

Our Lady of Fatima Education Committee Annual General Meeting
Minutes for June 3rd, 2009

Present: Anne Lee-Young, Dave Henry, Fernando Vicente, Dan Smith, Tim Provenzano, Rob Wood, Nicole Legal, Father Tepoorten,.

Recorder: Fernando Vicente

Meeting called to order at 7:08 pm.

1.0 Opening Remarks by Tim

2.0 Opening Prayer by Father Tepoorten

3.0 Acknowledgements and Accomplishments

- Father welcomed everyone in attendance to the meeting.
- He acknowledged Rob's contributions to the school and thanked him for all of his years of service.
- Tim P. explained how we will be having a new sports court built near the end of summer. This is an exciting project that will provide basketball and hockey courts for the intermediates.
- Another project that has not yet begun but will be done during the summer is the installation of new front doors for the school.

4.0 Introductions

- Tim introduced the current committee members, Dan Smith, Fernando Vicente, Dave Henry and Anne Lee-Young.
- Father introduced the newly elected members Patrick Nam, Marisa Ruggier-Andrews, and Janet Tng.

5.0 Financial Overview

5.1 Budget

- Dave explained how it is important to know where the teachers' salaries are at and school enrolment as those make up the largest portion of our budget.
- He tracks what the repairs & maintenance and utilities look like and other expenses in the preliminary budget.
- Our income for the school comes from an operating grant that we receive from the government, fees and tuition, parish subsidy.
- This typically comes up short of our annual expenses and the remainder is made up with the fundraising fee.
- Last year the parish spent money on updating the HVAC in the mezzanine.
- This year, the parish is splitting the cost of the front doors and half of the fencing costs.
- Our major expense is on salaries. They make up approximately 70% of our overall budget.

- This year we also had some unexpected expenses with repairing the gym floors, furnace, and additional R&M expenses.

6.0 Questions from the Floor

6.1 *Emergency Preparedness Fund – How much is in it and where does it go?*

- The response was that Dave wasn't 100% sure. Someone would look into that and get back to the person.

6.2 *About the \$5,700 – What makes it up? What does it mean?*

- The response was that we receive the government grant of \$3547 per FTE, tuition is approximately \$2,000 and then a little more in additional grants are what makes up this figure.

6.3 *There were comments & concerns brought forward about the cleaning of the school.*

- We are currently reviewing the contract and are looking at hiring a new janitorial company to improve the cleaning situation.

6.4 *Is the interest from investments factored into the budget?*

- Government grant is received 3 times per year.
- As soon as it comes in, Dave emails the banker to invest it.

6.5 *People leaving school – Do we track it?*

- Mr. Wood explained that people mainly leave due to relocating to a new school.
- There are some who leave dissatisfied. Those that are dissatisfied when they leave typically do not want to respond to a questionnaire.

6.6 *Where are we looking for contractors?*

- It was explained that we seek out sources through known contacts.
- There was a suggestion that ads be put in the Communique for people.

6.7 *How did snowfall affect our budget this year?*

- The parish has an agreement with a company to automatically come and clear the snow in the parking lot if there are 2 inches or more on the ground.
- The wages that we had to pay for our maintenance person during snow removal was also a factor.

6.8 *Concern that not everyone has paid their fundraising fee*

- It was explained that some families have not paid the fundraising fee.
- One of the parents explained that some parents were not paying it until they saw proof that the PEC would follow through on their promise to keep the parents informed on what the fundraising fee is being used for throughout the year.

7.0 Special Guest Speaker - Chuck Lutrell

- Chuck Lutrell spoke about family and the importance of regularly sitting down as a family for dinner.

8.0 Closing Remarks

- Rob Wood thanked Chuck for coming to speak to us and presented him with a card and bottle of wine.
- Tim thanked Chuck as well on behalf of the PEC and thanked all the parents for coming out to the meeting.

Meeting adjourned at 8:30 pm.