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**Administration Committee Minutes -March 19, 2019**

**Time: 6 pm – 7:30 pm**

**Location: Ministry House**

**Attendees:** Mark LaPierre, Kevin Lococo, Shelly Pierce (guest), Mark Frederick (guest), Maria Dawson, Louis Wantland, Marcia Brey, Amanda Wolz, Curt White

**General:** (Group)

1. Review Meeting Minutes; Call to Approve; Motion to Approve Matt, Louis
2. MPB Update
	1. Questions to Shelly:
		1. In a perfect world what are the requests for After School Care (ASE)?
			1. 4 classrooms, 25 kids – 1st floor
			2. Bardstown Road entrance with video doorbell/buzzer
			3. RR’s to be used only by ASE while kids are there
			4. 1st floor is preferable due to parent pickup (if the child is not released directly to parent, extra staff is required to walk child downstairs
		2. Current conditions:
			1. 39 kids upstairs in existing rooms
			2. There is a 35 sf/child requirement in the classrooms
			3. Regularly, 50-60 kids are in ASE, but 123 are registered. There are also older kids In summer care
			4. There is one bathroom upstairs now. A staff member has to block off the downstairs bathrooms when the kids are using them. (requirement is 1 toilet per 20 kids, can sub urinal for ½ of the required toilets)
			5. Pre-K is at full capacity, so more kids will likely be using ASE in the future
			6. Can’t mix Pre-K & school age kids for more than one hour per day
			7. We are licensed for the cafeteria, library, 7-8 Common area, and one K classroom.
			8. Doors must stay locked when kids are there
		3. Goals for the future
			1. Dedicated space for ASE to boost enrollment
			2. Create reserved pickup parking spaces, even if only dedicated from 3pm-6pm
			3. Needs 3000 sf currently
			4. Future goal is 100 kids (3500 sf)
		4. Possible phasing – 2 rooms upstairs Phase 1, additional space downstairs Phase 2
		5. Question to answer: Is the gym the best place for ASE long term? (Ideally space would be dedicated to ASE)
		6. New subcommittee will be formed to determine options for the ASE space/campus as a whole
			1. Possible locations:
				1. Loft 1&2
				2. MPB upstairs & downstairs
				3. 7th & 8th grade common space (possibly create halls)
				4. Area behind the Parish Office (Cake Room)
				5. Current school music room
				6. K Wing/postage stamp (knock down/build)
	2. Storage Options for the MPB
		1. Possibly store some items at St. Gabriel Park (white house)
		2. Purchase storage container and put at St. Gabriel Park, especially football gear
			1. Pod costs ~$4700 for two
			2. They can typically be resold if it becomes unnecessary (usually at same value)
3. St. Gabriel Park – Maria
	1. Still waiting on Archdiocese review
	2. Will begin interviews in next couple of weeks
4. Overall Project Process
	1. Identify needs/wants
	2. Assess the scope/viability study
	3. Send to parish council to see if the project meets the strategic plan
	4. If so, it comes back to Admin Council to analyze costs, planning, quotes, etc.
	5. After above is complete, it is sent to Finance Council
	6. After Finance Council, it goes to Archbishop
	7. If Archbishop approves, it comes back to Admin Council to oversee (large project) or Mark L. to implement (small project/day-to-day)

**Confirm Next Meeting**: April 16 6-7:30 (Possibly meet in Loft 2)

 **Opening Prayer:** Kevin

**Closing Prayer:** Gary