

**Present:** Chairperson, Dave Vela; Principal Kennedy; Monsignor Rossi; Treasurer, Parents Association, Susie Doiron; Fundraising Committee Liaison, Maria Anicic; Secretary, Kerry Smith; Maintenance Co-ordinator, Marcus Juca; Treasurer, Lukas Hardjowasito

**Staff Representative:** Mrs Freire

**Regrets:** Father Nixon D'Silva, Tim Shein

1. Meeting was opened with prayer by Monsignor Rossi at 705 pm
2. Review and Adoption of previous minutes: Susie Doiron, seconded by Maria Anicic
3. Adoption of Agenda: Maria Anicic, seconded by Susie Doiron

**4. Business Arising from Previous Minutes:**

**4.1: Leadership conference:**

Scheduled for Saturday October 4, 2014 at St Mathew's Parish

All PEC members are encouraged to attend.

Maria Anicic is registered.

Lukas Hardjowasito has expressed his interest and Mrs Kennedy will register his attendance.

**4.2: Early Warning System**

An invoice of \$ 25,000, for the system has been received by the school; however, the system installation is not yet complete. A CISVA appointed structural engineer is also available to assess the safe spaces for the students and staff, who may be in the gymnasium at the time of the warning system's activation. This service is at an additional cost of \$500.00.

This invoice and service only applies to the school. The Church is not included at this time.

**4.3: Gender Dysphoria Policy:**

A press release was issued and the policy is available on the CISVA website.

CISVA is expected to call a meeting with the Pastors and Principals in October to further discuss this policy.

**4.4: Playground:**

Tim has researched three local reps and their estimates for new playground installation is forthcoming.

Mrs Kennedy will speak to the new playground at the upcoming Meet the Teacher Night.

**5. Correspondence:**

Thank you card received from Mrs Mar expressing her gratitude for her time at the school.

Letter received from Mrs Benes expressing her thankfulness of the one year leave of absence she received to care for her mother and for her enthusiasm to return in Sept 2015.

Email received from a parent expressing the experience of participating in school volunteer program for the first time. This prompted a lengthy discussion about ways to improve the participation category and parent experience. Maria will discuss further with Tim. Their discussion will be brought forward at next meeting.

**6. Principals report:** enclosed for review

**7. Pastors report:**

Staff retreat was well attended and enjoyed by those present.

Father Nixon away on holiday Sept 4th-20<sup>th</sup>.

Father Rossi away Sept 30th-Oct 25<sup>th</sup>, for vacation.

**8. Treasurer's Report:**

Lukas will have the budget for review at our September's meeting. She will follow up with Mrs Hunt to discuss the cost of current staffing and benefits.

**9. Participation Coordinator's Report:**

Tim absent from meeting but report submitted. Accordingly. 23 invoices were sent out in August, ranging from \$22.50 to 990.00. The total amount invoiced was \$7,282.

"Four inquiries have been received regarding the accuracy of the hours, and they have been dealt with. There is one comment that came back about details and questioning the wording of the invoice letter. I have responded accordingly and will deal with any further issues that arise" according to Tim's report. PEC has not made a decision about rewording the letter at this time.

**10. Maintenance Report:** enclosed for review

**11. Parent Association:**

Hot Lunch forms are drafted and will be reviewed by Mrs Kennedy. Hot Lunch program will start September 25/14

Parent's association is looking for new volunteers.

**12. Fundraising Report:**

September meeting date is yet to be announced.

The Committee is looking for a new treasurer.

Discussion about the Auction clean up committee duties include the Shrine room as well as the gym and kitchen.

Discussion about issuing receipts for the Walk a thon. It was agreed that receipts should be issued within 30 days of the event.

### **13. New Business:**

#### **1. Meet the Teacher/PEC Night:**

- Scheduled for Thurs Sept 11/14
- 615pm is the meeting for New Parents. Maria will address the group. Discussion around each category manager presenting to the new parents of the details and responsibilities of their category.
- 7pm is when the formal meeting begins with Dave introducing the staff and PEC.
- Father Rossi will attend in between his other Parish responsibilities
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#### **2. First Day School**

- Tuesday September 2<sup>nd</sup>
- PEC members encouraged to attend to welcome returning families

Kerry has submitted a written request to Starbucks Coffee to donate coffee for both September events.

#### **3. Accountant**

Gayle McConnell has relocated and therefore unable to fulfill the accounting duties. Rick Folka will resume the accountant position to June 2015.

A written job description of the Accountant position will be created.

#### **4. Bell**

Discussion about the volume of the bell and sound proofing measures.

#### **5. Special Education**

The budget for Special education was discussed.

#### **6. Group Purchasing**

CISVA is exploring the option of a "Group Purchasing Program" on items such as paper and supplies.

### **14. In Camera**

Not Held

Next PEC Meeting will be September 23/14 following the 730 Mass

#### **4.4: Staff Goodbyes:**

Susie has not had any response from neighbouring PEC's as to their policy on staff goodbye acknowledgments. It is likely that we will establish our own policy as a result of lack of comparisons from other schools.

#### **4.5: Line Painting:**

The line painting project is complete and an invoice will be forthcoming.

#### **5. Correspondence:**

5.1: Notice of upcoming Education Committee Leadership Conference received. It will be held on Saturday October 4/14 from 900-230pm at St Matthew's R C Parish, 88 Ave, Surrey, BC

Participation in this event is strongly encouraged.

**5.2 Early Warning System:** The next training day will be June 11/14 at Star of the Sea School. The topic will be on the student's conduct in the event the system is activated.

#### **5.3 Forum Election Results:**

Tim Shein will be the representative for St Michaels. The Forum has created 2-3 year term positions for each rep.

Current issues being discussed is teachers' compensation packages.

#### **5.4 Early Warning System Invoice:**

An invoice was received in the amount of \$27,000 for system installation. The system covers school and Parish buildings. The timeframe for installation of the system is to be announced.

6. **Principal's Report:** enclosed for review

7. **Pastor's Report:**

Monsignor Rossi was very pleased with the level of preparation the students received for First Communion and Confirmation.

8. **Treasurer's Report:** enclosed for review

9. **Participation Coordinator's Report:** enclosed for review

Maria reports that the new program for tracking participation hours is working well. It is installed on her home computer and is hopeful it will soon be installed on the school's main server.

10. **Maintenance Coordinator's Report:** enclosed for review

Further discussion regarding Mrs Patzer serving as the painting contractor over the summer. PEC **approves** of this suggestion as it still leaves many areas of parent participation over the summer months. Details of the pay structure, hours of work and WCB liabilities will be determined.

Further discussion regarding weekly recycling program. PEC **approved** to maintain this as an area of parent volunteer work and as further decided that the empty bottles will be kept in the garage of the Parish Centre, as a deterrent to theft.

Discussion regarding creating a "Special Events" category of participation, to assist Mr Patzer with duties such as setting up the stages for concerts, chairs, etc. Tim will follow up with Mr Patzer and report back to the committee.

Discussion regarding the 8 Teachers' Laptops. It is apparent that the current models are inefficient. Mr Juca will attempt to obtain a "demo" model of the new computers for the staff to use by the end of June. This will assure the computers' suitability prior to purchase. Mr Juca further recommends that the computers all be standardized, for example, all MAC or all PC versions. The current lease agreement expires in 4 months and given that time line, the lease will maintained until its conclusion. The aforementioned models will then be used by the LACs or some other purpose in the school.

#### **11. Parent Association:**

Fun Day is scheduled for June 12/14, with the PA providing lunch for staff and students.

The teachers' luncheon day is yet to be confirmed.

#### **12. Fundraising Liaison:** enclosed for review

Maria will also develop a budget template for each fundraising event to follow for future events.

Tentative dates for Walk a thon are Oct 11/14 and Auction, April 25/15.

#### **13. New Business**

##### **13.1: Parish Appreciation Dinner**

Will be held on June 22/14.

##### **13.2: Playground**

The current wooden structure is in visible disrepair. Discussion ensued regarding funds for replacement. Two different playground models were previewed with Model 2 favoured for the catalogued price of \$45,000. Tim and Lukas will contact suppliers to determine final costs and installation requirements.

##### **13.3: Extra Curricular Survey**

Discussion postponed until next meeting.

**13.4: Election of Officers:**

The PEC officers for 2014-15 are as follows:

**Chairperson: Dave Vela**, by Tim Shien, seconded by Maria Anicic

**Treasurer: Lukas Hardjowasito**, by Dave Vela, seconded by Gayle McConnell

**Secretary: Kerry Smith**, by Susie Doiron, seconded by Lukas Hardjowasito

**Vice chair: Tim Shien**, by Dave Vela, seconded by Susie Doiron

Special acknowledgment to Gayle McConnell as she completes her term as PEC treasurer.

**13.5 Sacraments:**

It was brought to Mrs Kennedy's attention that the Grade 1 families did not fully participate in the First Communion reception. Discussion followed regarding obtaining full participation from all families.

The Archbishop has requested that the Grade 6 altar servers must participate in the Confirmation Mass.

**Next meeting: June 24, 2014, following the 7:30 Mass**

14. **In Camera:** was held.

**Next Meeting: May 27/14 following the 7:30 Mass**