

# St. Michael's PEC Meeting

## MINUTES- Wednesday June 15<sup>th</sup>, 2022

**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; Maricel Megyessi, Fundraising Committee Liaison. Yolanda Lavorata (New Member). **Regrets:** Magdalena Florescu, Sarah Golding, and Steve Han.

1. **Opening Prayer** offered by Monsignor Rossi at 7:02
2. Welcome to Mrs. Lavorata by Mrs. Manalo
3. **Review and Adoption of previous minutes:** Mrs. Manalo and Mrs. Megyessi
4. **Adoption of Agenda:** Mrs. Finnegan & Mrs. Manalo
4. **Business Arising from the Previous Minutes**

### 4.1– Education Committee New Members

Discussion: **Education Committee New Members' Orientation:** The meeting will be held on June 23<sup>rd</sup>, 2022 – John Paul II Centre at 7PM. Mrs. Lavorata has registered and will be the only new member attending this year.

Action Required: None

### 4.2 – Education Committee Workshop – Sept. 24<sup>th</sup>, 2022. Location to be determined.

Discussion: This workshop is for all PEC members to attend if able.

Action required:

- 1) Bring forward to August meeting when more details are available and Mrs. Finnegan can register those able to attend.

### 4.3 – Before and After School Update

Discussion:

**Contract with the Parish:** Mrs. Nath will be operating as a before and after school tutoring club under St. Michael's. All letter head has been changed from Little Minds to St. Michael's. Mrs. Nath is currently drafting a contract with the School that will be signed. Communication has been sent to parents and cheques have been returned to request payment to St. Michael's School instead of Little Minds.

**Building Access over the summer:** Mrs. Nath will need keys at the end of the month to begin preparing the building.

**Tax Receipts:** Parent inquiry about whether the club would be tax deductible. Answer: we are currently unable to issue a tax receipt because we are not licensed.

**Grants:** If the program is licensed then the school may also apply for grants through the province.

**Logistics:** Confirmation of specifics will need to be finalized in August.

- Mrs. Nath will need to communicate to the teachers a list of names of the children that will be attending the program every day.
- Communication with parents regarding pick up and drop off locations at the school.

Action Required:

- 1) Confirm with Mrs. Florescu and inform Mrs. Nath that a tax receipt is not available unless the program is licensed.
- 2) Mrs. Manalo to work with Mrs. Nath to confirm the budget and finalize the contract.

**4.3- Gym Floor Request**

Discussion: Correspondence with the CISVA head office indicates that the PA cannot carry a balance, and therefore all PA funds, with the exception of operational costs, must be turned over to the school at the end of the school year. This will be in keeping with CISVA operational guidelines.

The PEC members would like to continue to use the funds the PA has raised for a new gym floor, pending approval by the Parish Council.

**MOTION: For the remaining balance of the PA funds to be turned over to the school, less operation costs, as per CISVA guidelines, and restricted for the purchase of a new gym floor, with the exception that there is a more urgent need as determined by the PEC.**

**Motion Approved without objection.**

Action required:

- 1) Further discussion with Mrs. Golding is needed to update the PA of this new information.
- 2) A group of representatives will be needed to present the proposal of the new gym floor to the Parish Council during their meeting on September 15<sup>th</sup>, 2022. Possible presenters: Mrs. Golding, Coach Oleigue and a student.
- 3) Mrs. Finnegan to follow-up clarification on signing authority for the PA account.

**5. Correspondence**

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 and there were no concerns.

Further discussion:

**Grade 7 farewell:** Eight staff were recently ill due to COVID, and there is concern that an overly crowded gym would not be safe for families or staff. Grade 7 Families were asked to bring only two people to limit capacity and provide a safe environment. All are welcome to attend the mass at 7pm. The teachers have kindly offered to have childcare available in the library for siblings to ensure that there are not additional people in the gym. Masks cannot be mandated. There will be no live streaming.

**School Acronym:** Ms. Alberti's (Grade 6) Masters studies have focused on the decline in resiliency and community within schools. To help build our community spirit her grade 6 students have proposed the use of the Acronym "Guardians" to represent the school. It is hoped that this may help the students identify with being a Guardian in their school community and to make formalize the characteristics that they should be striving for in their daily worship and school life.

Action required: None required

## 7. Pastor's Report

Discussion: Monsignor reported the following:

**Window replacement** at the parish is underway and should be completed over the summer, due to reconstruction required in the wall near the Shrine room.

**Thank you to Mrs. Kennedy:** Monsignor expressed his gratitude for Mrs. Kennedy's dedicated service to our school community for 17 years. The Parish community looks forward to celebrating Mrs. Kennedy with Mass and a reception on Sunday June 26<sup>th</sup> at the noon mass.

Action Required: None

## 8. Treasurer's Report: Please see the attached Treasurer's report.

Discussion: Mrs. Florescu provided a Treasurer's report which was reviewed by the PEC.

**Parish Subsidy:** Mrs. Florescu's report kindly noted that a significant subsidy has been provided by the Parish. This subsidy will reportedly bring the budget close to being on track with the anticipated deficit for the 2021-2022. The Parish Subsidy will be reflected in the next Financial Statement.

Action Required: None

## 9. Participation Coordinator's Report: Please see the attached Participation Report by Mr. Han.

Discussion: Mr. Han's report was reviewed and discussed.

Further discussion beyond the report:

**Parent Participation Manual:** The PEC discussed concerns with parents who have paid the full amount to Opt-Out of Parent Participation, yet later request reimbursement for hours worked. This has significant complexities for accounting and should be avoided in the future. Discussed having the cheque post-dated for June 2023, instead of depositing the amount in September. Further discussion is needed with the Treasurer present.

**Parent Participation Info Session on Meet the teacher night:** Plan to use this time to show parents all of the areas in which they can volunteer. Having a slide show of pictures would be helpful for those parents who have not attended the different events (auction, walkathon).

**Meeting postings:** Plan to post all meetings (Auction, Walkathon, Crossing Guard) in the newsletter to ensure that parents can attend even if it is not in their primary area of volunteer interest.

Action Required:

- 1) **Update the Parent Participation Manual (in August 2022)** to ensure that reimbursement of Parent Participation fees is not required.
- 2) **Parent Participation Info session:** Plan to list all Fundraising Meetings in the newsletter to ensure parents are aware and can attend even if the meeting is not in their designated participation area.
- 3) **Participation Communication:** Plan to list all Fundraising Meetings in the newsletter to ensure parents are aware and can attend even if the meeting is not in their designated participation area.

## 10. Maintenance Report:

Discussion: Mr. Blasiak reported that there are currently no maintenance concerns.

The school has requested summer maintenance in the following areas:

- Painting in the interior of the school
- General outdoor cleaning, weeding and power-washing.

Action Required:

- 1) Mr. Blasiak follow-up with Mrs. Kennedy to confirm the summer maintenance requests.

## 11. Parent Association Report

Discussion: Mrs. Golding emailed the following the information as part of the Parent Association Report.

### **Fun Day**

- Hot dog lunch was prepared and provided free to the staff and students. Scheduled hot lunch was moved to Wednesday June 15.

### **Freeze Sales**

- Sales are being held at the end every week in June.

### **Hot Lunch:**

- The new caterer has been very efficient, reliable and without a single error so far.
- Feedback from staff has been very positive. They especially like how every lunch item is labeled with the student's name.
- Lunch has been running twice a week in June. Last lunch date is Tuesday June 21.

### **Miscellaneous**

- Working with the Ladies Auxiliary for the June 26 reception.
- Cheque was given to the school for the full amount that was contributed by families for Mrs. Kennedy's parting gift.
- The PA has given \$1000 to the school towards the grade 7 farewell.

Action Required:

- 1) As noted above, the PA will transfer all funds that are not required for PA operational costs to the school at the closing of the school year.

## 12. Fundraising Committee Report - Please see the attached Fundraising Committee Report.

Discussion: Mrs. Megyessi reviewed the Fundraising Committee report.

### **Meetings:**

- Wrap up for Auction committee: June 13, 2022
- Walkathon prep: June 15, 2022

### **Chocolate Sales (Sept):**

- Purdy's remains the best option for September.
- Families with one child will be responsible for selling one box, and families with two or more children will be responsible for selling two boxes.

- 65 cases were sold last year. The number of cases will be confirmed after discussion with Mrs. DeJulius.
- The school will order the “Nut Free” version.
- Chocolates to be distributed during the first week of school and will continue until the end of September, or possibly longer if needed.
- Prizes to be determined.

**Transition:**

- Mrs. Megyessi has forwarded to Mrs. Lavorata for reference:
- Committee leads’ contact information
- SY22 Fundraising Updates

**Octoberfest:**

- Mrs. Finnegan to inquire if a parent owned meat shop would be able to assist with sausages.
- Decorations for the event will fall under walkathon
- Parents to cook sausages
- License needed to serve beer
- All servers must have a “serving it right” certificate.
- Mrs. Manalo, Mr. Blasiak, and Mrs. Finnegan to meet over the summer to discuss Octoberfest.

**Action Required:**

- 1) Chocolate Sale details to be confirmed: Decision on prizes and Confirmation of boxes needed.
- 2) Mrs. Manalo, Mr. Blasiak, and Mrs. Finnegan to meet over the summer to discuss Octoberfest.

**13. New Business**

**13.1 – PEC – Committee Positions**

Discussion: The PEC Roles for 2021-2022 as agreed upon by all members:

- **Chairperson** - Anita Manalo was nominated by Mrs. Finnegan.
  - No other nominations. Role accepted.
- **Secretary and Vice Chairperson-** Jenny Finnegan was nominated by Mrs. Manalo.
  - No other nominations. Role accepted.
- **Treasurer** - Maddalena Florescu was nominated by Mrs. Finnegan.
  - No other nominations. Role accepted by email.
- **Parent Participation Coordinator** – Steve Han was asked to return to this role.
  - All members in agreement. Role accepted by email.
- **Parent Association Coordinator** – Sarah Golding was asked to return to this role.
  - All members in agreement. Role accepted by email.
- **Maintenance Coordinator** – Martin Blasiak was asked to return to this role.
  - All members in agreement. Role accepted by email.
- **Fundraising Liaison.** - Yolanda Lavorata was asked to take on this role.
  - All members in agreement. Role accepted by email.

**Action Required:**

- 1) Mrs. Finnegan will notify the CISVA office of the updated PEC contacts.

### 13.2 - St. Michael's School Retreat

Discussion: Monsignor Rossi has kindly invited all PEC members and St. Michael's school staff to attend a two day retreat at Westminster Abbey in Mission. The retreat will begin on Wednesday August 31<sup>st</sup> and conclude Thursday August 1<sup>st</sup> around 2PM. PEC members are welcome to join for the full retreat including which includes overnight accommodation at the Abbey.

Action Required:

- 1) Mrs. Finnegan will email all PEC members in early August 2022 to confirm attendance numbers, and communicate these to Monsignor.

### 13.3 –Accounting

Discussion:

**Request for additional payment:** Mrs. Nguyen has requested payment until the end of July 2022 in order to complete the Audit. The school has verbally committed to this request to be paid for the month of July 2022. Mrs. Nguyen stated that she will be willing to answer questions from the auditors through the month of August free of charge.

**New Auditors** – Mrs. Kennedy has reported that Ernest and Young are no longer the auditors affiliated with CISVA.

Action Required:

- 1) Mrs. Finnegan will notify Mrs. Florescu of the request above for Mrs. Nguyen.

### 14. In Camera

None

15. **Confirmation of PEC meeting: September 1<sup>st</sup>** at 7PM in the Parish Centre after the retreat.

16. **Final Prayer** offered by Monsignor Rossi at 8:24