

## St. Michael's PEC Meeting

MINUTES- Tuesday February 23, 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

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 Mrs. Finnegan

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

### **4.1 Parent General Meeting**

Discussion: The parent meeting presentations were reportedly well received. Questions that arose in the chat were answered at the end of the session, and did not require additional follow-up. Parent participation hours will be entered over March break. There were a few families that attended the AGM, but only their phone numbers appeared.

#### Action Required:

1) Mr. DaSilva will speak with Mr. Han about how to pick up the parents who attended the AGM, but were listed as an iPhone.

### **4.2 Shrine Room Cleanup**

Discussion: This project is ongoing. School items will be reviewed by Ms. A. Alberti, and Ms. M. Alberti. Auction items to discard/donate are under review by Mrs. Rozenbaum and Mrs. Arreaga, Mrs. Finnegan and Mrs. Surkovska will work on clearing the decoration items – specifically the cardboard.

#### Action Required:

1) Mrs. Finnegan to continue to work on this clean up organization.

## 5. Correspondence

- o None

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:

1) **Kindergarten interviews:** The kindergarten intake interviews will be taking place by zoom this year, in adherence with COVID 19 Safety guidelines.

#### Action Required:

1) None at this time.

## 7. Pastor's Report

Discussion: Monsignor reports that the St. Michael's Parish community will continue to abide by the health and safety recommendations from the Public Health Officer.

**Mass:** Mass will remain online, and the church will remain open for independent worship.

**First Communion:** First Communion meetings have been taking place in preparation for the celebration of the sacrament in the spring.

**Building for the Future:** The parish has created a separate savings account for the school in which all funds from the Building For the Future donations will be placed. Monsignor reported that these funds are to stand alone for school improvements or the building of new school in the future. The new account balance is currently: \$190,955. The total amount that was collected over the past 7 years for the Building for the Future collections.

**Continued Service:** Monsignor has kindly shared that there are no plans for the Archbishop to retire him. Mrs. Kennedy and the PEC expressed gratitude for Monsignor's commitment to the St. Michael's Community, and their gladness that he would be remaining with the parish.

Action Required:

- 1) None at this time.

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

Discussion: Mrs. Florescu reviewed her Treasurer's report.

**COVID Expenses:** Mrs. Florescu reported that the school has only received a portion of the provincial and national funds given to schools for COVID expenses.

Mrs. Kennedy recommended that if there are any additional COVID funds, that they be allocated for COVID expenses in the upcoming 2021-2022 school year. It is unlikely that we will receive further funding, however, the safety practices (cleaning services and supplies) will continue to be required next fall. It is anticipated that the school will receive the outstanding amount of \$21, 480.

Action Required:

- 1) Mrs. Florescu will confirm if the COVID funds can be used in the upcoming year, or if there are any requirements that they be used this school year.

**Commented [CK1]:** I believe Maddalena said that all COVID funds must be used this year. If that is the case, perhaps place in the Action Required: Treasurer will look into this to see if this is allowed.???

**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.

**Parent participation deadline –** Parents will be asked to submit their hours by June 27<sup>th</sup>, 2021. This will give some additional time for parents to enter the hours before June 30<sup>th</sup>, 2021.

**AGM –** As noted above, parents will have their AGM attendance hours entered over March break.

**Evening Fogging of the School:** Mrs. Kennedy inquired if there are hours available for a family to use the fog cleaning machine in the evenings. This requires about 2 hours to complete the school. This would be required on a nightly basis Monday – Friday.

Action Required:

- 1) Mr. Han will write a newsletter update requesting parent assistance to fog the school in the evening.
- 2) Mr. Han will write a newsletter update to let parents know that their AGM attendance hours will be entered over March break.

**10. Maintenance Report:**

Discussion: Mr. Blasiak provided the following update.

**Snow Blower:** Mr. Blasiak will look into a snow blower for next year. Perhaps at a time when the cost drops over the summer.

**Water Ingress to school:** Mr. Blasiak reports that Mr. Patzer has kindly repaired and painted the roof. Thank you Mr. Patzer for completing this work.

**Run Off from the Carver Construction site:** Mrs. Kennedy reported that the paving on the Carver site will soon be completed, and it is anticipated that this will end of run off.

**Action Required:**

- 1) Mrs. Kennedy will remain in contact with the Superintendent of the New School Site should there be concerns regarding run-off into the St. Michael's property.

**11. Parent Association Report**

**Discussion:** Mrs. Golding spoke to the current hold on almost all PA activities at present due to COVID safety requirements.

**Hot Lunch:**

- Lunch Software on very good special for next year. Does not look like we will purchase since hot lunch seems likely cancelled for next school year at this point.
- Recipe book being made of PA made lunches.
- Two key PA lunch parents will be graduating from the school at the end of 2021/22 school year.
- New vendors are being looked into and different food items.

**Fundraisers:**

- Considering an Easter fundraiser. Options being looked into such as Easter Lilies, etc. Challenging time to do a fundraiser because of timing of Spring break.

**Miscellaneous**

- Mardi Gras was canceled due to COVID.
- Shrove Tuesday pancake breakfast was cancelled due to COVID.
- PA organized and delivered oatmeal chocolate chip cookies (prepackaged) for each student and staff on Tuesday in lieu of pancakes.
- PA delivered Starbucks coffee and Cobb's scones for the staff before the Christmas break.
- PA meeting held Feb 4 2021

**Action Required:**

- 1) None at this time.

**12. Fundraising Committee Report**

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

**Upcoming Parish Fundraisers:**

**Auction:**

- This year's auction will be completed virtually on May 1<sup>st</sup>. Planning is underway, and Mr. Garcia will let the PEC know if there are any concerns or additional assistance required.

**Walkathon:**

- Monsignor has approved the option of a school based walkathon in which students would fundraise and walk on school grounds with their cohort to raise money.
- Assistance from the PA to provide pizza, juice and a bag of chips
- The teacher led Funday planning committee and the Walkathon planning committee will be connected.

**Upcoming School Fundraisers:**

**Purdy's fundraiser:**

- A sale of Chocolate Bars has been requested to reach the Chocolate Sale goal of \$10,000. Preference for selling bars as the profit margin is higher. This should take place prior to Easter.

**Coffee Sale number 2:** Date to be Determined.

**Chicken Fundraiser 2:** Date to be Determined.

Plant sale: The proposal of a plant sale was reviewed, and it was felt that at this time it would not yield a significant profit. This is based on past experience with plant sales held by the parish.

Action Required:

- 1) Mr. Garcia to inquire about another Purdy's fundraiser to reach the goal of \$10,000 for Chocolate sales.
- 2) Newsletter updates from the Auction to be sent to Mrs. Kennedy.
- 3) Mrs. Finnegan to contact Mrs. Cartina to be planning for the Walkathon and connect with the school Funday committee.

**13. New Business**

**13.1 - Hiring Committee**

Discussion: Hiring committees were struck for the upcoming position hires:

- Secretary (April 2021) – Mrs. Kennedy, Father, Mr. DaSilva as teacher rep., Mrs. Manalo as PEC Chair, and Mrs. Florescu.
- Maintenance – Mrs. Kennedy and Mr. Blasiak
- PE teacher (Timeline to be determined) – Mrs. Kennedy, Father, Mr. DaSilva as teacher rep., Mrs. Manalo as PEC Chair, Mrs. Finnegan.

**13.2 –PEC Elections**

Discussion: 2021 CISVA election dates have not yet been set.

**Members with terms ending in May 2021:**

- Anita Manalo – Current role: Chairperson
- Jenny Finnegan – Current role: Secretary and Vice Chairperson
- Steven Han – Current role: Parent Participation Coordinator
- Rommel Garcia – Current role: Fundraising Chairperson
- Maddalena Florescu – Current role: Treasurer

**Members with terms continuing until Sept. 2022:**

- Sarah Golding – Parent Association Coordinator - Appointed in Sept. 2020 for a two year term until Sept. 2022
- Martin Blasiak – Maintenance Coordinator – Re-elected in Sept. 2020 for a two year term until Sept. 2022.

Action:

- 1) None required at this time.

**14. In Camera**

Item #1 – Discussed

Item #2- Discussed

**15. Confirmation of PEC meeting: March 23<sup>rd</sup> at 7pm via zoom.**

**16. Final Prayer: 8:23PM**