

**MEETING MINUTES**  
**ST. JOSEPH PARISH COUNCIL MEETING**  
**TUESDAY, 6/23/09**  
**RECTORY – LOWER LEVEL – 7:30PM**

**ATTENDANCE**

		P	A			P	A			P	A	
<b>Pastor</b>					<b>Business Manager</b>					Chris Ampfer, 3 <sup>rd</sup> yr	X	
Fr. Gerry Reinersman		X		Lee Kessen		X		Missy Hickman, 2 <sup>nd</sup> yr		X		
<b>Associate Pastor</b>					<b>Board of Ed President</b>					Christine Whelan, 2 <sup>nd</sup> yr	X	
Fr. Martin Pitstick		X		Jay Rottinghaus		X		Daryl Orth, 2 <sup>nd</sup> yr		X		
<b>Director of Religious Education</b>					<b>Council Members</b>					Joe Butts, 2 <sup>nd</sup> yr	X	
Sr. Julaine Middendorf			X	Amy Hatfield – President, 3 <sup>rd</sup> yr		X		Beth Halderman, 1 <sup>st</sup> yr		X		
<b>Deacon/Seminarian</b>					Chuck Pettit – Vice President, 3 <sup>rd</sup> yr					Garren Parker, 1 <sup>st</sup> yr	X	
Tim Schabell			X	Susan Bradtmueller–Secretary, 2 <sup>nd</sup> yr		X		Joan Zai, 1 <sup>st</sup> yr		X		
John Michniuk		X		Vira Schmidt, 3 <sup>rd</sup> yr		X		Raymond Donnelly, 1 <sup>st</sup> yr		X		
<b>Principal</b>					Jeanne Pettit, 3 <sup>rd</sup> yr					D. Michael Moloney, 1 <sup>st</sup> yr	X	
Melissa Holzmacher		X										

**P**=Present and **A**=Absent

- Father Pitstick said a brief farewell to Parish Council.

**GUESTS** – Mrs. Helen Bailey spoke about Interfaith Hospitality Network

Helen Bailey gave an overview of St. Joe’s upcoming participation in the Interfaith Hospitality Network (“IHN”):

- Mrs. Bailey gave a talk after each Mass on June 21-22, 2009, detailing the structure of the outreach program and making a request for volunteers and donations.
- The bulletin for June 21-22 included additional information about the Interfaith Hospitality Network. It also provided a list of items needed for St. Joe’s support of IHN. Finally, an additional page detailed the various volunteer tasks and asked for volunteers to sign up.
- IHN serves the homeless in Northern Kentucky. They are the only organization that accepts men and boys over the age of 14 to allow the whole family to stay together.
- Mrs. Bailey has been the coordinator for St. Joe’s participation in IHN at Asbury United Methodist Church for the past 18 months.
- The St. Joe’s contingency’s final rotation at Asbury is this upcoming Monday/Tuesday (June 29-30).
- St. Joseph Parish has been accepted as a host church and will host families in the IHN program at the convent.
- St. Joe’s first week of participation will run Oct 4-11, 2009. The IHN families will spend one week at St. Joe’s every 10 weeks. We will serve a maximum number of 14 guests during each one-week rotation.
- We will provide transportation to (6:30 am) and from (5 pm) the IHN Day Center at 9<sup>th</sup> and Patterson Streets in Newport.
- The IHN Day Center provides training, facilities for showers, and a place for participating families to keep their belongings, etc.
- Each family is interviewed and screened by David Roeding, the executive director of IHN. Criminal background checks are also conducted. No one is accepted with mental health problems or a history of abusive behavior.
- As a host church, we will provide transportation, dinner, evening activities, overnight hosts, and breakfast. It takes approximately 65 volunteers to make the week run smoothly.
- Virtus training will be mandatory for all volunteers participating in the St. Joseph host program.
- A two-hour general training course will be provided by David Roeding for St. Joseph volunteers.
- It is not a problem for host families with young children to participate; they can play with the young children in the IHN program – especially in the evening activities.
- We will be contacting ClyDenna Hehman and Tim Lucas to start Virtus training/background checks for potential volunteers.

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- The general IHN program is designed on a 13-week basis, with the goal that participating families will have employment and housing by the end of that period.
- Transportation is a standard 15-passenger van. Do not need a chauffeur's license. IHN maintains insurance on the van.
- Approximately one week before families arrive, we get notice of food allergies, food preferences, etc. We coordinate the meals so that the same meal isn't served multiple nights in a row.
- There are three coordinators/teams for the St. Joe's IHN program: Helen Bailey, Susan and Jim Bradtmueller, Carol and Gary Enzweiler
- Mrs. Bailey's general sentiment about IHN participation: "We always receive way more than we give when we go."
- We'll go through donations provided by parishioners. Anything we can't use for IHN here will go to the school. Anything extra we'll give to IHN in Newport and/or St. Vincent de Paul.

**INTRODUCTIONS**

- Each council member present introduced another member, since this was the first official meeting of the 1<sup>st</sup>-year members. We enjoyed the sense of humor of seminarian John Michniuk!

**APPROVAL OF LAST MEETING MINUTES**

Moved by:        Jeanne Pettit        Seconded by: Missy Hickman

**CORRESPONDENCE**

None.

**PARISH REPORTS**

**PASTOR'S REPORT** - Fr. Reinersman

- Father has received a request for a school supply drive (pre-stocked backpacks) from NoKy Harvest and BeCon, via Paul Gotbrath. They have an annual program of Backpacks & Breakfast for low income kids. The goal is to pass out 850 pre-stocked backpacks. They would propose passing out slips indicating about \$3 of needed supplies per slip at all Masses on July 19. Parishioners would bring back supplies the following July 26. Social Action & Outreach subcommittee will help organize.
- Father provided an update on St. Joseph's results for this year's DPAA: 658 households from the parish have donated. \$120,729 has been contributed or pledged. We are over our goal of \$115,800. As a result, \$4929 will be rebated to the church if all pledges are met. About 35% of households participated.
- The Feasibility Study is ongoing: 35-40 interviews have been completed. If we receive a "green light" for this, we will meet with captains to begin the process and solicitation. The meetings with captains will begin in mid-August.
- Parish Tuition Assistance Statement: At a recent Council meeting, we discussed putting together a letter to explain what the parish does in assisting families with tuition assistance. The proposed statement covers the parish subsidy of the school, our direct tuition assistance program using PSAS, and the Adopt-a-Student program. The proposed statement would appear in the Carpenter's Connection, the school handbook, on the website and in the Parish Council meeting minutes (see attached, Exhibit A). The Finance Committee has proposed changing the Adopt-a-Student name so that it's more transparent to parishioners and those who donate to the program.
- Father also shared a sample of the Private School Aid Service ("PSAS") letter template that was received by families who participated in the process for the 2009-2010 academic year. (Please see attached Exhibit B.) So far, thirty-six families have applied, representing 60 children and \$187,900 in total amount requested. Twenty-seven families have received assistance, covering 45 children and totaling \$80,900 in assistance. Nine families, covering 15 children, received no assistance (they did not qualify).

**PRINCIPAL'S REPORT** - Melissa Holzmacher

- We did not receive the paint grant from the True Value Foundation that we applied for: 250 schools applied for this grant, and only 60 were given awards.

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- The maintenance staff is hard at work, along with STP, in working on the rooms in the school. They are moving furniture, cleaning classrooms, and stripping and waxing floors throughout the buildings. Concrete steps will be replaced on the Kindergarten Building, and the nurse's office will have a new tile floor.
- The school will have a booth at the parish festival with information featuring the school and the RCIA program.

**DIRECTOR OF RELIGIOUS EDUCATION REPORT** - Sr. Julaine

No report.

**BUSINESS MANAGER'S REPORT** - Lee Kessen

- Nurse's office will have tile floor.
- Welder to put in additional rungs on stairway rails in the Convent to make them compliant for young children who may be participating in the Interfaith Hospitality Network program.
- Other renovations in Convent include air conditioning work to make it more comfortable in summer.
- Reminders have been sent to families that we're doing ACH payment processes for tuition for 2009-2010 school year; most of those have been returned, and process should be in place on July 1, 2009.
- We will be starting the same process on ACH for the church side.

**BOARD OF EDUCATION REPORT** – Jay Rottinghaus

- The Board of Education had their first meeting on June 10 with its new members. Majority of meeting was spent getting members up-to-speed.
- The Board of Education developed a new committee that is marketing/communications focused.
- They are getting ready for Open House and Parent Night.
- They are working on consistent responses for typical questions posed by school families and/or parishioners to Father, Mrs. Holzmacher, the Board of Education, etc.

**COUNCIL COMMITTEE REPORTS**

**FINANCE REPORT** (Missy Hickman, Jeanne Pettit, Joe Butts)

*The Finance Committee assists the pastor and Parish Council in planning, providing, and supervising the parish financial resources for the current and future needs by utilizing solid and effective financial planning.*

- Outstanding tuition: as of June report, outstanding tuition stands at less than 1%. This is an improvement over last month of 3.9%.
- The Steffen property was also discussed at a recent subcommittee meeting. We have completed all due diligence from diocesan standpoint: inspection, etc. We've uncovered some issues in inspection that we need to address. We've asked family to accept a price reduction because of these issues for property that was being sold for commercial use. We are hoping to resolve these issues by the end of July.
- On balance sheet this year, we're down \$135,000 in cash versus this time last year. Looking to reduce costs and increase revenue into parish and the school. Possible ideas to create new revenue were discussed, including the possibility of a pre-school program.
- Proposal by subcommittee of having a joint meeting of Parish Council, Board of Ed, other interested groups, etc. to address ideas and possibilities to raise revenue, interest in the school, etc.
- Stewardship is more than just time and talent – it's also engagement and commitment to the life of the parish.

**PLANNING, DEVELOPMENT & MAINTENANCE REPORT** (C. Pettit\*, C. Ampfer, D. Orth, C. Whelan)

*The Maintenance, Planning & Development Committee assists the pastor in developing, planning, and communicating the long term strategic plans of the parish to meet the present and future needs of its parishioners while effectively utilizing its resources to enhance and maintain the parish plant and facilities.*

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- Next three meeting dates are July 18, August 15, and September 12.
- The sidewalk leading to the rectory is now complete and looks great.
- Concrete steps at the Kindergarten Building to be removed the weekend of June 27-28, in preparation for new steps.
- Nurse's office carpet removal and solid surface replacement will take place this summer.
- Lee working with the insurance company on issues related to the Convent. Air-conditioning for the Convent has been ordered and will be installed soon.
- The railing from the parking lot to the side door of church will be replaced soon to make it ADA compliant or better.
- Lee investigating lighting for the outside of church. The fixtures we have are no longer able to be fixed – a number are beyond repair. We'd like to illuminate as much of the sidewalk as possible.
- Boosters are redoing the concession stand in the gymnasium, at no cost to the parish.
- Lighting will be addressed for the basketball court.
- Jim Pelgen, Lee Kessen, Rick Wolnitzek, and Chuck P. are looking into creating a facilities handbook which will identify rooms by number (logical ordering system). It will be set up to log maintenance issues by room – everything from electrical outlets and tracing them back to numbered panels to the color of the rooms. Ultimate goal is to have this computerized and to interface it with a work order system. Goal is to complete within a year.
- Rick Wolnitzek's report to the PD&M Committee on the revitalization plan included:
  - the exterior of the elevator (visual aesthetics of how it appears from outside the church) – we decided to stick with our first option;
  - alternative location for the baptismal font – we opted to keep in the front of the church;
  - suggested locations for handicapped seating;
  - suggested modifications to the school restrooms;
  - improvements to the Stations of the Cross (professional cleaning and lighting rather than replacement);
  - briefly discussed the Sanctuary railings;
  - discussed some adjustments to church acoustics/audio (mostly fine with few adjustments needed);
  - discussed electrical upgrade and electrical engineer's concerns regarding load issues; and
  - briefly discussed school air-conditioning – more to be discussed at the next meeting.
- Other little things popping up: stained glass cleaning and lead repair, organ repair, etc.

**PUBLIC RELATIONS & COMMUNICATIONS REPORT** (Amy Hatfield)

*The Public Relations & Communications Committee promotes and develops the Parish Family Concept through the celebration of special events and activities that offer opportunities for spiritual growth, and keeps the parish informed utilizing available technology (website & emails).*

- Picnic recap: It was very successful. Chris Ampfer went above and beyond call of duty.
- Next Doughnut Fellowship is July 19<sup>th</sup>. Executive committee meeting came up with a long list of potential sponsors for the upcoming Doughnut Sundays. We will welcome Father Lange and our new parishioners at the July 19 Doughnut Fellowship.
- We're looking at possibility of name tags again that will identify parish council members (but not by name, so they can be re-used in following years by new members).
- We need more members of the Public Relations & Communications committee.
- One member noted that another parish does a "Mingle Sunday" where parishioners are invited to mingle with parish council members after Masses to ask questions, make comments, etc.

**SOCIAL ACTION & OUTREACH REPORT** (Susan Bradtmueller\*, Vira Schmidt, Chris Ampfer)

*The Social Action and Outreach committee fosters a climate of openness and inclusion among the members of our parish (especially those that do not have children or extended families within the parish), reaches out to those in material and spiritual need, and increases awareness of the available support services.*



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**EXHIBIT A**

ST. JOSEPH PARISH  
Tuition Assistance

Saint Joseph Parish has made a significant commitment to help families provide a Catholic education for their children. We make this commitment because it is a primary mission of our parish to help parents with their responsibility to educate their children in the ways of faith. It is also a part of our mission to evangelize because, as multiple studies have shown, students who attend Catholic schools carry Catholic values and learning into their adult lives. The vitality of our parish and Church will be enriched now and in the future by our commitment to Catholic education today. We fulfill this commitment to Catholic education in several ways.

First, the parish provides a 30% subsidy of the total cost of operating our school. It is estimated that in the 2009-2010 school year this will amount to \$664,341. These funds come directly from the Sunday offertory. The remaining 70% cost of operating our school is supplied by fund raising and tuition.

Another help is our direct tuition assistance program. Every year the parish sets a budget for direct tuition assistance to families. This allows the parish to write off a portion of the tuition bill for qualifying families. We use Private School Aid Service (PSAS) as a third party to help us assess the level of need / ability to pay for families seeking tuition assistance. This financial aid analysis and verification process is anonymous, professional, objective and uniform. A family fills out an application, supplying essential financial information and sends it to PSAS, where it is compiled and analyzed. PSAS then sends the pastor a recommendation about the level of tuition assistance a family should expect to receive. He uses this information as a guide to determine whether or not the family's tuition will be reduced. This PSAS report is an efficient and fair management of our financial aid program, but is not a substitute for pastoral judgment. A family may discuss with the pastor the assistance given if they believe it is insufficient.

Finally, our Adopt-A-Student fund also helps families who struggle to pay tuition. Donations to this fund are collected twice a year with special envelopes through the Sunday offertory and through individual or group donations. These funds are kept in reserve until needed to provide tuition assistance for families who in the course of a school year encounter unplanned hardships or special cases (e.g. loss of job, high medical expenses). When these situations become known, the pastor authorizes a transfer of funds from Adopt-A-Student to the family's tuition account. A contribution to Adopt-A-Student is tax deductible when given to the parish for the general purpose of assisting families in financial difficulty pay tuition. They are not tax deductible when they are designated for a specific family's tuition account. Anyone who wishes to help a specific family can make a deposit at the school or parish to that family's tuition account and remain anonymous if they wish.

June 18, 2009

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**EXHIBIT B**

June , 2009

Dear ,

Private School Aid Service has sent me the results of its calculation of the financial data you provided to assess your need/ability to pay tuition at St. Joseph Parish School. PSAS uses its financial aid experience and professional expertise to provide an objective and uniform needs analysis, resulting in a realistic idea of how much each family can afford to pay toward tuition.

The table below summarizes PSAS's analysis of your family's need/ability to pay.

Total Parent Income	Adjusted Available Income	Total Tuition	Assistance available from St. Joseph Parish	Family's annual tuition
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This PSAS report is meant to give an efficient and just management of our financial aid program, but it is not a replacement for pastoral judgment. If you believe the amount of tuition being written off your tuition account is insufficient and would like to discuss it with me you can contact me at the parish office, 859-441-1604 extension 2275.

In addition to this direct tuition assistance, next year St. Joseph Parish will supplement the tuition of every student in its school by underwriting \$664,341 (30%) of the total school cost of operating our school. This represents an average of over \$1,300 per student. We are glad to provide parishioners who value Catholic education whatever assistance we can.

We are also honored to assist you in the education and formation of your son / daughter in the Catholic faith. You have my promise to safeguard that trust. God bless you and your family. I hope you have a very enjoyable summer.

Sincerely yours,

Rev. Gerald L. Reinersman  
Pastor