

St. Michael's PEC Meeting

MINUTES- Tuesday Sept. 1st, 2020

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

1. **Opening Prayer** offered by Monsignor Rossi at 7:11
2. **Review and Adoption of previous minutes:** Mrs. Manalo and Mrs. Golding
3. **Adoption of Agenda:** Mrs. Golding and Mrs. Finnegan

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

4.1 **Parent Participation – 2019/2020 Final Stats**

Discussion: Mr. Han reviewed the attached Parent Participation Statistics. Resumption of parent participation over the summer was limited due to lack of response. 19 families have failed to complete the revised 42 hour requirement despite assistance being required in the following areas:

1. Unboxing new Chrome book
2. Sanitizing the church after the 4 communion masses.
3. Restoration of statue of Mary
4. USB transfer for confirmation and first communion
5. Online streaming of mass.

Correspondence:

- Information was sent in the last June school newsletter asking parents to submit hours to ensure they were correct.
- Mr. Han has made numerous email attempts to reach families with outstanding hours and offer them opportunities to complete these hours over the summer.
- The last email from Mr. Han to families with incomplete hours stated that they would be charged the outstanding balance at a rate of \$21.67/hr. if the hours were not completed by the end of August 2020.

Although a payment was to be processed at the end of June, parents were given the grace period over the summer to try and complete their outstanding hours. The collection of the outstanding funds will be deferred to the end of Sept. 2020 so as not to overwhelm families. The 19 families who have 38 hours or less will be billed accordingly.

Action Required:

- 1) Invoices will be sent to the 19 families with 38 outstanding hours or more. The invoice will state the number of outstanding hours charged at a rate of \$21.67/hour. This payment will be processed through the pre-authorized payment plan at the end of September 2020.

4.2 **SFU After School Program update**

Discussion: Mrs. Florescu has been in contact with the representative of this program which is currently on hold. The program coordinator Jacqueline Ewonus strongly advises the families who are interested to submit a waiting list application and based on the requirement they will adjust their personnel to try and accommodate everyone. The expected opening date was October 1st, however construction work and renovation are still taking place. <https://www.sfu.ca/childcare/enrollment.html>

The first priority for spaces will be given to the Burnaby District schools (as part of their agreement for the rights of using the structure), and the second priority is given to the surrounding community (St. Michaels for the instance).

All the info (fees, availability, enrollment process, etc.) and details can be found on their website <https://www.sfu.ca/childcare.html>, by phone 778-782-4569 or by email ccsinfo@sfu.ca

Action Required:

- 1) Jenny to write a newsletter submission for the Sept. 10th newsletter.

4.3 Fundraising Initiatives for 2020/2021

Discussion: The PEC discussed the following fundraising events.

- Chocolate sales
 - Plan to have each family sell 1 box per child, max 2 boxes per family.
 - The same number of boxes have been ordered as 2019, and additional boxes can be returned if unsold.
 - Mrs. Bird to assist with this distribution
- Walkathon
 - It was discussed that it would be best to postpone events until the end of the school year and to liaise with other schools' fundraising committees to brainstorm ideas... There is no need to rush and place additional pressure on these committees to host events. Ensuring the safety of students, parishioners, and families remains the main focus at this time. Ensuring that numbers remain under 50 people will be challenging to enforce.
- Auction:
 - Plans for the auction have yet to be determined. Further consultation with the Auction Chair and the Parish Fundraising Committee is required.
- CHIMP Fundraising platform
 - Anita researched the process, and the charitable donation tax receipt comes from the CHIMP organization, and would therefore not be from St. Michael's. All tax receipts should continue to be issued by the church. Concern over additional processing fees was also discussed.
- Alternative fundraising ideas to consider:
 - Chicken Sale (Hallmark Poultry) – This sale has been successful in the past. Consider having this sale in November.
 - Apple Sales (Mrs. Riddell) – Mrs. Riddell will be asked to continue this sale. Possibly in conjunction with the sale of other items (see below).
 - Coffee and Wine Sales would be new items to consider selling.

Action Required:

- 1) Newsletter update needed to notify parents that chocolate sales will continue.
- 2) Request that Mr. Garcia call a meeting of the Fundraising Committee as soon as possible to discuss options with category managers for the Walkathon and the Auction.

5. Correspondence

5.1- Masks Survey – Grade 4, 6, and 7 families

Discussion: Parent initiative that was circulated to 63 families asking if masks should be worn throughout the day even in classrooms. The PEC cannot mandate the wearing of masks in school and will refer to the recommendations of Dr. Henry and the Ministry of Education. Families may choose to have their child wear a mask to school if they wish.

Action Required:

- 1) Parents will have their questions about masks answered in a school wide correspondence titled "Answers to Frequently Asked Questions".

5.2 - Temperature Screening – Grade 2 and 3 families

Discussion: Parent correspondence offering to assist with purchase of thermometers for temperature screening. In all matters related to public health, our schools follow the direction of the Provincial Health Officer

(PHO). At this time, there is no requirement to conduct temperature checks. All parents and employees will be expected to engage in a mandatory health declaration process each day before coming to school. This process will be shared with all parents and reviewed with students. Staff will receive a complete health and safety orientation before students return to school. It will remain the parent's responsibility to ensure their child is healthy before bringing them to school.

Action Required:

1) Parents will have their questions about temperature checks answered in a school wide correspondence titled "Answers to Frequently Asked Questions".

5.3 - Hydroxyl generators – Grade 5 families

Discussion: Parents in the Grade 2 and Grade 5 families would like the school to consider the purchase of Hydroxyl Generators. Significant evidence for the benefit of these generators was provided, however, the cost is prohibitive (\$2500 a unit), and the school would likely require 10 units (minimum). There is also the concern of whether the school's electrical system could handle the additional load. The families have kindly offered to cover the cost of units for the grade 2 and grade 5 classes, however, the school would not be able to cover the additional cost of this purchase for each class.

Action Required:

- 1) Further review of whether the school can support these systems will be discussed with Mr. Patzer.
- 2) Mrs. Kennedy to send Jenny and Anita any information that she receives re: recommendations from the Superintendent re: ventilation.
- 3) Further review of the true cost of units, installation, and maintenance will be requested.

5.4 - Ongoing communication with parents (item Added during the meeting): Information has been very available to all families, and we will remain consistent with the recommendations from the Provincial Health officer. . Going above and beyond the recommendations of the PHO implies we have more expertise than the PHO which we do not. Superintendent's office has told schools not to go above and beyond the PHO recommendations. i.e. Making the wearing of masks mandatory for elementary school age children. However, each family can make the choice to have their child wear a mask if they so choose.

Action Required:

- 1) Mr. DaSilva to create an email address to which families can direct all COVID questions to prior to a specific date. Answers to these consolidated and sent to all parents.
- 2) Mr. DaSilva to ask Classmates to create a separate COVID section on the school website.

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

Discussion: Mrs. Kennedy's report was reviewed and discussed. (see attached report). Additional discussion took place around having a dual option for learning (in class and online). St. Michael's does not have the additional resources to manage a blended learning environment. We do not have the staffing resources to staff this position, especially given the current teacher shortage. Our goal will be to keep our school as safe and clean as possible. Parents are responsible for ensuring that their child is healthy before coming to school. The "transition into learning" will be available to St. Michael's families who wish to have a gradual entry. This will enable the families to receive packages from their classroom, and receive direction from the school on a weekly basis. This option will not have an online component.

Action Required: None

7. Pastor's Report

Discussion: Monsignor reported that Confirmation and First Holy Communion have taken place successfully. The St. Michael's Staff retreat will be taking place on Sept. 2nd in the school gym. School masses will resume on Fridays' starting Sept. 18th, 2020. Each week, one class will be in the church while the other students watch the mass live online from their classrooms.

Action required:

- 1) When reviewing parent participation hours please include the need for church cleaning after Friday, and weekend masses, as well as the need for support with video streaming.

8. Treasurer's Report: A copy of the Treasure's Report is enclosed.

Discussion: We continue to have small changes related to the audit. The expected loss was lower than anticipated and was discussed in detail at the June meeting (please see the June meeting minutes for details).

Additional costs from COVID expenses should be tracked separately and changes to student numbers should also be tracked and communicated to the CISVA Accountant.

Action Required:

- 1) Once Mrs. Florescu has the COVID tracking forms from CISVA she will begin to track these items separately.

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

Discussion: Mr. Han's report was reviewed in detail in section 4.1. All parent participation concerns were discussed as part of 4.1 – Parent participation – Final Stats 2019/2020.

Action Required:

- 1) As noted above in section 4.1: Invoices will be sent to the 19 families with 38 outstanding hours or more. The invoice will state the number of outstanding hours charged at a rate of \$21.67/hour. This payment will be processed through the pre-authorized payment plan at the end of September 2020.

10. Maintenance Report:

Discussion: Please see the attached report.

The last quote from ORCA was for purchase of cameras and lights (\$13,000). This will remain on hold as there are no current concern.

Fence near the garden: The fence has been cut twice. The second time it was left unrepaired. Slats could be placed in between, however, these would likely be cut.

Gym floor painting: Very difficult to paint the current tiles on the floor. Martin has tried numerous companies, but none are able to paint.

Parking line paintings: This will be revisited. The company that completed the work can no longer be reached.

Staff room: To be revisited in 6 months.

Action Required:

- 1) The following items will be brought forward to the next meeting:
 - a. Additional outdoor lights if required.
 - b. Repainting of the gym floor
 - c. Parking line painting
 - d. Staff Room (bring forward to the February 2021 meeting).

11. Parent Association Report

Discussion: Discussion around the possibility of having hot lunch. Concerns with needing parent involvement to distribute hot lunches. Mrs. Golding brought forth the idea that the school could offer vendor supplied lunches, once or twice a month to start. Food would be on trays for cohort teachers to pick up for their classrooms.

Action Required:

- 1) At present the school will need to suspend hot lunch service for September and revisit at the next meeting.

12. Fundraising Committee Report

Discussion: All items for this area were discussed under item 4.3 – Fundraising alternatives (see above).

Action Required: As noted above

- 1) Newsletter update needed to notify parents that chocolate sales will continue.
- 2) Request that Mr. Garcia call a meeting of the Fundraising Committee as soon as possible to discuss options with category managers for the Walkathon and the Auction.

13. New Business

13.1 PEC Elections – September 27th

Discussion: Parish Education Committee elections will take place on Sept. 27th, with 1 position up for election. The nomination committee will consist of Jenny Finnegan and Anita Manalo. Parishioners can contact the members of the Nomination Committee or complete a nomination form available from the parish or school office. **Deadline for nominations is Sunday Sept. 17th, 2020.**

- Mr. Blasiak's term will be ending and he has agreed to run for re-election.
- Monsignor Rossi has stated that he will re-appoint Mrs. Golding for a two year term (2020-2021/ 2021-2022).

Action Required:

- 1) Mrs. Finnegan will prepare a notification for the school newsletter.
- 2) Mrs. Florescu will contact the CISVA office to seek direction on election protocol during COVID.

13.2 Education Committee Leadership Conference – October 24th

Discussion: The location of this event has yet to be determined.

Action Required:

- 1) To be revisited at the next PEC meeting.

13.3 Final Budget – due October 30, 2020

Discussion: There were no further amendments or questions regarding the proposed budget. Please see the June meeting minutes for a detailed report.

Action Required: None

13.4 Approval of Accounting Fee Increase

Discussion: Request for approval of increasing fees. Mrs. Nguyen currently completes the book keeping for the school, and manages the benefits for the school staff. She has requested a \$450/month increase in pay. The PEC discussed the requested increase, and agreed to approve the increase based on the need for stability during these COVID times.

MOTION: Motion to approve the increase in Accounting fees by \$450 /month as requested by Mrs. Tien Nguyen effective Sept. 2020.

Approved by all PEC members.

Action Required:

- 1) The PEC would like to revisit the accounting contract again in March 2021.

13.5- Meet the Teacher/PEC Night (Tuesday Sept. 15th, 2020):

Discussion: This event will be online and details will be discussed with teachers on Sept. 3rd. The PEC discussed possibly having an additional Parent Participation Meeting @ 6pm to communicate updated Parent Participation information.

Agenda for Sept. 15th – to be streamed live from the school gym.

- 7PM - Prayer by Monsignor- in the gym
- Mrs. Kennedy will have a presentation (there will not be discussion after the presentation)- in the gym
- Introduction by Anita – in the gym
- Then to the separate ZOOM classroom sessions.

13.6 Phoning Parents:

Discussion: This role has become obsolete, and support is now available to streamline this system with support from Classmates. The hope is to eliminate redundant emails and phone calls to families with more than one student. Snow reports will be posted on the school website. **There are now more effective means of communicating efficiently with parents without this additional step.** The phoning parent coordinator could possibly be responsible for creating list of class contacts. There was concern that parties and class events were organized through this medium, however, these can continue through other means. Mrs. Golding suggested that the PA could be contacted to help organize food for celebrations at school, rather than the parents organizing and bringing it in.

Action Required:

- 1) Mrs. Kennedy to speak to the teachers about the role of phoning parent.

13.7 Custodial services:

Discussion: Master Care would like to complete a “walk about” and discuss the option of doing the electrostatic spraying (cleaning). The cost of this additional service will be discussed. Mrs. Kennedy will speak with Mr. Patzer to confirm his schedule: Monday to Friday 8AM-1PM. High touch surfaces will need to be cleaned on a regular basis and coverage for this task will need to be confirmed.

Action Required

- 1) Mrs. Kennedy to speak to Mr. Patzer re: additional hours for surface cleaning
- 2) Mrs. Kennedy to speak to Master Care regarding the COVID spray clean and possible need for additional cleaning if Mr. Patzer is not available.

13.8 Paper Towel Dispensers: Mr. Patzer will look into ordering and installing the paper towel dispensers.

13.9 Parent Participation – 2020/2021:

Discussion: A sub-group of the PEC consisting of (Mrs. Manalo, Mr. Han, Mrs. Florescu and Mrs. Finnegan). From initial calculations it is anticipated that there will still be a need for approximately 40 hours per family. This is an extensive discussion and will be moved to a sub-committee meeting to further review each position.

Action Required:

- 1) Newsletter update needed stating that hours continue to be reviewed, and stating that the following roles are needed urgently and request that parents come forward for these roles as soon as possible :
 - a. Church cleaning after the 4 weekend masses, and after the Friday school masses.
 - b. Need for video support for mass
- 2) Need for further consultation with the category managers to get their ideas prior to the meet the teacher night.
- 3) Further revision of the draft to take place by the sub-committee, and then have email distribution to the category managers for their feedback.
- 4) Mr. Han to ask all category managers to hold on communicating any roles to their parents before having confirmation about the roles.
- 5) We will move forward with cashing the current non-participation cheques dated Sept. 1st, 2020 and reimbursements can be completed as required.

14. In Camera

14.1 – Completed

15. Confirmation of PEC meeting: Next meeting Sept. 29th at 7PM in the rectory.

16. Final Prayer: 10:45

