

# St. Michael's PEC Meeting

## MINUTES- Tuesday Nov. 24th, 2020

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, Rommel Garcia. **Regrets:** Mr. Garcia.

1. <b>Opening Prayer</b> offered by Monsignor Rossi at 7:06 PM
2. <b>Review and Adoption of previous minutes:</b> Mr. Han and Mrs. Manalo
3. <b>Adoption of Agenda:</b> Mrs. Manalo and Mrs. Finnegan
4. <b>Business Arising from the Previous Minutes</b>
<b>4.1 Non-participation Fees and Parent Participation Handbook-</b> to be discussed under item 9 below.

<b>5. Correspondence</b>
None
<b>6. Principal's Report:</b> please see the attached Principal's report.
<u>Discussion:</u> Mrs. Kennedy's Principal's Report was reviewed. Mrs. Kennedy noted the following update to the report:  <b>Temporary Transition Plan update:</b> The year began with 45 students in the temporary transition program. There are currently 15 students who are in the temporary transition program.  <b>Trespassing:</b> There have been no further incidents of trespassing. Mrs. Kennedy has ordered signs indicating video surveillance is present to deter further trespassing.  <b>Disinfecting Fogger:</b> Mrs. Kennedy has requested that the fogger be used throughout the school at least once a week; preferably on the weekend. Mr. Han has reached out to the desk cleaning team to request their assistance with this task. It is anticipated that it will take approximately 2-3 hours (15 minutes per classroom (x8), hallways, bathrooms, and offices. Mr. DaSilva has kindly offered to complete the training of new parents.  <b>Air Purifier Update:</b> Air purifiers were on backorder, and Mrs. Kennedy has been in constant communication with the provider who has been delaying the delivery continuously. They have been given until Nov. 27 <sup>th</sup> or Mrs. Kennedy will be going with another provider.  <u>Action Required:</u> 1) Mr. Han to follow-up with the desk cleaning team regarding a schedule for weekly fogger disinfecting.
<b>7. Pastor's Report</b>
<u>Discussion:</u> The parish continues to abide in full to the recommendations and mandates from the Public Health Officer. Services are currently suspended, however, individual worship may continue. Monsignor reports that it has been very challenging time for the church community and based on current COVID numbers any Christmas celebrations are unlikely. Monsignor reminded the committee that our focus in charity is to do what we can to stop the spread of the virus.  <b>School Masses:</b> Friday masses with one class attending have been cancelled, and will now be online. Live streaming attendees (videographers, lectures, celebrants) are allowed, but there are to be only 10 people in total.

**Confessions:** Confessions will continue on Tuesday in the rectory with safety measures in place.

**Christmas Social:** Due to COVID 19 restrictions on gathering the December social has been cancelled.

Action Required: None at this time.

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

Discussion: Mrs. Florescu reviewed her Treasurer' report and presented the following information.

**Budget:** Mrs. Florescu reports that for the current period we are on track for budget expenses. There are no concerns to bring forth.

**COVID Expenditures:** COVID expenditures continue to be tracked. It is anticipated that the school will be receiving the anticipated Federal funding by end of December.

**Audited Financial statement:** the Audited Financial Statement for the 2019-2020 school year has been released, and the closing deficit is \$18,263. As anticipated, the only adjustment we had was the recording of the interest revenue for the Q4 that was not accrued into the final unaudited financial statement. This document will be signed by Mrs. Florescu and Monsignor.

**Re-alignment:** A few items have been realigned to account for their appropriate placement in the budget.

**GST and PST:** It was noted that GST and PST expenses only show on a quarterly basis.

**Surplus:** The current surplus is approximately \$10,000, however, this amount has been accounted for in spending over the remainder of the year.

**MOTION: Motion to cover the deficit of \$18,263 from 2019-2020 with the unrestricted funds in equity.**

**Motion Approved by all PEC members**

**Discussion around the Tuition 2021-2022:** The PEC revisited the CISVA mandated tuition fee increase which states that: each year, category one student fees must be increased by \$19/month Last year the PEC made two increased: 1) the mandated category fee, and 2) a book fee increase. Mrs. Florescu will provide the PEC with options to consider via email over the next month. The next meeting will not be until January, and further discussion via zoom may be required. It was noted that increasing the category one fees alone, will create a significant difference in between category one, and the other categories.

Action Required:

- 1) Mrs. Florescu will bring forth proposals for the 2021-2022 Tuition Fees for review by the PEC.

**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.

**2019-202 Parent Participation Invoice:** Mr. Han reported on the final outcome of the invoices for 2019-2020. The PEC concluded that this matter can now be closed.

**Status update in Late January – The PEC discussed the need** to send out a letter/email to parents in late January so that parents are aware of their Parent Participation hour status. This can then be followed up with further reminders at the AGM. Mr. Han reports concerns with families that do not report their hours online, even with many reminders. The PEC agreed that both an email reminder in January and a second reminder at the February AGM should be sufficient at this half way mark in the school year. Families who do

not submit their hours by the end of the school year will receive an invoice, and they may take up any discrepancy in hours with their category manager.

**Technology support:** Mr. Han to continue to contact parents that have the skills to fill these technology roles. If required, a notice requesting parent involvement in the technology roles can be placed in the newsletter.

**Parent Participation Manual update:** Mrs. Finnegan will email the PEC with an updated manual for review.

Action Required:

- 1) Mr. Han will ask to have the hours pulled in and sent to families so that they can be informed about their status in January. Families will be reminded at the AGM of the need to complete and record their parent participation hours and reminded that their payment will be processed based on the hours completed.
- 2) Mr. Han will notify the school if a newsletter notice requesting parent involvement in the technology roles is needed.
- 3) Mrs. Finnegan will email the PEC with an updated Parent Participation manual for review.

**10. Maintenance Report:**

Discussion: Mr. Blasiak provided the following update.

**General Maintenance:** Parents have been coming to the school and making use of the tools to assist with maintenance tasks, and families are emailing their hours immediately for approval.

**Maintenance Crew:** The main crew has been doing some of the heavier jobs: unloading salt, cutting down trees

**Gate for entrance to the grounds:** quotes for a gate for the entrance to the school are being looked into given the recent trespassing events. This cost will be covered by the Parish.

Action Required:

- 1) Mr. Blasiak and Monsignor will continue to correspond regarding gates for the parish grounds.

**11. Parent Association Report**

Discussion: Mrs. Golding sent an email update with the following information.

**Christmas Craft:** Supplies are being provided and each classroom teacher will be helping the students to make the craft in class. Sarah will be making a correspondence for the teachers.

**Advent Wreaths:** Mrs. Golding reports that the PA had hoped to sell 30 wreaths, and 30 wreaths were sold.

**Next Meeting:** Parent Association is meeting this week to discuss upcoming special events.

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:

1. **Ongoing Fundraising: Purdy's Chocolate Sales:** Families and parishioners have purchased over \$16,000 worth of chocolate, with a yield of over \$4,000. The catalog option was used this year as it was felt that children could not sell door to door; however, the profit margin on the boxes of bars was much higher, and a return to selling bars should be considered for the 2021 fall chocolate sale.

2. **Upcoming Fundraising:**

Mini-Online Auction: Mrs. Rozenbaum and the auction team are organizing Mini- Online Auction: Dec 4 - 10

There will be 20 items up for bid on the “32 Auctions” platform. This items were reviewed and approved.

### **3. Proposed New/Mini/Ongoing Fundraising:**

Coffee: Mrs. Piccolo has contact 49<sup>th</sup> Parallel (local coffee roaster). Families would pay retail price (\$18) but \$8.75 per bag would be given back to the school. The PEC agreed that this fundraiser could proceed.

Plant sale fundraising: Volunteer parents: The Au family have proposed a Poinsettias sale from a local greenhouse. The cost per plant would be the same as Costco. Potential \$1000 based on STMC sale in May 2020. All profits will go to school. The PEC discussed the benefit of supporting a local family and business, but there was concern regarding the timing with other sales (wreaths, coffee, chicken, and mini-auction) all asking for parent contributions.

The PEC will ask Mr. Garcia to connect with the family regarding a possible plant sale in the spring.

Chicken Fundraiser: The PEC discussed the success of past Chicken Fundraisers, and requested that this be looked into prior to Christmas.

#### Action Required:

- 1) Mrs. Finnegan to contact Mrs. Rozenbaum to let her know that the auction items are approved.
- 2) Mrs. Finnegan to contact Mrs. Piccolo to begin preparations for the Coffee fundraiser.
- 3) Mrs. Finnegan to contact Mrs. Roche to begin preparations for a Chicken Fundraiser.
- 4) Chocolates bars to be considered for sale in Fall 2021 due to higher profit margin.

## **13. New Business**

### **13.1- International Student Refund Policy**

Discussion: The PEC discussed the current International Student Refund Policy, and determined that amendments are required to ensure that the school is protected should students be required to cancel their registration at any point after the school year has begun. Mrs. Kennedy prepared three options for the PEC to consider and all three were reviewed during the meeting.

#### **MOTION: Motion to amend the International Student Refund Policy to read as follows:**

##### Revised Policy

- In the event a student does not come to Canada or decides to leave St. Michael’s School for personal reasons, a refund request must be made in writing. The following refund policies will apply to all students.
- Full refund, less application fee, if the student is not approved for a study permit by Canadian Immigration. (Student must include a letter of rejection from the High Commission).
- One month tuition as a penalty fee if student leaves prior to the end of the year for reasons other than those mentioned above and provides a minimum of two months’ notice. If less than two months’ notice is given, then a two month penalty fee will be applied.
- If student leaves mid-year (September 1<sup>st</sup> to June 30<sup>th</sup>) no refund of tuition.
- No refund if the student is found to be in violation of school rules.
- A parent or student whose status changes i.e. work visa, student visa, after September 1<sup>st</sup>, will not receive a refund of tuition.
- If an international student’s educational needs are greater than disclosed on the application, the school reserves the right to charge for additional learning support

#### **MOTION APPROVED by all PEC members**

Action required: No further action required.

**13. 2- Open House January 28<sup>th</sup>, 2021**

Discussion: The date has been confirmed and families will be attending this event online in accordance with Provincial Health Office's COVID safety guidelines. Mrs. Kennedy, Mr. DaSilva and Mrs. Bird have begun preparations, and the PEC will need to finalize information for the handouts in early January so Mrs. Bird can prepare the documents for new families.

Action required:

- 1) Mrs. Kennedy and Mr. DaSilva will notify the PEC of any support required for this event.
- 2) PEC to confirm any tuition fee changes or amendments to the parent package in early January 2021, so that the new student packages can be prepared.

**13. 3- Parent General Meeting – February 18<sup>th</sup>, 2021**

Discussion: The date has been confirmed for this event. It will be held online to abide by COVID safety guidelines for group gatherings. Details for this event will be confirmed in the new year, and Mrs. Kennedy and Mr. DaSilva will let the PEC members know in January how they can assist in this event.

Action required:

- 1) Mrs. Kennedy and Mr. DaSilva will notify the PEC of any support required for this event.

**13. 4- Coffee Fundraiser \* This item was moved and discussed under Fundraising**

**14. In Camera**

None

**15. Confirmation of PEC meeting: January 26<sup>th</sup>, 2020**

**16. Final Prayer: 8:50PM**