



SAA Council Meeting Minutes April 2020

ST. ANN'S ACADEMY
ESTABLISHED 1880

Date: April 28, 2020 (via Zoom web meeting)
Call to Order At: 6:05 pm
Recorded By: Thomas
Council Attendance: Thomas, Jacob, Greg, Jeanne, Chris, Steve, April, Fr Derrick

Admin Attendance: Patrick, Joanne
Staff Representative: Helen F, Margaret L, Tony C
Guests Present: Holly Paluck, Norm Daley
Regrets: Brent

Opening Prayer: Fr Derrick
Adoption of Agenda: Moved by Chris, seconded by Greg, agenda was adopted
Adoption of Previous Minutes: Moved by Chris, seconded by Jacob to approve the February meeting minutes as circulated

Correspondence:

- None received

Committee Reports

Guest Presentation on School Finance Overview: (Norm and Holly)

- Overview on how school finances work
- Timeframes for when government grants are paid out to schools and monthly vs annual expenses
- Question asked on the large number of "Activity Funds" for fundraising of various projects. Some of these funds are old and stagnant and could be consolidated into other funds to simplify the reporting. Patrick to follow up with next budget process.
- Question on the recommended amount of reserve funds that a school should have available - recommendation from Norm is 12.5% to 25% of annual operating budget of the school
- SAA has historically been in a very strong financial position and that continues today

Graces gained during the Corona virus confinement: (All)

- Teachers being able to connect with families and help share in their education
- Family prayers in the mornings
- Fr Derrick enjoying some well earned rest and recuperation of energy levels
- Sacred Heart Cathedral helping families in need through the bottle drive program

- Families learning more about their role in their childrens' education through distance learning
- SAA has proven through this experience that there may be more opportunities than we would have expected for distance/online learning for additional courses and programming we could offer in the future (eg. High School Electives)
- This experience has proven that our school community is very strong and healthy and able to function well as a team
- It may be the social interaction of staff, students and families that are missed the most

Financial Report: Greg

- Expenses and revenue are all tracking as expected. No concerns.
- Early Childhood Education is no longer charging for daycare as many students are not attending and those that are attending are because the families are essential workers and can use the financial help
- Expectation for the next budget year 2020/21 there will be no international student income which will be a significant impact to our revenue
- Patrick reviewed the impacts of the pandemic and isolation on our revenue and expenditures
- Moved by Chris, seconded by Jeanne to adopt the financial report as presented

Pastor's Report: (Fr. Derrick)

- Enjoying creating the videos for families and students
- Thankful to Fr Ajin for his music and videos
- Celebration of the Sacraments (First Communion and Confirmation) will be delayed until we are able to gather together again and Fr Derrick and admin will be communicating this to families

Reports and Presentations:

Principal's Report: Patrick - submitted and presented
 VP Elementary: Joanne - submitted and presented
 VP High School: Brent - submitted and presented by Joanne

Public Relations, Planning, and Policy (Jeanne)

- No updates
- Most policies are being driven by CISKD and the autonomy of the school to set their own policy and procedures is still up in the air

Building Maintenance and Transportation (Chris)

- Spring grounds cleanup
- Irrigation is up and running - some replacements of sprinkler heads
- Custodial staff is still working at full capacity with extra cleaning and maintenance and renno projects

- Question on the approval from CISKD for the exterior door hardware
- Need to fix missing letters on the main sign on the upper field

Staff Rep: (Tony)

- No Concerns

Next Meeting: May 26th, 2020 @ 6pm

Meeting Adjourned: Moved by Jeanne - adjourned at 8:20 PM

Closing Prayer: Fr. Derrick