

St. Michael's PEC Meeting

MINUTES- Tuesday May 23rd, 2023

Members: Monsignor Rossi; Principal, Elaine Grant; Vice Principal, Andrew DaSilva; Chairperson, Anita Manalo; Vice-Chairperson & Secretary, Jenny Finnegan; Treasurer, Magdalena Florescu; Parents' Association Coordinator, Sarah Golding; Participation Coordinator, Steven Han; Maintenance Coordinator, Martin Blasiak; and Fundraising Committee Liaison, Yolanda Lavorata,. **Regrets:** None.

Guests: Grace Lee (Parent Association Treasurer), and Michelle Zuccaro (incoming PEC member)

1. **Opening Prayer** offered by Monsignor at 8:10
2. **Review and Adoption of previous minutes:** Mr. Han and Mrs. Manalo
3. **Adoption of Agenda:** Mrs. Finnegan and Mrs. Golding

4. **Business Arising from the Previous Minutes**

4.1 – Before and After School Care Licensing

Discussion: Mrs. Grant has been Before and After School Program. Mrs. Grant has also begun to consult with Mr. Wise and the beginning of an application has begun. Mr. Wise has provided a contact who will be meeting with Mrs. Grant to provide a site survey has begun so that we can have a temporary permit for a temporary structure. The designer and Mr. Wise will determine the best location for the building.

Action Required:

- 1) Follow-up at the next meeting.

4.2 – Election Committee

Discussion: The PEC election was to be held on Saturday May 27st and Sunday May 28th, 2023. This year there were two positions available; one elected and one appointed position. There was one nomination received and therefore an election was not required.

New Member: The PEC is pleased to welcome Mrs. Michelle Zuccaro who will join the PEC by abstention in June 2023.

The PEC is very glad to have Mrs. Zuccaro joining the committee with her experience as Walkathon coordinator and business acumen.

PEC Appointment: Monsignor has appointed Mrs. Florescu as PEC Treasurer for another two year term from June 2023 through May 2025.

The PEC is grateful to Mrs. Florescu for her dedicated service to the Parish Community and her diligent management of the school's finances.

Action Required:

- 1) During the June 13th meeting the new and returning PEC members will sign the Commitment to Faith, and determine the roles for the upcoming school year.
- 2) Mrs. Finnegan will contact the CISVA office with the names and contact information of the new and returning PEC members.

4.3 – Transfer of funds from cash to the school's investment account.

Discussion: Mrs. Florescu reports that the transfer for funds has been completed.

Action Required:

- 1) Mrs. Florescu will check with the accountant tomorrow and ensure that the transfer has been completed.

5. Correspondence

None

6. Principal's Report: Please see the attached Principal's report.

Discussion: Mrs. Grant reviewed the attached report and provided the update below:

Accessible BC Act: Mrs. Grant noted in her report that there is a new mandate to make all BC schools accessible and barrier free. Schools have been advised that they will need to have a 3 year plan in place by September 2023. Government funding to implement the changes outlined in the plans has not been stated.

Quick Facts gathered from the following link: [Accessibility legislation - Province of British Columbia \(gov.bc.ca\)](http://www.accessibilitylegislation.gov.bc.ca)

- *The Accessible British Columbia Act defines barriers as anything that hinders the full and equal participation in society of a person with an impairment.*
- *Barriers can be caused by environments, attitudes, practices, policies, information, communications or technologies, and affected by intersecting forms of discrimination.*

Action Required:

- 1) Mrs. Grant and Mr. DaSilva plan to do a walk-about and begin the inventory of areas that would require modification. Mrs. Finnegan has offered her service as an Occupational Therapist to assist with this review.

7. Pastor's Report

Discussion: Monsignor provided the following update for the PEC.

PEC members: Monsignor warmly welcomed new member Michelle Zuccarro and gratefully thanked Mrs. Florescu for her ongoing service.

Confirmation: The school and parish are in preparation for the Grade 2 First Communion this coming Sunday.

Parish Appreciation Dinner: This even will be held on June 22nd. Invitations have been extended and Monsignor has requested responses by the first week in June so that preparations can be finalized.

Letter home to families: Monsignor discussed the letter sent home to families regarding poor attendance at mass, and possible implications that this would have on a family's category 1 status with the school.

Action Required: None

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

Discussion: Mrs. Florescu's email update was reviewed and discussed.

Year-End: Mrs. Florescu reports that the school will complete the year with a balanced budget. Although the April financial reports indicate a surplus of \$87,000, upcoming expenses in June are significant, and

will result in the final surplus amount being significantly lower. Mrs. Florescu requested that all expenses be submitted so that these funds can be suitably allocated.

Action Required:

- 1) Mrs. Grant to speak with the teachers and with the maintenance team about resources and projects that can be completed, should there be any surplus.

9. Participation Coordinator's Report: Please see the attached Participation report.

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

Additional jobs: Mrs. Grant reported that there are jobs available for families who need hours to assist in preparing equipment for track and field. These jobs are available to be completed on the weekends and evenings.

Coaching clarification: Parents who coach a school team can credit these hours to parent participation. Parents who coach on the weekend with Coach Oleigh's sports sessions cannot credit these hours for parent participation.

Category Managers: Mr. Han will be sending out lists of parents to the category managers so that they can reach out to parents who have expressed interest in volunteering in their category area.

Action Required:

- 1) Mr. Han will continue to send weekly emails to families with less than 60 participation hours. Category managers are to ensure hours are approved regularly to keep records up to date.
- 2) Mr. Han will be sending out lists of parents to the category managers so that they can reach out to parents who have expressed interest in volunteering in their category area.

10. Maintenance Report:

Discussion: Mr. Blasiak reported that there are no concerns or projects at this time.

Gym Floor: The gym floor has been completed with great thanks to Mr. Blasiak and his team. Possible need for a rug or a protective system to prevent damage from small rocks in the wheels of the traffic cone wagon.

Musical Set up: Thank you again to Mr. Blasiak's committed team their set-up and take down work. for

Mrs. Grant and the PEC expressed their gratitude for all of the amazing work that this small team completed in the past few months.

Action Required: None

11. Parent Association Report: Please see the attached PA report.

Discussion: **PA treasurer Mrs. Grace Lee was present to review the PA financials with the PEC.**

Financials were provided by the PA Treasurer for review in advance.

Points of note:

- The PA will contribute \$600 to offset costs of the Grade 7 graduation
- The net surplus from this year's PA funds will be allocated to pay for the gym floor payment. Given that this is a capital expense, the funds must be given to the school, and then to the parish.

- The PA anticipates that it will require a balance of approximately \$3000 to open the 2023-2024 school year. Any additional funds must be given to school, who will then transfer the money to the Parish.

Action Required:

- 1) PA to retain approximately \$3000 to ensure that they have enough to open the school year. All additional funds will be transferred to the school, and then to the parish for payment of the gym floor.

12. Fundraising Committee Report: Please see the attached Fundraising report

Discussion: Mrs. Lavorata reviewed the Fundraising report.

Tentative dates for fundraising events during the 2023-2024 School year discussed:

- Parish Feast Day – September 23rd, 2023
- Walkathon– October 15th, 2023
- Octoberfest– Oct. 28th, 2023.

Octoberfest: PEC discussed that although this was not large fundraiser, it was a community building event that was not overly complicated to organize. Parishioners and parents have requested the organizers consider entertainment and child minding for next year's event.

Chocolate Sales: Succession planning is needed to identify a parent(s) to run this event in 2023.

Considerations for the upcoming sale include:

- 1) Ensuring that a payment square is available so that purchases can be processed more quickly.
- 2) Consider having Chocolate sales added to the Hot Lunch Platform to avoid the additional time needed to gather and count cash

Action Required:

- 1) Newsletter post to request a Chocolate Sale organizer for fall 2023.
- 2) As noted above, Mr. Han will be providing the Category Managers with a list of parents who have expressed interest in participating in their category so that communication and planning can begin.

13. New Business

13.1 New Parent Orientation

Discussion: Meeting for all new families will be held on Tuesday May 16th, 7PM – 9PM in the Library.

Action Required:

- 1) Mrs. Golding, Mrs. Manalo and Mrs. Finnegan to be present to welcome families and answer questions.

13.2 Preliminary 2023-2024 School Budget: Please see the attached Preliminary Budget.

Discussion: Mrs. Florescu presented the Preliminary Budget for the 2023-2024 school year. Questions and comments were as follows:

- Savings for the 2023-2024 are related to decreases in costs for accounting fees, and a reduction in Classmates Services.
- Special Education grants will be increasing in 2023-2024, as will the number of students at the school with allocated funding. To ensure the needs of the students are met, Mrs. Delrosario will be moving into a full-time learning support role next year.
- Additional funds have been allocated to Maintenance in anticipation of repairs and upkeep of the building including the leaking roof, and possible accessibility modification costs.
- Fees for the contracted custodial services are increasing. Mrs. Grant and the PEC agreed that continuation with the current service provider is warranted given the quality and care of the service.
- Garage removal fees have increased.

- The before and afternoon club has been a successful additional for student recruitment and retention. At this time the school does not accrue any profit, with all revenue returning to the program operator. Plans for the school to move into an operational role are in progress.

MOTION: To accept the Preliminary Budget as presented by Mrs. Florecu (see attached).

MOTION APPROVED: All members are in agreement.

Action Required:

- 1) Preliminary budget to be signed and submitted to CISVA by Mrs. Florescu.

14. In Camera

14.1 –Discussed

MOTION: To approve the staffing recommendations proposed by Mrs. Grant for 2023-2024.

MOTION APPROVED: All members in agreement.

Hiring Committee Confirmed: Mrs. Manalo, Mrs. Florescu and Mrs. Finnegan (Auxiliary).

15. **Confirmation of PEC meeting: June 13th, 2023 at 8PM following the 7:30 PM mass.**

16. **Final Prayer** offered by Monsignor at 9:34 PM