

## PARISH EDUCATION COMMITTEE

MINUTES OF MEETING held on February 27, 2020 at 6:00 pm

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**Present:** Fr. Miguel Segura (“MS”)  
Sean Greenhalgh (“SG”)  
Ana-Maria Hobrough (“AH”)  
Reine Mykyte (“RM”)  
Alaine Maxwell (“AM”)  
Karen Carteri (“KC”)  
Adam James (“AJ”)

**Guest:** Marion Buon

**Regrets:** Sasja Monahan (“SM”)

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1. Adoption of Agenda – KC motion, AH seconded
2. Approval of Minutes – AM motion, AJ seconded
3. Updates
  - (a) Pastor (MS)  
No Update
  - (b) Principal (RM)
    - (i) Catholic School week, Name Sake adorations very well organized & beautiful
    - (ii) Teachers representing ESS at Catholic Educators Conference – led the mass
    - (iii) Successful Carnival
    - (iv) Getting another quote for drainage repair, drainage repair may be deferred to summer
    - (v) Photos of children at Sunday masses in uniform on website
  - (c) Chair (AH)
    - (i) Work on strategic plan continues, to come back at next meeting.

- (d) Finance (SG)
  - (i) Income sheet – On target with revenues, we are underspending budget by \$30,000 to date. Tracking for a surplus of \$120,000, though still need to allow for unspent amounts on maintenance. Will still end year with strong financials. Great job to RM and staff.
  - (ii) Balance sheet- \$65,000 of the Restricted Funds were moved from Restricted Fund to Retained Earnings based on PEC request to CISVA in 2017/2018 school year. This move of the funds was authorized by CISVA at the time, but was not caught and properly until recent issuance of audited financial sheets.
- (e) Building & infrastructure (AJ)
  - (i) Fire alarm testing to be done in March, during Spring Break
- (f) School Rep (KJ) – rep not available

4. Committees

- (a) Seismic – AJ report that RFP work continues

AH proposed switch to Agenda so that items for Discussion will follow Items for Decision.

**Items for Discussion to Follow Items for Decision**

- 7. 2020/2021 Tuition – SG presentation of options and discussion of considerations including labor costs, encouraging parish membership and supporting families

Motion to adjust tuition as follows:

- 4.5% increase in Cat 1
- 6.5% increase in Cat 2
- 8% increase in Cat 3

SG Motion, AM Seconded.

- 8. 2020/2021 Activity Fees – RM presentation of options and discussion

- (a) Current fee is \$285
- (b) Motion to increase Activity Fee to \$295 to allow for general net increase of costs, \$5 increase to emergency fee and \$5 increase to athletic fee, which will be payable by cheque dated Oct. 1, 2020 and if a family needs payment accommodation, the family can speak to the principal or Father Miguel

AJ Motion, SG Seconded

- (c) RM outline of registration fees and options and discussion followed. Currently the school charges \$50 as a registration fee, regardless of whether the family is new or returning, which is low compared to other schools

KC Motion to approve the following fees for 2020/2021

- (i) Returning family – Registration fee - \$50
- (ii) New Family – Registration fee - \$200
- (iii) New Family – Application fee for 2020/2021 - \$50

9. AM Seconded 2020/2021 After School Club Fees (RM)

- (a) Changing early dismissal from Monday to Tuesday in 2020/2021
- (b) To support families on Tuesdays, offering families a “one day a week” option for Tuesdays at \$50/month
- (c) Proposal for 2020/2021 to increase the weekly amount for after school care from \$180/month and try take all children who need care
  - (i) Recommendation as to new program structure and fees to be presented and decided at next mtg.

10. Nomination of KC as Chair of Nominations Committee, AH and AM as committee members. AJ, KC & SG vacancies to be filled – KC not returning.

- (a) AH Motion, SG Seconded

### **Items for Discussion**

5. Parents Re-Registration Night Agenda (AH & RM)

- (a) Strategic Plan
- (b) Financial Update
- (c) Next Year’s Tuition
- (d) After school care

6. Nomination Process (KC)

- (a) Lawyers / Finance / Tech people required
- (b) Notice of call for Nominations will go out last week of April, 2020
- (c) 2 positions to be filled in addition to re-election of AJ & SG

**MEETING ADJOURNED at 8:00 pm.**

Next Meeting: Thursday, April 9, 2020 at 6:00 pm