

**IMMACULATE CONCEPTION CATHOLIC COMMUNITY
PARISH COUNCIL MEETING MINUTES
February 12, 2008**

The meeting opened at 8:30 p.m. with a prayer.

The minutes from January 17, 2008 were read by the members and approved by JoAnn Augustine and Stan Stawiasz.

The following members were present: Liz Koerber, Amy O’Gara, Lisa DiMaggio, Jane Petitpren, Patty Klecha, Chris Ameal, Fr. David Burgard, Pam Mertes, Sean Stawiasz, Pat McGrath, Deacon Ken Nowicki, Debie Hauer, JoAnn Augustine, Theresa Austin, Anthony Jubinski.

The following members were not present: Eileen Gretkierewicz, Elaine Abraham, Stanley Sommers, Cathy Furtah,

SCHOOL ADVISORY REPORT GIVEN BY SEAN STAWIASZ FROM MEETING ON 2/12/08

- I. S.A.C. Vacancy – possibly filled. S.A.C. needs a non-parent on the committee.
- II. I.C. open house was held with a lighter than usual turnout due in large part to the poor weather conditions. However, the majority of the people who attended were people not previously on any of our other I.C. contact lists.
- III. Review of the school lunch program
 - A. Beth Kastler and Sharon Hanna both attended our evening meeting to discuss the measures they are taking to ensure that they are providing the healthiest lunches possible to our school children.
 - B. The kitchen has eliminated all deep frying completely.
 - C. More types of green leafy vegetables are put into the salads
 - D. At least one soup and fruit is available to all students and faculty daily.
 - E. Beth Kastler went to Grand Rapids, MI by her own decision and at her own expense to a nutritional trade show in order to learn about more alternatives in the food service industry to provide healthier options to our school children.
 - F. Any snack items that are offered have a 33% or less fat content in them.
 - G. Problems with serving fruit in general is that the students don’t consume them. The cafeteria ladies do their best to balance palatability with nutritional value.
 - H. We are considering bringing back the sharing bowl in which students who want to trade fruit (snack) items may do so with other students.
 - I. Christine Gabriel is going to follow up with the “healthy chef” at the hospital in which she works in order to find out what other food options there are that will fit within our program budget.
 - J. Currently the kitchen staff makes peanut butter and jelly sandwiches as well as grilled cheese with wheat bread, and they don’t appear to notice the difference.
 - K. The kitchen staff also watch the condiment portions that are consumed by the lower “El” children, and even help them dispense said items as necessary.

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- L. Christine Gabriel is going to write a “Healthy Food Grant for I.C.” in order to obtain funds to send I.C. personnel to conferences on healthy cooking, and healthy food choices.
- IV. Scholarships

- A. Mrs. Steele was contacted by a couple who run a foundation, and asked her how I.C. currently runs scholarships. The PSAS has an April 1st deadline – with a random bar. It is \$600.00 per scholarship offered on a one time basis. After having filed for the PSAS scholarship, the St. Vincent DePaul Society has an endowment that may be able to give additional financial relief. Mrs. Steele is waiting to hear back from the benefactors of the endowment to further discuss how they want to help, and what may be required of I.C., or of it's families/children.
- V. Wind Energy Study
 - A. We have collected a spreadsheet with gas and electricity consumption and have faxed this information off to one possible vendor.
 - B. Sean Stawiasz mentioned that we need to determine the long term cost of maintenance of wind energy hardware, and factor in that cost along with the cost of normal wear.
- VI. Latchkey
 - A. We have a new latchkey director.
 - B. Three people were interviewed for the position
 - C. The interviews were conducted along with Mrs. Peterson, and the new Latchkey director is currently shadowing the latchkey program, and will begin full time on Thursday, 14 February 2008.
- VII. Health Department
 - A. Lice update – we had a Lice “in-service”. The school was closed, and Jarvis was called in to help clean the school.
 - B. Carpets did not need to be cleaned, but they along with upholstered surfaces were all cleaned as a precautionary measure. Despite the extra due diligence of Mrs. Steele and her staff, some families did keep their children home on the Friday that school was reopened.
 - C. When the children returned to school, bags were provided to them to hold their personal affects, and to further protect our children.
 - D. On the Following Monday, the health department sent pictures and other informational material to the school. The School administration feels better educated as a result of the process.
- VIII. “Act of God Days”

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- A. We are allowed 30 hours for “Acts of God” which is equivalent to approximately five school days each year before the state mandates that the missed classroom time must be made up.
- B. Our general policy is to close school if Anchor Bay closes school; however, on a recent “Wind Chill Day” we chose to remain open because we only have approximately two remaining days available for “Acts of God”
- C. We use a “tree” system to notify parents if school is closed, then we contact the television and radio stations.
- IX. Lenten Project – Reading

- A. More to come
- X. Maintenance
 - A. Freezer replacement – one of our freezer’s in the kitchen finally broke down and needed to be replaced. In the process of replacing the freezer, asbestos tiles were found, and all work was halted, and the area was secured. In addition to that, no children were in school on that day.
 - B. The school fully complied with ADOD regulations and under the supervision of both the ADOD and AKT Peerless, the arch dioceses approved vendor for asbestos remediation. Not only did I.C. comply with the necessary minimum standards required, I.C. went beyond the minimum standards to further assure the best possible protection of our children.
 - C. AKT Peerless completed the air quality report and will follow up in six months with another air quality study.
 - D. The archdioceses bore the cost of the remediation consultant, AKT Peerless, and the school bore the rest of the cost of clean up.
 - E. In addition to this, Bob Debusher is qualified for inspection, removal and disposal of asbestos.
 - F. Four school parents came late to our Committee meeting requesting to be heard on the asbestos situation, but we had to ask them to table the rest of their questions, and request to be added to the agenda for our next S.A.C. meeting so that we can completely satisfy any concerns they may have.
 - G. A complete air quality study is available at all times in the school office.

***CHRISTIAN SERVICE REPORT GIVEN BY JOANN AUGUSTINE FROM MEETING
02/05/08***

- ROSARY MAKERS – WILL MEET AFTER 10 AM MASS THIS WEEKEND IN THE MPR
- FUNERAL LUNCH REPORT – 2 IN JANUARY
- COFFEE/DONUT SUNDAY, FEBRUARY 10TH - WILL BE HELD IN MULTI-PURPOSE ROOM OF SCHOOL DURING THE OPEN HOUSE – 11 AM TO 2 PM
- COPE (CHRISTIAN OUTREACH PROGRAM ENDEAVOR) – JOAN T. REPORT ARTICLE WENT IN THE LENT HOLY WEEK PAMPHLET WHICH MEANS EVERY PARISHIONER RECEIVED THE INFORMATION – THIS PAST

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- MONTH WE DID PROVIDE DINNER TO ONE FAMILY AND DID ADD ONE MORE VOLUNTEER – DISCUSSED EXPANDING THIS PROGRAM TO OTHERS IN OUR COMMUNITY – IT WAS FELT WE DID NOT HAVE ENOUGH VOLUNTEERS AT THIS TIME – MEALS ON WHEELS AND COUNCIL ON AGING IS AVAILABLE FOR THOSE IN NEED AS WELL
- ST. JOSEPH LAYETTE WILL BEGIN MARCH 2ND THROUGH MARCH 16TH
 - ANNIVERSARY MASS, SUNDAY, APRIL 20TH – WILL DISCUSS AT THE NEXT MEETING
 - BLOOD DRIVE WILL BE SUNDAY, APRIL 27TH IN THE PARISH HALL FROM 8 AM TO 2 PM
 - NEXT COFFEE/DONUT SUNDAY WILL BE SUNDAY, MARCH 9TH IN THE PARISH HALL

CHRISTIAN WORSHIP REPORT GIVEN BY FATHER DAVID:

- There will be a “Soup Supper” three Thursdays, February 21st, 28th, and March 6th. This is open for anyone interested. This is meant for reflection and recollection. There will be reflections on certain readings during Lent. This relates to the RCIA and is intended for adults.
- Thirty children have signed up for altar serving training which is the most ever. Most of them are fourth and fifth graders. Chris Ameel asked if it was possible to increase the number of altar servers during the mass to give the servers more possibilities to serve. Fr. David will

think about it. Weddings and funerals give the altar servers more opportunity to serve. It was also suggested that the altar servers help the ushers.

CHRISTIAN FORMATION REPORT GIVEN BY FATHER DAVID:

- The Sunday before Lent the seven members of the RCIA were sent to the Cathedral for Rite of Election with the Bishop. Father David asked that we pray for them.
- There was no Faith Formation yesterday, 2/11/08, due to the snow.
- The eighth graders are preparing for Confirmation. They have a retreat March 1, 2008. Interviews with the candidates and Father David will begin soon.

STEWARDSHIP REPORT GIVEN BY ANTHONY JUBINSKI FROM MEETING ON 2/12/2008

Opening Prayer/Formation: Meeting opened at 6:33 PM with reading from a handout "to be a Christian Steward" identifying disciples as stewards and stewards of creation. Chris commented he feels this commission does not concentrate on stewardship but mostly on money. Patty's thought on that was that the upcoming evangelization mission and meetings could help our commission in that regard.

Issues/Concerns/Updates:

School Freezer: Last month we talked about many ways to handle replacing the ailing freezers. The topic was covered in the February 10th parish Spotlight, also 2 memorandums were distributed to members present explaining the research and prices of replacements, the procedure followed in purchasing and installing the replacement freezer, and the problems and solutions encountered.

Asbestos: In removing the old freezers some asbestos was found in some tiles that were broken. Just the area affected was originally going to be replaced but it was decided to remove some other tiles for a total of 135 square feet. The room was tented as well as the art room during the removal process and we were assured the procedure was safe and not harmful. This was done on a Friday which was supposed to be a regular school day, but actually turned out to be a "snow day" so no children were in school. There was a large number of concerned parents at the meeting and they voiced their concern and dismay that it was scheduled to be done on a school day, possibly exposing their children to the asbestos dust endangering

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their health, and that they were not notified so they could make the choice of keeping their children out of school that day. Norm explained that the parish followed the AOD guidelines completely, the point person was contacted, and it was turned over to the abatement company. At this point we were out of it. But it was agreed that in cases such as this the school should have notified the parents and that in future instances that procedure should be followed. The parents were told that their complaints should be directed to the School Advisory Board and not the Stewardship Commission.

Fish Fries: 350 dinners were served at our first fish fry for 2008. Fish Fry Chair Organizers purchased 540 pounds of fish, allowing us to serve all that came the first week. At 3 servings per pound, 540 pounds should yield 1,620 total servings. No profit for the first week. Remarks were made by some of the parishioners present that the kitchen equipment is in terrible shape, in addition, that there isn't enough freezer space on campus which required some of the excess fish to be taken to parishioners home freezers.

Hall & Gym Rentals: Right now keys and codes are given out for the gym rentals but we need to look for a different policy. We have a specific policy for the hall in that the rental person is given a key that is left in the kitchen upon leaving. There are more requests to rent the gym than the hall. We need a staff person at the gym, which is additional cost. Patty asked our opinions about the rentals for parishioners and others. It was mentioned that we charge too much for the hall but one of the reasons is that there is a \$100 charge for insurance required by the AOD, adding to the cost. This issue should be moved to a committee.

Sub-Committee

Budget: Meeting scheduled for Tuesday, 2/19/08, to formulate budget for next year; memos have gone out to all those who will be submitting figures.

Buildings & Facilities: No report. On committee will be Whitey Hageman, Chris Ameel, Randy Proctor, Bob DeBusschere, and Patty Klecha.

Personnel: N/A

Business Manager's Report: CSA drive will be coming up and we should look for some ideas to market this cause, starting now. Patty explained how the money for the building fund is put through the CSA to avoid the 6% fee.

Vicariate Report: At last month's meeting, in reference to the Archdiocesan Parish Strategic Planning, the Tracking Committee was asked to identify some of the common issues focusing on education, and to refine the goals and plans of each individual sub-committee, which are (1) stewardship, (2) youth and young adult ministry, and (3) social justice and multi-culture.

Discussion/Reflections/Concerns/Comments:

Budget Issues, Church, Parish Office Building/General Parish Items, School Building/Enrollment/Returning Staff:

Discussions about the offices, boiler, basement flooding, the purchase of the buildings on M-29, etc., the needs are there but we have a shortage of money. There was a suggestion about a Wish List to be in the Spotlight as it was during the initial building of the hall project. Anthony J. suggested Mrs. Steele, Bob and Patty meet to implement a plan to notify parents when there is a school issue such as the asbestos problem, and to inform the parents of what that plan will be. Craig noted that last year Fr. David did not want to start another pledge drive but to try to increase collections through stewardship.

EVANGELIZATION REPORT GIVEN BY DEACON KEN NOWICKI:

Father Alex will preach at all masses March 1st and 2nd for our Parish Mission. The mission will be held Sunday, Monday and Tuesday nights, March 2nd, 3rd, and 4th.

There will be presentations after the morning masses on Monday and Tuesday, March 3rd and 4th.

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Child care will be provided for the Parish Mission.

Refreshments will be served Tuesday night only.

Mailings for the mission were sent with all the events listed.

VICARIATE REPORT GIVEN BY THERESA AUSTIN:

Their meeting will be held tomorrow night, Wednesday 2/13/08.

ENRICHMENT:

Deacon Ken distributed hand outs titled "Lourdes: Celebrating 150 years of Miracles" for the members to review.

OLD BUSINESS:

Town Hall Question and Answer follow up:

Patty Klecha distributed "Growing in Faith Town Hall Meetings Suggestions and Comments" from 2006 for members to review. Chris Ameel suggested discussing approximately three to five issues per Parish Council meeting until all points were resolved. Everyone agreed. It was also agreed that the resolutions would be published in the Spotlight.

- Question number four - Patty will bring to March meeting.

- Question number five - We will investigate putting either a DO NOT ENTER or a ONE WAY sign at the driveway leading to M29 to avoid confusion and congestion in that area. It was suggested that the hedges be trimmed, but we agreed not to trim them and instead to possibly add a sign.

Pledges Update: This was a timed event but parishioners are still giving. It was suggested that we target new parishioners. We discussed and agreed to revisit the idea of another pledge drive. We will table this issue.

Chris Ameal suggested publishing another Wish List. The following items are needed:

1. Kitchen appliances for the school kitchen.
2. New entry doors for the school.
3. Boiler for the parish office.
4. Keyless entry for the Parish Campus Building.
5. New Carpeting for the church.
6. Video projection system for the parish hall.

NEW BUSINESS:

None.

OPEN FORUM:

Sean Stawiasz was able to procure a quote for cod filets from a friend which would include fish from Alaskan water in 8oz to 16oz pieces, flash frozen, and non-Chinese produced with prices ranging from approximately \$3.85/lb to \$4.95/lb including free cold storage and free, or greatly reduced prices. Sean spoke to members of the Fish Fry committee and informed them of this information.

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PASTOR'S REPORT:

State of the Parish will be delivered the weekend of May 17th and 18th.

On Sunday, May 18th at 3:00 p.m. there will be a mass and reception at the Cathedral celebrating seventy-five years for the Anniversary of the Archdiocese of Detroit.

At the Council of Vicar meeting there was a lot of discussion on support for Catholic Schools since there has been an increase of closings and tuition is hard for people to afford. The possibility of having "regional" schools instead of "parish" schools was discussed..

Enrollment has decreased throughout the country. Very few schools have no financial concerns.

There will be four new Catholic Schools to open in the Archdiocese.

The meeting closed at 10:00 p.m.

The next meeting is scheduled for Tuesday, March 11, 2008 at 8:00 p.m. in the parish hall.

Minutes respectfully submitted by Lisa DiMaggio.