

# St. Jude Pastoral Council Minutes

## January 17th, 2019

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### ***General Attendance***

#### ***Members***

Fr. Steve; President-Absent  
Stephanie Donald; Chairperson & At-Large Member  
Paul Sahm; Vice Chairperson & At-Large Member-Absent  
Matt Buchmeier; Secretary  
Jim Sabina; Finance Chair

#### ***At Large Members***

Maureen Zimmerman; At Large Member  
Greg Schaub; At Large Member  
Eileen Euzen; At Large Member  
Latosha Higgins, At Large Member-Absent

#### ***St. Jude Parish Staff Present***

Janice Hovanec; Administrator of Volunteer Services  
Kate Vannoy; Communications Coordinator  
Patti Collins; Liturgical Coordinator  
Annette Calloway; Business Manager  
Joe Shelburn; Principal St. Jude School  
Bil Danner; Director of Adult Faith Formation & Pastoral Associate  
Sean Hussey, Coordinator of Youth and Young Adult Ministry-Absent  
Tammy Stewart; Coordinator of Religious Education  
Laura Kell; Music Ministry  
Bill Kidwell; Buildings & Grounds-Absent

#### ***Guests***

Jeff Wilson-Expansion Campaign  
Nick Haggenjos-Boy Scouts

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### ***General Business***

- *Call to Order at 8:03pm by Stephanie*
- *Approval of November 2018 Minutes.*
  - *Motioned by Matt, seconded by Maureen*

#### ***General Business***

- *Update: Faith/Family/Future/ - Jeff*
  - *Updates on the progress of the new learning center*

- See attached Handout
  - This will be a self-sustaining program that falls under the umbrella of St. Jude Catholic School
  - There are plans for very close oversight for the first year of operations
  - We already have 50 kids showing interest in enrollment for the 2019-2020 school year
  - The estimated annual budget will be around \$400,000
  - The goal during operation is to increase the Paths to Quality levels so that we can increase our funding efforts
  - Joe Shelburn and Jeff Wilson recently met with St. Lawrence for best practices and tips on operations. The meeting was fruitful and offered many great takeaways for daily operations.
  - Tuition Rates are \$190 for the public and \$160 for active parishioners
  - There was a motion to approve these rates and the general financial plan by Eileen and seconded by Greg
- Updates on the progress of the campaign
  - Campaign collections remain steady and we are on track to meet our financial goals. We are currently just over 50% in cash on hand for the total cost of the build.
- Budget discussion/additional input from meetings with Parish groups. Recommendations of action from the finance committee. - Annette
  - There have been various efforts and communications recently about raising revenue.
  - We are down 3% from last year giving
  - We are down \$47,000 in revenue to spend
  - Matt met with First Friday group, here are their suggestions & feedback:
    - A financial planner talk to the parish about giving benefits
    - A class for online giving through Faith Direct
    - Targeted email to RMD people in the parish
    - A lunch and learn from various planners; CPA, Lawyer, etc
  - Tammy met with Thursday Morning Prayer group, here are their suggestions & feedback:
    - They think the problem is spiritual and not financial.
    - They want more serious spiritual messages at the pulpit
    - They are troubled by the RHS issues that have recently made the news.
  - Tammy met with Thursday Morning Prayer group, here are their suggestions & feedback:
    - Too many financially motivated campaigns...too many asks for money
  - Patti met with Young at Heart group, here are their suggestions & feedback:
    - Suggest an app for giving to st.jude
    - They think the messaging around giving needs to be generation specific
- Boy Scouts Trailer - Nick
  - Scouts have the opportunity to purchase a new trailer for storage, replacing an older, smaller one
    - They purchased the trailer from another troop for \$100.

- *The Scouts would also like to have the trailer covered by Parish insurance policy, just as the old one has been*
  - *To offset this coverage request, they are giving away the clamshell trailer, leaving only 2 trailers on the policy*
  - *Additionally, benefit to the possible new girl troop being proposed*
- *Would have to get special permission from the Archdiocese to allow insurance coverage*
  - *Cost, space for storage, and liability for St. Jude Church were discussed at the meeting*
- *Motion to approve by Greg, seconded by Maureen*
- *Anna's House Dinner – October 2, 2019 - Bil*
  - *Parish Council will host this dinner.*
  - *We will need to plan the food needed, how to get it there, volunteers required, and who will organize it*
  - *Begin to think about it and mark the date on the calendar*
  - *Parish Staff is invited to attend and help as well...All are welcome!*

#### *Other Business...*

- *Joe Shelburn suggested that we consider a common goal for the parish council to focus on for the next year. Suggestions were made of Mass attendance, giving, stewardship, etc*
  - *It was decided that PC members should bring their suggestions to the next meeting in February*

*Next meeting: Thursday, February 21, 2019 at 7:00 PM.*

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#### **Father's Folder**

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#### ***Meeting Adjourned***

- *Motion to adjourn by Eileen, seconded by Matt at 9:04pm*
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#### ***Misc Items, Etc...***

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#### ***General Pastoral Council Procedures***

All decisions and actions of the St. Jude Parish Pastoral Council must be ratified by the Pastor.

- *The Pastor's ratification will be automatically approved upon his knowledge of said decision or actions unless otherwise indicated to the Council within thirty (30) days.*
- *A record of the Pastor's ratification must be inserted in the minutes. (Per Article VII, Section 2 of the Parish Pastoral Council Constitution)*

# St. Jude Early Learning Center (SJELC)

1. 2019/2020 Budget Proposal at Full Capacity – Total ~\$400k budget for school year, additional funding for summer programming not included
2. Budget Approach – Staffing and direct costs based on enrollment
3. CCDF Funding and PTQ Process – Coaching provided by UWCI
4. Tuition and Enrollment Priority List – Maintain current Little Rebels tuition, provide discounts to RHS faculty/staff, SJS faculty/staff, and SJ Active Parishioners
5. Registration Fees and Early Cash Flow Projections – risks and opportunities
6. Accounting and Reporting – roll up within school but have separate reporting

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## SJELC Budget Proposal

- Based on full capacity (76 seats filled), total ~\$400k budget for school year, additional funding for summer programming not included
- Program to be open 6:45am – 5:45pm, five days/week during 36 week academic year
- Discounts available to families that don't require full day (11 hour) program
- Program will transition current Little Rebels families with kids entering both pre-K and 3-4 year old programs
- Begin with one Director (Nicole Pierle) and three teachers/aids from Little Rebels
  - Currently one of four of these employees subscribes to Archdiocese benefits that will need to be borne by SJELC. These employees will have the option to select or decline benefits each year during open enrollment.
- All meal costs to be charged separately from tuition
- Cost breakdown
  - \$35k: utility and maintenance costs for former Parish Center (Accounts 7300 and 7400)
  - \$35k: direct program costs including cleaning, technology, teacher supplies/curriculum etc.
  - \$330k: staffing costs for one director, five teachers, five aids

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# SJELC Budget Approach

- Staffing and direct costs based on enrollment to maintain PTQ teacher/child ratios
  - One Director, Five Teachers, Five Aids once fully enrolled
  - Balance teacher/aid hiring with enrollment to result in balanced budget
  - Teachers to be salaried employees using Archdiocese salary scales
  - Aids to be hourly employees using competitive rates
- Nicole's time spent on SJELC during transition will be paid by RHS up to eight hours per week through May 2019.
- Nicole is scheduled to transfer to SJ payroll either in June or July 2019 depending on her commitment to the RHS summer programming.
- All other former Little Rebels teachers/aids transferring to SJELC will transfer to SJ payroll in July 2019.
- Regular updates to be provided to SJ Finance Committee and Parish Council as we progress through enrollment and staffing through August 2019

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# CCDF Funding and PTQ Process

- Based on coaching provided by UWCI, we expect to achieve PTQ Level 1 in 2019, but may not be by the time the academic year begins in August.
- Ultimately SJELC will strive to achieve PTQ Level 4 but may not be during 2019/2020 academic year. Tuition levels will be revisited as SJELC progresses through PTQ levels.
- Nicole leading process to progress through PTQ levels, which require inspections from state and other agencies, along with staff training/certification requirements.
- PTQ recognition will differentiate SJELC from other area programs and align with our SJS brand of being a program of excellence recognized both at state and federal level.
- Ongoing coaching and support available and provided by UWCI and other agencies.
- In future years we can pursue state (On My Way to Pre-K) and city-level (Indy PSP) programs
- <https://www.in.gov/fssa/files/CCDF-Provider-Manual.pdf>
- <https://www.in.gov/fssa/2554.htm>
- <https://www.in.gov/fssa/carefinder/4932.htm>
- <http://oei.indy.gov/indy-psp-resources/>

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# Tuition and Enrollment Priority List

Goal: Maintain current Little Rebels tuition, provide discounts to RHS, SJS and SJ Active Parishioners while also achieving PTQ funding levels.

- 2018/2019 PTQ Reimbursement Levels for Registered Ministries (pre-K weekly rate):
  - VCP or Voluntary Certification Program: \$107
  - Level 1: \$142 (33% increase)
  - Level 2: \$211 (49% increase)
  - Level 3: \$229 (9% increase)
  - Level 4: \$246 (7% increase)
- CCDF eligibility determined by family annual gross salary, much lower than SJS state vouchers.
- Based on experience at nearby programs, we have been coached by UWCI to not expect a significant number of CCDF-eligible families, but are expected to offer to community per UWCI agreement.
- On My Way to Pre-K and Indy PSP are state and city-based programs, respectively, that have a higher level of reimbursement than PTQ levels above but we are not expecting SJELC to be eligible for until at least two years after opening.

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# Tuition and Enrollment Priority List

- Starts with 'list price' to align to CCDF reimbursement at **\$190/week**, offering substantial discounts to different priority group as follows (discount and resulting weekly rate dependent upon enrollment).
  1. Current Little Rebels Families (~40% discount to honor existing rates, will eliminate as kids pass through)
  2. RHS Faculty/Staff (32% discount or \$130/week)
  3. SJS Faculty/Staff (32% discount or \$130/week) – roughly align to current SJS policy based on tenure, requires SJS faculty/staff to be active SJ parishioners to receive discount
  4. Active SJ Parishioners (15% discount or \$162/week) - follow same tracking Mass attendance as SJS
  5. Greater Community (0% discount or \$190/week - CCDF families could pay substantially less)
- Different pricing level for pre-K vs. 3-4s (latter approx. 5% higher), weighted avg **\$170/week** excluding current Little Rebels families
- Continue to honor significantly reduced pricing for RHS and SJS faculty/staff as we increase 'list price' to equal PTQ higher level pricing (e.g. PTQ Level 3 is \$229/week). This will result in fixed \$130/week for first few years of operation, or with minimal increases.
- Lower-priced pre-K and 3-4s will continue to serve as a recruiting/retention benefit for both RHS and SJS faculty/staff

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# Tuition and Enrollment Priority List

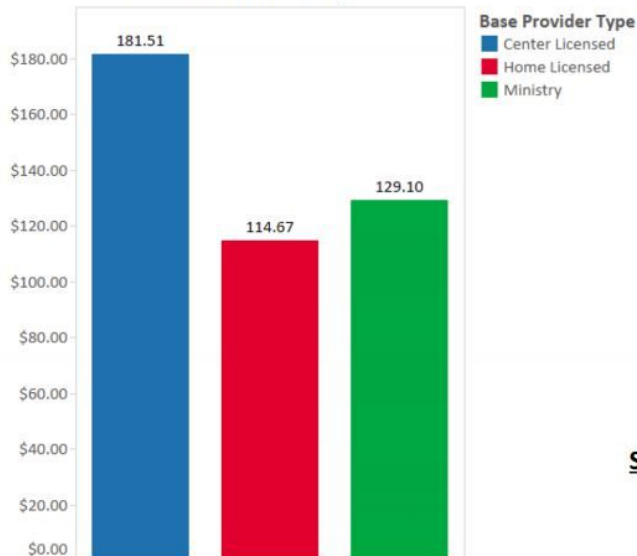
Competitive benchmarking results in higher tuition level list price, but comparable once discounts applied:

Manual Collection	Weekly			Monthly			Annual			3-4 Years	
	Pre-K	\$ Delta	% Delta	Pre-K	\$ Delta	% Delta	Pre-K	\$ Delta	% Delta	Weekly	Monthly
Saint Mark	106	(64)	-38%	422	(258)	-38%	3,800	(2,320)	-38%	N/A	N/A
Saint Roch	109	(61)	-36%	435	(245)	-36%	3,915	(2,205)	-36%	109	435
Saint Barnabas	114	(56)	-33%	456	(224)	-33%	4,100	(2,020)	-33%	114	456
Little Rebels	130	(40)	-24%	520	(160)	-24%	4,680	(1,440)	-24%	130	520
Noah's Ark	140	(30)	-18%	560	(120)	-18%	5,040	(1,080)	-18%	150	600
Southport Presbyterian	145	(25)	-15%	580	(100)	-15%	5,220	(900)	-15%	155	620
Imagination Station	145	(25)	-15%	580	(100)	-15%	5,220	(900)	-15%	145	580
Making Memories	145	(25)	-15%	615	(65)	-10%	5,535	(585)	-10%	150	595
<b>Saint Jude</b>	<b>170</b>	<b>N/A</b>	<b>N/A</b>	<b>680</b>	<b>N/A</b>	<b>N/A</b>	<b>6,120</b>	<b>N/A</b>	<b>N/A</b>	<b>179</b>	<b>716</b>
LaPetite	199	29	17%	796	116	17%	7,164	1,044	17%	217	868
Trojan Tots	205	35	21%	820	140	21%	7,380	1,260	21%	205	820

# Tuition and Enrollment Priority List

Competitive benchmarking results in higher tuition level list price, but comparable once discounts applied:

Average Weekly Rate by Provider Type  
2018 Market Rate Survey



Based on informal, manual survey of other programs in the area that have PTQ Level 3 or 4 programming, we would be near or under their pricing [www.in.gov/fssa/childcarefinder](http://www.in.gov/fssa/childcarefinder):

- **\$160/week** for Perry Township Early Childhood Academy (Level 3 PTQ, have to be Perry Township resident) <http://www.perryschools.org/uncategorized/early-childhood-academy/>
- **\$175/week** for Creative Child Development Center (Level 3 PTQ) [www.creativechildindy.com](http://www.creativechildindy.com)
- **\$211/week** Bethany Early Learning Ministry (Level 3 PTQ) <https://bethanyelm.org/>
- **\$229/week** The Children's Cottage (Level 3 PTQ) <http://www.tcc-academy.com/>

**SJELC Proposed List Price of \$190/week without discounts**

# Registration Fees and Early Cash Flow

- RHS and SJS faculty/staff registration fees to be \$50 per child due in February
- All other families to pay \$150 per child with registration in February
- Registration fees in range with comparable programs (per child for 2018/2019):
  - St. Roch: \$100
  - St. Mark: \$200
  - St. Barnabas: \$250
- Potential for cash flow out of balance during Q319 – registration fees intended to help cover, but tuition may not be enough to fund costs through October 2019.
- Limited furnishings and other supplies to be transferred over from Little Rebels, but not enough for all classrooms.
- Nicole/Joe will solicit donations from parishioners and community towards furnishing the SJELC later this year.
- Additional programs available through UWCI to provide capital to fund furnishings and other improvements beyond current grants received



# SJELC Accounting, Reporting, and Governance

- Include within same legal entity/tax ID with church and K-8 school
- Follow same payroll process as school and church employees, use same bank account
- Separate accounting and reporting to represent SJELC as self-sustaining operation, but still roll up under school. Future parish reporting structure:
  - Parish Operations
  - School
    - K-8 St. Jude School
    - SJELC
    - Cafeteria (supporting both K-8 and SJELC)
  - Other (ministries with offsetting income/expense e.g. Men's Club)
- Start receiving registration fees in February (check made out to St. Jude), incurring expenses in July
- Nicole to manage CCDF and other voucher programs with families and UWCI
- Jeff Wilson and Teri Kruse to continue working with Nicole, Joe, and Annette to oversee budget, operations and process improvement.

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Saint Jude Parish  
Sunday Collections Analysis (5 Sundays)

Actual	July	August	September	October	November	December	January	February	March	April	May	June	Total
2013/2014	110,405	114,588	138,274	111,705	115,610	168,006	109,350	122,463	171,917	143,811	116,594	136,177	1,558,653
2014/2015	112,608	144,941	127,098	115,810	150,622	163,865	120,822	123,927	160,259	136,536	153,984	118,874	1,629,346
2015/2016	118,828	143,784	123,170	120,465	157,378	175,108	152,443	129,132	146,883	121,413	142,540	115,273	1,646,417
2016/2017	148,870	120,635	123,240	145,407	142,402	158,291	149,121	126,333	129,307	178,755	124,313	126,358	1,673,032
2017/2018	144,564	129,117	124,119	154,177	123,612	160,979	146,475	122,510	129,113	152,942	120,557	113,871	1,622,036
2018/2019	137,023	119,329	138,421	117,416	127,236	168,507							807,932

July - Dec 2017 836,568

July - Dec 2018 807,932

28,636

Down last year actuals 3%