



**Pastoral Council Special Meeting
Teleconference
June 16, 2020**

Present: Fr. Dan Sanders, Fr. Matthew Jacob, Susan Arensmeier, Doug Borys, MaryElise Cervelli, John Clark, Jim Karolewicz, Jim Kochan, Cathy Liska, Tom Pranica, Joe Russell, Jon VanDrise

Guest: Jane Bartlett

- I. Opening Prayer – the meeting began at 7:02 PM with a reading by Fr. Dan of a prayer entitled “Center of Our Hearts”.

- II. Discussion Items
 - a. Approval of June 9 Meeting Minutes – a motion to approve the minutes was made by Jim Kochan and seconded by Jon. The motion passed unanimously.
 - b. The Catholic Comeback
 - Daily mass will commence once per week on June 17 at 8:30AM. Attendance limit will be the same as for weekend masses (25% of occupancy limit).
 - The dispensation to attend mass in person has been extended to August 2nd.
 - The timing for commencing other activities will be determined by local parish leadership, as opposed to being a diocesan-wide timeframe.
 - c. Finance – Jane reviewed the fiscal YTD financials as of the end of April and the FY21 budget (see attached). The review included information provided in the Fiscal 2021 Budget memo sent to the Finance Council (also attached). The parish remains in a strong financial position. Data on the loan received from the Payroll Protection Program has not been included pending a determination of how accounting of the funds will be handled. Thanks were extended to Jane for her efforts over the past years to reduce the effort required to prepare and manage the budget.
 - d. School – Fr. Dan forwarded information received from the Archdiocese on June 16 regarding the approach for reopening schools in the fall (see attached).
 - The hope is to be able to conduct education in the traditional, face-to-face manner that occurred prior to the pandemic.
 - Additional discussions and planning will need to occur to address transportation, sanitation and other issues.
 - Fr. Dan asked that Pastoral Council examine opportunities to partner with other parishes that may be in a less sound financial position.
 - e. Human Concerns – Cathy provided a brief update on activities in progress.
 - Franciscan Peacemakers – in lieu of meal making, food shopping was done and delivered.
 - Food Pantry at St. Hyacinth – the pantry has moved forward to provide outside service to about one third of the population. The service is limited to non-perishable goods. No fresh or refrigerated goods are being offered at this time.
 - f. Catholic Formation – planning for First Communion, Confirmation and RCIA are in progress.
 - g. The next Pastoral Council Meeting will be held via teleconference on **Tuesday, June 23rd @ 7:00 PM.**

- III. The meeting closed at 8:06 PM with the prayer led by Fr. Matthew.

Respectfully submitted by Jim Karolewicz

Lumen Christi Budget for 6/30/21				
		F2020 Actual		
		YTD 4/30/20	F2020 Budget	F2021 Budget
Revenues:				
Contributions				
	Envelope & Offertory	1,936,122	2,430,000	2,364,500
	Vigil Lights	6,600	9,500	9,500
	Stipend Income	4,500	6,000	6,000
	Flowers	3,969	4,500	4,500
	Contributions	1,951,191	2,450,000	2,384,500
Formation Ministries				
	Catholic Formation Revenue	92,237	101,290	101,150
	School Revenues	1,522,678	1,572,980	1,552,080
	Formation Ministries	1,614,915	1,674,270	1,653,230
Other				
	Interest & Dividends	6,231	5,000	7,500
	Bulletin Income	4,000	4,000	4,000
	Memorial Donations	1,750	4,000	4,000
	Funeral Fees	2,000	2,000	2,000
	Parish Endowment	39,390	39,390	44,170
	Other	3,580	-	67,600
	Other Revenues	56,951	54,390	129,270
	Total Parish Revenues	\$ 3,623,057	\$ 4,178,660	\$ 4,167,000
Expenses:				
Prayer & Worship				
	Liturgy & Worship	162,918	212,250	192,490
	Liturgy - Music Ministry	25,819	31,380	33,900
	Prayer & Worship	188,737	243,630	226,390
Formation Ministries				
	CF Salaries/Benefits	281,059	338,930	350,810
	CF General Expenses	35,720	44,900	43,220
	School Salaries/Benefits	1,757,985	2,113,430	2,104,240
	School General Expenses	180,635	230,670	223,800
	Formation Ministries	2,255,399	2,727,930	2,722,070
Administrative Services				
	Administration Salaries/Benefits	136,127	159,450	148,010
	Administration Archdiocese Assmt.	167,005	155,700	160,000
	Administration General Expenses	28,739	68,300	72,700
	Pastoral Ministry	135,023	176,740	165,670
	Building & Grounds Salaries/Benefits	88,463	138,000	83,350
	Building & Grounds General Expenses	360,075	388,670	449,680
	Administrative Services	915,432	1,086,860	1,079,410
Stewardship/Evangelization/Mission				
	Stewardship/Evangelization	99,596	110,800	107,130
	Human Concerns	3,035	8,500	31,500
	Stewardship	102,631	119,300	138,630
	Total Parish Expenses	\$ 3,462,199	\$ 4,177,720	\$ 4,166,500
	Parish Net Surplus (Deficit)	\$ 160,858	\$ 940	\$ 500

Memo

To: The Finance Council
From: Jane Bartlett, Director of Finance
Date: May 31,2020
Re: Fiscal 2021 Budget Summary

Budget General Assumptions:

- Budget was completed as if “normal” operations can occur (without regard to pandemic)
- Envelope and Offertory projection was reduced by \$65,500 to the average of prior 3-year actuals which is a 2% reduction.
- PPP income of \$67,600 is included in income to cover Outreach Grants expense, tuition income freeze and a portion of the anticipated capital expenses.
- Parish and Staff salaries and benefit rates remain at the same rates as F20 for no increases. Monetary adjustments shown reflect a decrease of Parish staff by 1.7 FTE which occurred in F20 (Sabec, Hughes, Bartlett), increases to our hourly rates for administrative staff per the new standardized chart to increase consistency, and adjustments made by staff to their selection of health benefits. The net decrease to the cost of salaries/benefits in 7 ministries is \$96,700 or 3%.
- School enrollment was conservatively increased by 5 students from 313 to 318. We have already surpassed this goal with current enrollees. While we are graduating a smaller 8th grade, there is uncertainty of particularly in the 3K/4K if we must do online learning that they will turn to daycare as a FT option. We are unaware of any families leaving due to the pandemic, but that could evolve closer to August.
- Large increases of costs to the budget include B&G maintenance contracts as a shift in FTE to outside contractors of \$22k, an aforementioned increase in hourly rates for admin staff of \$22k, the absorption of the CF intern/helper by operations and not FIOF of \$5k, a return to inclusion of capital expenses of \$20k, and the increase of the Archdiocese Assessment to actual of \$4k.
- Shamrock 2020 event was included in School operations revenue for F21 with a realistic approach to the anticipated net profit as a decrease of \$20k. Most of the profit has been booked with an actual in person event planned for 8/7/20. This is the Parish/School's largest fundraiser each year.

Summary by Ministry:

Buildings and Grounds: This ministry includes all expenses for utilities, cleaning, repairs and maintenance, and maintenance staff for the whole campus (School and Parish). Staffing has been adjusted from 2.3 FTE to 1.5 including changes to cleaning from contract to employee. We included an amount for the capital account budget due to an experience of regular spending in that account 80-4470 .

Net cost year over year budget = **(\$6,400)**

Stewardship/Evan/Mission/Human Concerns: We have reinstated Outreach Grants of \$23,000 which will be covered by the excess F20 revenue due to the PPP loan. There is a savings to benefits taken offset by hourly raises by 2 administrative assistants.

Net cost year over year budget = (\$19,300)

Prayer and Worship: A net savings is shown due to a reduction of .5 FTE partially offset by hourly raises by 2 administrative assistants. There is a net increase of \$3,500 to expenses other than salary/benefits including a \$2k increase in missalette's needed for the larger church.

Net savings year over year budget = \$17,200

Catholic Formation: No change to the student fees of \$200 (Confirmation at \$230) are proposed. Staffing costs increased due to changes in selected benefits, an administrative assistant's raise and inclusion of the intern in operations and not FIOF.

Net cost year over year budget = (\$10,300)

School: The tuition was initially raised as voted by School Commission, but we now have frozen the 19/20 rates for SY 20/21 as a help to families during the pandemic situation. The budget impact of \$34k for this is covered by the excess F20 revenue due to the PPP loan. The budget includes a projection of 318 students. Most of the increase cost shown below is the increase in cost to account for more staff children's discounts. The school budget is 33.5% parish funded.

Net cost year over year budget = (\$4,800)

Administration: This ministry has a savings in salaries/benefits due to a decrease of .2 FTE and reduction of benefits taken. This is offset by an hourly raise by 3 administrative assistants. The Archdiocese assessment was raised by \$4k calculated based upon actuals for current year. Net savings year over year budget = \$2,700

Pastoral: This budget includes a new Associated Pastor and our current Associate Pastor becoming the Pastor for a savings due to less years of experience than current year. Pastoral salary structure from the Archdiocese has been incorporated with most items frozen.

Net savings year over year budget = \$11,100



Dear Parents,

When we chose “We teach you like family” as our Archdiocese of Milwaukee Catholic Schools theme for the 2019-2020 school year, we never envisioned how fitting it would become, in light of the work-from-home transition that took place within our schools during the recent pandemic.

Our mission of providing students with a solid foundation for every aspect of their lives begins with the recognition that they need and deserve educators who take seriously their responsibility to be role models of faith, competence and character. Students in our Catholic schools are formed and supported by *everyone* in our school communities who contributes to their spiritual, intellectual, social and moral growth.

In amazing ways, our Catholic school educators stepped up to the challenge of abruptly transitioning into virtual learning in mid-March, yet they still closed out the academic year with remarkable success. This strong and almost seamless continuation of learning could not have happened without you. Thank you for your understanding, hard work, and support throughout these difficult months in assisting teachers remotely with your child’s education. As is the case in any family, through the toughest of times and through the most daunting challenges we become stronger than ever – together.

As we look forward to the coming 2020-2021 school year, we will continue Catholic education this fall stronger than ever and back together again. We are currently working with our schools to plan for the fall and will continue to provide updates, regulations and advice as we alter and adjust to the constantly changing effects of the pandemic. With safety as our first concern and in compliance with appropriate guidelines, we want you to know we are planning for our schools to re-open in a traditional manner at the end of the summer break.

With 102 schools within the 10 counties of southeastern Wisconsin, the first day of school may not look the same for everyone. Schools may have different plans and procedures due to their locations and communities. Regardless of circumstances, the

assurance of a safe, caring and Christ-centered environment will continue to be a top priority within all of our Catholic schools.

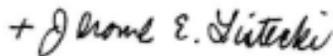
We have received some specific questions pertaining to the 2020-2021 school year. Please see the Q&A below which includes some of our most-asked questions. Also, please take a look at some of the recent case studies that highlight Catholic school success.

From pre-kindergarten through high school, our schools are shaped by communion and community, both inside and outside the classroom. Through this pandemic, these are values we have come to hold more strongly than ever. As we approach the coming school year, be assured that we look forward to welcoming your children back into our schools, “teaching them like family,” and continuing their preparation for success in this world and the next.

No matter how cautiously or carefully we will need to “come back,” we look forward to it as a true home-coming for us all.

Please join us in celebrating and praying for the continued success of our Catholic schools, and be assured of our prayers for you and your family.

Sincerely yours in Christ,


Jerome E. ListECKI
Archbishop of Milwaukee


Kathleen A. Cepelka
Superintendent of Catholic Schools

Link to Q&A and Case Studies: www.archmil.org/Education





Q&A

Are teachers going to be teaching differently in the classroom after the Virtual Learning experience of the past three months?

The sudden closure of schools in March required all teachers to adapt their teaching with little or no notice. Our schools utilized, reallocated, and when possible expanded their resources to meet the challenge. Teachers learned and embraced new approaches to how they teach and assess student learning, often with significant use of technology. The best practices that supported Virtual Learning will continue to be of value during face-to-face instruction.

How will my child's academic progress be monitored this fall to assure that "gaps" that may have occurred because of the sudden move to Virtual Learning are covered?

Principals and teachers have been engaged in collaborative discussions since May to identify gaps in instruction that resulted from the move to Virtual Learning. Work will continue throughout the summer to identify content and skill gaps for grade levels and individual students, and plans for how those gaps will be addressed at the next grade level this fall.

When school resumes, how will teachers determine what is taught to make sure that critical learning in each grade level is covered, regardless of how instruction is delivered?

The Archdiocese of Milwaukee has identified critical content and skills for each grade level in the form of priority standards. Those standards appear on the report card for core content areas in grades 1-8. We are blessed to have made those important decisions as an archdiocese prior to Virtual Learning so all schools are able to make instructional decisions that assure a strong academic foundation is in place, regardless of how learning is experienced.

Will there be differing tuition rates if instruction would at some point need to be provided to students virtually vs. in-person?

The delivery method of the instruction has little impact on a school's cost to provide the instruction. The tuition amount charged in exchange for this instruction is determined at the local level and should be clearly communicated to parents.

Policy 3240.1: Rules for the Collection of Tuition states: *Every school must have a tuition/enrollment contract that specifies tuition, fees, and other terms and conditions for student enrollment and parent/guardian involvement. The contract must identify if and when tuition and other fees are nonrefundable.*

Who has the authority to determine whether our school will be open in fall and what it may look like?

The decision on whether or not to open for in-person instruction, and what safety protocols will be in place, will be made at the local school level. This is a complex decision, and each school should consult with its local health department and local public school district in making its determination for how school will function in the fall. Important factors to keep in mind:

- The Wisconsin Department of Health Services has the statutory authority to close schools during health emergencies. The current DHS order closing schools, which was upheld by the Wisconsin Supreme Court (*Wisconsin Legislature v. Palm*), expires on June 30, 2020. There is currently no expectation that DHS will issue a new order impacting schools.
- The local health department, which may be either at the county or municipal level, has the authority to issue local orders or guidance. There must be an underlying local enforcing ordinance in place to allow the health agency to issue an order, otherwise the health agency can only issue guidance.
- The Wisconsin Department of Public Instruction will issue guidance for the local public school district to consider when the district decides what is best for its community in the fall. DPI will not tell the local public school district what to do in this regard.
- While we encourage consultation and collaboration with the local public school district for the benefit of all students, our schools are not bound by the decision of the local public school district.

How will busing be handled?

The local public school district has a legal obligation to provide transportation to eligible private school students in its district. When this obligation is met through the use of a school bus, the district has the authority to establish the route the bus will use, including pick-up and drop-off times. Within this authority, we anticipate the district will work with its bus company to establish the guidelines for transporting students, including, but not limited to, the number of students per bus, seating restrictions, and whether the use of a mask is required by student riders. The district should provide this information to parents, either directly or through the private school.

How will lunch be handled?

Each school will need to determine how to provide lunch for its students in the safest way possible. This may include options such as staggering lunch times so that fewer students are in the cafeteria at any one time, providing pre-boxed lunches instead of the traditional hot lunch, or having students eat in their classrooms.

Will there be elementary school athletics?

Athletics in our elementary schools by necessity involve multiple schools and leagues. Due to this configuration, the decision to proceed with, delay, or cancel, athletics, and under what precautions, will be made by the Office for Schools in consultation with the leadership of the Archdiocese of Milwaukee and the Athletic Advisory Board. The Athletic Advisory Board is comprised of the directors of each sanctioned league, three elementary school principals, representatives for the Seton

and Padre Serra tournaments, a representative for game officials, and a representative from the Catholic Mutual Group.

High schools in the Archdiocese of Milwaukee will follow the guidelines of the WIAA, which is the governing body for high school athletics in the state. We will consider the WIAA's guidance and adaptations in determining if, and under what precautions, there will be elementary school athletics when school resumes in the fall.

June 16, 2020

DRAFT