

Parish Council Minutes

February 19, 2018

- I. Attending:
 - a. Megan Johnson, Tommy Johnson, Scott Carter, Chuck Comer, Ben Murphy, Carl Tackett, Herb Noll, Sam Newcomb, Don Dickson, Lissite Nieto, Ken Bohac, Katie Rudolph, Larry Bramlage, Fr. Linh Nguyen
- II. Call to Order
 - a. Opening Prayer: Don Dickson
 - b. Review Approval of January Minutes
 - i. All seemed to be in agreement that new format with the attachments was better.
 - ii. Tommy made motion, Don 2nd, All approved
- III. Unfinished/Ongoing Business
 - a. PC Goals - Ken
 - i. Committee Minutes - distribution - Ken
 - 1. No additional discussion
 - ii. Support of Steering Committees Goals - no requests
 - 1. No additional discussion
 - iii. Update on St. Francis Cemetery - Ken
 - 1. Should be enough money left over for survey of St. Francis cemetery
 - 2. Company is ready to go and hope to complete in early spring.
 - 3. John has already plotted off the new space.
 - b. Thank You Notes
 - i. Kim Jansen for trivia, script program, parent/child breakfast
 - ii. As always give Katie ideas for thank you notes.
- IV. Committee Reports
 - a. Committee reports were sent via email - See Attachment 1.
 - b. Updates on each listed below
 - i. Facilities: Ben Murphy
 - 1. Sent several attachments (See Attachment 1) and took questions
 - 2. Lists are mainly for Dan Mardell's use
 - ii. Stewardship: Larry Bramlage
 - 1. Got ~1/3 responses back and Katie got 1/2 of remaining from the committees
 - 2. May consider sending someone to one of the 3 stewardship national meetings
 - 3. Biggest meeting in Nashville, costs \$400.00, 2 smaller meetings in Wichita, costs ~\$100.00 each
 - 4. Conferences are good for getting new ideas
 - 5. Don't need immediate decision
 - 6. Katie asked about Budget

- a. Had a budget previously of \$2000.00, not sure that they used much
 - b. Idea would be to ask people to cover travel and hotel and stewardship would cover “tuition cost” of either \$400.00 or \$100.00
 - 7. Would need to be on stewardship committee and maybe Parish Council members should go
 - 8. ACTION ITEM for next stewardship meeting:**
 - a. Discuss who would be interested in going and can it be covered by budget**
 - b. Recommend a budget number to Finance Council within next month or two**
- iii. Steering Committee: Ken Bohac
 - 1. Renee sent information *via* email (see Attachment 1)
 - 2. Tommy asked: Because there was no meeting in January, does that mean we can still meet the Fall 2018 deadline for the school?
 - a. There was no steering committee meeting but they are still meeting with SBC
 - 3. Ben asked about the financial plan to pay for things.
 - a. Hope to be able to have a plan to present to parish in March
 - 4. Chuck asked: Is there a cut-off date for go/no go on Fall 2018 in regards to let’s move forward on the general maintenance list made by Facilities committee?
 - a. ACTION ITEM: Need to present Chuck’s question to the steering committee at next meeting in March.**
- iv. School Board: Lisa Case
 - 1. Lisa sent email (see Attachment 1), no additional comments
- v. Finance: Scott Carter
 - 1. Action Item: Tommy to relay school board concerns with Finance comm. meeting to happen in Jan.**
 - a. Update on 3% tuition raise:
 - i. 1.1% of this was a raise in teacher salary to get the salaries to 80% of Scott County public schools salaries; the goal is to keep them there.
 - ii. This was also increase in utilities, subsidy increases, expenses increase
 - iii. We have lowest tuition in diocese
 - b. Will the move to Cardome cause tuition to increase? No it won’t

2. Larry asked if we can recreate momentum somehow on where their money went to so we can get people back into giving.
 3. Scott said dip in January but February is back in line, we are still trying to figure out trend
 - vi. Formation: Sam Newcomb
 1. Small lenten groups (8 groups) are starting up
 2. See email (see Attachment 1) and bulletin
 - vii. Worship: Ken Bohac
 1. Dcn. Dallas sent email (see Attachment 1)
 - viii. Welcoming Committee: Herb Noll
 1. Social on March 3rd after 4:30pm Mass, invited ~40 new parishioners
 2. James sent information to Parish Council about attending
 3. Volunteers to bring food and drinks, don't need help from Parish Council
 4. It's a meet and greet
 5. Fr. Linh will do special blessing at Mass
 6. Have Gina include announcement in bulletin this coming weekend
 - ix. Youth Ministry: Ken Bohac
 1. sent *via* email (see Attachment 1)
 - x. Hispanic: Lissette Nieto
 1. no meeting last month; hope to have meeting soon
 - xi. Cardome Renaissance Report: TBD
 1. Board is up and running
- V. New Business
- a. Rock the Shamrock event
 - i. Carl's band Six Pack Poet is playing from 8-11pm on St. Patrick's Day and money is going to youth group
 - ii. Hoping to serve food and alcohol - they've reached out to the Knights
 - iii. Sell tickets, hope to have a flyer for next bulletin
 - iv. Tickets will be sold by Katherine and Carl and at the Parish office
- VI. Closing Prayer – led by Chuck Comer

Next Meeting: Monday, March 19, 2018 6:30 pm at Cardome

Attachment 1 - Committee Minutes

Facilities - Ben Murphy:

Facility Evaluation for St. John Parish/School Main Street Campus

February 16, 2017

Facility Assessment Committee: Ben Murphy, P.E. Kim Jedlicki Terry Case

The facilities were reviewed for (7) buildings in late January 2018: the Primary building, Aquinas Trailer, St. Francis Trailer, Main Office Building, Church Building, Benedict House, and Mary House. The purpose of this review was to evaluate the facilities in order to identify and prioritize problems that need to be addressed. Priorities were assigned as follows: High Priority problems are those that pose an immediate threat to occupant health or property. Medium Priority problems are those that have the potential to threaten health or property over a longer term or would become a threat only under certain unlikely conditions (such as a fire or power outage). Low priority problems are those that are unlikely to threaten occupant health or are primarily aesthetic in nature.

We continue to recommend an annual budget line item of at least \$10,000 per year for the Military Street campus for mechanical equipment failures. This budget is recommended to be reserved to repair/replace equipment (such as heat pumps or window unit air conditioners) that fail unexpectedly. As of this date, we have not prepared a recommended overall facilities budget for the campus but wanted to submit this report without delay.

PRIMARY BUILDING PROBLEMS

PRIORITY	DISCIPLINE	PROBLEM	RECOMMENDED SOLUTION
High Priority	Plumbing	Missing Lavatory - Teacher's restroom	Repair and install lavatory
	Architectural	Office - ceiling shows evidence of water damage	confirm roof not leaking
		Birds getting into vent on outside	Repair
	HVAC	Office room convector not accessible for cleaning	Rework the desk installation to allow access
		Janitor closet exhaust needs cleaning and duct to outside	Clean/add duct
Mid Priority	Architectural	Gap between entrance doors; no center sweeps	Add center sweeps to block air/water
		Girl's restroom - non-functioning hand dryer	Repair/replace
	Plumbing	Girl's Restroom: toilet seats in stalls 2 and 3 loose	Repair
	HVAC	Teacher Restroom - no exhaust	Add exhaust fan
	Electrical	Ancient fire alarm system	Replace with new manual FA system
		Conduit/cables/box on exterior back unsecured	Secure equipment
		Phone cable conduit to church damaged	Replace with metal conduit
Low Priority	HVAC	Ancient thermostats with questionable accuracy	Replace all thermostats
	Architectural	Boy's Restroom: One floor tile missing	Repair
		Boy's restroom: the toilet stall partitions are rusting and paint peeling	Repaint
		Girls Restroom: Cracked Floor tile	Repair
		Double entry doors facing Military Street – sweeps need replacement	Replace
		Exterior window sealants are in poor condition	Replace
	Plumbing	Girl's Restroom: left sink has dripping water and cannot shut off	Repair
		Girl's Restroom: First toilet stall on the right needs float reset	Repair
	Electrical	Several lamps/fixtures not functioning - inside & outside	Complete building lighting upgrade
		Old light fixtures; poor illumination, loud ballasts	
		Nonfunctional exit lights & no egress emergency lighting	
		Ancient light switches	

MARY HOUSE PROBLEMS

PRIORITY	DISCIPLINE	PROBLEM	RECOMMENDED SOLUTION
High Priority	Architectural	Railing on Rear Deck needs repair	Repair
		Wood framing of front porch-significant rot damage to all wood framing and supports.	Repair
		Front porch: Northwest corner has rotted through from roof to ceiling of porch	Repair
	Janitorial	Basement window unit needs cleaning	Clean
		Tables & equipment stored in front of boiler access	Clean/relocate equipment & teacher training
	Electrical	An emergency light upstairs would not shut off after testing	Repair
	HVAC	No exhaust for Art room	Add exhaust
		Exterior condensing unit did not appear to be turning on in cooling mode	Assess and repair if needed
Mid Priority	Architectural	Second Floor emergency exit to wood decking-railing to the right is loose	Repair
	HVAC	No exhaust fan in bathroom	Add exhaust
		Window A-C unit non-functional	Replace or remove if not needed
		Insulation cracking off refrigerant lines	Replace insulation
	Electrical	Circuit breakers unlabeled in several panelboards	Label circuits
Low Priority	HVAC	No heat in first floor bathroom	Assess whether or not heat is needed
	Architectural	Roof eave - gutter elbow leaking and gutter falling off in one corner	Repair
		Roof eave - All wood materials showing signs of paint flaking off	Repaint
		Roof eave- wood is showing beginning signs of deterioration.	Replace if rotted, otherwise repaint
	Janitorial	Books should not be stacked on hot water convectors	Teacher training
	Electrical	Aged T12 lighting; insufficient illumination without daylight	Complete building lighting upgrade
		Old lighting switches	
		No exit discharge lighting	
		Low-hanging fixtures in basement	
		Cables need to be supported properly in basement	

AQUINAS TRAILER PROBLEMS

PRIORITY	DISCIPLINE	PROBLEM	RECOMMENDED SOLUTION
High Priority	Architectural	Window above computer table - significant water damage/leak	Repair
		Lady's restroom - ceiling seems to be falling	Repair
	Electrical	Exit discharge lighting damaged/non-functional	Repair
		Emergency light not functioning	Repair
	HVAC	Supply Duct & Returns needs cleaning	Clean
	Plumbing	Water cooler seems to be falling off wall	Repair
Mid Priority	Architectural	Railing at side exit needs repair	Repair
		Exterior ramp: Railing on right and left sides need repair	Repair
		Exterior ramp: one section of the railing on the right side needs replacement	Replace
	Electrical	Light fixture in egress hallway not functional	Repair
		Circuit breakers need labels in panelboard	Label circuits
	HVAC	Ceiling register appears to be falling down	Repair
		Men's room exhaust barely functional	Repair/replace
Low Priority	Architectural	Boy's restroom: Mirror missing above sink	Install mirror
		Boy's restroom: vinyl wall covering torn and missing	Repair
	Electrical	A Light fixture in each classroom not functional	Repair
		Long extension cords in use; strung over door	Install receptacle
		Damaged wrap reflector on one light fixture	Replace

ST. FRANCIS TRAILER PROBLEMS

PRIORITY	DISCIPLINE	PROBLEM	RECOMMENDED SOLUTION
High Priority	Architectural	Window Seal rotted around air conditioner	Repair
		Door frame rotted rear door, not sealing	Repair
	HVAC	Window unit not functional	Repair/replace
	Janitorial	Dirty grill & filter on Window AC unit	Clean
		Cabinet is blocking access to electric panelboard	Relocate cabinet & teacher training
	Electrical	Boy's restroom light not functional	Repair
		Electrical Exit discharge lighting damaged/non-functional	Repair
Mid Priority	HVAC	No exhaust in bathrooms or janitor closet	Add exhaust
Low Priority	Architectural	Gutter only extends above the doors	Install full-length gutter with drainage to appropriate location
	HVAC	Unused old thermostat needs removal	Remove
	Janitorial	Casing on one of the PTAC HVAC units needs cleaning	Clean
	Electrical	Different color lamps in light fixtures	Install proper lamps
		No light in janitor closet/mechanical room	Install light fixture
		No exit discharge lighting on front	Add exit discharge lighting
		Missing refractor wrap lens on one light fixture	Replace
		Missing flood lamp on back	Replace
		Some classroom lamps not functioning	Repair/replace
		Wireless router hanging; needs to be secured properly	Secure to wall

MAIN OFFICE PROBLEMS

High Priority	Architectural	Damage at window- principals office	Repair
Mid Priority	HVAC	No exhaust in bathroom	Add Exhaust
		Ceiling register falling in upstairs office	Repair
		Exhaust fan not functioning in upstairs bath	Repair
		Insulation cracking off refrigerant line	Replace insulation
Low Priority	Architectural	Back door seal missing - can see through	Repair
		Kitchen ceiling shows evidence of water damage (believed to be old)	Repair
	HVAC	Exterior Amana unit old and corroding	Plan for replacement
	Electrical	Ceiling fan cover missing	Replace
		Track lights not functioning	Repair
		Poor illumination	Replace fixtures/add light

BENEDICT HOUSE PROBLEMS

PRIORITY	DISCIPLINE	PROBLEM	RECOMMENDED SOLUTION
High Priority	Architectural	Second Floor Computer Room - Water damaging wall & sill around window unit	Repair
		Bathroom needs new door hardware with lock	Replace
	Janitorial	Upstairs air registers need cleaning	Clean
		Storage boxes on top of floor registers	Relocate & teacher training
		Upstairs window unit has mold	Bleach clean and confirm draining properly
	HVAC	Upstairs duct needs cleaning	Duct cleaning
	Electrical	Receptacle with exposed wiring in basement	Secure/repair or remove
Mid Priority	Architectural	Exterior Metal Railing at alley side and in front is loose	Repair
		Exit on second floor (wood decking) railing to the right of exit door is loose	Repair
		Smoke detectors not linked	Link smoke detectors to alarm simultaneously
		Stairwell door blocks exit when open	Can door be removed?
	HVAC	No exhaust in bathrooms	Add exhaust
		No heat in stairwell; building expansion/contraction	Allow heat into the stairwell
	Low Priority	Architectural	Kitchen Ceiling cracking evident
Downstairs Classroom ceiling cracking evident			Repair ceiling
Interior stairs - no railing left side			Add railing
Computer room upstairs - wall and ceiling cracking (check for water damage)			Repair wall/ceiling
Green Room upstairs (library?) - wall and ceiling cracking			Repair wall/ceiling
Smoke detectors not linked			
Electrical		Poor basement lighting	Complete building lighting renovation
		Non-functional switch going into basement, other old switches	
		No egress emergency lighting upstairs	
		No exit discharge lighting	
		Light switch taped off in back I.T. room lamp not functioning properly	
		Upstairs bathroom lamp not functioning properly	
		Porch light not functioning	
		Old light fixtures designed for incandescent lamps; poor lighting in areas	
HVAC	Upstairs air balance questionable, non-adjustable registers, needs A/C	Replace registers; evaluate for central A/C	

CHURCH BUILDING PROBLEMS

PRIORITY	DISCIPLINE	PROBLEM	RECOMMENDED SOLUTION
High Priority	Electrical	Undercroft hall ceiling light not functional	Repair
		Liquidtight conduit coming apart at exterior Amana unit	Repair
	Janitorial	Junk stored in front of undercroft breaker panel blocking access	Remove junk from area in front of panel
		Hot Water convectors dirty	Clean convectors
	Plumbing	Undercroft sump pump wasn't functional	Repair/replace
	HVAC	Undercroft duct needs cleaning	Duct cleaning
Mid Priority	Architectural	Exterior stairs to sacristy: railing is loose	Repair
		Undercroft: Restroom Hall lighting doesn't work.	Repair
	HVAC	Music room did not seem to have adequate heat	Assess in more detail and repair if inadequate.
		No exhaust in restrooms	Add exhaust
		Insulation cracking off refrigerant lines	Replace insulation
	Janitorial	Significant junk storage in undercroft	Clean out
	Electrical	Emergency light not functioning in kitchen and music room	Replace
		Lack of emergency lighting in undercroft	Add emergency lighting
		Exposed furnace control wiring	Repair
Low Priority	Architectural	Exterior stairs to sacristy: previous patch is deteriorating	Repair
		Undercroft: Restroom hallway wall has hole from previous water leak	Repair
	Electrical	Low-hanging cables outside	Raise
		Poor illumination in Music room	Add/replace lighting
		Women's Restroom – no light cover	Repair

Stewardship - Larry Bramlage:

Stewardship Committee Agenda

01-25-18

7:00 Undercroft St. Johns

- Review of the two processes we have just completed.
 - Stewardship of Treasure
 - Critique OSV
 - Process
 - Stewardship of Time and Talent
 - Booklet
 - Sign-up Sheet
 - Process
 - Booklet Handout Sunday
 - Sign-up Sunday
- Improving the Stewardship Committee for 2018
 - Have we gone as far as we can go without outside influence?
 - National Stewardship Meetings
 - Wichita, April 18-19, Msgr. McGread course

- Nashville, October 28-31, ICSC

Other?

Follow up!

Steering Committee - Renee Griese:

Ken and all,

I am out of town for work this week so will not be at Parish Council this evening. Due to illness and then a parish event conflict with the reschedule, the full Steering Committee did not meet in February. We have reviewed preliminary options for the school with the architects, and they are continuing to work on options as well as the Site Master planning, which will be reviewed with the Executive Team the first week of March. We will provide a full update/report based on the March Steering Committee meeting.

Thanks,
Renee

School Board - Lisa Case:

School Board Highlights: February 12, 2018 Meeting

- **Curriculum/Teachers:** Two teachers attended a Title II reading workshop in Cincinnati. All of the teachers will participate in a webinar to analyze MAP scores. We plan to purchase new reading book for grades 3-5 next year and get new supplemental materials to support K-2 and 6-8. If we have money left over, we might purchase new Social Studies and Science books for all grades. Mrs. Hammer will finish out the year as the music teacher. Mr. Mardell has interviewed a new teacher for preschool and she hopes to start as soon as her background check comes back. We will be hiring a part-time religion teacher next year. Mr. Mardell has a member of the parish who has a degree in theology interested in the job.

Committee Reports

Enrollment

- We had 9 families attend the open house.
- We are looking into a 10-week summer camp program.
- Need to increase preschool enrollment.

Athletics

- Neal has contacted the YMCA to have St. John soccer teams in the Spring.

Saints-In-Action

- March 9th Scholastic Book fair at the Fish Fry.
- March 10th Movie Night at Cardome.
- April 21st Volunteer Appreciation Night
- Ginny Squires is the new Scrip Coordinator.
- Trivia Night raised \$1585.

Robotics

- February 17th three VEX EDR teams competed at the Governor's Robo Rumble
- February 24th All teams will attend UK Engineering Day

Submitted by Lisa Case

Finance - Scott Carter

*Ss. Francis and John Finance Committee
Minutes for Meeting Held
January 22, 2018*

Attendees: Father Linh, Deacon Tim, Dan Mardell, Tommy Johnson, Maggie McGuire, Bill Viney, Scott Carter, Michelle Burgmaier, Craig Bilotta, Fr. Arock
Absent: Brent Mayer, Marty Essig, Larry Oser

Meeting called to order @ 6:03pm. Opening prayer provided by Dcn. Tim Stout.

Agenda:

- Minutes from last meeting were reviewed and approved.
- Craig Bilotta – introduced as the newest Finance Committee member.
- Review Finance Reports
 - Review of November financials: 8th grade trip – funds are raised over a two year period but the expenses hit in one year
 - December financials – offertory is up from last year;
 - Tommy Johnson presented questions from parish council/school board regarding tuition increase? Dan Mardell will respond to school board with assistance from finance committee.
- New business – Next lease payment for Cardome can be made to the city of Georgetown
 - Scott handed out the six month financial report (July 1, 2017 through December 31, 2017) for the school and parish that will be published and distributed to the parishioners.
- Closing Prayer – Fr. Linh 7:40pm.

Next meeting: February 26, 2018 at 6:00pm at Cardome.

Formation - Sam Newcomb:

No Formation meeting but plenty of activity.

Lenten small groups started this week with eight groups and almost 40 participants. The groups are meeting in homes once a week for four weeks, skipping the mission week with Bishop Stowe.

The spring formation presentations are lining up nicely. Mrs. Ann Bevins, noted local author and historian, will give a presentation on St. Francis and another on Cardome. Deacon Skip and Cindy Olsen are following up last year's presentations with two nights of specific characters from the history of Catholicism in Kentucky. Dan Elliott will talk one night on 'Ten Dates Every Catholic Should Know'. A sixth presentation will be in Spanish after a 12:30pm Mass covering the significance of the Mass, either by Fr. Linh or someone from the Hispanic Ministry of the diocese. Watch the bulletin for details!

Sam

Worship - Dcn. Dallas Kelley:

Worship Committee Agenda
February 5, 2018
6:30pm undercroft

Opening prayer:

ALL: We stand before you Holy Spirit, conscious of our sinfulness, but aware that we gather in your name. Come to us, remain with us, and enlighten our hearts. Give us light and strength to know your will, to make it our own, and to live it in our lives.....Amen

Training update- NEED TO GET ALL THAT SIGNED UP DURING STEWARDSHIP WEEK TRAINED

New Mass Times- SATURDAY 4:30, SUNDAY 8:30, 10:30, 12:30, 5:30 (5:30 CURRENTLY AT ST. JOHN'S THEN MOVES TO ST FRANCIS ONCE RENOVATIONS ARE DONE)

Ash Wednesday- 6:30, 8:30, NOON, 6:30 (JOHN HILL CHAPEL)

2nd collections- THERE WILL BE A LIST KEPT IN SACRISTY SO GREETERS WILL KNOW THE DATES BEFOREHAND

Music Director- GOT WITH FR. LINH, STILL WILL BE AWHILE BEFORE WE HAVE ONE

Closing- blessing

Welcoming Committee - Herb Noll:

No email

Youth Ministry - Katherine Coleman:

Hello all,

I will not be able to attend the meeting tomorrow, I will be at youth group in Frankfort.

Attendance is improving for our high school group.

We had a total of 20 youth attend the ski trip, most from St. John.

Our middle school group is staying consistently around 8-10 youth.

Katharine

Hispanic Committee - Lissette Nieto:

Hello,

The Hispanic Committee did not meet last month.

Thanks
Lissette