

# Administration Commission

Minutes March 3, 2016

- Opening prayer
- Attendees: Richard Lawler, Ola Spiess, John Peterson, Joe Faeh, Kathy Gergen-Mandel, Randy Haney
- February minutes were approved
- Introduction of individual commission members to guest- Paul Sampers
- Joe Faeh- was approached by RAAA about renting the gym. No commitment from us until security issue is resolved. Security work is at a standstill trying to resolve internal roadblocks. Also linked to the issue of private school insurance; Fire Marshall regulations/policies and access to the rest of the building. RAAA is very interested in renting the gym and have offered their own insurance, security person and supervision. Issue was tabled until further headway is made by our Security Committee.
- Preschool: Critical path item now is architectural drawings for heating, cooling and physical structure so that we can get a credible bid. B&G Committee, Finance Committee both approve the construction estimate.
- 1. \$30,000-35,000 construction, startup cost is \$15,000 - estimate \$50,000 total project
- 2. Get drawings done and get at least one/two bid before March 22 Finance Committee meeting. Kelly Roach is working on start up costs. John Peterson is putting together cash flow projections. The profit & loss statement has been updated to include FICA. The break even point on the project becomes 18 students.
- 3. If we miss March Finance Committee meeting, then we will aim for the May Commission meeting.
- 4. Security Committee approved based on construction occurring over the summer months. Suggestion made that 1/2 of construction could be done during school hours with proper security in the perimeter. Bids from contractors should address security procedures for the children.

Thursday, March 3, 2016

- 5. Architect (BWBR) and Harris Mechanical have been engaged and are working on the drawings. Drawings are not in hand yet.
- 6. 16 full time 5 days/week children will get the preschool to break even. Half-day children: could add an additional 20 children to afternoon session. 10 children permitted per staff person.
- Building and Grounds:
  - Parking lot banners: Bracket to light poles won't work. John Peterson going to present alternatives to 150th Committee. Sept 2017-Sept 2018 is 150th Anniversary year. Banners would notify community that this is a longstanding faith community. Example: Mary Mother of Church has short flags near church monument flying liturgical colors throughout the year. There are alternatives.
  - Repair replacement and upgrade schedule: Being worked on now. Schedule will then go to financial development committee. Draft process proposal has been sent to B&G and then to Commissions. A master site plan process is in progress and has been approved by B&G.
  - Will talk about an actual document at our April meeting.
  - Cemetery Committee: Fencing issue still not resolved. Intent is to get this project completed this spring. Contacts have been slow to respond.
  - Security Committee
    - 1. Reviewed Security Committee Proposed Security Barrier Plan
    - Office security plan entails the addition of a wall and secure door in reception area. Concept: receptionist contact staff member and staff member would come out to meet the individual. Using a buzzer to allow entry into the office area.
    - School security plan entails putting a door in entry reception area. No costs have been gathered. Also entails using a buzzer to allow entry into the school office area.
    - Both of the systems in place for school and church are quite old and stretched. Perhaps we step back and look at the campus as a whole. Other option is to break it down to small project (i.e. School and office), with the big picture of campus security in mind. Joe Sheridan may have some detailed information about the overall picture of the campus. We have a security plan to use as a template.
    - Randy Haney needs to get some insight as to what has been done to this point. We will gather up the material and share it with Randy so he can help develop an overall

Thursday, March 3, 2016

security plan to move forward. We need guidelines for staff members as well. Communication to parishioners is critical as well. Richard will draft up a short summary outlining the content of the plan for Randy, who will then present it to staff.

- Review of Administration Commission Goals:
- One of the 4 goals (Financial Development Committee) is redeveloping. John Peterson has offered to be on the Committee and the link to the Admin Commission. Strategic planning to for future financial needs on campus.
- Finance Committee Meeting: Plan for reinvesting the CD funds that are coming to maturity has been approved. Funds will be moved on or prior to March 24.
- Finance Update: We are within 2.5% of budget.
- Closing Prayer