

St. Michael Parish Council Minutes

Monday, March 27, 2017

Members Present: Jay Blair, Chris Bonbright, Helen Bryant, Stacy Davis, Charles Edelen, Nick Fears, Bob Goodin, Kathy Goodin, Nancy Hoover, Stephen Keller, Dennis O'Donoghue, Kevin Popp, Brenda Rickert, Jason Tretter, Colleen Truman, Fr. Dick Sullivan, Lisa Wilhelmus

Guests: Phil Green-Business Manager

Members Absent: Gary Grieshaber, Denise Hampton, Karen Karem, Angela Kimbel, Stacy Tackett (Bob Goodin noted there are a number of reasons these members were unable to attend)

Minutes Secretary: Teresa Watson

Opening Prayer: Lisa Wilhelmus

Minutes: Minutes from the February meeting were circulated via e-mail for approval.

New Business: A presentation was made by parish staff members, Michael Raymer & Michelle Donohue, to introduce a new procedure for reserving rooms, sports fields, and scheduling events at St. Michael through a software program called Facility Scheduler. The benefits include a centralized calendar that allows far more detail than the Google calendar currently in use, a new and easy process for scheduling recurring events, and access to unlimited reports based on organizations, facilities and/or events.

Facility Scheduler has been installed on all staff computers including one at the school, and the staff has been trained in its use. They have just begun the process of introducing it to the rest of the parish, starting tonight with the Parish Council. who can now answer questions and encourage other organizations in its use.

A Parish Facility Reservation Form is available via the St. Michael Parish website (through the Resources tab). Complete the form, accept any terms and conditions that may apply to individual spaces, and use the Submit button to forward the application to the appropriate administrator who will check the request against the calendar and either book the event or notify the requestor of any problems. Confirmations of each event will be made before the reservation is final. The Confirmed Event Calendar will be available on line. The Facility Scheduler program is live now, and groups can begin their requests right away.

Old Business:

1. Parish Council Constitution update: Stephen Keller

Stephen and the committee that have been working on the current Parish Council Constitution have submitted a revised version for review by the Parish Council. Members were asked to read it carefully prior to this meeting. Stephen drew attention to the following areas:

A. The term constitution has been changed to GUIDELINES.

- B. An Exhibit 1 has been added to provide a framework for the Standing Committees of the parish.
- C. A notice requirement for submitting agenda items for Parish Council meetings has been added.
- D. Language on designating a Parish Council meeting closed, partially or totally, has been added.
- E. The term of office for the Chair and Vice-Chair has been changed from 2 years to 3 years.
- F. The term Coordinating Committee has been changed to Standing Committee and the list of these committees has been expanded to include the School Advisory Board and Athletics.
- G. A section entitled Duties of Standing Committee Chairpersons has been added.
- H. The budget process has been defined and explained. A deadline of March 30 has been imposed for passing the annual parish budget.

Bob has designated the April Parish Council meeting as the time for questions, clarifications and suggestions. At that time any agreed upon changes will be made and the vote for final approval will be taken in May. Bob emphasized the importance of this document as one that will become the defining document for St. Michael Parish. It can be used to answer questions, explain procedures, and will provide a concise overview of the committee structure of the entire parish.

Questions/comments:

Should the School Advisory Board and the Athletic Department be added as Standing Committees? They seem to be their own entity and both already fall under other committees.

Is it necessary or desirable for these committees to send a representative to the monthly Parish Council meetings? Would having their presence on a quarterly basis be sufficient?

The suggestion was made to review all current publications that include lists of parish committees to ensure consistency in wording and structure.

Bob suggested that all other questions and concerns be sent to Stephen before the April meeting. He will then synthesize them and send them out to everyone before meeting so they can be discussed that evening. The goal is to address every concern at the April meeting so the final approval vote can be taken at the May meeting.

New Business:

1. Bob Goodin: The search is ongoing for a chairperson for the Research and Development Committee. Nick Fears made several suggestions of names for Bob to contact.
2. In Gary Grieshaber's absence Bob reported that Gary is organized and ready for the annual Parish Council elections.
3. Referring to a comment made at the February meeting suggesting that a standardized format for committee reports be implemented, Nick Fears offered a template used by another group of which he is a part. A brief discussion followed which will be continued at the April meeting.

4. Chris Bonbright attended the PTO meeting on March 8 and the SAB meeting on March 13 and reported the following items:

PTO:

- The Assistant Principal, Mrs. Krill, gave a report of school events including the recently completed school technology assessment whose findings will be completed and distributed in the near future.
- Current PTO budget is \$12,009.
- Four fundraising activities were discussed: Box Tops, Campbell's Labels and Shoparoo, Used Uniform Sale, and Tyson Labels.
- JK students requested 5 iPad minis for use in the classroom. This discussion was tabled until the April meeting.
- Following the death of a school parent, a discussion was held concerning PTO donations of educational scholarships to the children of families dealing with the loss of a parent.

SAB:

- The school cafeteria is transitioning to a self-run model next year.
- Discussion of Terra Nova scores. SAB is looking at ways to make the scores available to SMS parents only.
- Jeremy Krieger, the head of SAB, is transitioning off after the May meeting. A replacement has not yet been found.

Committee Reports:

1. Communication, Chris Bonbright: report was distributed via e-mail. The new School Technology Assessment Executive Summary Report has been distributed to faculty, staff and administration as well as PTO and SAB. It will be communicated to parents soon. Chris stressed that the teachers at St. Michael are an amazing group and our "greatest asset". Challenges include Support: currently, there is no dedicated resource to address problems in a timely manner, Communication: the speed of improvements has outpaced the communication of that progress, especially with parents, and Training: teachers have received varying degrees of training on the equipment available to them.

Technology investments for the school have exceeded \$180,000 since July of 2015. Chris expressed concern that purchase decisions do not always take equipment maintenance into account. Chris suggested the immediate focus should be on getting and keeping everything we already have functioning properly before buying more new equipment. He is working with Lara Krill to establish a volunteer technology advisory committee that will begin assessing these needs. One of the committee's first tasks will be to seek proposals for ongoing I.T. support. Invitations to potential committee members will be sent out after Easter.

2. School, Stacy Tackett: report was distributed via e-mail.

3. Finance, Denise Hampton: NO report (death in family).

4. Formation, Karen Karem: NO report (recovering from surgery).

5. Justice and Charity, Nancy Hoover: report was distributed via e-mail.

6. Stewardship, Kathy Goodin: report was distributed via e-mail. Kathy asked and received Fr. Dick's permission to publish the committee chair list in the church bulletin once again.

7. Parish Life, Helen Bryant: report was distributed via e-mail. Helen noted that the Women's Club does not meet in January or February.

8. Worship, Dennis O'Donoghue: report was distributed via e-mail. Dennis emphasized that Holy Week is coming up soon, and encouraged everyone to attend the Easter Triduum services, "some of most beautiful services done throughout the year." He shared that the scheduling of ministers has been moved to an on-line scheduler to make things more convenient. Anyone experiencing any glitches with this program should call Dennis with that information.

Round Table Comments:

1. Nick Fears reported that he is serving as an advisor on the work of replacing floors in the school. Neither he nor his firm is doing this work. Nick also shared that the Men's Bible Study group that meets at 6:00 on Friday mornings is very good and has been a great experience for him. It currently has about 20 men

Pastor's Comments:

1. St. Michael Parish hosted the Men's Conference last week to great accolades. Minh Vu was ordained a deacon last Saturday with a number of St. Michael parishioners in attendance. Casey Sanders will be ordained a priest on May 27 and will celebrate mass here at St. Michael's on May 28 at 3:00.

2. Another Town Meeting is coming up on April 20; please send any topics to be addressed to Fr. Dick.

3. The recent Internal Audit Committee suggested hiring a new staff person to serve as Parish Administrator to lift some of Father's work load. Fr. Dick serves on the Archdiocese Finance Council and discussed this with them. He reported that none thought it was a good idea. It was mentioned that it is being done in only 2 or so parishes where it has created some unexpected issues. Fr. Dick reported that this is not a path we plan to take at this time.

Closing Prayer: Helen Bryant

NEXT MEETING: April 24

1. Agenda: Review of the new Parish Council Guidelines document with the intent that any approved edits will be made, the final version distributed before the May meeting, and the final approval vote taken at the May meeting.

2. Nominations for new members