

# St. Michael's PEC Meeting

## MINUTES- Tuesday Sept. 29th, 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:** Rommel Garcia and Sarah Golding

1. **Opening Prayer** offered by Monsignor Rossi at 7:08
2. **Review and Adoption of previous minutes:** Mrs. Manalo and Mrs. Florescu
3. **Adoption of Agenda:** Mrs. Manalo and Mrs. Finnegan
4. **Business Arising from the Previous Minutes**

#### 4.1 PEC Elections Update

Discussion: Martin Blasiak is the successful candidate for the open PEC position. Mrs. Golding has been re-appointed by Monsignor for a two year term. The PEC and Monsignor accept the results.

The PEC confirmed that the members will be covering the following roles for the 2020-2021 school year.

- Anita Manalo – Chairperson
- Jenny Finnegan - Secretary and Vice Chairperson
- Martin Blasiak- Maintenance Coordinator
- Steven Han – Parent Participation Coordinator
- Sarah Golding – Parent Association Coordinator
- Maddalena Florescu – Treasurer

Action Required:

- 1) Mrs. Finnegan to send notification of the current PEC members and their updated contact info to CISVA.

#### 4.2 Education Committee Leadership Conference (9am–12pm, October 24<sup>th</sup> via Zoom; to confirm attendance and register by October 16<sup>th</sup>)

Discussion: Mrs. Manalo reminded the PEC of the upcoming Education Committee Leadership Conference. Participants can register online. The Conference will be delivered via zoom due to COVID-19 safety precautions.

Action Required:

- 1) Mrs. Finnegan will send out the conference link again to all PEC members

#### 4.3 Review of Ventilation System

Discussion: The PEC discussed the extensive renovation required to install a ventilation system in to the current school building. The PEC discussed the logistics around anticipated cost (even if partially parent funded), and the risks and inconvenience for students and staff during construction. On Sept. 14<sup>th</sup> the PEC approved an email motion stated below in support of the purchase of air purifiers for each classroom and supporting areas. This purchase is in progress, and the school is awaiting delivery of these units.

Review of EMAIL MOTION completed on September 24<sup>th</sup>, 2020.

**MOTION: To approve the purchase of the required number of HEPA filters air purifiers to properly meet the school's air quality needs at the best available price per unit.**

**MOTION APPROVED unanimously by all PEC members via email.**

Action Required:

- 1) No further action required.

#### 4.4 COVID information – email and website

Discussion: The school's website has been updated to include a COVID link for better reference to updated information. The PEC discussed the need to update the current Parent Participation Manual to reflect the new hours, fees and parent participation roles.

Action Required:

- 1) Parent Participation Handbook to be updated by PEC members, and returned to Mrs. Kennedy and Mr. DaSilva for approval of the final draft.

#### 4.5 Update on custodial services

Discussion: discussed in Item 6 below

#### 4.6 Non-participation Fees (2019-2020 School Year) and changes to 2020-2021 Participation Program

Discussion: discussed under Item 9 below

#### 4.7 Maintenance items – outdoor lights, repainting (gym floor and parking lines), paper towel dispenser installation

Discussion: discussed under Item 10 below

#### 4.8 Fundraising Subcommittees Update

Discussion: discussed under Item 9 below

### 5. Correspondence

None

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

Discussion: Mrs. Kennedy's Principal's Report was reviewed. Mrs. Kennedy noted the following update to the report:

- 1) **FSA update:** The Ministry has announced that the Foundation Skills Assessment (FSA) will be postponed until January 18<sup>th</sup> -February 26<sup>th</sup>, 2021.

**Pick-up and Drop –Off:** Mrs. Kennedy discussed the loss of instructional time due to the staggered pick-up and drop off schedule. Mrs. Kennedy reported that the hand-washing procedures in the morning are working smoothly, and that students are able to safely enter the school without needing the staggered approach that was anticipated. Mrs. Kennedy will speak with the staff to ensure are no concerns. The new drop-off and pick up schedule would be as follows:

- **Mon thru Friday Drop-off:** Students can be dropped-off between 8:30 and 8:40. Students would wait in their designated areas and be brought in to the school with their cohort through their assigned entrance beginning at 8:45. On rainy days, students may enter the school at 8:30 through their assigned entrance, and proceed directly to their classroom.
- **Monday, Tuesday, Thursday Friday Pick-up:** Students will be brought outside by a staff member at 3:00PM, and walked to their assigned area where they will wait until their parent arrives.
- **Wednesday Pick-up:** Students will be brought outside by a staff member at 2:30 PM, and walked to their assigned area where they will wait until their parent arrives.

**Custodial Services Update** (item 4.5 from New Business Arising from Previous Minutes). The Custodial Services have been moved from Sunday to Friday so that they can assist with cleaning on Mr. Patzer's day off. This has reportedly been working well, and requires no further review.

**Parent Generosity:** Mrs. Kennedy expressed that she and the school are very grateful to the many parents who have come forward to offer their additional support in the form of financial donations,

equipment provision, and the valuable gift of time. These acts of generosity are greatly appreciated by the school community.

## 7. Pastor's Report

Discussion: Monsignor reported that the student confessions were held successfully for the Grade 5 class, and that the parish offices provided a suitable location with safe social distancing. The Friday School Mass is now in its third week. Once class attends in person, and the other classes receive mass through live streaming in their classrooms.

As noted in detail on the parish website, weekend masses (Saturday @7pm/ Sunday @8:30/ Sunday @ 5pm) can be attended in person by those who pre-register by phone at the parish office. The church is limited to 50 people, yet Monsignor reports they have not been reaching this capacity, and families can be encouraged to register. Parishioners have been completing their own cleaning after mass.

Action Required:

- 1) Mrs. Kennedy will place a note in newsletter directing parents to the Parish website for details on registering to attend mass in person on the weekends.

## 8. Treasurer's Report:

Discussion: Mrs. Florescu presented the following report.

**Current Finances:** The month of September is proceeding smoothly and no financial concerns have been brought to her attention.

**Final 2020-2021 Budget:** The final budget approval and submission deadline is October 30th, the current version has not required any changes since initially presented. The final budget will be brought forward to discussion and approval at the next PEC meeting on October 27<sup>th</sup>, 2020.

**COVID Expenses:** Mrs. Kennedy reports that the school is tracking any additional costs from COVID expenses separately.

Action Required:

- 1) The Final Budget will be brought for at the October 27<sup>th</sup>, 2020 PEC meeting.

## 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.

**New Parent Participation Roles:** PEC discussed that Parent Participation has changed significantly this year and that there is a need to create positions in the area of technology support. Mr. Han has generously taken on additional roles to assist with live streaming, and tech support, however, these roles go well beyond role of Parent Participation Coordinator, and should be delegated to parents who can obtain volunteer hours.

New parent participation roles to be added for 2020-2021 include:

- 1) Live Streaming of for church and school
- 2) Web Support for church and school
- 3) Media Networking
- 4) Networking for church and school

**Review of Email Motion on September 9<sup>th</sup>, 2020 to reduce the number of Parent Participation hours and fees for the 2020-2021 school year.**

On Sept. 9<sup>th</sup>, 2020 a Motion was put forth via email to all PEC members with the following information:

*"There has been significant effort put into reviewing the parent participation hours needed for the 2020-2021 school year. The category managers were contacted for further discussion, but initial*

calculations indicate that there will be far fewer participation hours available for parents this coming year.

This reduction in available hours is due to:

- 1) Increased safety measures in place, which limit parent access to the school.
- 2) Significant changes to fundraising activities
- 2) Changes to extracurricular activities

It is recommended that we temporarily decrease the required hours, and the non-participation fee as follows:

**MOTION: Motion to temporarily decrease the required parent participation hours from 60hrs/year per family to 30hrs/year per family for the 2020-2021 school year**

- **MOTION APPROVED by all PEC members via email on Sept. 9<sup>th</sup>, 2020.**

**MOTION: Motion to temporarily decrease the non-parent participation fee from \$1300/ year per family to \$900/ year per family for the 2020-2021 school year.**

- **MOTION APPROVED by all PEC members via email on Sept. 9<sup>th</sup>, 2020.**

**Outstanding Parent Participation hours 2019-2020:** The PEC agreed that the processing of the Pre-Authorized Debit payment for outstanding parent participation hours for the 2019-2020 school year should be delayed until Oct. 13<sup>th</sup>, 2020.

**Parent Participation Changes:**

- Desk cleaning will be switching over to weekly church cleaning as discussed with Monsignor.
- The school is reviewing the use of an electrostatic sprayer for additional school cleaning that could be done on Saturdays. Approximately 4 families per weekend to spread out the hours. This is still under review.

**Zoom meeting with new parents:** Mr. Han will arrange a Zoom Meeting for new parents who would like to learn more about Parent Participation. Each category manager would attend, and say something short about their category, then parents questions in the chat. Mrs. Kennedy would like to attend. A PEC member can attend to assist with managing the chat questions.

**Approval of Hours for “In school” jobs:** Mr. Han approved the hours for these roles in 2019-2020. These support roles now will be approved by Mr. DaSilva.

Action Required:

- 1) Mrs. Finnegan and Mrs. Manalo will update the Parent Participation Handbook with review and input from Mrs. Kennedy, Mr. DaSilva and Mr. Han.
- 2) Mr. Han, Mrs. Florescu and Mrs. Manalo will work to process the Pre-Authorized Debit payment for the out-standing 2019-2020 parent participation hours.
- 3) Mr. Han to speak to parents he has identified as able to assist with tech support for both the school and the parish.
- 4) Mr. Han and the PEC to arrange for a Parent Participation Zoom Meeting

**10. Maintenance Report:**

Discussion: Mr. Blasiak provided the following update.

**Primary Water Fountains:** The Maintenance team has completed the installation of the primary grades water fountain. The drinking portion has been eliminated and there is a bottle fill option. With the pandemic this is the norm anyways, and if a student forgets their water bottle at home or misplaces it, they have the option to use the intermediate grades water fountain upstairs when it reopens.

**Sensory Room Electrical:** Two new electrical plugs have been added to the sensory room as request, and there will be one more added this coming week.

**Maintenance Jobs:** Mr. Blasiak reported that the core member of the maintenance team is near to completing their 2020-2021 hours due the projects already completed. There are however, a lot of opportunities for parents who need hours:

- Cleaning up the playground
- Sweeping wood chips
- Upkeep of garden areas
- Clearing of drains at front of school (parking lot)
- Junk removal from back of the school and dump/recycle runs (Metal/wood)
- Snow shoveling and salting (when the time comes)

Many of these jobs can be done by parents at their leisure and with their own tools (rake/brooms/shovels). If needed a container with tools could be placed at the back of the school for them to use.

**Snow Removal:** Mr. Blasiak requested approval to proceed with signing a contract with same snow removal and salting company that was used last year – Gill and Sons Exterior Textures.

**MOTION: To approve the use of Gill and Sons Exterior Textures for Snow Removal for the 2020-2021 school year as per the attached contract.**

- **MOTION APPROVED by all PEC Members in attendance.**

Action Required:

- 1) Mr. Blasiak will connect with Mr. Han if there is a need to place a notice for assistance in the school newsletter.

#### 11. Parent Association Report

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

**St. Michael's Feast Day:** Treats were provided to all classes to celebrate. Treats were pre-packaged items that were distributed by staff for safety.

**Craft Night:** The PA is looking into advent wreaths kits for families to do at home.

**Skating Party:** The PA is looking into current ice rink restrictions and the possibility of booking each cohort separately. This event will depend on current COVID restrictions. The PA will keep the booking, and it can be cancelled if the event cannot proceed.

**PA meeting:** The next PA is being held by zoom this week.

**Hot lunch:** Hot lunch will continue to remain on hold for the time being.

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** organized by Mrs. Riddell
  - a. Cut off for order Oct 6 and distribution Oct 8, tentative
  - b. Pick up will take place in front of the Parish.
2. **Walkathon:** Mr. Garcia has been in touch with Mrs. Cartina who is happy to begin planning when a date has been set and how the Parish could like the event to be conducted. At this time the Walkathon has been postponed until the spring of 2021 and a date will be reviewed in early 2021.

3. **Auction:** Mrs. Rozenbaum has reportedly been discussing the logistics of a silent auction with her team, however, this is just in the discussion stage.

Action Required:

1) Connection with other Schools and Parishes at the October 24<sup>th</sup>, 2020 Leadership conference would be an opportunity to learn how other schools are adjusting their fundraising during the pandemic.

**13. New Business**

**13.1 - Learning Resource Room**

Discussion: Mrs. Benes is currently in the computer lab, and will be moving to the sensory room so there is more space and access available. The maintenance team has kindly installed new outlets in the sensory room, and prepared for the space to be used for learning assistance.

Action Required: No further action required.

**14. In Camera**

Completed

15. **Confirmation of PEC meeting:** Next meeting Oct. 27<sup>th</sup> at 7PM via ZOOM teleconference.

16. **Final Prayer:** 8:52 PM