

**ST. THERESA of the CHILD JESUS
FINANCE COUNCIL
February 14, 2019**

Fr. Ray Higgins
Tom Hueholt
Kevin Olsen
Margie Pope
Steve Michaud
Jim Langeness
Paul Johnson
Paul Galloway

Mary Gisler
John McMichael
Ellen Stemler
Maria Calhoun

Tom Hueholt called the meeting to order at 5:00 pm on February 14, 2019.

Opening Prayer: Fr. Ray Higgins

Roll Call

All members of the Finance Council were present. Also present were Mary Gisler, John McMichael, Ellen Stemler, and Maria Calhoun.

Reading and Approval of Minutes from Last Meeting

A motion was made to approve the minutes from the January 2019 meeting. Motion was seconded and approved.

Reports

A. Childcare Program

Maria provided an update of the childcare program including a discussion on actual charges versus reimbursed amounts for school children on DHS assistance.

B. School Progress Reports

1. **Enrollment:** The current enrollment for the 2018/2019 school year stands at 289 for pre-K to 8th grade and 249 for kindergarten to 8th grade. Ellen reported that registration is currently underway but there are no enrollment numbers for the coming school year at this time.
2. **FACTS Tuition:** Ellen reported that the reporting issues with FACTS have still not been resolved so there are no reports for distribution to the Finance Council. There is a teleconference with FACTS to discuss the report issues. There was a lengthy discussion by the Finance Council. The consensus from the discussion is that St. Theresa has put forth a good faith effort to implement FACTS but has not received adequate support from FACTS or the Diocese. FACTS has failed to deliver a software product that effectively meets the needs of the school. The lack of reporting to monitor billing and parent communications and to manage past due amounts has caused frustrations for the St. Theresa staff and school parents. The Finance Council agreed to consider migrating from FACTS back to SMART.
3. **Recovering from Flood:** Ellen stated that there is a meeting scheduled for February 27 with Catholic Mutual and the Diocesan Representative to discuss the claims that have been paid and not paid. There is additional tile work, door

replacements, and painting being completed. There is an agreement to reimburse St. Theresa for the work it completed in lieu of hiring a general contractor.

4. **Strategic Planning:** The School Strategic Planning Committee has issued a report from the various meetings and focus groups. The meeting to share these findings with the parish community will be rescheduled until after the parish town hall meetings have been held.
5. **Meitler Group:** The Meitler Group has completed its work and the results of their study is being reviewed by a Diocesan committee chaired by Jerry Deegan. The primary goal of this study is to make Catholic schools stronger and viable. Some of the recommendations may include creating regional schools, centralizing and consolidating school administration departments (ex: Human Resources and Accounting), standardizing staff salaries, and standardizing tuition across schools. The report is expected to be issued before the end of June.

C. Annual Diocesan Appeal (ADA)

The Annual Diocesan Appeal launches the weekend of March 2 and 3. The goal this year is \$155,331. There was a lengthy discussion regarding the importance of communicating to the parish the purpose of the appeal and how essential their participation is for a successful campaign. It was suggested that the pledge cards be made available in the pews.

D. Diocesan Capital Campaign Funds Received and Plan Disbursements

Capital Campaign Receipts: A check for about \$4500 was received in January. This most likely will be the last funds we receive from this campaign.

E. Report on Funds Transfers To and From Laddered CD Accounts

There was no material discussion regarding the CD accounts.

F. Monthly Financial Reports

Given the lengthy discussion on other agenda items, there was no specific discussion of the monthly financials.

New Business

A. Budgets

There was a long discussion regarding the budgets for the parish, daycare, and school. The discussion centered on the headwinds the parish faces because of the decline in tithing coupled with the increase in certain expenses such as health care premiums. John has completed extensive analysis on tithing for next year's budget and came up with a tithing budget of \$985,000. The tithing budget for 2018/2019 was \$1,070,000. The end result is that the funds available from the parish and daycare for the school are significantly lower for the 2019/2020 budget. The School Board is responsible for establishing the school's budget and is expected to submit a budget to the Finance Council for approval. Mary has provided the needed information and spreadsheets to Ellen and the School Board and will offer them whatever assistance they need.

Given the impending deadline for extending contracts to teachers for the coming school year, the Finance Council expressed concerns about finalizing and approving a school budget in a timely manner.

A resolution was proposed to remind all parties that no contracts for the 2019/2020 school year can be extended until a school budget has been finalized and approved by

the Finance Council. Further, the contracts are to be executed and signed by both the teacher and the pastor. The resolution was seconded and approved.

B. Floor Scrubber for Church

Mary Gisler presented a request to purchase a floor scrubber for the Church. There is a floor scrubber used in the school but that scrubber is either not available or charged when needed in the Church. The floors in the Church are currently cleaned with a mop and bucket.

A motion was made to purchase a floor scrubber for the Church for \$5,600. The motion was seconded and approved.

C. Snow Removal Tractor

Mary stated that the Buildings and Grounds Committee has been considering the purchase of a small tractor to be used for snow removal and hauling items such as mulch. Duax Lawn and Snow Removal has a tractor they do not use which they have offered to sell to St. Theresa. St. Francis also has a tractor for sale. The main issue is the purchase price is somewhere in the \$16,000 range. Further research and discussion will be taking place. There is no immediate action or request for the Finance Council to consider.

Old Business

A. Old Business

Kitchen Remodel: Mary reported that the architect had returned a preliminary budget on the proposal to remodel the kitchen in the Parish Hall. She was unsure of the exact amount but it was over \$300,000. Mary said that if we do not proceed with the full remodel, we must replace the stove and refrigerators for health and safety reasons.

B. Business Conducted by Email

None

Next Meeting: The next meeting will be Thursday, March 14 at 5 PM.

Closing Prayer: Meeting ended with the Our Father.

Meeting adjourned at 7:06 PM