

**NOTRE DAME SCHOOL COUNCIL**

May 19, 2020 at 6:30 pm  
Online Meeting via Zoom

Minutes of regular monthly meeting.

**Present:**

Charmaine Moeller  
Terri Haynal  
Rachel Veiner  
Janice Depositari

Maddy de Castro  
Colleen Richard  
Allison Bijl

Fr. Vener Sabacan  
Pauline Gerwien  
Yvonne Becotte

Glenda Macarat  
Jim Kinnear

Regrets: Cristina Amano

Opening prayer led by Fr. Vener @ 6:30 pm

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

Motion by Charmaine Moeller  
Seconded by Glenda Macarat  
Carried.

**2. Adoption of Minutes** - to adopt the minutes from April 15, 2020 regular meeting with one correction:

- To add Yvonne Becotte under “Regrets” as she was not able to attend the meeting

Motion by Charmaine Moeller  
Seconded by Pauline Gerwien  
Carried.

**3. Correspondence** - none

**4. Old Business** – none

**5. Financial Report-**

- Glenda Macarat noted 2 deficit areas on the report compared to current year’s budget: Salaries and Benefits (TOC’s) and fundraising.
- Terri Haynal explained that the TOC’s were higher due to 2 people on disability. The school needs to bring in some EA’s for additional support. Glenda Macarat noted that the fundraising deficit is due to offsetting in/out funds.
  
- Father Vener asked when the remaining 30% funding will come in. Terri Haynal advised that it should come in towards the end of May, but will also double check on that.

To accept the May 2020 Financial Report as presented;  
Motion by Glenda Macarat  
Seconded by Charmaine Moeller  
Carried.

## 6. Committee Reports -

- Staff Representative – Colleen Richard
  - Report emailed to all prior to meeting
- CIS Report – Yvonne Becotte
  - Report emailed to all prior to meeting
- Maintenance & Repairs - Jim Kinnear
  - Jim Kinnear will meet with Terri Haynal & Doug Becotte to review the asbestos report and determine next steps.
- Staff/School Council Liason – Maddy de Castro
  - Report emailed to all prior to meeting. Terri Haynal informed the group that there is no formal monthly staff meeting as of the moment. They just meet after morning prayer and the meeting takes more or less 45 minutes. Maddy de Castro can attend if informed ahead of time.
- Parent Support Group – Charmaine Moeller
  - Report emailed to all prior to meeting. PSG has suspended monthly meetings until the pandemic is over.
- Parish Council – Pauline Gerwien
  - Masses can resume with restrictions. 3 additional weekend masses have been added to allow more people to attend:
    - Saturday – 5pm and 7:30pm
    - Sunday – 9am, 11am and 5pm
  - Limited to 50 people per mass. A reservation is needed and can be done by calling the parish or stopping by the parish office to reserve.
- Filipino Community Liason - Cristina Amano
  - Nothing to report

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

## 7. Principal's Report – Terri Haynal

Report emailed to all prior to meeting.

Terri Haynal highlighted that more information regarding what the school opening will look like, what protocol will be put into place by the health office. The school is receiving an overwhelming amount of questions from parents on what and how the school will go about the re-opening on June.

Terri also reiterated that coming back to school is voluntary. A survey will come out to give us an idea on how many students want to go back to school.

8. **New Business** – Nothing to report

9. **Next Meeting**

Tuesday, June 16 at 6:30pm

Items for the next meeting: 1. Snow removal

(Rachel, Allison, & Yvonne left the meeting. Colleen attended 1<sup>st</sup> part of in-camera to talk about the budget.)

10. **In Camera** Motion to go in camera by Charmaine Moeller;  
Seconded by Glenda Macarat  
Carried.

Motion to come out of camera by Charmaine Moeller;  
Seconded by Glenda Macarat  
Carried.

- Financial Assistance Request - Case # 2020 – 1
  - A motion will follow once all details will be available from the parent about tuition fee request payment scheme.
  
- Financial Assistance Request – Case # 2020 - 2
  - MOTION to reduce tuition fee to \$100.00 total per month for April 2020 and May 2020. Request for June 2020 will be reviewed next month (future months to be reviewed on a month-by-month basis).

Motion by Charmaine Moeller;  
Seconded by Glenda Macarat  
Carried.
  
- Financial Assistance Request – Case #2020 – 3
  - MOTION to refund the NSF charge of \$65 for the April 2020 tuition, and waive tuition fee to \$0.00 for April 2020 and May 2020. Request for June 2020 will be reviewed next month (future months to be reviewed on a month-by-month basis).

Motion by Charmaine Moeller;  
Seconded by Glenda Macarat  
Carried.

11. Closing Prayer by Father Vener

Meeting adjourned at 8:10pm.

Minutes recorded and prepared by Janice Depositari