

St Joseph Administration Commission



February 4, 2016

Present: Jerry Roth, Richard Lawler, Kathy Gergen-Mandel, John Peterson, Joe Faeh, John Wollersheim, Randy Haney

Preschool Update: John P. updated the group on the progress of pre-school. His goal is to answer everyone's questions. Kelly and John will go to the finance committee on the 23rd. Because we are talking about capital of more than \$25,000, it must be approved by the Archdiocese. We must also check with the security committee to assure that this project does not harm the security of our school. We do not need the approval of building and grounds.

On Commission Night next month we must get formal approval from this group (combined Administrative and School Commissions). The Council is looking to this group for our recommendation.

John P. opened the floor to discussion.

Q - Are there any security requirements? Could it be used as a safe room?

A - It could be a secure room for certain emergency purposes.

Safe room will be the kindergarten room with a door between the two.

Q - Question regarding finance.

A - Monday, Wednesday, Friday class (morning).

Tuesday Thursday class (morning).

If we start marketing one year in advance, we should be able to fill them both at 20 each.

We will need one teacher at \$30,000 and two assistants at \$15,000.

We believe the revenue and cost will balance out.

We could go to afternoon sessions as well. We need additional staff if over 40

Additional costs are minimal, supplies are lite, no meal program (4-5 K per year).

Q - What do we need for breakeven?

A - John – 20

Q - Is \$30,000 competitive?

A - Yes

St. Thomas Becket has only part time people.

Q - What if we find the need for afternoon, would the salary go up?

A - The salary would go up, so would tuition \$165 and \$115 per month

We came up with this by looking at multiple other programs.

Suggestion – You need to come up with startup costs.

Marketing costs.

When you go to finance committee, have it nailed.

Suggestion - To have salary costs equal salaries is not a sustainable model.

You need a little extra for ongoing costs.

We did get an estimate of costs from someone who comes.

in and runs these. That's where we came up with costs.

Q – If you are going to use the fundraisers for this. What gives?

Q - Is 20 our capacity?

A - Yes it is.

-Comment - Congratulations on the work you have done.
You are doing the right thing turning over every rock.
Then you need to find out what the appetite is.

Q - Is the longer group the older kids and the smaller one the younger?

A -Yes

Comment - In phase two we would like to add to our playground for these kids.

Comment - There are a lot of moving parts

Comment - Between now and next month we would like to come to you to get a final draft.

Q - Did you contact the original builders?

A - I don't know if they did that.

Comment - We also need to keep our eye on the state government and what they are doing with pre-school.

Comment - There are 79 Catholic Schools and 62 have preschools.

Q - Are there stats on if these preschools are feeder schools?

A - We are going to make them part of this community so they want to stay.

Having it in the heart of the school, these kids will be part of the school. That is what we have been told works the best.

Q - What if they don't want to wear the uniforms?

Q - Who could say no?

A - The trustees

There is no inherent resistance.

Comment - You need your long term revenue – long term/short term goals.

You need a marketing plan,

Q - Is this 9 months or 12?

A - 9 months

Comment - Make sure it balances or better.

Comment - We have the grant and they know our timeline.

Comment – The problem with a 12 month program is the school staff is not hear either.

Comment - If you turn this into a childcare, you run into many additional regulations.

Comment - When we get our final package together, it will go out to both commissions for reading and

comment. We are close.

Comment - Same calendar as the school.

Comment - The Knight of Columbus, I am hoping, will make this an annual donation.

Introduction of Administrative Council Members to Randy

Approval of January Minutes Minutes: Minutes of January meeting were approved without change.

Recruitment Night: Information night John P and John W. Discernment Night John P and Kathy. Ola will also be there for Discernment Night as well.

Recommendation for Cemetery Perpetual

Richard Sources:

Month to Month fund.

Restricted bank CDs, Money Market, Checking Account, Cemetery Operating Account.

The question is what do we do when the \$100,000 CD comes due?

The tentative recommendation of the Cemetery Committee is:

Reinvest \$75,000 in new 1 year CD.

We don't want investment where principle is not at risk or accessible.

Remaining \$25,000 in Money Market for fencing at Highland Cemetery.

We don't know what portion of the fence St. Joseph will be responsible for.

Finance committee supports this.

Funds must be spent on cemetery and not other projects.

Recommendation will be made to the finance committee

As soon as we get a cost on fencing, Cemetery Committee will let commission know.

The Cemetery Commission is waiting on what Hy-Vee/ Brandtjen Farms is willing to pay for regarding the fence.

Building and Grounds Committee

John P We are looking at two different options for parking lot banners

One more stationary – single bracket with free hanging banner.

One more flag like and able to wave in the wind.

Building and grounds is close on decision.

Renting a lift is \$1000 per time.

John P Building and Grounds Has created a version of a Master Site Plan.

John will send the new version to Randy.

Security Plan

Richard Install two new doors.

Church site, one door at the office entrance area.

Receptionist would buzz open door for visitors when staff member was ready.

Plan needs a constant receptionist.

Recommend a call button.

Creates mantrap capability, but receptionist is within that area.

School side, install new door to the reception waiting room.

Receptionist can buzz open door and have people sign in.

Plan needs a constant receptionist.

Recommend a call button.
Creates mantrap capability.

This needs to go to an architect and staff.
Unless Joe Sheridan can document police and fire approval, this would need the approval of authorities from those two organizations as well.

Ola Due to lack of time, need to continue this discussion next month.

Richard The Safety Committee is about to start work on the security manual.
The have editable version of the district 196 Safety Manual.
The manual will be completed chapter by chapter using threat list priority,

Showcase

Joe We need to have someone there.
We may need to write something up for committees that are not there.

Finance

Jerry No major changes in our financial status.
One large contribution was received.
Overall, contributions have been flat with regular contributions.
This is an issue that will need to be addressed.