

ST. JUDE BUILDING & GROUNDS

Meeting 5/01/07

NEXT MEETING: **June 5, 6:00 PM**

Parish Center

MEMBERS:	Gary Tilot	Gtilot@oldcastleglass.com	497-5052	
	Curt Yakel	cyakel@tds.net	592-0899	
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	Carol Kittel	ckittel@hotmail.com	496-2160	X

X= member present at meeting

1. A contract was submitted to the group for football practice. Waiting for them to sign and return the contract. The Building and Grounds group to monitor adherence to the terms of the contract.
2. Three proposals were received for the west entrance canopy roof repair. Proposals ranged from \$350 to \$1450. Reading the descriptions of work to be performed did not follow the construction of the present canopy or the wishes of directing water off the canopy. Dave will contact the three firms to get better clarification of work to be done and see if it would affect their proposals.
3. Discussed the location of the St. Vincent deposit box. The box we have on site now is the largest one to be used. The present location is probably the best for access and security. The only restriction to be made to St. Vincent is not to come on the property with a vehicle to unload as school will be in session. It would be best to park the vehicle on the street and to unload the deposit box and carry the items to the vehicle.
4. Reviewed the lift purchase. Carol indicated the other parishes are in favor of it. Wayne had received a revised proposal for a new 2006 model from \$6100 dropped to \$5875. This company will also have a payment plan in lieu of paying for it all at once. We agreed it would be wise to purchase it. Carol will see if the payments can start after July 1 and if it can be purchased now. There would be use for a lift next month at St. Joes.

5. With Providence Academy having signed a lease for a portion of the school, the following items were brought up by the Academy for discussion.
 - a. When the inside vestibule door on the west side of the church receives a security lock, they would like to have the same thing done to the inside vestibule door on the west end of the school which they would pay for. Lock system proposed is a electro/magnetic lock with a button override and a plate on the interior which when touched will allow people to exit the door.
 - b. Providence would like to have a sign installed on the building. The existing sign letters removed left many holes in the brick wall and concern is if other individual letters are attached to the brick the wall will begin to look like swiss cheese. Discussed about putting the sign on posts but need to be concerned about meeting the City of Green Bays sign ordinance. The sign letters could be placed on a backer board and have the backer board attached to the building to reduce the amount anchors put into the brick. Bob recommended to have Providence submit a sample of the type of signage and anchoring to the committee for review.
 - c. Providence has a Coke machine they would like to install in the cafeteria which they use as a fund raiser and which would be available to all to use. St. Jude school had Coke machines down in the basement before and does not see where it would be a problem.
 - d. Providence would like to come into the school on May 18/19 to clean and paint. We do not see any problem with this.
 - e. On May 24 items will be moved over to this building. The last day of school is May 25 and they would like to have the kids end the school year at St. Jude site. Dismissal would be about 10:30 AM. The kids would be playing kick ball. If it is raining that day, then the kids would be down in the cafeteria. If in the cafeteria, no kickball would be allowed.
 - f. A request was made for storage space for additional chairs and desks. How much space is needed? Carol will ask. The only space extra thought of is in the basement of the Parish Center which we could give up a portion of.
 - g. The first room at the west end of the school will be made into an office. Providence Academy would like to install a window. This is a block wall and should not be a problem. We would like to see what they are proposing for a window and how it will be finished.
 - h. They have requested if doors can be added between adjoining classrooms. Should they do it, have Wayne do it or have a contractor do it? We will look at an existing door installed after the meeting to see what has been done in the past. (Reviewed the door in the old kindergarten room. The frame is a hollow metal which is good. This door frame is not tight to the block and has either open joints at the head of the frame or large amounts of caulking used. We feel it would be best if a contractor would be involved to cut in the new frames and install the frames for a more finished appearance in lieu of having others do the work.
6. Larry mentioned May 19 will be a work day in the kitchen to clean the ceiling/walls. This will be noted in the bulletin for workers. It should only take 5-6 people.
7. The first floor of the Parish Center could be possibly rented out to a counseling/support

group. Carol will find out more about the hours that would be kept and if it would be a problem if others would come in the building to access the upper floors or the basement while the support group/counseling was going on. We would need to check on how to lock the garage off to prevent others from entering from the first floor.

8. Carol mentioned now with 4 parishes time is very hectic with all the meetings that are taking place. They would like to do two meetings of the same committees on a given night such as a Building and Grounds meeting from St. Joes and St. Jude back to back. Thursdays for St. Jude are not good. Any other nights appear to be OK. Rather than have meetings at revolving sites, it would be best to have them all at one designated site to save on any confusion. We will leave it up to Carol to pick a night and time. We shouldn't have any meetings in July and the new schedule would start up in August.
9. Carol has received a request from the Red Cross to collect a data base of buildings that could be used for airplane disasters in this area and was considering St. Jude. They are looking for buildings that's have:
 - Large rooms to house families, families to meet survivors
 - Places where an emergency medical unit could be set up
 - Is secured
 - Places where they can conduct their business
 - Have internet access
 - Rooms to set up cots
 - Have available parking
 - Has easy access to main streets
 - Has a kitchen

The problem that could happen is if an accident did occur during school, we would need to displace Providence Academy and that may be hard to write in the lease. Larry suggested to look at St. Joes as it would have less conflicts with building usage and the Red Cross's emergency use.

10. Discussed the Ministry Fair booth coming up this weekend. Bob has a lap top with a power point that's can be used for both days. Dave will take the Saturday shift along with anyone else that's would stop by and Larry and Bob will do it on Sunday. Larry will pick up the lap top from Bob on Wednesday.