

# St. Michael's PEC Meeting

## MINUTES- August 31<sup>st</sup>, 2017

**Members:** Monsignor Rossi, Principal, Mrs. Kennedy; Chairperson, Sandy Shein; Secretary, Jenny Finnegan; Treasurer, Magdalena Florescu; Parents' Association, Susie Doiron; Participation Coordinator, Marcus Juca; Maintenance Coordinator, Martin Blasiak; Fundraising Committee Liaison, Rommel Garcia.

**Staff Representative:** Mrs. Roche

**Outgoing Chairperson and CISVA Board Member:** Tim Shein

**Regrets:** Rommel Garcia and Martin Blasiak

<p>1. <b>Opening Prayer:</b> offered by Monsignor Rossi at 7:04 pm</p> <p>2. <b>Review and Adoption of previous minutes:</b> Jenny and seconded by Susie</p> <p>3. <b>Adoption of Agenda:</b> Susie and seconded by Magdalena</p>
<p>4. <b>Business Arising from the Previous Minutes</b></p> <p>4.1. Education Committee Leadership Conference on October 14<sup>th</sup>- 9:00am – 3:00pm at St. Matthew's  <u>Action required:</u>            - All new and returning PEC members are encouraged to attend. Confirmation of those attending is required. Jenny to send an email to all committee members requesting an RSVP.</p>
<p>5. <b>Correspondence:</b> none to report</p>
<p>6. <b>Principal's Report:</b> A copy of the Principles report is enclosed.</p> <p><u>Discussion:</u> included a review of the report and an update regarding class sizes            - Grade 6 currently has 29 students registered            - Waitlists are in place for grades 2 &amp; 3            - Grade 7 continues to have 4 spaces open.            - External and Internal School Evaluations will take place in Feb. 2018.</p> <p><u>Action required:</u>            - PEC members are encouraged to be present for the opening day of classes to welcome new and returning families.            - Susie has confirmed that the PA will provide coffee for parents on the first day of class.</p>
<p>7. <b>Pastor's Report</b></p> <p><u>Discussion:</u> included a report of a successful school retreat held at Westminster Abbey.  <u>Action Required:</u> None at this time</p>
<p>8. <b>Treasurer's Report:</b> A copy of the Treasurer's report is enclosed.</p> <p><u>Discussion:</u> included a brief review of the report.  <u>Action Required:</u>            - Allocation of any additional funds will be discussed at the September PEC meeting, subsequent to the confirmation of the school's expenditures for the upcoming year.</p>

**9. Participation Coordinator's Report:** A copy of the Parent Participation report is enclosed.

Discussion: included a brief review of the report and discussion about the following:

- Marcus reports that invoices have been sent to families with outstanding balances incurred from lack of participation hours.
- This committee is currently delegating volunteer roles; setting up all new families within the online tracking system and informing new families of the parent participation requirements.

Action Required: None at this time.

**10. Maintenance Report-** A copy of the Maintenance report is enclosed.

Discussion- Martin was not present, however, the following was discussed

- The walls in the music room/ library and in the hallway are complete. The monkey bars have been painted and the roof drains have been replaced.

Action Required:

- Drainage installation remains to be completed, and will be scheduled to minimize disruption.
- Painting of the parking lot lines will be completed after the drainage is installed.
- New woodchips will be required for the playground

**11. Parent Association Report** –A copy of the Parent Association Report is enclosed.

Discussion:

- Side Dishes will not be available this year coming year due to lack of a parent volunteers available.

Action Required:

- The PA will provide coffee for parents on the first morning of classes at the side entrance to the gym.

**12. Fundraising Committee Report**

Discussion: Rommel Garcia was absent however, the committee discussed the following:

- The walkathon is scheduled for October 15<sup>th</sup>, 2017 and the role of Organizer remains unfilled.

Action Required:

- Any families interested in organizing the event should be directed to speak with Rommel Garcia or Mrs. Kennedy.
- Request for a Walk-athon Organizer to be placed in the school newsletter.
- Possible streamlining of food (hot dogs and drinks only) and additional activities (limited games, if any) to lessen the organization required.

**13. New Business:**

**13.1 - Meet the Teacher/ PEC night – Tuesday Sept. 14<sup>th</sup>, 2017 at 6 PM.**

Action Required:

- Presence of all PEC members is requested on this evening at 6PM.
- Sandy to provide a welcome note to parents and introduce the members of the PEC
- Marcus to speak to new and returning parents regarding parent participation

**13.2- First Day of School – Sept. 5<sup>th</sup>, 2017**

Action Required:

- PEC Members to be present if able to welcome new families

**13.3 - Uniform Store:**

Discussion: The category manager for the Uniform Store is no longer able to continue in this role, and there have been no other parents step forward to transition into this position. The communication presented cites the following concerns with the current Uniform Store: 1) challenges finding volunteers; 2) cheques bouncing; 3) additional requests from families to be able to pay by VISA; and 4) length of wait-times for items not available in store.

Motion: Motion to move forward with the discontinuation of the onsite uniform store and transition online purchase of uniforms through “Neat Uniforms” subject to clarification of the items in the contract. Used uniforms will continue to be sold on site. Moved by Susie and seconded by Magdalena. All in favor.

Action Required:

1. Sample of the gym strip needed to confirm if the style is suitable.
2. Confirm the details on the partnership program options.
3. Confirm the details regarding the 3-year contract with automatic renewal in 2020.
4. Confirm if the uniforms are made in Canada or the US, due to possible price increases.

**14. In Camera:** was held

**15. Confirmation of next meeting:** Tuesday September 26 at 8pm.

**16. Final Prayer:** offered by Monsignor Rossi at 8:26 pm