

# St. Michael's PEC Meeting

MINUTES- Tuesday March 23<sup>rd</sup>, 2021

In respect of COVID safety precautions, the meeting was held via "ZOOM" teleconference.

**Members:** Monsignor Rossi; Principal, Mrs. Kennedy; Mr. DaSilva, Vice Principal; Chairperson, Anita Manalo; Vice-Chairperson & Secretary, Jenny Finnegan; Treasurer, Magdalena Florescu; Parents' Association, Sarah Golding; Participation Coordinator, Steven Han; Maintenance Coordinator, Martin Blasiak; Fundraising Committee Liaison.

**Regrets:** Rommel Garcia, Jenny Finnegan, Maddalena Florescu; and Sarah Golding

1. **Opening Prayer** offered by Monsignor Rossi at 7:00 PM
2. **Review and Adoption of previous minutes:** Mr. Han and Mrs. Manalo
3. **Adoption of Agenda:** Mrs. Manalo and Mr. Han
4. **Business Arising from the Previous Minutes**

#### **4.1 – Interview Dates**

Discussion: Candidates have been reviewed.

- **Secretary position:** Interview dates were discussed and will be finalized.
- **PE teacher position:** Interview dates were discussed and will be confirmed.
- **Maintenance position** opening discussed.

Action Required:

- 1) Mrs. Manalo and Mrs. Kennedy to discuss dates to coordinating interviews.

#### **4.2 – Edsembli – MyED BC**

Discussion:

- **Adoption of the MyED BC system:** A compromise to the Edsembli system, has resulted in a delay of input into the system. Mrs. Bird will adopt the new MyED system when ready and input student info.
- **Training:** The new Secretary will need to complete the MyED BC training at a cost of approximately \$450.

Action Required:

- 1) Once the new Secretary is confirmed they will need to be registered for the MyED BC training.

#### **4.3 – COVID update**

Discussion: Mrs. Kennedy continues to update families in a timely manner regarding any COVID information that impacts student health and education. All information has been shared through the school distribution list. Please see the Principal's report for a current update.

Action Required:

- 1) Mrs. Kennedy will continue to consult with Fraser Health and update families and the PEC when COVID concerns arise.

#### **5. Correspondence**

- o Moved to In camera

#### **6. Principal's Report:** please see the attached Principal's report.

Discussion: Please see Mrs. Kennedy's Principal's report for information on upcoming events and school information. The PEC discussed the report. There were no concerns or comments from the PEC.

*In addition to the report Mrs. Kennedy noted the following:*

The Kindergarten intake interviews have been completed. Two spaces are "on hold" while the school determines the most suitable capacity to optimize learning for all students.

Action Required: None

## 7. Pastor's Report

Discussion:

- **Confirmation:** Confirmation interviews will be completed on April 7<sup>th</sup>, 2021.
- **Mass:** In accordance with Provincial COVID safety measures mass will continue to be live streamed only. **Palm Sunday:** Palms will be distributed outside of the parish on Sunday at 2PM, with all COVID safety measures in place.
- **Extra confession:** Additional times have been posted prior to Easter.
  
- **Maintenance of Church and School:**
  - Windows: Question of whether the **safety film** on the school windows was done at the same time as the old rectory, since the old rectory windows are now due to a recovering.
  
  - Mary Statue Platform on the top of the school: Request from Monsignor that the statue of Mary over the school entrance be reviewed to ensure it is secured and structurally sound.
  
  - Cleaning of the Shrine room: The space is urgently needed for Holy Week. Mrs. Manalo will contact Mrs. Finnegan to make arrangements.

Action Required:

- 1) Mr. Blasiak to follow-up with whether the safety film on the windows school requires replacement.
- 2) Mr. Blasiak to follow-up with the request to secure the statue of Mary above the school entrance.
- 3) Mrs. Manalo to follow-up with Mrs. Finnegan regarding cleaning of the Shrine room before Holy Week

## 8. Treasurer's Report: Please find attached a copy of the Treasurer's report.

Discussion: Mrs. Florescu kindly provided her report to all members prior to the meeting. There were no financial concerns brought forth at this time.

Action Required:

- 1) None

## 9. Participation Coordinator's Report: A copy of the Participation Coordinator's Report is enclosed.

Discussion: Please see the attached report that was presented by Mr. Han.

Mr. Han reports that parents have come forth with availability to assist with cleaning on weekday evenings and weekends. Mrs. Kennedy will follow-up regarding whether Master Care can coordinate their times with parents entering the site on the weekend.

Action Required:

- 1) Mrs. Kennedy will follow-up with Master care about coordinating weekday evenings and weekends with parents.

## 10. Maintenance Report:

Discussion: Mr. Blasiak provided the following update.

Completed projects:

- The Maintenance team has completed the replacement of the broken ties around the playground.
- The stairs for Outdoor Learning Area have been completed.

Action Required:

- 1) Please see the two requests above under Pastor's report.

## 11. Parent Association Report

Discussion: Mrs. Golding stated in her email that there were not items to be brought forth at this time.

- Next PA meeting: April 8<sup>th</sup>, 2021 via zoom.

Action Required: None at this time.

## 12. Fundraising Committee Report

Discussion: Please see the attached report from Mr. Garcia. The PEC further discussed the following:

### Upcoming School Fundraisers:

Purdy's fundraiser: Confirmation of delivery date as school will not be in session during the current pick-up date.

### Action Required:

- 1) Revise Purdy's Chocolate pick-up date to a time when school is in session.
- 2) Further discussion needed regarding additional fundraisers prior to the end of the school year.
- 3) Request for Mr. Garcia to follow-up with Auction Committee for an update.

## 13. New Business

### **13.1 - Budget**

Discussion: The School Budget will be due in May. This item has been brought forward to the April 2021 meeting for discussion with Mrs. Florescu.

Action: 1) Item deferred to the May 2021 meeting

### **13.2 - Staffing and Letters of Intent**

Discussion: All letters have been signed for returning staff.

Action: No further follow-up required.

## 14. In Camera

Item #1 – Correspondence

Action: Item to be brought forward for further discussion at April 2021 meeting.

Item #2 – Salary

Action: Item to be brought forward for further discussion at April 2021 meeting.

15. **Confirmation of PEC meeting:** April 27<sup>th</sup>, 2021 at 7PM via ZOOM

16. **Final Prayer:** 8:30PM