

***Parish Pastoral Council Minutes***  
***Church of the Holy Spirit, East Greenbush, NY***  
***November 29, 2017 at 6:30 pm***

***In attendance:*** Amy Boel, Cathy Bruno, Nick Bruno, Deacon Bill Dringus, Kevin Haggerty, Rick Hannmann, Matt Heitker, Mike Kosar, Karen LaFrank, Ellen Murphy, Fr. Joe O'Brien and Frank Putallaz.

***Present:*** Eddie Trevino. ***Absent:*** Cathy Bellisario.

***Opening Prayer*** led by Fr. Joe O'Brien. Meeting began at 6:33 pm.

***Review of Minutes*** The October 2017 Council minutes were reviewed. Council members accepted the motion adopting the minutes.

***Old Business***

None

***New Business***

**School Report**

At the October's meeting, Mike Kosar told Council members of a Catholic schools attitudes survey for parents conducted by a student marketing class. Parents from five local Catholic schools with similar populations and demographics participated. Holy Spirit's Marketing Committee will attend a presentation from the class to hear results. The Committee will meet to determine when and how to share feedback with parents.

Kevin Haggerty asked about the research and recommendations. Mike said there would be recommendations and analysis for each of the participating schools.

Plans are being developed to attract new students and maintain a 95% retention rate of current students. Three January opportunities are scheduled to open our school to prospective parents and students. A Pre-K and Kindergarten information night will be held on the evening of January 18th. Holy Spirit will participate in the Pre-K Fair being held at the East Greenbush Public Library on Saturday, January 20th. We will hold our first Open House on Saturday, January 27th from 11 am-1pm to mark the start of Catholic Schools Week.

Mike will continue to communicate with parents, especially from the middle school and from 4th grade who could enter middle school in September. He wants them to know that he is responding to their inputs raised earlier and that he is always seeking ways to improve our school.

He said that plans for recruiting new students and developing a retention plan for the entire school are under review.

The heat in the Middle School has been out for about three weeks; the rooftop mounted heating unit is broken and in need of replacement. Three bids have been received with Polsinello Fuel's bid (\$24,445) having been accepted. It may take 4-6 weeks for delivery. Paul Weidman and David Dame have been creative in circulating the heat through Middle School hallways to heat classrooms.

Nick Bruno asked about the status of the Hannaford gift card program. Mike said that the PSA had taken it over and he would look into it.

### **Holy Spirit Building Plan**

The Committee is waiting for bids to be returned on the garage phase of the project. Four local contractors are reviewing/preparing bids. We hope to have bids and review them by the Christmas holidays. Work may begin in the spring.

### **Holy Spirit Church and School Finances**

The financial reports for the church and school are not available because an error was found in the overpayment of unemployment insurance expenses for the 4th quarter of the 16/17 and the first quarter of the 17/18 reports. The error was discovered while reviewing the reports with the Parish Finance Committee. The error first took place at the end of the 4th quarter with some spreadsheet calculations during transition between Tracy Basila and Nora Rucinski in June; the error continued into the third quarter unemployment calculation. We are pursuing recovery of the overpayment.

The Finance Committee had some questions on classification of some school expenses and matching them up with budget line items. Fr. Joe O'Brien and Mike Kosar will be working with Nora Rucinski and will continue working with the Parish and School Finance Committees to come to resolve these questions and provide current reports.

Regarding the replacement of the schools' heating unit for the Middle School, the total cost is \$24,445. Mike Kosar indicated that the school budget has no contingency built into it and the school would need assistance from the parish to pay for the unit. The school has paid the first \$12,445 of the bill to secure the order. There was some discussion among Council members about making a loan to the school. Fr. Joe stated that the diocese expects parishes to share in the payment of repair and capital items such as this. He would review the school and parish finances with the Trustees.

Matt Heitker indicated that the diocesan Finance office requires the parishes to have a contingency amount built into their budget process but the Catholic School Office does not require this as part of the school budgeting process. Rick Hannmann stated that a percentage of the budget should be designated for reserve so as to be prepared for circumstances that could lead to large, unexpected expenses.

Kevin Haggerty said that we should include a review of our finances at the January Council meeting.

### **17/18 Bishop's Appeal**

Currently, we have received \$52,000 in gifts and pledges toward our \$57,000 goal.

### **Offertory Improvement**

Fr. Joe reported that the offertory has increased by a \$150-200 average weekly since the Offertory Improvement program began in mid-October.

### **Diocesan Capital Campaign proposed by Bishop Scharfenberger**

Fr. O'Brien had met with Thomas Prindle from the diocesan stewardship office. We will have our parish participation deferred for a period of time, possible three years, in view of our on-going capital Building Plan. There are several other parishes in the diocese who also have on-going capital plans; Bishop Scharfenberger will meet with each pastor to review their parish's situation and approve the deferral.

### **LIFT**

November's LIFT gatherings were well attended; the next gathering is scheduled for January. An invitation to come to a LIFT gathering was extended to Council members.

Candidates for First Reconciliation, First Eucharist and Confirmation are required to attend LIFT; sacramental preparation involves participation in LIFT and immediate preparation for the sacrament.

### **Youth Report**

Parish youth and parents participated in a room makeover at the St. Catherine's Center for Children Copson House . A meeting room for residents to meet with visiting family members was made over by our parish volunteers.

On December 16th, parish youth will be hosting a birthday party for a child in a foster home or homeless setting at a location near Crossgates.

### **Next Meeting**

January 24th, 2018 at 6:30 pm in the Parish Center.

### **Closing Prayer**