

**St Francis de Sales
Parish Pastoral Council (PPC)
Meeting Minutes – August 19, 2025, 7pm
SFdS School Cafeteria**

Attendance – John Bruening, Fr Mike Nartker, Bro Paul Hoffman, John Mitchell, Lee Burroughs, Woody Widman, Joe Nurre, Mary Kishman

1. **Welcome & Opening Prayer** – Brother Paul led the group in an opening prayer.
2. **Introductions & Council Membership** - John Bruening informed the Council that Holly Schwein has resigned from the council for personal reasons. If anyone knows of other individuals interested in being on the council, let John Bruening know. John Mitchell stated the Finance Committee could also use new members.
3. **Finance Update** – John Mitchell stated the Finance Committee will meet this Thursday. Future projects will be reviewed such as the school HVAC update. We will use some of the Dr Rae Hartman funds for this project. John Mitchell stated other parishes have questioned what we are doing with our money as they are aware of the large bequest from Dr Hartman. As always, we will be prudent with allocation of these funds and keep accurate records of expenditures. The school has requested \$43,000 in additional funds; the request will be further reviewed at the Finance meeting this Thursday. The revised June “close of budget” will also be reviewed. The committee is discussing how to better process ED Choice funds. Neal is looking into electronic transfers which will streamline the process immensely including the record keeping. The parish always monitors the ED Choice program status; if it were to be eliminated, the parish would need to support the school. Overall, the parish finances are in good shape moving forward.
4. **School Hallway Painting and Repair** – This project is complete. John Bruening felt the job was not completed as well as desired; the work was sloppy. The individual doing the work was paid before the project was completed. Terry, our school maintenance person, had to finish the work.
5. **School Windows & HVAC Update** – As we have further investigated the HVAC systems, Doug Newberry informed us we need “air inflow” for the system to work properly. The type of windows had to be changed slightly. We needed to add 33 windows that could open (36-inch awning style). We currently have 3 proposals for HVAC. The vendors are Entervise, Perfection GRP, & DeBra-Kuempel. The proposed system will be Variable Refrigerator Flow and Water Sound Heat Pump. We have 30 days to respond to these RFPs. The rooftop AC will be first. It must be a high efficiency system. Our current system has had many service calls.
6. **Church Doors** – John Bruening stated Terry the school maintenance has been charged with getting the doors fixed. He is currently talking with Clean’s Lock Service, but they have been reluctant to take the job. John Mitchell stated he was not sure this company could do the work which is required such as woodwork, hardware, threshold etc. John M. will get more info on fixing the doors and work with Brother Paul who will communicate with Terry.
7. **School Maintenance Personnel** – The committee briefly discussed the need for a part-time maintenance person to work 20 hours per week. This person would replace Terry who currently works 12 hours per week. The pay would be approximately 25-30 dollars per hour. Perhaps the maintenance person at Purcell Marian, Rob Preston, could recommend some individuals for the job. We might also speak with parish families for recommendations.
8. **Masonry Work on Steps and Ramp** – We have a quote from Polypro Concrete Coating for \$7600 (\$1152.59 rectory steps, \$2500 top step, \$3900 ramp). The material is non-slip, and a yellow line will be added for safety. Finance committee will need to review the proposal.

9. **Delores Staples Fund** – A proposal was received from Debbie Young to create a fund entitled the *Ms. Delores Staples Good Citizen Award*. Several ideas were suggested in the proposal, but the council felt we needed to think about them & discuss further at the next meeting. We might consider asking her family if they have ideas.
10. **Youth Ministry** – A proposal was received from Christina Martich to create a Youth Minister position using Rae Hartman funds. The council would like to speak with Christina about this proposal. Mary Kishman will send an email inviting her to the next meeting.
11. **HELP Space** – Everyone has been given a deadline of the end of August to remove materials not desired out of the space. Anything that needs to be kept should be placed in the archive room. Anything left is going to be taken by the JUNK vendor. The space will then be cleaned and painted. The carpet needs to be removed, and the floor painted. Moldy items should be discarded.
12. **Archdiocese Safety Initiative** – The parish received a letter from the Archdiocese stating they are launching a comprehensive safety initiative for schools which will include a Visitor Management System and Emergency Management System. Further details will be forthcoming. Father Mike stated the new key fob system at the school has been installed. He feels this will meet some of the components likely to be included in the Archdiocese safety initiative.
13. **Beacons of Light** – We are entering the third year of the Beacons of Light program. There will be another comprehensive survey coming to parishes. He plans to look at the previous survey completed to see if the parish addressed everything. He hopes as this program moves forward there will be solid communication.
14. **Pastoral Team Report** – Attendance is up 409 from Jul 2024-July 2025. Brother Jean has returned safely from Haiti. Brother Ed Longbottom is now in Dayton. Brother Bill is on retreat. School starts August 20. Sunday soccer at Staubach Stadium is finished the end of September.
15. **Parking** – Parking is becoming more challenging with the start of school. The stadium is being used for sports and other events. Mercy Ministries is also requesting additional parking because the Nursing Assistant program is moving to the Mercy Neighborhood Ministries bldg. There is evidence that students are using the lot as well. Wedding parking is often an issue. Brother Paul will speak with Lindsey DeMarco about parking.
16. **OPEN DISCUSSION**
 - a. **Worship Commission** – Mary Kishman stated this year marks both the 800th anniversary of St. Francis of Assisi's *Canticle of the Creatures* and the 10th anniversary of Pope Francis' encyclical *Laudato Si'*. Catholics are invited to rediscover the beauty of God's creation, give thanks to our Creator, and be mindful of how we better care for the earth. A special initiative is being offered this year. During the Season of Creation, Sept 1 through Oct. 4, Catholics across the U.S. will join "Pilgrimages of Hope for Creation". The Archdiocese of Cincinnati is offering several Pilgrimages, and we encourage parishioners to read about these opportunities in the flyers on the tables at each entrance & in the bulletin. The Green Team will be facilitating the pilgrimage on Sept 27.
17. **Next meeting** – Tuesday, September 16, 2025, at 7pm in the school cafeteria.

Respectfully submitted,

Mary Kishman

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