

Our Lady of Fatima Education Committee Meeting

FINAL Minutes for Feb. 3rd, 2010

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

Recorder: Martin Mroz

Guest: Linda MacGregor, representing the parish finances committee.

Meeting called to order at 7:09 pm.

1.0 Opening prayer by Father Tepoorten.

- Father introduced and welcomed Linda.

2.0 Approval of Agenda

- Old Business removed to allow adequate time for tuition rate discussion.
- Motion to accept the agenda – Marisa
- Motion seconded – Dan S
- Motion carried.

3.0 Tuition rates.

- Fernando suggested we create a process for the tuition discussion.
 - Discuss an acceptable increase
 - Identify the budget gap
 - Discuss the effect of increasing fees
 - Contemplate
 - Determine the communication required, if any
- Reviewed data from CISVA and surrounding schools.
- We can increase tuition to \$235/month/child as per CISVA.
- Focus on being comparable to schools in our neighbourhood.
- Be respectful of not out-pricing the school for our families.
- Reviewed several options of price increases and corresponding revenues.
- Discussed improving marketing to attract more families to the school. We need a marketing campaign this year. We should aim for at least 5 more children.
Examples: target our PREP families. Have children advocate and speak to outside families. Have open house days. We should strike a sub-committee for marketing.

- Motion: “We will set tuition at the following rates for 2010/2011

Category 1	1st	\$	230
Category 1	2nd	\$	146
Category 1	3rd+	\$	97
Category 2	1st	\$	276
Category 2	2nd	\$	209
Category 2	3rd+	\$	118
Category 3	1st	\$	396
Category 3	2nd	\$	209
Category 3	3rd+	\$	147 ” – Marisa

- Note: this will leave the school with an anticipated deficit of \$49,000 in 2010/2011.
- Motion seconded – Dan V

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- Motion carried.

Action items:

- Set up subcommittee and involve other parents from the school. – Fernando, Marisa, Janet.

4.0 Approval of Minutes

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

Action Items:

- Martin to amend minutes and have posted to the website

5.0 School Agenda

- Maria K proposed to incorporate the cost of student agenda and parent handbook into the student material fee.
- Motion: Increase the material fee an additional \$6 per child to cover the costs of the student planner and/or parent handbook. – Dan V.
- Motion seconded. – Dan S.
- Motion carried.

6.0 Principal reports

- Maria K. is arranging opportunities to promote the Catholic high schools to our grade 7 students. She will get dates and communicate it to the school community.
- A window was replaced in Mrs. Testani's room
- The water heater gave problems today; however it appears to be only a release valve problem. She will get the cost for repairs. (Add to old business just to explain)
- School mass went very well on Sunday. The school staff did a great job.
- The school will be promoting Lent in the next little while.
- Father was presented with an award for the Year of the Priest by a class.
- Next Wednesday the school will have an event to promote the Olympic spirit. This will be marketed in the newspaper.
- Carnival is coming up soon and it looks like it will be a great success.

Action Items:

- Father will contact the Knights if they could assist with safety aspects of Carnival.

7.0 Vice Principal Report

- No report.

8.0 Financial Report

- Financials statements were distributed.
- Under "Instructional" new sub categories have been added to assist with cost control.
- Teacher aids salary is on target.

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- Running ahead of budget with “Janitorial fees” and “R&M buildings and grounds”.
- On target with tuition fees.
- Utilities fees are billed from the parish. The parish is behind in billing.
- The new Ministry grant scale is being implemented as of January 2010. This is a decrease of \$10/child/year and was not expected. This will decrease revenues.
- Otherwise we are on target with our budget and there are no huge surprises.

9.0 Maintenance Report

- Report distributed.
- Last work bee had the lowest turnout yet.
- Gordon is still investigating in floor heating issues in Fatima Centre and still waiting for quotes. Gordon will discuss with Nicole who will talk to her father.
- Dan V. has sourced magnetic ballasts for the lighting issue. This will help the school avoid a large cost layout this year.
- Networking of the classrooms has been proceeding. This has been a big drain on the workbees and it would be good to have a workbee dedicated to completing it.

10.0 Parent Participation Report

- Our website PPH system has crashed over the past month. This has affected the hours submitted to the database. A reconciliation of the database and submitted hours needs to be done before parents are notified of outstanding hours.
- Father mentioned he needed to confirm the hours of grade 7 families moving to Archbishop Carney HS.

Action item:

- Father to check if there are families of Grade 7s applying to Archbishop Carney who have not fulfilled their PPH.

11.0 Pastor Report

- Building committee is working hard. Father gave an update.
- Plan is to use parish library for the preschool.
- Father has had correspondence with an individual who is interested in bringing international students from Mexico to OLF. Discussions are still very preliminary.
- Father would like to do a walk through of the school on Monday night with the Parish Building Committee to familiarize the committee with the school building needs.

12.0 Closing Prayer by Father Tepoorten (10:32 pm)

- Meeting adjourned
- Next meeting: Wednesday March 10th 2010 at 7pm in the School Staff Room.