

**IMMACULATE CONCEPTION CATHOLIC COMMUNITY
PARISH COUNCIL MEETING MINUTES
November 11, 2008**

The meeting opened at 8:10 p.m. with a prayer.

The minutes from October 14, 2008 were read by the members and accepted by Jane Petitpren and Pat McGrath.

The following members were present: Jane Petitpren, Pam Mertes, Pat McGrath, Eileen Gretkierewicz, Stanley Sommers, Lisa DiMaggio, JoAnn Augustine, Susan Share, Father Tomek Maka, Randy Proctor, Amy O'Gara, Theresa Austin, and Diane Vigernon.

The following members were not present: Anthony Jubinski Deacon Kenneth Nowicki, Cathy Furtah, and Janis Cornwell.

SCHOOL ADVISORY REPORT GIVEN BY DIANE VIGERNON:

The following are the minutes from the November 11th, 2008 meeting:

I. Old Business

- a. IC school 2008-2009 Survey- Mrs. Steele met with faculty to review. Survey will be ready to send home on 11/13/08 at parent teacher conferences. Survey return date will be Thanksgiving.
- b. Traffic light- Letter has been sent to Lansing. Lansing is reviewing the documentation. No timeline provided for a decision. Sean S. will follow up.

II. Continuing School Improvement

- a. Accreditation – Narrative School Improvement Plan was shared with the advisory committee. Strengths & opportunities were reviewed for every one of the Standards. Action plans are listed in conjunction with the recommendations made by the Accreditation Committee. Some of the actions items have already been completed while others are in progress.
- b. Tech update- Stan and Amy are working together to identify the required updates needed in the computer lab.
- c. Minutes- for all future meetings, a copy of the approved minutes will be sent to the Parish Office to be kept of file.
- d. Feast- the Thanksgiving Feast will take place 11/21/08 with the support of the kitchen staff and donations provided by school families & faculty.
- e. School building priorities- Priorities include;
 - i. Electronics upgrades (including a new PA system)
 - ii. Moisture regulation in the gymnasium
 - iii. Acoustics in the gymnasium
 - iv. Entrances of the school
- f. Parent Involvement list- agenda item tabled until next meeting

III. New Business

- a. PTC report- no update provided

The following are the minutes from the December 9th, 2008 meeting:

I. Old Business

- a. Traffic light- Two new "flashing" red/yellow lights have been installed at the intersection of M29 and Church Rd. Sean Stawiasz is still pursuing a red/yellow/green light for am school drop off and Sunday mass.

II. Continuing School Improvement

- a. Tech update- Stan Lisica is working with Amy. A Macintosh representative will be going to the school to check signon's etc. Stan is also researching Smart Zone. Accessibility to grade specific programs (K-6) will be validated. This should be completed by 12/12/08. United Streaming is successful.
- b. Survey Results- will be revisited in January
 - i. Grade level equivalent- Iowa test grades 2, 4, 6 & 8. Iowa and Cogat test grades 3, 5 & 7. Results for both tests will be sent home.
 - ii. New norms- for 2008
- c. Parent Involvement- Tabled until January meeting per Sean Stawiasz.
- d. Open House- sponsored by the 8th grade. Theme will be a pancake breakfast.

III. New Business

- a. PTC report- Poinsettia sale complete. PTC is reviewing if they will include this fundraiser in the next school year. Sally Foster fundraiser for book fees was successful. Ladies night profit \$1,000.00. Santa Secret Shop scheduled for 12/10/08. Wine Tasting will take place in the spring 2009. Horn of Plenty profit \$9,000.00.
- b. Tastefest- Net profit \$29,755.77; Gross profit \$53,205.00

CHRISTIAN SERVICE REPORT GIVEN BY PAT MCGRATH: Pat McGrath reported that their next meeting is tomorrow, November 12, 2008. She added that coffee and donut will be served after mass this Sunday. Also, visiting nurses will administer flu and pneumonia vaccinations 9 – 12 this Sunday morning.

CHRISTIAN WORSHIP REPORT GIVEN BY FATHER TOMEK: Fr. reported that their next meeting will be held tomorrow, November 12, 2008. He added that EME and lector training sessions were held, and that altar server training sessions will be held this Thursday and Saturday.

CHRISTIAN FORMATION REPORT GIVEN BY JANE PETITPREN: The Advent Tea will be held Tuesday, December 2nd at 6:30 in the parish hall. It will last approximately 1 ½ hours with no cost. She is asking that participants call to reserve space. There was a 100 percent turnout for Confirmation candidates at noon mass. There will be 54 children for Confirmation this year, 92 for First Holy Communion, 14 in RCIA, and 380 in Faith Formation.

There will be a Cathecist formation session December 4th on Topic 3. This will be published in the bulletin.

STEWARDSHIP REPORT GIVEN BY ANTHONY JUBINSKI: See Parish Office for minutes from the November meeting. Father Tomek reported that the budget is presently being reviewed. We are still searching for a bookkeeper. The walk in freezer proposal is still being tabled with Parish Council while the Building Committee reviews it. Pat McGrath asked if the "Wish List" was talked about. Father Tomek asked who was in charge of the "Wish List". Pat McGrath said Parish Council is.

EVANGELIZATION REPORT GIVEN BY DEACON KENNETH NOWICKI: Deacon Ken was not present to report.

VICARIATE REPORT GIVEN BY THERESA AUSTIN: Theresa reported that their meeting will be held tomorrow, November 12, 2008.

ENRICHMENT: Father Tomek read a statement from the United States Conference of Catholic Bishops dated November 11, 2008 from a General Session titled "Solidarity at a Time of Economic Crisis".

OLD BUSINESS: Jane Petitpren stated that we are tabling the Festival of Ministries that was to be held December 7th because we need to do formation with our present committee members. Once this is done, then we can open up to bring on more committee members. Jane asked about the installation of the panic feature for the front door of the church. Father Tomek will look into the progress of this. Jane reported that the calendar for next year is almost complete.

NEW BUSINESS: Pat McGrath asked if we will have Christmas caroling this year. It was decided that we will have it on two nights, Monday, December 29th and Tuesday, December 30th. Amy will put a note in the bulletin for two weeks before to advertise the need for singers. Pat McGrath will gather a list of houses to visit. JoAnn announced the Holiday Dance will be held December 5th. Flyers will be passed out this Sunday at coffee and donuts. The cost is \$15.00 per person. There will be live entertainment, dinner, and a cash bar.

PASTOR'S REPORT: The refreshing of the parish office is done. More painting than expected was done. Father thanks all that helped. This was done at no cost. Housekeeping and maintenance of grounds is going well. Boiler and water heater are working well. **Safety wrap up – p/p with other schools.** We got good feedback. Some things are impossible to implement if not in a public school. Moisture issue will be looked into by building committee. Finances overall are pretty good. People are stepping up which is encouraging. Hopes to talk more about CSA and also about our debt. Wants to make parishioners aware of this debt. Fr. stated it had been suggested to him to advertise the debt in the church bulletin, but he thinks it would be too devastating to have that large amount published weekly. Father stated we need to build with positive encouragement. It was figured that if every family that was registered with our parish paid \$300.00, then our debt would be paid off. Next year, Father Tomek wants to check our database to see how many people are actually still with our parish, who has moved, etc. The committees are falling in place for Father Tomek. The committees will look into budget/spending on a regular basis. Regarding bookkeeping position – there are seven applicants all from outside our parish. The bulletin did not have the advertisement. These seven people got notice from the Michigan Catholic. Father Tomek will be talking to them soon. He will have a search committee to help him. Five -six have experience in parishes. Father Tomek asked if some key points from Parish Council minutes be put in the church bulletin. Theresa Austin thought it was a good idea to put in "bullet points". Stan Sommers suggested putting a flyer in the bulletin instead to save space. Father stated good idea but

would take more time, plus we would need volunteers to stuff bulletins. It was suggested to possibly have for one week parish council highlight, then another week highlights from another committee, etc. Father thought that one - three weeks was long enough to advertise for the bookkeeping position. Father Tomek's father found liturgical vessels in the basement, and eventually, Father Tomek would like to display them.

OPEN FORUM: Jane Petitpren asked about the new hours for the parish office. Monday nights will be available until 7:00 p.m. After January, a slight adjustment will be made with hours. More discussion needs to be made regarding this. Father Tomek asked our opinion on having a night for later hours. A few committee members agreed that one night was crucial but sufficient. The office staff is still deciding on whether or not to close for the lunch hour. Father Tomek is taking a survey with local parishes with their hours and how it works for them. It will seriously be considered to change office hours to four days a week instead of five, but we are not ready for that quite yet. Pam Mertes asked if a lot of drop offs were made later in the day because if so, we could possibly have a drop box. Father said that was a good idea but people would possibly be dropping off more items that the staff can handle and it would take a lot of volunteers to help with that.

NEXT MEETING: Instead of a regular meeting in December, we will have a pot luck dinner with other committee members in the parish hall on Tuesday, December 9th, at 7:30 p.m. Lisa DiMaggio will contact leaders of the other committees to invite them for this evening.

The meeting closed at 9:25 p.m.

The next regular meeting will be held Tuesday, January 13, 2008 at 7:30 p.m.

Minutes respectfully submitted by Lisa DiMaggio.