

**ST. THOMAS MORE PARISH  
PARISH COUNCIL MEETING  
Monday, December 17, 2007**

**Council Members in Attendance:** Fr. Bill Wagner, Vic Ivers, Kathy Hornschmeier, Larry Bush, and Janet Tate.

**Council Members Absent:** John Duncan, Jim Conrady, and Ralph Bedel.

**Others in Attendance:** Mike Gennett

The St. Thomas More Parish Council meeting was called to order by Vic Ivers at 7:00 PM EST. Fr. Bill Wagner opened with a prayer.

The main topic of this meeting was Jarrod's Law, ORC 3701.54. Both Mike Gennett and Peg Fischer have attending meetings regarding the new state law governing school operations. Fr. Bill and Mike both covered this topic in their presentations. Those presentations are combined at the end of these minutes.

**Business Manager Report:** Mike Gennett gave the report:

**More Martyr Hall was damaged** during the heavy rain in mid-November. It was during a couple of days we had 6 inches of rain. The interior southwest corner fell in from the water. It is more complicated to fix because of the number of things that have to take place: first, we have to tuck point the outside walls in that corner when it is dry and not freezing, secondly the roof has to be repaired, then the inside ceiling. The electrical system was also affected and will have to be repaired. The work is dragging on because it is consistently wet and rainy. The contractors can't stay with it. This type of work is very difficult to complete this time of the year. There is no estimated time of completion.

The **finances look good** at this point for the year. We are doing a bit better than plan. However, there is no capital money planned in this budget and we will need to do some work to comply with Jarrod's Law. So the money will be needed.

The **Sunday collections** are somewhat ahead of last year, but are not making plan.

We have **one delinquent school family** that is behind on their tuition at this time.

**Bingo has closed** because we were not making any money. Bingos are trending down everywhere. The state smoking ban, higher gasoline costs, increased state regulations, as well as the casinos in Indiana has all played a role. Many area Bingos are reported to be dropping and struggling. One of our vendors told us their business is down 30% this year. Our volunteers gave it all they had and their effort is appreciated!

Our **charitable gaming license application for 2008** has been filed with the state. It is not for Bingo anymore...just the Festival and one other event allowed by law which has already been determined by Parish Council to be the Booster Winterfest in January.

Our **utility costs are up** \$8,000 for the first five months. Most of this is due to running the air conditioning for the school during the unbearably hot weather which continued through October.

The **2008-9 budgets** are almost complete and ready for review with Fr. Bill and the Finance Committee. So far, we should be able to continue to meet our obligations and continue to pay on our capital building debt as agreed with the diocese. We do know that health care will rise another 8%-10%, pensions will rise from 5% to 6% of payroll or a 20% increase, and we have been told to look for another increase in workers compensation. We are also now obligated to pay for the diocese mandated school children insurance program which will raise our property insurance by 16%. Tuition will go up but the amount has not been set by finance but should be sometime in January.

We worked out an agreement with the **Archdiocese** regarding our use of their **electronic contribution system**. Their costs were excessive at 4% plus they held our money for 30 days. Their school tuition fees were 3% or \$75 per child instead of the \$35 fee per family we now charge using another system. If one of our parishioners tries to contribute on their web site to our parish, the following window will pop up to call the parish office:

For more information on Electronic Giving opportunities, please contact:

## **St. Thomas More Church**

*800 Ohio Pike*

*Cincinnati, OH 45245*

*(513) 752-2080*

Using this Archdiocese service is not only expensive, ties up our money, but would confuse our parishioners. We now have well over 100 households contributing electronically. 17% of our total Sunday collection is now electronic with 36% of the total is donated electronically on the first Sunday of the month.

On the other hand, we will be promoting this web site to donate to the Catholic Ministries Appeal (formerly the Archdiocese Fund Drive) this Lent. Our parishioners can donate electronically directly to the Archdiocese. We feel this is a very positive enhancement.

We are having a problem with some **organizations not communicating** with the parish office if they **cancel or move their meeting or event**. What ends up happening is our porters' open the buildings and the facility is left open which is a security concern. Plus, our porters may not have to come and open and close if the event is canceled. Cancellations and changes affect others. We have also established an emergency phone number to call the porters if the meeting is canceled after the office is closed. That number is **513-257-9261**.

In addition, we have **some parishioners interpreting the child protection status of volunteers**. If a background check report is not received in a

timely manner some are allowing these volunteers to go ahead and volunteer with children. Plus we heard the word has been put out all you need to do is be fingerprinted and you are "good to go" which is not correct. **No one may volunteer with children until we receive a report from the diocese stating so.** A letter is going to be prepared and sent to the organizations from Fr. Bill regarding these issues asking for everyone's help. It takes time to complete a background check especially if a FBI report is required.

Three **professional fund raising organizations** have been contacted about making a presentation to Parish Council, Finance, the School Board, and a few others regarding the fund raising effort for our proposed expansion. They are McCarthy & Associates, Southfield MI; Cunneen, Hamden CT; and RSI-Catholic Services Group, Dallas, TX.

We did receive some **preliminary bids** on the addition discussed at our last meeting. Non-union work would run from \$1,500,000 to \$1,700,000 to complete the work in 2007 dollars. A union shop contract would cost about \$2,200,000. Plus we need to keep in mind that the diocese would tax the funds raised at 5.7% and the fund raising company would take a cut for their fee and expenses. So, more money than these bids would need to be raised. And...100% of the money would have to be in the bank prior to construction since the diocese is no longer loaning money to the parishes. Our goal is to have these presentations early next year. Hopefully everyone can make it to each of the presentations in order to be able to judge the difference between the three proposals.

Lastly, the **in-parish school family update letters** regarding donations and Sunday Mass attendance for 2007 will be mailed in January. No action will be taken on the 2007 results. School families will be required to meet the Mass and donation minimums during 2008 in order to retain their in-parish tuition rates for 2009-2010.

**Pastor's Report:** Fr. Bill gave his update

The **October 2007 Mass** count shows us as slightly down this year. However, this was due to the fact we had a wedding every weekend in October last year and only one this year. Weddings are included in the

count. However, the collections were running ahead in October over the same month in 2006.

The Archdiocese Fund Drive is now called **the Catholic Ministries Appeal**. They want all parishes to do an in pew solicitation and we will more than likely will continue to do our direct mail campaign because it has always been successful.

**Our costs to operate the parish are rising.** In many ways, we are more fortunate than most. Larger older parishes in the city and on the west side are experiencing demographic shifts and fewer parishioners. It is tough to continue to operate with rising expenses and pay your debt when this transpires. We continue to be able to fully manage everything with our finances.

The **McNicholas High School Board** continues to make strides. Our parish is well represented on their board by Fr. Bill, Darlene Foltz, and Sister Judi Keehnen. In fact, over half of their enrollment is now from Clermont County and points east. There are no more high school boundaries or feeder schools into any diocese high school.

There is nothing new to report regarding **the Deanery**. There is some speculation that the diocese may have to implement some of the Pastoral Regions next year. Brown County has already offered to go. It is hard to say what will happen, but it is doubtful anything will happen here for a few more years.

Our **parish penance service** on December 10 was well attended. St. Veronica joined us and we had 9 priests available. The Lenten Penance service will be on Tuesday, March 4, at St. Veronica.

**Jarrold's Law** – Both Fr. Bill and Mike Gennett discussed the new state law governing all school operations. Both discussions have been combined to allow for the topic to be all together in the notes.

The Ohio Revised code is 3701.54. The law was passed in 2006 based on a 6-year old boy named Jarrod that was killed when a folding cafeteria table collapsed (we do not have these tables). The law will be audited and

enforced by the Department of Health through each county health organizations and not the Ohio Department of Education. It applies to all public and private schools.

Both Mike Gennett and Peg Fischer have attended meetings on the new law. The Business Managers were given over all direction about the law and potential consequences. Peg Fischer attended a two day seminar in Columbus regarding the specifics of the law.

The law covers all operations in a school. The school Principal is responsible for implementing and enforcing the law. Once an inspection has been completed, the school Principal must file an abatement plan with the Board of Health. The Archdiocese is also planning additional inspections to ensure each school meets these new standards.

We have not planned any capital improvements for 2008 at this time. Any money available for capital improvements more then likely will have to be used to help us to comply with Jarrod's law. Those specific issues more then likely will be identified after the first inspection.

Currently, there are no teeth in the law. A school can not be shut down or fined. However, the Board of Health can wage a public relations campaign about the school if the school ignores the law and has violations.

There are a number of issues the state legislature did not define in the law. More then likely they will have to further define these issues in the future.

One of the big issues pointed out to the Business Managers was these inspections will be available to the public. These reports could be used to address other matters that might arise if the concerns from the audit are not addressed in a timely manner.

Jarrold's Law covers not just interior classroom, administrative, and maintenance issues, but also outside grounds concerns. There are also special rules spelled out for science and art classrooms.

Fr. Bill pointed out that some of the staff like to light candles in their rooms during meetings. He has issued the following directive to the staff:

"The new Jarrod's Law passed by the Ohio Legislature, as well as already existing law, cautions against open flames in schools. It is not relevant that students may not be present. The issue is not just the flame but certain cleaning and disinfectant products that may be present (including some soap products). An open flame (especially candles) increases our liability should there be an accident. They are always a concern in the presence of children. Therefore, the use of candles and anything else which may produce an open flame are forbidden in the classrooms. An exception is made for the science room if it is used as a classroom lesson in science. And, of course, the kitchen is exempt. Please inform the staff you supervise of this directive."

At this point Fr. Bill passed out a copy of Peg Fischer's notes and covered a number of the specific things she learned at her two day seminar regarding the new law. In order to familiarize everyone what our school is facing, Peg's notes covering the highlights of the two day seminar follow:

**NOTES FROM OHIO SANITARIANS & SCHOOL HEALTH AND  
SAFETY INSPECTION TRAINING MEETINGS – COLUMBUS, OHIO –  
NOVEMBER 29 & 30, 2007 –  
Peg Fischer, Principal attending**

**PURPOSE**

- Define and explain program
- Reduce duplication of inspection services
- Address fears raised by implementation of law.

**DEFINITIONS**

**Chapter 3701-54-03**

- Develop forms, templates and checklists as necessary
- Coordinate inspections to avoid duplication
- Develop information relating to recalled products within 60 days of effective date.

**RESPONSIBILITY OF BOARDS OF HEALTH**

- Conduct inspections in accordance with rules during regular school hours
- At least 1 week notice in advance if escort is requested.
- Must use the forms, checklists and templates provided by BOH.
- School must provide any records of information requested.
- Must provide a sanitarian to accompany inspector
- Must appoint a school rep to inspect for dangerous products and conditions quarterly.

This first year it is expected that most schools will not be able to complete their abatement program to address identified issues. For example may not be able to afford a new roof. Abatement plan gets to lay out a timeline for required repairs. Plan must be

filed within 60 days, but repairs do not have to be completed within that same time period.

- Buses may not idle more than 5 minutes while on school property.
- No application of paint, roofing materials or other sealants while building is occupied.
- Roof inspection at least once a year
- Drawing of roof indicating HVAC placement

#### Playground

- Recommendation for child: adult ratio

#### Outdoor athletic facilities

- Review of bleachers

#### Water Intrusion: Section 18

- No generally accepted definition of dampness
- No single cause
- Dampness increases as building ages and contributes to structural deterioration.
- Exposure Assessment

-lack of quantitative assessment methods

-lack of knowledge of specific antimicrobial agents

There is no conclusive evidence that damp environments cause illness but there are associations between dampness and mold.

20% of homes, 85% of offices and 57% of schools report water damage.

#### Inspection items

- Cracking, blistering paint
- Ceiling clean with no water stains, rust stains, water damage, visible mold or chipping/peeling paint

If you don't see mold or smell mold it is unlikely that there is problematic mold. See NYC Department of Health guidelines.

Carpeting not allowed in areas prone to moisture problems. Vac daily; clean twice a year. Hard surface flooring is preferred.

The Ohio Environmental Council: nonprofit to advocate for healthy air, land, and water. Has grants.

#### National Ambient Air Quality Standards

- Ohio is failing standards in 33 counties
- Consequences: emissions
- offset that discourage businesses

#### Diesel emissions problems:

- Acid rain
- Eutrophication of waterways



- Do not allow buses to idle; post signs 5 minute limit

#### Animal Management

Some animals are NOT permitted in the classroom:

- Large primates
- Wolves and wolf hybrids
- Rabies vector animals: squirrels, raccoons, bats, etc
- Strays with unknown health or vaccination status
- Venomous or toxin-producing animals
- Unvaccinated animals
- Question: what about zoo visits? Exemptions are under consideration.
- Any surfaces touched by the animal (desks, tables) should be cleaned afterwards. Students should wash hands after handling.
- Jeanette.oquin@odh.ohio.gov

#### PLAYGROUND INSPECTION OVERVIEW

Certified playground inspector-Dan Hendy, CPSI (Consumer Products Safety Institute)  
Site Masters, Inc.

- 1997-first playground standards adopted
- ASTM Standards are more recent
- 2008 standards in development process

#### Main causes of injury

- Falls
- Lack of maintenance
  - Broken, loose or missing parts
  - Obstacles, trash on surface
  - Parts that move wear out and must be inspected regularly.
- Inappropriate equipment
- Protrusions: no protruding bolts or separations that can impale or entangle.  
*Climbing wall? See gauges in equipment packet*
- *Check upward pointing bolts on swing sets as an entanglement hazard.*
- Newer equipment generally meets standards
- It is suggested that the school administer take photos of the playground for use in interviewing students after an incident or injury
- Check distances on swings: 4x height on both front and back, 6 feet on sides
- Stationary equipment 6 feet from perimeter in all directions. Stationary items must be 9 feet apart (not 12 as previously).
- S hooks should be closed to the thickness of a dime. Alternative is a shackle.

#### Head Entrapment

- Use appropriate torso and head probes; not a measuring tape!

Old equipment is NOT grandfathered in. Period.

Cedar is a good choice for surfacing; dries faster.

OK to defer maintenance until new standards come out in 2008.

Parochial school with 4 foot tall wrought iron fence with spear-tops as a boundary for their playground-told to get rid of it. "Use your enforcement powers."

Do you have to be a registered sanitarian to inspect the playground? *Yes-must be registered as a sanitarian but not a certified playground inspector.*

*Lots of hot comments on playgrounds; conflicting standards between what has been provided by certified playground designers and standards required in this law. CPSI rules presently govern.*

*Sanitarians urged to deal with life threatening issues first and work with the schools to develop abatement plan. Sanitarians do have the authority to report school to board of health and close a school.*

HVAC

John Gayetsky-ODH

John.gayetsky@odh.ohio.gov

\*\*this guy is really good

90% of our time is spent indoors

Pollutant levels up to 100 times higher indoors

- Asthma epidemic 1 in 8 children. Most frequent cause of absences due to chronic illness. Impacting student performance

*Rules and edits will be added to the PDF on the website within a month or so*

Fans should operate continuously during occupied periods to provide more even temperature regulation and dilution of contaminants.

6.13.14 paper filters are most effective.

- No excessive noise, vibration or odor
- MERV filtration: paper more effective than fiber or filter.
- Unobstructed supply grills and outlets
- Avoid fleecy surfaces. *Ask parents to wash fleece regularly?*
- Can test exhaust patterns with a smoke pencil
- Indoor co2 concentration should not exceed 700 ppm above the ambient outdoor air.
- 6.14.4 Inspections may include assessment of temperature and relative humidity. See appendix A for ASHRAE Comfort Chart.
- No books on top of air diffusers or blocked intake grills. Often done prior to 1972. Check intake screens for debris and clogged filter.
- Defective freeze-stats
- Dirty heating and cooling coils
- Blocked transfer paths
- Blocked exhausts or ducts on roof or exterior walls.
- Check breakers; be sure that system is on.
- Check that system is on; sometimes is turned off due to noise or comfort complaints.
- Use instrument to measure air flow.

- Older systems that do not meet filtration standards or flow standards may be grandfathered in.
- Schools with low humidity (below 20%) have more incidents of upper respiratory illnesses.

#### PLUMBING

- Flushing protocol refers to flushing lines

#### LIGHTING/LEVELS

- Appendix B
- Fans guarded
- No laser pointers on school grounds

#### FIRE RELATED ISSUES

Alan Perkins, Certified Fire

Protection Society

aperkins@wtwp.com

- 43% in middle or high schools
- 21% in elementary schools
- 1 in 5 intentionally set
- 25% involve cooking equipment
- No storage in equipment/boiler room
- Flammable/combustible materials storage. Don't mix flammables and corrosives or acids and bases. Anything over 10 gallons needs to be stored in a flammable storage cabinet. Ohio Fire Department has specific rules for storage cabinets.
- Personal storage may not be used in hallways unless in lockers. No coat hooks in hallways or exit areas. *modulars*
- Artwork in hallways limited to 20% of wall *space in corridors*.
- Doors must open freely to at least a 90 degree angle. No significant gaps under door; must fit firmly in the frame.
- Minimum corridor width 6 feet.
- Look for furniture, decorations and reliable egress.
- Fire inspections
- October and February

Other contributing factors

- Age of children: most equipment designed for children aged 5-12.
- Lack of engaged supervision

4:15 massive exodus

Rule 8: specialty classrooms

- Locked when not in use
- Supervised when in use
- No food and drinks in room
- No elementary mercury or mercury containing materials
- No asbestos containing materials
- Hand washing facilities in the classroom
- Chemicals locked when not in use
- Comprehensive chemical inventory and disposal log

- Storage by chemically compatible families
- No chemicals listed from Appendix A are permitted
- Laboratory refrigerator
- No food and drink in lab refrigerator. Bio specimens in refrigerator-no food items
- Emergency eyewash operational 15 minute continuous flow of water from eyewash station.
- Chemical spill kit available
- Drawing or schematic with location of acid neutralization tank; documentation of yearly inspection.

#### ART ROOM

- No use of dry or powdered pigments or clays
- Personal protective equipment
- Aerosols used under local exhaust systems. Going outside is not adequate.

#### RESTROOMS

- Soap, towels, tempered water
- Hand washing posters visible from every sink
- Exhaust fans continuously operating while building is in use

#### CUSTODIAL CLOSETS

- Doors locked to unauthorized individuals if rooms contain chemicals or dangerous equipment
- Exhaust fans must be running if present. If not present cannot be required to install one.
- Sinks equipped with backflow devices
- Chemicals properly labeled
- MSDS readily available to staff

#### MECHANICAL ROOMS

- Annual boiler inspection certificate on file.

#### ADMINISTRATION & HEALTH ROOM

- Locked storage for medication
- Access to telephone
- Room nearby
- Sharps container

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Next meeting is scheduled for Monday, January 21, 2008, at 7 PM. However, this meeting could be moved to accommodate a presentation by one or more of the fund raising firms.

The December 17 meeting adjourned at 8:15PM. Fr. Bill led the group in a prayer.