

St. John Vianney Pastoral Council Minutes

April 23, 2018

Members Present: Fr. Ken Knippel – Pastor, Fr. Nathaniel Miniatt – Associate Pastor, Brian Schloemer - Trustee Treasurer, Robert Scott – Trustee Secretary, Kim Prudlow – Chair, Betsy Wellenstein – Vice Chair, Karen Coon – Secretary , Renee Larson – Stewardship Committee Liaison, Judy Kile -Formation Committee Liaison, JoAnne Cekanor – School Committee Liaison, , Kathy Barutha – Human Concerns Liaison & Waukesha East Deanery Rep , Doug Wildes – Finance Council Rep., Archdiocesan Pastoral Council Rep., & Waukesha East Deanery Rep., Duane McAllister – Worship Committee Liaison & Finance Council Rep.

Guests: Deacon Aaron Laskiewicz, St. Francis de Sales seminarian & Pam Pyzyk – President, St. John Vianney School

Call to Order: The St. John Vianney (SVJ) Pastoral Council (PC) meeting was opened at 9:10 p.m.

Staff Report: Pam Pyzyk – President, St. John Vianney School

1. Report on recent changes –
 - a. President/Principal Model has been in place for 5 years. When Pam started in 2010, she worked for 3 years without any formal assistance for the Principal position. At that time SJV School had an enrollment of 485 students. Prior to that the administrative team had consisted of a full time principal and a full-time guidance counselor who assisted with student discipline, assessment and interpretation of data. The current enrollment is 323, and we have acted with Dan as the primary instructional/curriculum leader and Pam as the administrative leader. The new Director of Communication & Stewardship alleviates many of Pam’s responsibilities, particularly with respect to the Curé d’Ars Fund and the Bids for Kids auction. The reduction in enrollment, along with Dan’s decision to leave, led Pam to conclude it was time to make a change both at SJV and in her personal life. Pam’s official retirement date is August 31, 2018. As of June 30, she will no longer have the title of President, but will continue to assist in the transition.
 - b. First step is to hire a new principal, and the posting has already generated several applications. We can then look at the skill set of the person hired, and then consider the possibility of hiring a half-time position to complement that skill set in assisting the work of the new principal. Pam met with the Superintendent of the Archdiocesan Schools, Kathleen Cepelka, about our situation, and networked at a recent leadership meeting with other leaders in the Archdiocese. Fr. Kornath will make final decision on the new principal, but the search process will begin now.
2. Pam provided a copy of the President’s Report that she presented to the School Committee this evening. Highlights are:
 - a. Annual fund update – Total pledged to date - \$146,584.15; total paid to date - \$128,152.51.
 - b. Enrollment –
 - i. Current enrollment is 368, and 7 current students have not committed to returning next year.
 - ii. Have filled 28/48 of the 4K spots for 2018/2019
 - iii. Currently have 30 students registered for 5K, so that should ensure two classes of 5K for 2018/2019

- iv. 1st and 4th grades continue to be grades with lowest enrollment & are actively searching for and recruiting new students. Enrollment for those grades is at 24 & 26 respectively.
- v. For budgeting purposes, the number of 340 students is what is projected, and to date, we have 323 enrolled.
- c. Staffing –
 - i. Teachers received their contracts on April 15th, and the contracts are due to be returned by April 30th.
 - ii. Position of School Principal was posted on the Archdiocesan website on April 16th and have received a number of applications.
 - iii. Search committee has been established, and the plan is to begin interviewing in May. Fr. Kornath will be involved in the selection process.

Secretary's Report: Committee discernment process has been running smoothly to this point. We had a few issues with communications with the committee chairs and their nominees, but overall, the process went well. We had several people indicate to their committee that they were interested in at least earning more about serving on the various committees, but then did not attend tonight's meeting.

One issue arose because of an oversight on the part of the author of these minutes. Under the Pastoral Council and committee guidelines, parish employees are prohibited from serving on any of the Standing Committees, not just those relevant to their employment. Deb Blaha (SJV teacher) was nominated to discern to Human Concerns, and did attend tonight. Unfortunately, Ms. Blaha is not eligible. We may want to consider the implications of and possibility of amending that restriction.

Vice Chair's Report: Betsy has received most of the mid-year Strategic Plan updates from the Standing Committees. She will forward them to everyone when they are all complete.

Chair's Report: Presented the Outline for the Pastoral Transition. Highlights are:

1. Father Ken Knippel Retirement Events
 - a. Second Collections for a retirement gift for Fr. Ken at 4 Masses: May 19 @ 4:30 p.m., May 20 @ 5:00 p.m., June 10 @ 8:30 a.m. and 11:00 a.m. Envelopes will be placed in the pews at the above Masses for those who wish to give later.
 - b. Fr. Ken will say farewell to the school after the all school liturgy on Wednesday, May 23rd.
 - c. Father's retirement dinner is set for June 15, 2018 at Westmoor Country Club. Invitations have been sent.
 - d. There will be opportunities following each of the Masses on the weekend of June 16 & June 17 to greet Father Ken in the Narthex and bid him farewell. A reception in the Church Hall will follow the 11:00 a.m. Mass that weekend.
2. Father Aaron Laskiewicz Farewell
 - a. Fr. Laskiewicz will be recognized at a Mass of Thanksgiving at the 8:30 a.m. Mass on June 3rd, and a reception will follow that Mass in the Church Hall.
 - b. Second Collections for a farewell gift will be taken after each of the four Masses the weekend of April 28 & 29, 2018.
3. Welcome for Father Kornath
 - a. First day at SJV is officially June 19, 2018.

- b. There will be a meet & greet opportunity with Father Kornath in the Narthex after each of the Masses the weekend of June 23 & 24, 2018, with a reception in the Church Hall following the 11:00 a.m. Mass.

Pastor's Report: Father's report was given to those gathered for Common Leadership in the Church at the beginning of the evening.

1. Read the letter sent by Father Kornath to the parish. That letter will be published in the April 29, 2018 bulletin.
2. Addressed the decisions of Dan Demeter and Pam Pyzyk to leave. Both will be missed, but the decisions are understandable, both personally, and from the standpoint of the direction that the school needs to take going forward.
3. Informed those gathering that both Clare Hoffmeyer and Dawn Van Dorf will be leaving at the end of May, and we wish them both well. Their responsibilities have changed because of the new Family Formation program, and those tasks will be handled by a new Child & Youth Minister who will work closely with Dennis.
4. Karen Rice, part-time Administrative Assistant in the parish office, has decided to retire. She has indicated that she will stay for a time to help with transition.
5. All these positions have been posted on the Archdiocesan website. Positions to be filled are, Principal, Director of Stewardship & Communications, Assistant Director of Adult & Family Ministry, and part-time Administrative Assistant responsible for bookkeeping and accounts. To date, we have received 5 applications for Principal, 7 applications for Assistant Director, and 9 applications for Director of Stewardship & Communications. Karen's position was just posted.

Standing Committee Reports: Committee time was spent with introduction of committee guidelines and responsibilities to those nominated to discern to their committees. A question was raised by the Formation Committee as to whether spouses can hold two of the officer positions on the same Standing Committee simultaneously. Conclusion is that yes, that is allowed under the Guidelines of the Standing Committees.

New Business: None.

Meeting concluded at 9:55 p.m. with the Sign of Peace.

Next meeting: June 4, 2018 beginning with Common Leadership Night in the Church at 6:30 p.m.