

St. Michael's PEC Meeting

MINUTES-Thursday September 1st, 2022

Members: Monsignor Rossi; Principal, Mrs. Grant; 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; and Yolanda Lavorata, Fundraising Committee Liaison. **Regrets:** Sarah Golding

1. **Opening Prayer** offered by Monsignor Rossi at 7:05 PM
Mrs. Manalo offered a warm welcome to Mrs. Grant, our new Principal.
2. **Review and Adoption of previous minutes:** Mrs. Florescu and Mrs. Manalo
3. **Adoption of Agenda:** Mrs. Finnegan & Mrs. Florescu
4. **Business Arising from the Previous Minutes**

4.1– Before and After School Club update

Discussion: As an unlicensed club the school is ensuring that all protocols are being followed as per Ministry of Education guidelines. A St. Michael's Staff member will be required on premises during tutorial hours. Licensed child care is limited to 24 students, and there are currently 16 students registered. If these numbers remain consistent the school will consider applying for a childcare license.

Action Required:

- 1) A follow-up meeting with Mrs. Nath will be scheduled to discuss details regarding the opening of the tutorial program.

4.2 - Education Committee Workshop

Discussion: The workshop will be held on Sept. 24th, 202 at Corpus Christi Parish (8:00- 2:30PM). It is anticipated the meeting will be in person.

Action required:

- 2) Mrs. Finnegan will email the PEC members and will register those who can attend.

4.3 – PA Funds and Signing Authority

Discussion: The PEC discussed the important contribution that the PA makes in ensuring that all students have equal access to low cost activities and celebrations throughout the school year. The PA's contribution to building school community and supporting the recognition of teachers and staff throughout the school year was also noted and greatly appreciated. The PA's generous contribution to teacher gifts and activities are greatly appreciated and it is requested that these continue. The PA should continue to ensure that hot lunch rates remain affordable for all students so there are no feelings of inequity. The funds gathered by the PA are put directly back into the school to benefit the students and staff, therefore the word "fundraising" can be removed from PA descriptions so ensure a distinction between the Fundraising Committee Activities such as Walkathon and the Parish Auction.

Action Required:

- 1) Mrs. Finnegan will follow-up with Mrs. Golding regarding wording in the parent participation manual.

4.4 - Gym Floor Proposal

Discussion: Monsignor has reported that the parish fundraising committee does not require a presentation to move forward with their approval of purchasing a new gym floor for the school. Chocolate Fundraising for the 2022-2023 school year will continue to be put towards the purchase of a new gym floor.

Action Required:

- 1) Ongoing collaboration and discussion will be needed between the PA, Parish and PEC as funds are gathered and plans are developed for the new gym floor.

4.5 - Parent Participation Manual Update and Information Session

Discussion: The Parent Participation information session will be held at 6pm on Sept. 13th prior to the Meet the Teacher Night at 7PM. All families (especially new families) are welcome to learn and ask questions about participation.

Action Required:

- 1) Mr. Han will contact all parent participation coordinators to ensure they are present for the 6pm session.

5. Correspondence

None

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

Discussion: Please see Mrs. Grant's Principal's report for information on upcoming events and school information. The PEC discussed the report and there were no concerns or additional questions.

Action Required: None

7. Pastor's Report

Discussion: Monsignor stated that he is looking forward to a new year ahead. He is hopeful that families will return to attending mass on a regular basis as numbers have remained low despite the lessening of COVID pandemic restrictions.

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.

Financials: The first update will be available for the late September 2022 meeting once the new school year has begun.

New Accountant: Mrs. Florecu has reported that the transition to the new accountant has gone very well.

Budget and Audit: Mrs. Florescu reported that the new Auditors are currently reviewing the school's financials, and that there have been no concerns thus far.

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.

QR code: Mr. Han is working on a QR code for scanning to parent participation hours. The team discussed having a location in the office for families to scan the QR code in and out for ease of access. Further discussion with Mr. DaSilva. The QR code scanning is a cross check, and families will continue to be required to enter their hours online in addition to scanning the QR code.

Church Cleaning: Monsignor expressed his gratefulness for the families cleaning the church.

Outstanding hours 2021-2022: Mr. Han reports that all families with outstanding hours have been billed.

Parent Participation Manual: Mr. Han has updated the 2022-2023 manual.

Action Required:

- 1) Mr. Han will provide a short presentation on parent participation at 6:30 on Meet the teacher night.

10. Maintenance Report:

Discussion: Mr. Blasiak reported the following:

Indoor painting: Painting of doors and some exterior walls will be wrapping up this week. Thank you to Mrs. Eugenio for her assistance!

Gardening: Some gardening was done in the front. However, gardening committee needs to step up w annual pruning and clean up. Mrs. Gerdis was a huge help again. Thank you to Mrs. Gerdis for her assistance!

Light above the front entrance: Mr. Basura is looking into options that will shine on both sides of the parking lot.

Mrs. Kennedy's "Summer Maintenance To Do" list: The list has been completed with significant assistance from Mr. Wise.

Pressure Washing: Mr. Minto will be completing this task over the weekend. Thank you Mr. Minto!

Heater Fans in the gym: Mr. Blasiak is reviewing quotes for replacement of the fans. Consideration to be given to replacement of fans in other areas (music room) as they are of the same generation.

Furnace: Mrs. Florescu has confirmed that the purchase of a new furnace is covered in the budget for 2022-2023. Mr. Blasiak will look into quotes and options for replacement prior to the winter cold.

Covering the windows in the gym: The plan is to insulate, drywall and paint the windows on the Outdoor Area side of the school. Discussion about coordinating this repair with the repair of the fans to maximize use of a rented scissor lift.

Action Required:

1) Mr. Blasiak will look into quotes and options for replacement of the furnace.

11. Parent Association Report

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

PA Report - August 2022

First Day of School: The PA will provide "Welcome back coffee" and Timbits for parents on the first day of school.

Meet the Teacher Night: The PA will provide coffee and tea.

St. Michael's Feast Day: The PA will organize treats and distribution to the classes.

Hot Lunch: The PA is still looking for 1-2 parents as hot lunch coordinators. Planning will start September.

PA Financials: The PA Bank account is at the GVC Credit Union and was opened by Mrs. Golding and Father Rossi in 2018. All statements are sent directly to the parish address and the phone number listed is the parish phone number. Father Rossi, Grace Lee (PA Treasurer) and Sarah Golding (PA Chair) are the signatories on the account. The PA Treasurer is finalizing finances needed for the 2022-2023 school year, and should have this statement ready for the end of September.

Action Required: None

<p>12. Fundraising Committee Report - Please see the attached Fundraising Committee Report.</p> <p><u>Discussion:</u> Mrs. Lavorata provide an overview of the attached Fundraising report.</p> <p>Chocolate Sales: Further discussion was had around chocolate sale details including prizes and the process for student's to request additional boxes of chocolates.</p> <p>Walkathon: Update provided on planning. Mr. Blasiak, Mrs. Manalo and Mrs. Finnegan to follow-up with Mrs. Zuccaro to coordinate planning with the Octoberfest. Forms for the Walkathon will be distributed after the chocolate sales.</p> <p><u>Action Required:</u> None</p>
<p>13. New Business</p> <p>13.1 – Meet the Teacher night</p> <p><u>Discussion:</u> The meeting will take place in person. Father will join us to open with a prayer. Mrs. Grant will provide an introduction to the evening. Mrs. Manalo will introduce the PEC members. Mr. DaSilva has prepared a video to introduce the staff. Parents will then move to the classrooms to meet with the teachers.</p> <p><u>Action Required:</u> None</p> <p>13.2 -Fraser Health Guidelines on Communicable Diseases Plans.</p> <p><u>Discussion:</u> Mrs. Grant has will share the new Fraser Health Guidelines on Communicable Diseases, and approval will be sought from the PEC. The school will continue to restrict parent access to the building to volunteering or school support tasks to continue to minimize contacts for students and staff. The school will remain a mask friendly space where students have the option to wear a mask or not.</p> <p><u>Action Required:</u></p> <p>1) Mrs. Grant will circulate the new guidelines and they will be reviewed by the PEC.</p>
<p>14. In Camera</p> <p>None</p>
<p>15. Confirmation of PEC meeting: September 27th, 2022 at 7PM.</p> <p>16. Final Prayer offered by Monsignor Rossi at 8:38</p>