

St. James School Council

Minutes

November 24, 2014

6:30 pm Staff Room

Attendance: Father Dale Normandeau, Deacon Paul, Monica Rutter, Patti Krause, Paul Rossetti, Sean Bicknell, Kim Louis, Sheridan Fraser, Stephanie Curtis

Regrets: Sherryl Skaalid, James Lockwood, Tannis Nelson, Dianne Wilson

1. Daily Prayer for St. James School
2. Adoption of Agenda (motion Sean Bicknell, Kim Louis carried)
3. Adoption of Minutes from Previous Meeting (October 27, 2014)
(motion Patti Krause, Sheridan Fraser carried)
4. **Correspondence**
Letter from Jan Barnard Uniform Coordinator with suggestions/
changes to the Uniform Sales
Council will discuss this at the Jan 7th Meeting
4. **Reports**
 - a. **Pastor's Report** – Father Dale
 - continues to visit with the Grade 2 class and has also met with the Grade 5 class to share his trip to Greece
 - Attended the funeral for Rob Peterson the Music Teacher at OLPH
 - b. **Principal's Report** – Dianne Wilson – attached report
 - Paul Rossetti reviewed report and added that the CWL has kicked off a Shoe fundraiser to help raise money for the computer Lab. Our Lady of the Valley K of C have already donated \$10,000
 - c. **Finance Report** – Monica Rutter- attached report
 - **Motion to accept November Financial Report as reviewed (Monica Rutter, Patti Krause carried)**
 - Suggestion that we look into the cost and city bylaws for putting up a sign to be able to advertise what is going on in the School
 - This expense could come out of the Promotions and Marketing Budget
PR Committee will look into the sign options, cost and city requirements and report back at a future meeting

- d. **Promotions and Marketing** – attached report
 - Budget for Promotions is \$4000
 - Council felt that it was important to continue focusing on attracting new families for Kindergarten
 - Suggested to continue to hand out backpacks at baptisms and contact Parish Office to get advance notice to arrange for a St. James student to hand out the backpack
 - Suggestion to add a line on baptism application asking if the family grants permission for the school to send information or contact them about the school
 - Paul Rossetti will try to book the school to host a February mass during Catholic Schools Week
 - Admission Policy is already in place and a consistent process will be used to deal with inquiries to the school
 - **Promotions Committee will set up advertising for the beginning of January for Kindergarten registration**

- e. **PSG** – Patti Krause
 - Gaming grant of \$2300 has been awarded
 - Mables Labels fundraiser earned \$200
 - Stacey Harrison has taken on the secretary position
 - Vegas Pub Night planning has started but looking for a silent auction coordinator

5. Continuing Business

- a. **Tuition Payment Policy** – Sean Bicknell – proposal attached
 - modeled on similar policies from other schools
 - gives us a clear procedure of how we deal with families who do not pay tuition
 - Question: Are we giving the families too much time to pay?
 - **Motion to accept Tuition Payment Policy with the following amendments:**
 - **Page 1 # 6 changes to 30 days of tuition**
 - **Procedures to follow when Tuition is in Arrears**
 - Bullet #1 60 days become 30 days or within one month of entering the school**
 - Bullet # 3 30 days become 15 days**
 - Bullet 4 30 days become 15 days**
 - Bullet # 7 30 days becomes 15 days**
 - Bullet #8 school council will be informed of registered letter**

(Sean Bicknell, Monica Rutter carried)

- b. **Maintenance** – James Lockwood - attached report
 - Council decided to table discussion until next meeting

c. Saints of Service

- Discussion continued on to how we should deal with OKIB families lack of participation in the SOS program
- Suggestion that we ask the Band to pay the SOS fees for the families
- How can we help improve the relationship with OKIB families?
- Paul Rossetti has asked for some patience in dealing with this He would like to have some time to contact some OKIB members and see where we should go from here
- **Paul Rossetti will report back to council at the January 26th Meeting**

7. New Business

a. Long Term Planning/ Blue Sky Event – Sean Bicknell

- Some frustration has arisen with what some council members feel has been a lack of planning or vision for the future
- Last year there was talk about a Blue Sky Event
- Is that something we want to take place this year?
- Last year our Strategic Plan focused on finances, and marketing to increase enrollment
- Do we have a plan for up coming capital projects?
- Last Spring Council presented projections for the next 5 years to Parish Finance Committees with a focus to continue to increase enrollment as well as a financial goal of using part of the parish grant for upcoming capital and infrastructure cost instead of operating costs.

8. Dates to remember

- a. Wednesday January 7th - December School Council Meeting**
- a. January 26th - Regular School Council Meeting**

9. Adjournment: (motion Father Dale Normandeau, Sean Bicknell carried)

10. Closing Prayer

In camera – School Enrollment Update