

St. Michael's PEC Meeting

MINUTES-Thursday September 27th, 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:** Yolanda Lavorata and Magdalena Florescu.

1. **Opening Prayer** offered by Monsignor Rossi at 7:03 PM
2. **Review and Adoption of previous minutes:** Mrs. Manalo and Mrs. Golding
3. **Adoption of Agenda:** Mrs. Finnegan & Mrs. Golding
4. **Business Arising from the Previous Minutes**

4.1 Before/After School Tutoring - Update

Discussion: Mrs. Grant provided an update stating that there are approximately 19 students attending the program after school. Mrs. Grant has been following up to ensure that all school policies are being followed by the tutoring program. All is going well and families are pleased. The school receives payment from parents, and retains fees for hydro, gas, Mr. Licerio's salary, and rent; all remaining funds gathered are passed onto Mrs. Nath.

Action Required: None.

4.2 PA Funds – Transfer to School Bank Account

Discussion: Mrs. Golding reports that the PA finances from June are being confirmed and that a cheque will be provided by the end of the week.

Action Required:

- 1) The PA will provide the school with a cheque for the all funds that are not required for their 2022-2023 operating budget.

4.3 Approval of Fraser Health Guidelines on Communicable Diseases

Discussion: 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.

MOTION: Motion to adopt the Fraser Health Guidelines on Communicable Diseases

MOTION APPROVED: ALL PEC members in agreement

Action Required: None

5. Correspondence

5.1 - Grant proposal for Accessible Spaces in Independent School Playgrounds.

Discussion: Information has been received from the BC Government re: Accessible Playground Grants.

Action Required:

- 1) Mrs. Grant to review the grant application and discuss further with Father as the playground is on Parish grounds.

5.2 - **Coffee Fundraiser Inquiry:**

Discussion: Mrs. Lavorata received an email from a coffee vendor inquiring if the school would like to have a coffee fundraiser. The PEC discussed the low return on the last coffee sale, and decided that it was not worth pursuing again. The PEC also did not want to exhaust parents with too many fund raisers in the fall.

Action Required:

- 1) Reply to the vendor declining the offer.

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: Father has expressed his appreciation for the families and parishioners who remained faithful to the church through the COVID times.

Action Required: None

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

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

The attached report is for July and August 2022, and the school's first Revenue is recorded in September 2022, as well as most of the past expenses that are booked on a 10 months basis.

Accounting transition is in place: The accounting team submitted additional costs to Mrs. Grant for approval. These costs pertain to extra hours required to support the Auditors on Mrs. Nguyen's behalf and for participating in the retreat.

BMO access roll-over not yet effective.

Audit Update: Bank confirmation requested by the Auditors: Father to approve online releasing of the information from the bank.

Budget Approval: Budget to be finalized and submitted for PEC's approval in the October 2022 meeting.

Outstanding Accounts: We have a few outstanding Accounts in the amount of \$3,500 (mostly for students with parish subsidy). There is no concerns about collection at the moment.

Revenue: The school has about \$7,000 in Revenue that actually belong to the prior year, and were accrued for the parent participation fee & June 28th food truck surplus which happened at the end of the school year.

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.

Increase in Parent Participation Interest: Successful Parent Participation Presentation and Feedback at “Meet the Teacher” night. All participation areas were pleased to report an increase in parent interest.

Parent Participation Video: Create a Participation Video to be available for parents so that they can get a glimpse of the different categories. It can be available on the website, and shown at parent participation nights.

Traffic Safety Video: Create a video to ensure parents are aware of drop off and pick up rules.

Participation Night information session was successful. Great thanks to category managers who have attended the session to meet new families.

Participation Website is open for all families to submit participation hours and website login information has been sent out to new families to access the participation website.

Participation QR code scanning test will take in place from the month of October with selected participation categories. A designated parent volunteer will assign and assist the scanning process. Any feedback and concern of the QR scanning will be provided to the vendor to improve the service.

Participation Guideline and Timeline Schedule Chart have been posted on the school website under Parent Participation section.

New School Website • The planned school website change did not take in place due to technical difficulties. The next scheduled change will be upcoming weekend.

Action Required:

- 1) Further discussion around creation of videos once parent volunteers are available.

10. Maintenance Report:

Discussion: Mr. Blasiak reported the following:

Boiler: Boiler to be replaced prior to the winter.

Snow removal/salting contracts: Mr. Blasiak has reached out to a few companies. The best prices thus far are from the company that provided service last year. Parameters will be needed about salting, to ensure that over-salting does not occur thus avoiding unexpected additional fees.

Heating fans: Mr. Blasiak is obtaining quotes.

Action Required:

- 1) Mr. Blasiak is following up on quotes for the Boiler, Heating Fans and Snow Removal.

11. Parent Association Report

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

St. Michael’s Feast: Day A small treat will be given to all the students and staff to celebrate the feast day.

Hot Lunch Coordinator: Three parents have accepted the Hot Lunch Coordinator role for this school year. Mrs. Jessie Au and Mrs. Gima Yee will jointly look after Tuesday lunches. Mr. Howard Go will look after Thursday lunches. These families are responsible for placing orders with the lunch vendors and scheduling parent volunteers. Mrs. Golding will be attending as many lunches as needed to ensure the transition runs smoothly.

Hot Lunch is set to start in October: Ordering will open once a menu detail is finalized. All vendors are confirmed for dates, prices and menus.

Craft Night: This event is currently in the school calendar for Monday, November 28. Planning will start early October.

Action Required: None

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

Mrs. Lavorata was not present at the meeting, but sent a summary (attached) that included the items below:

Purdy's Chocolate Bar Discussion: Fundraising The Purdy's Chocolate Bar Fundraiser has been a great success! After selling all 65 cases from our original order, we are working on selling the remaining 20 cases, from our 2nd order, received late last week. This fundraiser was scheduled to end on Thursday, September 29, 2022; however, it will continue until Monday, October 3, 2022. Mrs. Manalo has created a spreadsheet in which she has been tracking everything (with the help of parent volunteers who visit the school daily).

Discussion: **Planning for Next Year.** Request to have the Chocolate payments added to the Hot Lunch Platform in 2023 to avoid the additional time needed to gather and count cash. **Extended Sale:** Chocolate sales will be extended by one week.

Walkathon: The Walkathon has been re-scheduled to Sunday, October 30, 2022. Planning is in progress by Michelle Zuccaro. Food truck has been secured – “Nonna’s Cucina”. Games are being organized. Business are being procured as “checkpoint sponsors”. The next walkathon meeting is scheduled for September 28th. Pledge forms are scheduled to be distributed this week.

Discussion: **Inquiry about having corporate sponsors for checkpoints:** The PEC discussed the need to ensure that we do not exhaust our corporate donors with small requests before the Parish Auction. The PEC would support having businesses that are affiliated with the school or parish, but did not wish to approach the same corporate donors twice.

Octoberfest: Octoberfest has been rescheduled for Saturday, October 29, 2022. Anita Manalo, Martin Blasiak and Jenny Finnegan to provide update.

Discussion:

Mr. Alan Wardle from the Knights of Columbus will get the license in the name of the Parish (same as for the Auction) for the bar. Mr. Wardle has a Serving it Right certification. Assistants to the bar keeper do not require this certification. Team to ask Mr. Wardle about using the square for sale of additional tickets. Mrs. Jessie Fun has kindly offered to do the cooking of the sausages. Mrs. Golding has confirmed that the Octoberfest tickets can be sold on the hot lunch platform. Tickets will also be sold after mass two weeks prior to the event. Activities and games will be merged, as much as possible, with the Walkathon. Volunteers will be needed for the bar, the kitchen, the cash stations, as well as take down and set-up.

Action Required: None

13. New Business

13.1 Final Budget

Discussion: The final budget for 2022-2023 will be presented by Mrs. Florescu prior to the next meeting. The approved Budget will be due on October 30th, 2022.

Action Required:

1) Bring forward the Budget approval to the October 25th, 2023 meeting.

14. In Camera
None
15. Confirmation of PEC meeting: October 25 th , 2022 at 8 PM after the 7:30 PM
16. Final Prayer offered by Monsignor Rossi at 8:05 PM.