

# St. Michael's PEC Meeting

## MINUTES- Tuesday Oct. 27th, 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:** None. Mr. Garcia joined the meeting at 8PM.

1. <b>Opening Prayer</b> offered by Monsignor Rossi at 7:04 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>
4.1 <b>Parent Participation Handbook Update</b> <ul style="list-style-type: none"><li>• Team to review and give feedback in by Friday Oct. 30<sup>th</sup> and finalized by Nov. 2<sup>nd</sup>, 2020.</li></ul>
4.2 - <b>Non-Participation Fees 2019 – 2020</b> <p><u>Discussion:</u> Please see the update under Parent Participation, as well as Mr. Han's attached update. Mrs. Kennedy to be connected in transferring the information to the accountant, as the accountant will need at least 3 business days (Thursday Oct. 29<sup>th</sup>) to confirm any changes. Clarification was sought on whether any of the families that are in arrears had questioned the processing of their payment. Mr. Han noted that some families have not responded to the multiple requests, and it was agreed that those families who have not returned emails should be called to ensure that they are aware that the payment will be processed.</p> <p><u>Action Required:</u></p> <ol style="list-style-type: none"><li>1) Mr. Han to meet with Mrs. Kennedy to discuss the final contact process.</li><li>2) Mrs. Kennedy to speak with the accountant about the upcoming processing of the cheques.</li><li>3) Mr. Han will call the families that have not responded to multiple emails to ensure that they are aware.</li></ol>

5. <b>Correspondence</b>
None
6. <b>Principal's Report:</b> please see the attached Principal's report.
<p><u>Discussion:</u> Mrs. Kennedy's Principal's Report was reviewed. Mrs. Kennedy noted the following update to the report:</p> <p><b>Transition Update:</b> Students who are currently in the temporary transition option, may have the option to postpone their return until January 2021. It was noted that these students are completing work at home, however the value of classroom learning cannot be underestimated, and the learning lost for these students is of great concern to teachers.</p> <p><b>Teacher health and wellness:</b> The PEC acknowledged that the staff at St. Michaels' have worked selflessly throughout all of the transitions the pandemic has forced upon them. The PEC discussed with all member ways to show appreciation to the staff and support ongoing education. This will remain an ongoing point of discussion.</p> <p><u>Action Required:</u></p> <ol style="list-style-type: none"><li>1) As they arise Mrs. Kennedy will let the PEC know of areas in which the staff may wish to have wellness or educational support.</li></ol>

## 7. Pastor's Report

Discussion: Monsignor reported that there will be an enrollment mass on Friday Oct. 30<sup>th</sup>, 2020. There will not be a school mass on All Souls day (Nov. 2nd), instead the 8AM mass will be shown in the classrooms.

Action Required: None at this time.

## 8. Treasurer's Report:

Discussion: Mrs. Florescu presented the following report.

**Audit:** The Audit is still under review.

**Current Finances:** Mrs. Florescu reported that the month of October is proceeding smoothly and that there are no financial concerns have been brought to her attention. We currently have a deficit of \$9000, however this is anticipated at this time of the school year due to outstanding revenue. Mrs. Florescu reports that the 2020-2021 budget is on track thus far.

**"Safe School Funding" and COVID Expenses:** Mrs. Kennedy reports that the school is tracking any additional costs from COVID expenses separately. These have been recorded at approximately \$15,000 for Sept. 2020. It is anticipated that the revenue from both the Federal funding and the Provincial funding will equal approximately \$20,000. The Provincial government has promised \$35/student by the end of December 2020. The Federal government has promised \$185/ student by February 2020. The PEC discussed that any additional COVID funding revenue will be put towards technology, cleaning and health and safety measures.

**Budget Surplus:** Due to changes in the revenue/expenses structure the PEC discussed that any surplus will be allocated to "Instructional Expenses".

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.

**Unsigned Parent Participation forms:** Mr. Han to arrange for parents who have not signed their parent participation forms to do so in a safe way outside of the school.

**Technology support** (live streaming of mass and in class, website updates for school and parish): Mr. Han noted that filling these roles can be a challenge because of the credentials needed, and the management of the school's confidential information. It was noted that Classmates may possibly be available to provide service, but it would be at a significant cost. The PEC discussed that it would be ideal to have a parent with skills to maintain the website who is committed to seeing this role through for the school year. If these technical roles cannot be filled by parents then the PEC will need to consider outsourcing assistance with the website and with the management of the parent participation hours.

Action Required:

- 1) Mr. Han to continue to contact parents that have the skills to fill these technology roles.
- 2) If required, a notice requesting parent involvement in the technology roles can be placed in the newsletter.

## 10. Maintenance Report:

Discussion: Mr. Blasiak provided the following update.

**Salting and Plowing contract:** Mr. Blasiak reports that this contract has been confirmed for 2020-2021.

**Salt for walkways:** Additional salt has been ordered for use in areas with foot traffic and near the playground.

**General Maintenance:** Mr. Blasiak has emailed parents who put their names forth for maintenance regarding jobs that need to be done. There will be a storage space for tools that parents can access at their convenience and work on jobs throughout the week without needing to schedule a time.

**Zoom meeting** with new parents who had inquiries about parent participation hours was a success.

Action Required:

- 1) Newsletter requests for assistance will be created as needed

## 11. Parent Association Report

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

**Skating party:**

Cancelled due to numbers allowed on ice and in building. Suggestion to have grade 7's only but logistics too difficult due to COVID so opting for a school wide Christmas holiday activity. PA will supply materials.

**Fundraising:**

Looking at masks as a fundraiser. Track suits are now going to be available through Neat Uniforms.

**Craft Night:**

The PA will be sharing information on advent wreath kits for families to purchase and put together at home.

**Next Meeting:** Parent Association is meeting this week.

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. **Organic Apple Sales:** Fundraiser organized by Mrs. Riddell for the Outdoor learning area.  
Total funds raised: \$1519
2. **Purdy's Chocolate Sales:** Headed by parent Yolanda Lavorata. Announcement to families was in the Oct. 22<sup>nd</sup> School Newsletter. Chocolate sales are being coordinated with Mr. Da Silva (i.e. newsletter, posters, use of gym for preparation of orders, dates, etc.). Order will be in catalog format from which the school will get %25 of the sales. The school will need to have orders worth \$40,000 to have an income of \$10,000. It was noted that the Purdy's bars (sold in years past) had a greater profit margin than then catalog. Ordering information includes link to website, cutoff date (Nov 25), and tentative pick-up date. Proposed drive by pick up similar to Apple sales, with Monsignor Rossi's approval. In the last few years these funds were used for technology, and for the PA system.  
  
**GOAL: For each family to sell \$200 worth of chocolate. Students will need to sell \$40,000 worth of chocolate for a school profit of \$10,000.**
3. **Walkathon:** Mrs. Finnegan has been in contact with Simona Cartina. Walkathon team would like to request that the PEC consider having the event during school time since the children will be able to walk with their cohorts. The PEC agreed that there is great uncertainty at this time about what will be possible for a spring Walkathon. The PEC agreed to continue the discussion in the new year in hopes that there will be more clarity about what parameters will be required (number of people allowed to gather for events).

4. **Auction:** Mr. Garcia presented information from Mrs. Rozinbaum. The Auction committee is considering an online format and possibly having two smaller auctions one before Christmas, and another in the spring. The pre-Christmas auction could possibly include the following: Ceramics, Teacher for ½ day; Principal for a day; Parking spot (possibly two); Extra recess; Extra non uniform day; Movie & Popcorn day. All would need to be completed in adherence with the COVID safety guidelines. The spring auction format and items will be considered at a later date when more information is available regarding health and safety guidelines for events.
5. **Additional Fundraising Considerations** Other areas of fundraising that will be looked into for future reference include the following: Coffee/ Wine/ Chicken/ Frozen cookie dough

The PEC discussed the sensitivity with which fundraising should be approached in a year when families may be struggling. The PEC agreed that fundraising expectations should be adjusted accordingly. The PEC also discussed concerns with having numerous small fundraisers that can cause “fundraising fatigue” amount families.

**The PEC concluded that the Pre-Christmas Auction and Chocolates should be the only fundraisers before Christmas.**

Action Required:

- 1) Mr. Garcia will ask Mrs. Lavorata about having the purchase of bars included in the Purdy’s order.
- 2) Mr. Garcia will contact Mrs. Rozinbaum for a list of pre-Christmas auction inventory with a focus on items that are thoughtful, useful and kept to a minimum.
- 3) Tentative Walkathon in May 2021 to be discussed further in the new year.
- 4) Tentative Silent Auction date Auction April 24<sup>th</sup>, 2021
- 5) Pre-Christmas Auction and Chocolates should be the only fundraisers before Christmas.

**13. New Business**

13. 1- **Budget Approval:** Mrs. Florescu presented the final budget (see attached). Mrs. Florescu noted that the proposed budget differs from the preliminary budget as follows:
  - 1) Enrolment of international students has decreased by 1
  - 2) COVID expenses were not part of the proposed budget
  - 3) Decreased salary expenses
  - 4) A noted surplus of approximately \$15,000 that will be put towards Special Education, teaching supplies and Teacher on call expenses.

**MOTION: Motion to approve the attached 2020-2021 budget as proposed by Mrs. Florescu with amendments to the four item areas noted in the discussion above.**

**Motion Approved. All members in agreement.**

**13. 2- Trespassing Vehicles**

Mrs. Kennedy brought to the PEC’s attention an incident in which vehicles were driving recklessly in the parking lot during school hours. When approached by a teacher, the drivers left without disagreement.

Action required:

- 1) Increased signage needed to indicate private property
- 1) Monsignor to look into a gate for the front entrance

**13. 3- Education Committee Leadership Conference Update:** Mrs. Manalo provided a summary of the conference as follows:

- Policy 302 has a new Annex A form for major complaints.
- Faith formation package consisting of 8 sessions around the theme of the school year was discussed.

- Online registration was discussed as a means of reducing contacts. The PEC discussed that registration in February can be in the form of drop off to meet COVID precautions, rather than rushing ahead with an online system.
- The conference acknowledged the tremendous work being done by teachers, and asked PEC members to ensuring that there is appreciation for staff in the form of education and recognition.

13. 4- **Neat Uniforms – Agreement Renewal:** The PEC discussed the terms of the attached agreement for Neat Uniforms. The service has been successful thus far, and continued use of this company is recommended.

Track suits are now going to be available through Neat Uniforms.

**MOTION: Motion to renew the Neat Uniforms contract as per the attached terms.  
Motion Approved. All members are in agreement.**

14. **In Camera** (teacher representative Mr. DaSilva departed prior to the in camera as per protocol)

Item 1

Item 2

- *Mrs. Kennedy exited from the meeting after item 2 was completed.*

Item 3

15. **Confirmation of PEC meeting:** Next meeting Nov. 24<sup>th</sup>, 2020 at 7PM via ZOOM teleconference.

16. **Final Prayer:** 9:43 PM