

# St. Michael's PEC Meeting

## MINUTES- Tuesday January 26<sup>th</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, Rommel Garcia (Joined at 8:30PM).

1. **Opening Prayer** offered by Monsignor Rossi at 7:04 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 2021-2022 Tuition Fees**

Discussion: Mrs. Florescu presented four Tuition Fee options to the PEC via email on January 3<sup>rd</sup>. An online discussion included the following points:

- The school is expecting 2.25% increase in salaries and benefits and 1.25% in all the other expenses;
- The only revenue stream that is in our control is the one arising from tuition fee, therefore it is prudent to reserve as much as possible from these revenues to cover the estimated increase in expenses;
- Even though in the past 5 years we had a pattern of slight growth in the government grant per student, it is hard to estimate and to foresee the future outcome.
- In 2020, CISVA mandated that all elementary schools implement a minimum \$17/student/month increase for Category 1 (one child) students beginning in September 2020. Tuition for the 2020-2021 School year was only increased (as mandated) for the Category One students. There were no tuition increases in any other category.
- CISVA elementary schools implement a minimum \$17/student/month increase for Category 1 (one child) students beginning in September 2020.
- **\$43,723.19** is the estimated increase in the expenses and the calculation is based on the current year approved budget.

Action Required:

**MOTION: Motion to Approve Tuition Fee Increase Option 4, as outlined in Mrs. Florecu's 2021-2022 Tuition Fee Proposal email sent on January 3<sup>rd</sup>, 2021.**

**MOTION APPROVED** by all PEC members by email on Jan. 9, 2021

### **4.2 Parent Participation Manual**

Discussion: The parent participation manual has been updated for 2021-2021 and will undergo revision in preparation for the 2022-2023 school year.

Action Required: None at this time.

**4.3 Parent Participation** – Please see item # 9 below for details.

### **4.4 Open House January 28<sup>th</sup>, 2021**

Discussion: Mrs. Kennedy and Mr. DaSilva have prepared a presentation that is ready to be posted for parents.

Action Required: No further assistance is required.

#### 4.5 Parent General Meeting – February 18<sup>th</sup>, 2021

Discussion: Agenda will be in the usual format:

- Opening Prayer – Monsignor Rossi
- Welcome and Agenda review - Mrs. Manalo
- Treasury report – Mrs. Lodato
- Re -registration process - Mrs. Finnegan
- Parent Participation Update - Mr. Han
- Presentation and Closing remarks – Mrs. Kennedy

Action required:

- 1) Need for meeting with Mrs. Kennedy, Mrs. Florescu, Mr. Han, Mrs. Finnegan, and Mrs. Manalo to plan for what will be said, and who will monitor attendance and the chat room.

#### 5. Correspondence

- o “Thank you” Christmas Cards from staff members much appreciated by the PEC.

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

Discussion: Mrs. Kennedy’s Principal’s Report was reviewed and there we no questions.

**Air Purifier Update:** Have been delivered and are working well. Electrical load concerns being looked into.

**Return to Work:** Mrs. Kennedy is back at work full time! The lines of communication for different concerns have been cleanly defined and shared with parents in the newsletter:

- **Mrs. Bird, our school secretary:** Questions about registration, daily administration and general school routines and protocols.
- **Classroom Teachers:** classroom procedures, rules and routines, questions about curriculum, homework, social and emotional, general academics.
- **Mr. Da Silva (Vice-Principal):** all health and safety matters that need immediate attention when Mrs. Kennedy may not in the school building. School contact for parent participation questions; working closely with our Parent Participation Coordinator. School contact for fundraising matters; working closely with our Fundraising Coordinator. Manage the school’s website and work with our technology team. School contact for the Outdoor Learning Area. Sacramental programs.
- **Mrs. Roche (Learning Resource Coordinator):** Oversees all our Education Assistants and manages our designated students.
- **Mrs. Kennedy:** Curriculum matters, ministry matters, central school board matters, teacher matters, student learning and progress, all health and safety matters.

**COVID-19 related questions:** COVID related questions continue to be directed to [covidquestions@smeschool.ca](mailto:covidquestions@smeschool.ca). The parent volunteer has been a great asset in this position.

Action Required: None at this time.

#### 7. Pastor’s Report

Discussion:

**First confessions** have taken place and Monsignor reported that the children were very well prepared for this sacrament.

**Confessions for all students** will continue to take place on Tuesday in the rectory with safety measures in place.

**Friday school mass** has continued without students in attendance. The mas is being live streamed into the classrooms.

**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 spoke to the importance of the parish community working together in a positive manner to ensure the safety of our community.

**Shrine Room Cleaning:** The Knights of Columbus have completed a significant amount of work remove items and clean the Shrine Room. There remain a great deal of unsold Auction items, Auction and Walkathon decoration materials and school play items that require disposal or recycling.

Action Required:

- 1) Mrs. Finnegan will follow-up with the Auction, Walkathon and school regarding further disposal of materials.

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

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

Mrs. Florescu reported that the School's Budget for 2020-2021 is on track and that the school is in good shape for the remainder of the school year. There were no questions from the PEC.

Action Required: None at this time.

**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.

**Participation for 2020-2021:** The PEC discussed that the parent participation hours will remain 30 hours/year per family at a rate of \$30/hour for the 2021-2022 School year.

**Requirement for 10 hours of completion prior to Feb. 28<sup>th</sup>, 2022:** The PEC discussed the need to ensure that families are not leaving all of their hours to the end of the year, and that there are needs at the school for jobs to be completed throughout the school year. The PEC discussed the need for families to complete 10 hours of parent participation by Feb. 28<sup>th</sup>, 2022. Families will be charged for the shortfall of those hours at a rate of \$30/hour to be settled on March 15<sup>th</sup>, 2022.

**Parent Participation Manual:** The updates have been completed, and the new 2021-2022 version printed. It was agreed that we should continue with the modified (COVID Safety) version of the Parent participation manual for the 2021-2022 School year.

Action Required:

- 1) Mr. Han to send out a newsletter post to parents to:
  - a. Remind parents that they need to update their participation hours online.
  - b. Provide a contact email for parents who need information on participation.
- 2) Parent Participation Tracking team to send out email for parents in February to:
  - a. Remind parents to report their current parent participation status.
  - b. Reminder that the cost for unfulfilled hours (30 hours required at a rate of \$30/hour). Must be completed AND logged by June 30, 2021.
- 3) Mr. Han to contact the one family that has not paid their invoice for the 2019-2020 school year, and the registration package will be withheld if required.
- 4) Mr. Han to connect with Mr. DaSilva re: school website needs.

**10. Maintenance Report:**

Discussion: Mr. Blasiak provided the following update.

**School Grounds Upkeep:** Mr. Blasiak reports that parents have been keeping the grounds around the

school in good condition.

**Snow Removal:** Snow and salt removal invoices have been low thus far.

**Snow Blower:** Mr. Blasiak presented the need for a snow blower to ensure that the sidewalks and walkways can be cleared quickly and easily. These high traffic areas are not cleared by the snow plow service, yet they must be kept clear to ensure the safety of staff and students.

**Water Ingress to school:** Mr. Blasiak reports there has been longtime water ingress into the school from the main roof/chimney area. This has caused some ceiling discoloration and may require work. Mr. Blasiak will connect with Mr. Patzer to regarding an inspection of the roof to determine if a roofing service is needed. The inside damage is reportedly easily repaired after the roof has been assessed and repaired.

**Chimney Flashing:** Mr. Blasiak reports that this item is in need of replacement.

**Mr. Patzer:** Mr. Patzer will not be renewing his contract for the 2021/2022 school year. This position will be posted and will require a consistent presence at the school between Monday and Friday from 7AM – 12PM.

**Run Off from the Carver Construction site:** The old Carver school site is being renovated for ECE education and Before and After School Care programs. There has been an increase in water flow from this site into the St. Michael's Property, notably at the far end of the playground near the playing fields. Mrs. Kennedy has been in contact with the Superintendent of Construction Company of the old Carver site to discuss concerns with this increased runoff being the result of the construction on the site. The Superintendent will reportedly be getting back to her with more information.

**Action Required:**

- 1) Mr. Blasiak to contact a roofing company for a quote for repair.
- 2) Mr. Blasiak to look into the cost of snow blower.
- 3) Mrs. Kennedy will remain in contact with the Superintendent of the New School Site 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.

**Online hot lunch orders:** Mrs. Golding noted that future planning for online hot lunch ordering is possible through hotlunches.net. This service has a yearly fee, therefore it should not be purchased until the school is ready to implement the program.

**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:

### **Completed Parish Fundraising:**

**Mini-Online Auction:** Thank you to Mrs. Rozenbaum, Mrs. Park and the auction team for their Auction team. A total of \$ 4,809.79 was raised for the parish.

### **Completed School Fundraising:**

**Coffee:** A huge thank you to Mrs. Piccolo for her work in making the Coffee sale success. Bags were sold at \$18/bag and the school gathered a profit of: \$1591

Chicken Fundraiser: A huge thank you to Mrs. Roche for her work in making the Chicken sale success. The school gathered a profit of: \$1109

### **Upcoming Parish Fundraisers:**

#### Online Auction:

- *Date confirmed:* May 1<sup>st</sup>
- *Format:* Would still like to have a live component even if it is a small numb of items.
- *Donations:* Gift cards, electronics, and alcohol. There are a few corporate donors, but understandably not as in years past due to the impact of COVID on businesses.

The Auction Committee had requested approval on a number of items- please see the attached Fundraising Report.

- Cannot approve the creation of ceramics, since parent participation in contact with the students is required.
- The PEC was unable to approve a Non-uniform day in which students would bring wine for the auction instead of a toonie for the student leadership program.
- The PEC and Monsignor approved a drive by donation drop in front of the church. Details of dates and times to be determined by the Auction Committee with Monsignor.

#### 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.
- There would be an option for parishioners to pledge Monsignor, Mrs. Kennedy & Father DuPaul.

### **Upcoming School Fundraisers:**

Purdy's fundraiser: A sale of Chocolate Bars has been requested to reach the Chocolate Sale goal of \$10,000.

Coffee Sale number 2: Date to be Determined.

Chicken Fundraiser 2: Date to be Determined.

#### 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) Repeat Coffee and Chicken Sale fundraisers to be determined.
- 4) Mrs. Finnegan to contact Mrs. Cartina to being planning for the Walkathon

## **13. New Business**

### **13.1 - Parent Participation for 2021-22 School Year**

Discussion: See above section 9.

#### Action required:

- 1) Parent participation requirements for 30 hours/ family will remain in place for the 2021-2022 school year.
- 2) Parents will be required to complete a minimum of 10 hours between July 2021-February 28<sup>th</sup>, 2022, or pay the debited amount of \$30/ hour for any hours not completed.

### **13.2 – MyEducation BC (MyEd BC) Provincial Student Information Service**

Discussion: Schools across BC are being told that they will need to adopt the MyEd student data management system by September 2022. Schools that do not implement this student data management system will be charged \$15/student. Maplewood which merged with Edsembli last year is the student date

system we are currently using, Mrs. Bird has been attending online workshops to learn the new Edsembl platform and we were set to migrate all student data in April; however, with this new information from the Ministry the school may go directly to implementing the MyEd BC management system.

Action required:

- 1) Mrs. Kennedy to provide updates on MyEd as they become available.

**14. In Camera**

Item #1

Item #2

**15. Confirmation of PEC meeting:** February 23<sup>rd</sup>, 2021

**16. Final Prayer:** 8:55 PM