

## NOTRE DAME SCHOOL COUNCIL

September 22, 2020 at 6:30 pm

Online Meeting via Zoom

Minutes of regular monthly meeting.

### **Present:**

Charmaine Moeller, Fr. Vener Sabacan, Colleen Richard, Pauline Gerwien, Jim Kinnear, Rachel Veiner, Allison Bijl, Nikki Chmelyk

Regrets: Maddy de Castro, Glenda Macarat, Yvonne Becotte

Opening prayer led by Fr. Vener at 6:32 pm. Charmaine noted that Janice Depositari and Cristina Amano have resigned from School Council, and Yvonne Becotte is no longer required to attend each monthly meeting as CIS Board rep.

### **1. Approval of Agenda – to approve as presented:**

MOTION by Charmaine Moeller  
Seconded by Pauline Gerwien  
Carried.

### **2. Adoption of Minutes -**

- a. To adopt the minutes from June 16, 2020 regular meeting as presented.

MOTION by Charmaine Moeller  
Seconded by Jim Kinnear  
Carried.

- b. To adopt the minutes from July 24, 2020 emergency meeting as presented.

MOTION by Charmaine Moeller  
Seconded by Pauline Gerwien  
Carried.

### **3. Correspondence - none**

### **4. Old Business –**

- **Snow removal** – Jim was not able to obtain quotes in time for today's meeting. Charmaine will contact Big Fish Ventures and Reg Norman Trucking this week.

### **5. Financial Report-**

- A financial report was not available because the bookkeeper is very busy in September, and the remainder of the year end adjustments have not yet been posted.

## 6. Committee Reports -

- Staff Representative – Nikki Chmelyk
  - Report emailed to all prior to meeting.
- CIS Report – Yvonne Becotte
  - Report emailed to all prior to meeting.
- Manintenance & Repairs - Jim Kinnear
  - Report emailed to all prior to meeting.
- Staff/School Council Liason – Maddy de Castro
  - Report emailed to all prior to meeting. Given that the School Principal and a Staff Rep regularly attend the School Council meetings, Maddy will no longer be required to attend school staff meetings.
- Parent Support Group – Charmaine Moeller
  - Report emailed to all prior to meeting. Rachel also updated that the Knights of Columbus donated \$900 to the PSG to be used for playground equipment for the different learning groups/cohorts.
- Parish Council – Pauline Gerwien
  - The 1<sup>st</sup> communion and confirmation candidates will be receiving their sacraments this Sunday.
  - There is a job opening for a Parish Secretary/Bookkeeper.
  - The Knights of Columbus have started holding their meetings again in the church.
  - The CWL will resume their meetings soon. The 2020 convention was supposed to be held in Dawson Creek, and was postponed to 2021. Now the 2021 convention has also been cancelled.
- Filipino Community Liaison - *Vacant position – no report*

To accept all reports as presented;  
MOTION by Charmaine Moeller  
Seconded by Jim Kinnear  
Carried.

## 7. Principal's Report – Colleen Richard

Report emailed to all prior to meeting.

## 8. New Business

- School Council Operating Guide – Charmaine noted that the guide has been updated. The newest version was sent out with the meeting reports.
- Format of future meetings – Charmaine noted that the Operating Guide states our meetings should follow “Robert’s Rules of Order”. We will implement this next month. Our agenda and minutes will also look different.
- Staff gifts for Christmas – Charmaine will contact the local stores to ask if we can extend the voucher redemption period to 2 months (Dec 1-Jan 31), instead of just 2 weeks (late Nov-early Dec).

- Signing authority on bank accounts -
  - MOTION to change the list of approved signatories for the school's bank account to the following persons:
    - Charmaine Moeller – Chairperson
    - Glenda Macarat – Treasurer
    - Colleen Richard – School Principal
    - Fr Vener Sabacan - Pastor

Motion by Pauline Gerwien

Seconded by Jim Kinnear

Carried.

- Credit card for School Principal -
  - MOTION that a school credit card be provided to Colleen Richard, as School Principal, with a credit limit of \$10,000.00.

Motion by Charmaine Moeller

Seconded by Jim Kinnear

Carried.

- MOTION to cancel the school credit card previously provided to Terri Haynal, the former principal.

Motion by Charmaine Moeller

Seconded by Pauline Gerwien

Carried.

## 9. Next Meeting

- Tuesday, October 20, 2020 at 6:30pm
- Tuesday, November 17, 2020 at 6:30pm – AGM followed immediately by regular monthly meeting
- No meeting currently scheduled for December 2020

### Items for the next meeting:

1. Snow removal (if no emergency meeting held earlier to accept quote)
2. Staff gifts for Christmas
3. Revised 2020-2021 Budget
4. Tuition rates & school supply fees for 2021-2022
5. Parish supporter discount for 2021-2022

(Rachel, Allison, & Nikki left the meeting at 7:50pm)

## 10. In Camera

MOTION to go in camera by Charmaine Moeller;

Seconded by Pauline Gerwien

Carried.

MOTION to come out of camera by Charmaine Moeller;  
Seconded by Jim Kinnear  
Carried.

**Financial Assistance Request – Case # 2020-3**

MOTION to waive tuition fee to \$0.00 for June 2020, and reduce tuition fee to \$100.00 per month for September 2020 to November 2020.

Motion by Charmaine Moeller  
Seconded by Pauline Gerwien  
Carried.

Closing prayer led by Fr. Vener at 7:31pm. Meeting adjourned.

Minutes recorded and prepared by Charmaine Moeller.