, and Friday. She cleans St. John's on Tuesday and Thursday. Agnes does a beautiful job. Dick Tesar continues to do all the cemetery work and snow plowing and lawn mowing at Gabriel's. He helps the janitors when he's not too busy or if they have something they need for him to do. Robert Dowd does all the maintenance work for both churches and both schools.

Phil made a motion to accept the financial statements. Lucy seconded it with all in favor.

Annual Appeal

St John's has had about 26.7% participation thus far. They have \$16,845 pledged with \$14,290 already paid. We need \$7,402.12 in order to meet our requirements.

St. Gabriel's has had about 23.87% participation. They have \$19,060 pledged with \$17,080 paid in to this date. We need \$4,169.26 more to meet our goals.

Since the Annual Appeal ends June 30th, we may have to start thinking about pushing it a little bit as at this rate, we will not succeed. In the last two months each parish has had 2 - 7 new donors for a total of \$400 - \$1000 extra.

Capital Campaign

42% of the folks at St. John's have pledged \$160,145 which is about half of our goal. To this day, \$42,613.31 has been sent in.

St. Gabriel's has had 25.7% participation with a total pledge at \$172,845. \$65,201.66 has been sent in thus far.

Tuition Recommendations

Kathleen explained that there are 5 families currently that have 4 or more children. After much discussion it was decided to keep the rates as we had recommended at last months meeting. Non-parishioner tuition will remain the same as last year. Parishioner tuition will be \$1650 for the first child, \$825 for the second, \$412 for the third child, and the fourth and more will be free.

Pre-K prices will be down a bit from last year at \$600 for the first, \$500 for the second, \$400 for the third and fourth and more will be free.

Jim made a motion to be consistent and drop the fourth child's tuition for Pre-K as well as K - 8. Jo Ann Shea seconded it. All were in favor except Mark who was opposed.

Planning Committee

Jerry explained that we have a really nice group of people on the planning committee that work together well and build on each other's ideas. We have been meeting weekly for about 1 1/2 hours at a time. Jerry's brother Clem Wachuta has been helping out. He is a professional marketing consultant and has offered his services to the school and churches to help us develop a marketing plan and tool to promote our schools. He explained that we are by no means ready to put any information out to the other committees because it is a work in progress. We will be looking at financing and facilities as well as developing the actual marketing plan soon. We have talked to another parish similar in demographics that utilize satellite churches to help with expenses.

We plan to hit the area parishes when we have our marketing tools. Jo Ann commented that she is impressed with the coverage about our school in our local papers. All agreed that Kathleen and Carrie Nolan are doing a nice job with promotion.

Since handbooks need to be started for next school year, Kathleen asked if the new mission and vision statements were able to be given out yet. Because the planning committee meets tomorrow night, they will get the approval of that committee to release the information. Father can then take the new mission and vision to the 3 committees for approval for use.

Budgets

Father handed out two proposed budgets for next year. He asked that the committee study them and come prepared with questions for the next meeting. The first budget is strictly by looking at what we have spent thus far and lowering or raising accordingly. Budget B was formed by taking the actual expenditures thus far this year and comparing them to where we should be right now which is 66.7%. We lowered the amounts or raised them by using the 66.7% as our guideline.

Kathleen informed the group that the teachers raises this year will be their step increase with the largest one being about \$500.00.

Mark inquired about the wages expense only increasing by \$1600 if the maintenance man's wages come out of that pot. Father informed the group that George, Keith, and Darleen have quit and Robert has been the only new hire. We are employing fewer people in the maintenance department and therefore there won't be much difference between this year and next.

Can Collection

Pat has checked with the city regarding PCS collecting cans for fundraising. The city informed her that they need to go through their attorney and then will let her know if we are able to this. Pat will report back at the next meeting.

Used Gold Collection

A parishioner has suggested collecting old gold earrings where possibly one is missing, broken necklaces, and other miscellaneous jewelry since gold is now at \$900/ounce.

Requiring scrip use

It was decided that it is really tough to **make** people use scrip, but if we made it easier to purchase perhaps there would be an increase in usage. It was suggested that we could possibly sell scrip 15 minutes before church as well as 15 minutes after. Since most scrip sellers are at church a few minutes early anyway, it shouldn't be too much to ask of our volunteers. The committee seemed to think it would increase sales. There is such congestion after church that if people were encouraged to buy it while they are trickling in, they might be more apt to purchase it.

Re-election

Father asked all members to come to our next meeting with a few names of individuals that could run for the finance council as Tom Stram, Jerry Wachuta, Lucy Cornford, and Mike Garrity are up for re-election. We do hope that these individuals will run for another term, but we still need names for the ballot.

The next meeting of the Parish Finance Committee will be Monday, April 7th, 2008 at 7:00p.m at St. John's Church Hall.

The meeting was adjourned at 8:40 p.m.

Respectfully submitted in faith,

Paula Check

Minutes from the June 16, 2008 meeting of the Joint Finance Committee

Present for the meeting: Lucy Cornford, Phil Mezera, Jerry Wachuta, Pat Dagnon, Mark Mara, Brad Linder, and Jim Welsch

Excused: Tom Stram, Joann Shea, and Mark DuCharme

Unexcused: Gary Hamann, Mike Garrity

Others present: Father Boschert, Kathleen Schwartz, Lana Gratace, Paula Check, Bill Huser, Mary Huser and Lori Hemmer

The meeting was called to order at 7:05 p.m. followed by a prayer led by Father.

Approval of minutes

Phil made a motion to approve the minutes from the last meeting. Pat seconded it and all were in favor.

Additions to the agenda

- Strategic plan update
- Sound system at St. John's
- Revised budget
- Charging monument companies

Financial Statements

Why is plate collection down for St. Gabriel's for the year? We usually receive a few rather large donations from Wanda DuCharme and we have not received those yet this year. On average we are lower on a weekly basis. It doesn't seem to have dropped just because we are holding mass at St. John's; the collection is just down in general.

What is the discrepancy in wage reimbursement this month? In May we had 3 pay periods. Some of the wage reimbursement shows up in income above for wage reimbursement also. Mrs. Jo's wages were discussed. Both parishes pay for her salary. We do plan to have her do the youth program again this year. On average, she has 10 to 20 students and a total of 70 have been involved.

Why is school subsidy higher this year? School subsidy is higher because we had maintenance bills that we hadn't budgeted for such as the gym roof, north wall of the gym building and the window projects. Fundraising is up because the Capital Campaign money flows through that account. We then can use the Capital Campaign money to reimburse the parishes for their expenses for the roof, windows, etc. It does not affect the subsidy at that time.

Some questions were asked about how the roof of the gym building and St. Gabriel's School are holding up. McGregor Roofing came and patched the roof of the school, and it is not leaking. We had had a couple of small leaks above the phy-ed office in the gym. Allen Roofing came the day they were called and fixed the problems.

What makes up Building Repair and Maintenance for St. John's Church? Lana could not come up with a big project, but commented that we had plenty of Winona Heating and Ventilating Bills. She will look this up and bring to the next meeting.

Will Father Jack's salary be taken out of the wages paid to the priests when he leaves? Father said that they would take some out, but right now the 3 priests only take salary for 2 so how much difference will need to be determined.

What makes up the Diocesan Assessment Quota? Each year the Diocese uses the Annual Report to come up with the figures for the annual assessment. It is paid on a quarterly basis. The total on May's statement is the total for the year because the bill that we get in June will be paid in July.

Jim made a motion to accept the financial statements. Lucy seconded it and all were in favor.

Capital Campaign

So far St. Gabriel's has received 4/5 of \$71,124.98 out of the \$172,845.00 that was pledged. St. John's has received 4/5 of \$33,000.00 (the first \$14,000.00 was used to pay off parish debt to the Diocese) of the \$160,145.00 that was pledged.

Annual Appeal

St. Gabriel's has received \$22,045.00 of the \$23,229.26 that we are supposed to raise leaving us short by \$1,184.26. We have some still in the office that needs to be mailed out. St. John's has received \$21,045.00 of the \$24,247.12 that we are supposed to raise leaving us short by \$3,202.12. We sent letters out after the last meeting and did get some response. We will also publish the figures in the bulletin with hopes that people will read and come through with the needed donations.

Sidewalk in front of St. Gabriel's School and Church

Four guys from the city came by this afternoon to discuss the sidewalks at St. Gabriel's. With all the road construction going on, this is our chance to get sidewalks fixed. We thought that instead of having 3 little sidewalks running from the main sidewalk on the church side leading to the road, we should only have one path to the road. The crew will be tearing out the two extra paths and leaving the one path that leads from the church doors. They will make this the new crossing pass to the school. It will be much wider than the present crossing path. Other issues regarding sidewalks were discussed. We need to fix the broken spots while the work is being done. The committee agreed that now is the time to address the problems.

Parish elections postponed

Father informed the committee that we will not be having elections this spring as we usually do. The committees that exist at this time will remain in affect until further notice. When asked why this is, Father responded that he cannot explain why at this time, but hopes to in the near future when he gets approval from the Provincial. Father read a few passages from the Diocese Directives (bylaws) from 1985 that are supposed to be getting revised, but are currently still in effect. He read that members of a finance council are to

be appointed by the pastor according to specific qualifications and needs of the Pastor. The finance council is a low profile body for consultation only. It should be made up of 2 to 6 members. Only 2/3 of the Parish Council should be elected the others should also be appointed by the Pastor.

Reading Program

Kathleen talked about the reading program that the staff would like to purchase. Macmillan/McGraw-Hill Reading Series is the name of it. The program would be for Kindergarten – 5th grades. The total cost would be \$26,135.07. Every year the classes would order workbooks for the students. These books are around \$5.22 each. Kathleen commented that we need to start a cycle of replacing books. The reading program we have is 11 years old and the material cannot be found any more. Looking at the budget, we have \$16,000 budgeted for Language/English/Reading. In the designated category we could use the \$1,018 for the reading series, \$4,281 that is in security (since we are set for security), and the Novey family donated \$3,000 that we are still unsure what we can use it for. Father will ask Mary Novey if that \$3,000 can be put towards the series as well. That would get us to about \$24,000.00. Kathleen informed the committee that the teachers have researched the program as well. They looked at 4 or 5 different options and then had a presentation and phone conference with the top two choices. There will be another presentation on June 30th and if all still agree, we would like to go ahead and order the series so that we have the books for school this year. Pat made a motion to put something in the bulletin regarding the brand new book series that we need to purchase and to point out that some money was budgeted but we need any donations that people could give. A second part to that motion was that Kathleen should proceed to put in the order after the June 30th date assuming that the staff is still sure that this is the proper series for our school. Jim seconded it and all were in favor. In the bulletin maybe we could tell the cost of one book or the price to support one student or the entire class. It was pointed out that at the first in-service of the new school year maybe the staff could discuss a rotation including the middle school regarding new book series so that we can get on a rotation. It was also noted that the Education Committee is also aware of this series – we are not stepping on any toes or causing any surprises by ordering this series.

Budget Revisions

Father passed out the revised budgets to the committee noting that the only change is to the Pastor's Salaries as he just found out as of July 1 they will be getting a 10% raise.

Kathleen pointed out that the public school is donating Spanish Books and tapes for our 7th and 8th grade classes. By their freshman year, our students should have completed all of Spanish 1.

Strategic Planning

Jerry told the committee that we finally have a commitment from Steve Pellock and Tom Steiner to do the deferred maintenance portion of the plan. They cannot work on this until their busy season is over however. We talked about how awesome the website is. We should be encouraging everyone to use our website and be ordering things through it to raise money for the school. Jerry informed the committee that he is not sure as to the future of his position on this committee as he has taken on more responsibilities at work, but definitely plans to remain on the Planning Committee. He will let us know. Father

said that he has talked to the other pastors in the area and they would be up to discussing parish support for their parishioners if they were to attend our schools.

Charging Monument Companies

Paula explained to the committee that when a monument company calls her and wants to come put up the monument, it takes her 15 to 20 minutes to find the location of the grave and verify the writing on the monuments, etc. She then calls Dick and he has to come in and get a map of where to find the grave and then go to the cemetery and map it out so that the monument company can do their job. Paula talked with Mike Garrity and a few others and all agreed that we should be charging something to these businesses. They are probably charging something to the clients and most other cemeteries do probably charge for this service. Paula will send a letter to the monument companies explaining that we are charging \$25.00 to mark the graves out. She also mentioned that in the new section of the cemetery where the cement strips are already laid out, we should be charging \$75.00 to the monument companies for the foundation which we are giving them presently. If the cement strip were not there, they would have to make a foundation for them and I'm sure they are charging for it anyway. Paula will send a note to the monument companies with this information.

Sound System Problems

The sound system at St. John's has been really bad again lately. Paula called Ed from ProLine Audio today and he will come down later this week to look at it again. The committee asked Paula to call Ed and tell him he needs to come on Sunday during 10:00 mass so that he can hear the squealing and the way the choir speakers act as well. Paula will call Ed and relay the message.

Trees at Calvary Cemetery

Frederick W. Grelle has called and would like to plant cedars and maples at the front of Calvary Cemetery like they once were. The committee decided if he was going to pay for them, do the work, and they wouldn't interfere with mowing or the fence line, it would be fine.

Tuition Collection

We have 3 families that still owe tuition. Each family situation was discussed separately.

Family 1 – They have not paid tuition for three years. An anonymous donor did step forward and pay the tuition for the current school year with the agreement that the family would pay for the past two years. The family promised to pay after they received their taxes. They have not paid. The family does not return our phone calls and doesn't accept the registered mail that has been sent out. We could go to small claims court and win a judgment but the committee decided they do not want to take that path. The committee agreed that it is not fair to the families that do pay. Kathleen was told to write a letter to the family stating that they could not return next year unless bills are paid up. Kathleen explained that last time the Finance Committee had Kathleen write a letter that she and Paula signed, they caught heck for 6 months – she did not want to write the letter again. It was agreed that Kathleen and Father will write the letter and Father will sign it.

Family 2 – A letter needs to be mailed that informs them that all past tuition needs to be paid before school begins.

Family 3 – This family usually comes through late in the summer – they will receive a letter as well.

Dog Kennels

Mark did some pricing of dog kennels. He could get two 5 x 5 x 6 pens for \$425.00. Mark will talk to True Value and again to Tractor Supply to see if they will give us any deals. The committee gave Mark the approval to go ahead and purchase the fencing that is the best deal. The money would be made up in a short time span.

A question was asked regarding the 3M mats in the schools. Kathleen thought that someone had already talked to 3M and they will donate new mats. Mark thought that we would have to write a note to them and ask for the donations. Paula will ask Rob who he talked to about getting new mats.

It was also asked by the committee if we could do something about the weeds growing up through the cracks of the parking lot at St. John's. Millie S. spends her days on her hands and knees pulling weeds and she shouldn't be out there doing that. Since it now has been pointed out that it is an eyesore, Father will see that they get sprayed.

The next meeting of the Parish Finance Committee will be on Monday, July 7, 2008 at 7:00 p.m. at St. John's Church Hall.

The meeting was adjourned at 8:50 p.m.

Respectfully submitted in faith,

Paula Check

Joint Finance & Parish Councils Meeting

The meeting was called to order on May 18, 2009 at 7:00 P.M. Present from the finance council were: Fr. Jerome, Lucy Cornford, Mark DuCharme, Tom Farrell, Mike Garrity, Mary Jaynes, Mark Mara, Phil Mezera, Tom Stram, and Jerry Wachuta. Absent were: Brad Linder and Jim Welsch. Present from the parish council were: Andy Banasik, Mark Forsythe, Mark Grunwald, Jim McGrath, Pat Mercaitis Keith Neisius, Holly Nicholson, Pat Nolan, Steve Schwager, Kerri Weber. Absent: Joe Faust, Mike Mezera.

A motion was made, seconded, and approved to accept the minutes from the April meeting.

The financial statements were reviewed. Fund raising expenses will show up on the statements and not just a net profit. The formula for school subsidy was addressed. Right now the division is 55% from St. Gabriel and 45% from St. John. It was announced that both parishes received an \$10,000.00 donation from the Carolyn M. & Leary E. Peterson Charitable Trust. The elementary school library received \$1,000.00. We are waiting for the leases on the copiers to expire, then will try to consolidate all leases with one company. There was a discussion regarding teachers and staff reimbursement of expenses. The principal is to approve all expense reports before payment. A motion was made, seconded, and approved to accept the financial reports.

Elaine Moris submitted a request to increase the prices for school lunches because of a decrease in commodities received and a raise in prices for food. She suggested student prices increase from \$1.85 to \$2.00 and adults from \$2.00 to \$3.00. A motion was made, seconded, and approved to increase the prices.

Tom Farrell is working on the budget. He went over a list of accounts active in the parishes. How many should be included in budget or just record the donation when one is received? The secretary said if they are using the parish tax exempt number they have to be included in the annual report.

The principal presented a request to upgrade the hot lunch program to a computerized program. The would like approval now so it will be available at the start of the next school year. A motion was made, seconded, and approved to upgrade to the PocketLunch Pro.

St. John's church roof was leaking over both sanctuaries. These sections were flat roofs and not covered when the rest of the roof was replaced. Our insurance company is paying for the repairs minus the \$500.00 deductible.

A lengthy discussion was held on the Scrip Program paid position. It was explained that this is a six month trial and if it works, it will be posted so people can apply for the position. It was also brought up that we asked for volunteers several weeks and did not get any responses.

The day care staff (through a council member) asked for a 25 cent raise in the rate charged. It was not known what the increase would be used for. It was tabled until next month so we could get more information.

The question was asked why we have a dog in the middle school. One of the sub teachers has a service dog. There was a concern regarding the students touching the dog and having to take it outside. Father stated that he has advised the principal not to hire that sub again.

The fees for a cremation service are now \$100.00. It was suggested to increase the rate to \$150.00 (\$75.00 to the parish and \$75.00 to the grave digger). A motion was made, seconded, and approved.

Father reported that the plans for Corpus Christi are progressing. Howe Printing will do 1000 books for the mass at a cost of \$400.00. We should expect between 600 and 750 for the meal. We are checking into having a beer tent. There will be a free will offering. The expenses will be shared 40% each St. Gabriel's and St. John's and 20% Sacred Heart. The Boy Scouts will be asked for 3 volunteers to lead the procession and carry the cross, papal flag, and national flag. There will be a meeting on May 29th with everyone involved to review all the plans.

Minutes submitted by Lucy Cornford