

## **Our Lady of Fatima Education Committee Meeting**

FINAL Minutes for Oct 14<sup>th</sup>, 2009

**Present:** Fernando Vicente, Gordon Lemaire, Janet Tng, Marisa Ruggier-Andrews, Dan Vasicek, Maria Katsionis, Father Tepoorten, Nicole Legal

**Regrets:** Dan Smith

**Guests:** John Pavich (Budget Discussion)

**Recorder:** Martin Mroz

**Meeting called to order at 7:05 pm.**

### **1.0 Opening prayer by Father Tepoorten.**

### **2.0 2009-2010 School Budget Discussion and Approval/Treasures Report**

(Approval of Minutes and Agenda postponed until after budget discussion out of respect to our guest and accountant, John Pavich)

- Marisa presented July, Aug and Sep 09 financial statements and a 2009/2010 School Budget and Worksheet. The budget showed a preliminary view of the budget from earlier in the year, an October view and a final “adjusted to balance” October view.
- John Pavich discussed with the committee the line items and changes.
- Most notably:
  - o The budget is prepared expecting a receipt of an additional \$24000 in Special Education grants
  - o The budget has an enrolment of 335 students. This is less than initially expected (340) and more than currently enrolled (331). This is recommended practice for school budgets as often enrolment increases through the year.
  - o \$10000 of school fund-raising money allocated for the sports court is to be transferred from the Parish.
  - o Additional funds were budgeted for substitutes to align with the sick/flu season experience from last year.
  - o We cannot afford a maintenance person for the year. We are fairly close to having spent our maintenance budget for this year due to the many improvements done throughout the summer.
  - o Generally it was noted that this is a very tight budget for the year. Unless there are additional revenues through enrolment or fund raising, several projects will need to be on hold.
- Marisa asks what additional financial information Fernando would like to see. Fernando would like to see indicators of trouble before it is an emergency. John suggested some things to look out for and recommended to watch spending and receipt of revenues.
- Motion to accept the budget – Fernando
- Motion seconded – Dan
- Motion carried.

#### ***Action Items:***

- Submit the budget to CISVA - John

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### **3.0 Approval of Agenda (7:55pm)**

- Snow removal item tabled and will be discussed outside of meeting
- Mr. Nam and Mrs. Provenzano correspondence (Pink Day T-Shirts) tabled until next meeting
- Motion to accept the agenda – Marisa
- Motion seconded - Dan
- Motion carried

### **4.0 Approval of Minutes (8:04 pm):**

- Amendments noted by Martin to Sep minutes.
- Motion to accept minutes as amended at the meeting – Gordon
- Motion Seconded – Dan
- Motion carried.

#### ***Action Items:***

- Martin to amend minutes and have posted to the website

### **5.0 Old Business**

#### ***5.1 Review Action Item List (8:08 pm)***

- Action item changes noted on spreadsheet.
- Notes on Furnace:
  - o Clearance around furnace must be maintained.
  - o Call company to fix any problems as it is under warranty

#### ***Action Items:***

- Follow-up with the insurer – Catholic Mutual to determine whether gym rentals are covered with insurance. Also to get sample rental agreement – Marisa
- Get another sample copy of agreements from Dan Moric – Father T.
- Adrian to purchase new network switch with funds coming out of computer budget and our existing credit with him – Dan/Gordon
- Bathroom renovations to be added to planning meeting discussion – Martin
- Contact George Scott concerning floor – Father T.
- Booster seats – Gather and share information on requirements by end of next week (Oct 23<sup>rd</sup>.) - Nicole and Maria
- Security cameras and remote front door lock to be added to planning meeting discussion - Martin

#### ***5.2 Sports Court (8:48 pm)***

- Concerns and options with regards to fencing discussed.
- This is a serious issue that affects the enjoyment of the capital investment.
- Motion to direct \$3200 to completing sports court as per the Right Way fencing quote plus top soil and grass seed - Fernando
- Motion seconded - Gordon
- Motion carried.

#### ***Action Items***

- Components of work to be added to the work bee – Gordon and Dan
- Arrange the top soil and the installation of the fence – Dan

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### **5.3 Fund Raising (8:58 pm)**

- Mentioned as a general awareness and reopening of the discussion.
- Fund raising and the fee to addressed to the planning session which will possibly be in January. We need to consider what projects are suitable for fund raising.
- Fund Raising communication to go out to parents.

#### **Action Items**

- Create a communication for parents and forward it to the PEC for feedback. - Fernando, Maria K and Father T.

### **6.0 Correspondence – Mrs. Vasicek - Carnaval letter (9:03 pm)**

- It was noted that Carnaval is the biggest community builder of the year and generates approximately \$8000.
- It was originally a fund raiser for Grade 7 outdoor education at the beginning of the year. It is now used for this, plus grade 7 grad night with the remaining funds going towards other school projects (such as security cameras, fencing, repairing back stairs and ventilation). All families will eventually benefit from funds raised from Carnaval as children progress through the school.
- Responses to other questions in the letter.
  - o \$100 extra will be added to the \$1000 budget for Carnaval.
  - o Gordon and Marisa have volunteered as cashiers.
  - o Lisa will investigate generating receipts for large donations soon after the donation. Donation in-kind to be investigated as well.
  - o 4 parking spots have been approved for auction. “Combined families” cannot make joint bids and ownership for a spot. Parking spots will not be made available through the raffle.

#### **Action Items**

- Follow-up with Lisa concerning tax receipts – Fernando
- Follow-up with Mrs. Vasicek - Fernando

### **7.0 Correspondence – Mrs. Lee - Sales of items at school for charity (9:22)**

- Discussed the appropriate venue for sales of items. Father will consider it at the parish after masses. He would be open to Catholic charities.

#### **Action Items**

- Respond and ask Mrs. Lee to follow-up with father – Fernando

### **8.0 Principal report - Maria (9:26 pm)**

- Experienced a wonderful grade 7 outdoor education. Very worthwhile. Very bonding,
- Walkathon received great feedback. Very successful.
- Everything is going really really well. **We have a great staff.**

### **9.0 Vice Principal Report - Nicole (9:28 pm)**

- There is a Pro D day next Friday. French stream teachers will be attending a provincial retreat. This is a very good event.
- English stream teachers will be having a Pro D at the school and will be focusing on writing strategies.

### **10.0 Maintenance Report - Gordon and Dan (9:30 pm)**

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- Report circulated, nothing significant to report.
- Sep work bee was a success, although there were too many people participating.
- It was noted that stairwell down to K French needs to be cleaned out and painted.

### ***Action Item:***

- Follow-up with Jack concerning stairwell – Father T.

### **11.0 Parent Participation – Janet (9:35 pm)**

- Needs help with filing and keeping track of PPH.
- It was suggested and agreed that whoever is in charge of event or program should enter the hours. Miscellaneous to go to Janet.
- Process is still being refined.

### ***Action Item:***

- Ask Frankie to set up profiles to enable others to assist. - Fernando

### **12.0 Pastor's Report – Father T. (9:41)**

- Pastors met with Arch Bishop. New program coming in to interview, lead and guide teachers about their faith life.
- Father to bring sandwiches next meeting.

### **13.0 Closing Prayer by Father Tepoorten (10:13 pm)**

- Meeting adjourned at 10:14 pm.
- Next meeting: Wednesday November 4<sup>th</sup> 2009 at 7pm in the School Staff Room.