

## Our Lady of Peace Parish Finance Council Meeting – Thursday June 29, 2017

ATTENDEES: Fr. Walter Dziordz, Mike Clark (chairman), Dave Bertram, Bill Lucas, Joe Phillips, Mike Murphy, Kellie Moore (Business Manager/Parish Manager)

Guest attendees: Tony Wilkinson (principal) and Nicole Ward (School Board President)

Guests stayed for specific agenda item only.

### DISCUSSIONS

**Employee Tuition Benefit** – The principal requested the current policy be revised to include preschool students of staff. A motion was made and approved to revise the current benefit credit to include preschool students of full and part time staff.

**Employee use of BACC program** - The principal requested the fee for full time school staff to use the Before and Aftercare program is waived if the employee is attending staff meetings or other school obligations. A motion was made and approved for the 17/18 school year.

**Open Music Position** – The principal requested permission to hire a full time music teacher and split the salary/benefits with St. Scholastica Parish. Further information was requested from the DOJ office regarding contract/benefits before a decision could be made. The principal and business manager will follow up with St Scholastica and DOJ and report back to the committee.

**School Board Recommendations** – The committee reviewed the seven recommendations the school board made to the principal at their June 26<sup>th</sup> meeting. A vote was not taken regarding the request to hire an additional resource teacher (#3) at this time. The committee would like to review the enrollment and budget projections in July before making a decision.

**School Technology Plan** – Principal verbally presented an update on the school technology plan. The purchase order for the Apple K-3 IPADS was approved and submitted for purchase. Joe Phillips updated the committee on key areas of the plan that still needed to be completed. At this time no device for 4th through 8th grades have been selected or approved for purchase. There was a discussion recommending we secure outside vendors to work on creating and implementing the school technology plan. It was agreed by all attendees to form a selection committee to interview technology vendors. The pastor, school board president and finance chairman and principal agreed to the five people listed as the selection committee and the principal will take point to get the initiative started.

Selection Committee Members

Tony Wilkinson

Joe Phillips

Kellie Moore

Nicole Serpico-Ward

Felicia Krelwitz

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**Sunday evening Mass** – hire organist – Dc Kenny requested to hire an organist for the Sunday evening mass at the rate of \$100 per week. Mike Murphy had additional information and suggested we gather further specifics before making a decision. Fr Walter agreed to contact Dc. Kenny to obtain this information. The item will be discussed at the next committee meeting.

**Sunday Budget vs Actual** – The preliminary year end results reflect a surplus of \$29,600 for Sunday offertory. The Christmas and Easter collections were down \$12,000.

**Dynacal Calendar System**– Business Manger updated the committee on the new on line calendar-scheduling system that is being implemented. The phase I work is nearly completed and the phase II portion will be completed in late July. Volunteers and staff will access the system on line and request facility space for meetings and events. The parish, school and REO calendar will be centralized and available for all parishioners to view on line. The new on line calendar is currently on our parish-school website.

**Business Office Staffing** – The business office has been operating the past month without a replacement for the open part time position. The business manager informed the committee she will actively look for qualified candidates to interview for this position.

Next FC meeting date to be determined.