

## NOTRE DAME SCHOOL COUNCIL

April 18, 2023 (via Zoom)

Present: Glenda, Marissa, Fr. Vener, Sharlene Weingart, Charmaine Moeller, Pauline, Lisa, Rachel, Duncan Malkinson, Rose, Colleen Richard.

1. Call to Order

The meeting was called to order at 6:32 and presided by Pauline Gerwien, Chairperson. Father Vener led the opening prayer.

2. Adoption to Agenda

Duncan moved to adopt the agenda. Lisa seconded. MOTION carried.

3. Reading and Approval of Minutes

Father Vener made corrections to the Minutes as follows:

- a. Under Unfinished Business – remove “office” in the part of the sentence stating KofC giving up the use of the office space because there is no KofC office.
- b. Separate the minutes of the in-camera minutes to keep its confidential nature.

Marissa moved to accept the minutes with above corrections. Father Vener seconded. MOTION Carried

4. Report of Officers

a) Treasurer’s Report

Rose reported that we are within our budget, and we are doing well financially. Father Vener added that the DDF was divided into two: 1) regular DDF salaries; and 2) DDF reserve fund.

5. Reports of Committees

a) Staff Representative

Sharlene reported that the staff have started their writing sessions and will start with fun activities in the week of April 18<sup>th</sup>.

30% of students have applied for the Northern Promise.

b) CIS Northern Representative

Charmaine have submitted her report and she has nothing to add.

- c) Parent Support Group - Lisa added to their report, as follows:

Planned activities for the Family Fun Day.

Parent volunteers are needed to help.

There will be a BBQ on June 2, 2023, in appreciation for PSG and everyone.

The Bishop will also be in Dawson Creek for confirmation.

- d) Parish Council

Pauline reported that the First Communion for Notre Dame students will be held on, Sunday, April 23, 2023, and the Confirmation will be held on June 4, 2023.

On May 14, 2023, there will be a pancake breakfast sponsored by the KofC for Mother's Day.

- e) Maintenance & Repairs

Duncan reported the following:

There are a few more pressing tasks to be accomplished and some to be addressed. He will start collecting quotes.

For capital expenditures, renovations for some spaces in the basement have started and will solicit matching funding for the renovations being done. Collen clarified that we must wait for the asbestos report before any renovation can be started. Father added that we have spent quite a bit for the assessment and removal and stressed on lesson learned from this experience that is "hire a reliable and good contractor in the future".

## 6. Principal's Report

Collen submitted her report and added the following:

- a. Met with Healthy Communities regarding access to occupational therapist. She found meeting with the occupational therapist is helpful in planning activities for transitions. She stated that the same thing could be done for the kindergarten next year.
- b. Admissions – there are 206 students for next year as of April 18, 2023.
- c. PSG's fencing was all done.

Duncan moved to accept all the reports submitted and presented. Seconded by Rose.  
MOTION carried.

7. Unfinished Business – There are no unfinished business.

8. New Business – No new business.

9. Executive Sessions

MOTION by Pauline to go into executive session. Seconded by Duncan.  
MOTION was carried.

MOTION by Duncan to leave the Executive session. Glenda seconded the motion  
and was carried.

9. Next Meeting – May 16, 2023, at 6:30 p.m., face to face. This will also be a budget  
meeting.

10. Adjournment

Meeting adjourned at 8:04 p.m. Father Vener led the closing prayer.

Recorded by: *Marissa Thola*  
Marissa B. Thola