

# St. Michael's PEC Meeting

## MINUTES-Tuesday October 25th, 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

1. **Opening Prayer** offered by Monsignor Rossi at 8:09 PM
2. **Review and Adoption of previous minutes:** Mrs. Manalo and Mrs. Golding
3. **Adoption of Agenda:** Mrs. Finnegan & Mrs. Florescu
4. **Business Arising from the Previous Minutes**

### 4.1 PA Funds – Transfer to School Bank Account

Discussion: The PA funds from 2021-2022 will be transferred to the Parish. These funds are earmarked for the capital expense purchase of the gym floor.

Action Required:

- 1) Money to be transferred from the school to the parish.

### 4.3 Maintenance Quote – Boiler, Heating, Fans, Snow Removal

Discussion:

**Boiler:** The boiler was been installed on Oct. 21<sup>st</sup>, 2022.

**Snow Removal:** The PEC discussed the quotes presented, and the decision was to continue with Gil & Sons (same as last year) for the 2022-2023 school year.

Action Required: None

### 5. Correspondence

None

### 6. Principal's Report:

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

- **Change to report:** Affordability funds will be expected in the school in January 2023.

Action Required: None

### 7. Pastor's Report

Discussion: Monsignor updated the PEC with the following notes:

**Vacation:** Father DuPaul is currently away, and Monsignor will be away in mid-November.

**Alter boy practices:** Father has divided the altar boy practices into smaller groups.

**Masses:**

All Saints mass on Nov. 1<sup>st</sup>.

All Souls mass on Nov. 2<sup>nd</sup>.

School mass will be held on Friday Nov. 4<sup>th</sup>.

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. There were no questions or areas of concern noted.

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.

**Traffic Safety Video:** Mr. Han has informed the PEC that here is a parent who is about to create a video to ensure parents are aware of drop off and pick up rules. To be further discussed with Mrs. Finnegan.

**Participation QR code** scanning will begin to roll out in the parent participation areas of library and recycling.

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

Action Required:

1) Mr. Han and Mrs. Finnegan will meet for further discussion regarding traffic safety video content.

**10. Maintenance Report:**

Discussion: Mr. Blasiak reported the following:

**Roof:** The roof is currently leaking in a number of places. Last year's contractor will be contacted to determine repairs will fall under warranty.

**Boiler:** As noted above this has been replaced on Oct. 21<sup>st</sup>, 2022.

**Snow removal/salting contracts:** As noted above, Gil & Sons will be confirmed. 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 a) following up on quotes for the Heating Fans, b) contacting the roof contractor who complete the repairs last year regarding the current leaks, and c) confirming the snow removal contract with Gil and Sons.

**11. Parent Association Report**

Discussion: Please see the attached PA report from Mrs. Golding.

**Hot Lunch**

Hot Lunch is up and running almost every Tuesday and Thursday. Training of parents is going well so far. Participation hours are being divided up amongst all the parents evenly.

**Craft Night:**

This event is currently in the school calendar for Monday, November 28, and the first planning meeting was held Thursday October 20. It will be a family friendly event. Mrs. Tatiana Feka has signed up as coordinator for Craft Night.

**PA Funds:** As discussed above in item 4.1

A cheque was delivered to the school for \$22,000 from the PA, and will be brought to the parish. The PA funds are now cleared and the PA financial report for 2021/22 school year will be available for tomorrow.

**Skating Party:** Bookings for this event are underway.

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:

**Purdys Chocolate Bar Fundraising**

Mrs. Lavorta's report a **Net Profit of \$8,925** to date.

|                              |     |               |
|------------------------------|-----|---------------|
| Total Boxes Given Out        |     | <b>381</b>    |
| Total Boxes Paid For         |     |               |
| Total Boxes Remaining        |     |               |
|                              |     |               |
| Total Amount Collected       | \$  | 18,002        |
| Total Amount to be Collected | \$  | 4,500         |
| Total Raised                 | \$  | <u>22,502</u> |
|                              |     |               |
| Expenses - Order #1          | -\$ | 10,238        |
| Expenses - Order #2          | -\$ | 3,150         |
| Expenses - Prizes            | -\$ | 190           |
| Expenses - Pizza Lunch       |     |               |
| Net Profit                   | \$  | <b>8,925</b>  |

To be confirmed:

There are approximately 44 boxes of chocolates remaining, however, these slowly continue to be sold.

The pizza lunch remains to be purchased from the profits.

Mrs. Lavorata will have a final number once both of these numbers are confirmed.

**Apple Sales** Mrs. Lavorata's report states that Mrs. Riddell confirms 94 boxes of apples were sold for a total of \$3196, plus a \$4 donation bringing the total sales to \$3200. After expenses, **\$1467.22 was raised** for the Outdoor Learning Area. (\$3200 - \$1598/Apple Cost - \$134.78/Gas Cost = \$1467.22)

**Oktoberfest / Walkathon:** Planning for his event is underway. An update will be provided at the next meeting in November 2022.

**13. New Business**

**13.1 Final Budget**

Discussion:

**Expenditures:** Mrs. Florecu provided a final budget for the PEC to review prior to the meeting. The budget for the 2022-2023 school year was discussed. The increase in expenditures compared to the 2021-2022 budget is related to the following: 1) a small increase in Classmate fees; 2) an increase in Master Care cleaning services; and 3) anticipated increase in salary for two teachers who will be completing their Master's degrees in March 2023.

**Revenues:** Revenues for the 2022-2032 school year are anticipated to be increase due to the following: 1) an increase in number of families with one child; and 2) an increase in the number of international students.

**Anticipated Building Repairs and Maintenance:** Maintenance will receive a \$40,000 allotment, as there is an anticipated need for repairs to the roof, replacement of the heating fans, and the recent purchase of a boiler.

Mrs. Florescu has proposed the following motion:

**MOTION:** Motion to adopt the attached 2022-2023 Budget without amendments as presented by Mrs. Florescu.

**MOTION PASSED. ALL MEMBERS in AGREEMENT.**

Action Required: 1) The final for the 2022-2023 school year has been signed by Mrs. Grant and Father Rossi, and will be delivered to CISVA by Mrs. Florescu.

### 13.2 Registration

Discussion: Mrs. Grant reports that the school will be hosting a registration information session for new families on Nov. 15<sup>th</sup>, in the evening, and on Nov. 29<sup>th</sup> while classes are in session. These sessions will give new families an opportunity to plan in advance, have questions answered, and see the school in session. Families will be provided with registration information, but not a full package.

Action Required:

1) Mrs. Grant will inform the PEC of any assistance needed for these events.

### 13.3 Policy Manual Update

Discussion: No changes to policy, but streamlining the St. Michael's policies under the 500's, so that they are easily navigated.

Action Required:

1) Mrs. Grant will start the process, and let the PEC know when we can assist with editing.

## 14. In Camera

14.1 – Item #1 was discussed.

Action Required:

1) Include a review of Item 14. 1 on the November PEC meeting agenda.

15. **Confirmation of PEC meeting:** November 22, 2022 at 8 PM after the 7:30 PM mass.

16. **Final Prayer** offered by Monsignor Rossi at 9:40 PM.