

St. Michael's PEC Meeting

MINUTES- Tuesday Nov. 22, 2022

Members: Monsignor Rossi; Principal, Mrs. Grant; Vice Principal, Mr. 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:** Monsignor Rossi and Mr. Han.

1. **Opening Prayer** offered by Mr. DaSilva 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 Roof repairs

Discussion: Mr. Blasiak has confirmed that the roof is no longer under warranty, however, there is no significant damage and the small tears/punctures that reportedly caused the last leak have been repaired. The roof does not require replacement, and repairs will continue to take place as needed.

Action Required: None required.

4.2 – Open House Nov. 29th

Discussion: Mrs. Grant expressed her thanks for Mrs. Lavorata and Mrs. Buric's presence at the Nov. 15th, 2022 Open House. The evening was well attended and new parents have been calling with interest about the next open house on Nov. 29th, 2022 from 9AM-11AM.

Action Required:

- 1) Mrs. Manalo and Mrs Finnegan will be present on the morning of Nov. 29th. Mrs. Golding will prepare the coffee the night before, so that it can be turned on in the morning.

5. Correspondence

5.1 - Item 1 – Moved to in Camera

5.2 – Item 2 - Moved to In Camera

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

Discussion: Mrs. Grant reviewed her report which included upcoming events and school information. There were no concerns or additional questions from the PEC. Mrs. Grant added one additional update stating that the Student Affordability Grant will reportedly be disseminated to the schools on Dec. 1st, 2022 however, the amount at this time is not known.

Action Required:

- 1) Mrs. Grant will provide an update on the Student Affordability Grant at the January 2023 meeting.

7. Pastor's Report

Discussion: Monsignor Rossi is currently away on vacation. No urgent concerns were brought forth.

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 financial statement for October 2022 was reviewed and there were no concerns or questions.

The Auditor's Review was discussed and there were no concerns or questions.

Tuition Fee 2023-2024 Proposals: Mrs. Florescu kindly prepared 4 different options for the PEC to review regarding Tuition Fees for the 2023-2024 school year. Mrs. Florescu's report states that expenses are anticipated to increase next year by approximately \$47,000. The PEC discussed all four options. Option 4 was put to motion as it was considered the most reasonable option for the following reasons:

- Supports the ongoing lease of technology through Classmates, to ensure updated technology for all students for a minimal amount of \$2/month/child increase in the Technology fee.
- Supports the PEC's efforts to minimize increases to tuition and ensure there is no significant increase in any one category alone.
- It is anticipated that a minimal increase of 5% across all Category areas is enable the school to maintain a balanced budget despite increased expenses of approximately \$47,000 for 2023-2024.
- Maintains the current international student fees which is almost at the uppermost limit possible.
- Maintains the current Activity/ Book Fee without increase.

Motion Proposed by Mrs. Florescu

MOTION: To accept the proposed Option 4 - Increase in Tuition for the 2023-2024 school year, without amendments, as outlined in the attached document by Mrs. Florescu, pending final approval from Monsignor Rossi.

MOTION PASSED: All PEC members were in agreement. Final approval pending Monsignor Rossi's approval.

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: Mrs. Finnegan and Mr. Han will be to plan this project, and provide an update at the next meeting.

New Website: Mrs. Grant and the PEC expressed their happiness with the new website and the ease of use and navigation. Thank you to all those who worked so hard to put this project together.

Action Required:

- 1) Mrs. Finnegan and Mr. Han to follow-up with Traffic Safety Video Planning

10. Maintenance Report:

Discussion: Mr. Blasiak reported the following:

Playground: Burnaby School District has verbally accepted responsibility for the damage from the tree that fell through the fence and onto the playground during the recent wind storm on Nov. 4th, 2022. The approximate damages are close to \$8000. Mrs. Grant has requested a written statement from the district confirming that they will be covering the costs associated with these repairs.

Action Required:

- 1) Mrs. Grant will follow-up with the Burnaby District to ensure the school has a written agreement that they will pay for the repairs to the fence and playground. Once confirmed, the repairs will take about 6 weeks.

11. Parent Association Report – Please see the attached Parent Association Report

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

Craft Night: This event will be held on Monday Nov 28. Ticket sales are very low compared to past years. The PA will have a table set up outside the gym doors on Wednesday Nov. 23rd to hsell tickets after school.

Skating Party: Booked on Tuesday December 13 at the Bill Copeland Burnaby Lake Arena. Hot Lunch is scheduled for Dec. 13th and may need to be moved to Monday Dec. 12th as students will be away during lunch time.

Staff Luncheon: Dates for this event are to be determined.

Hot Lunch: In February 2023 the PA will begin to cook hot lunches in house approximately once or twice a month.

Action Required: None

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

Discussion:

Chocolate Sales: Mrs. Lavorata reported that the net Fundraising for the event was \$24,813.

Net Profit after expenses: \$11, 055

Walkathon: It is anticipated that the **2022 Parish Walkathon will net over \$17,000**. After event expenses were deducted, the school raised \$13,909. Final numbers will be confirmed by the Parish office. Mrs. Lavorata reported that 57% percent of the students took part by walking or through contribution. Despite the poor weather, the event was well attended and families and student's enjoyed the gathering, food and games in the gym. A sincere thank you to Michelle Zuccaro and the Walkathon volunteers for making this event such a great success. Please see the attached Fundraising Committee Report for details and recommendations for next year's Walkathon.

Oktoberfest: Just over 100 people attended the inaugural event, and the evening broke even with a \$50 profit. Suggestions for 2023 Oktoberfest included: 1) Begin promotion sooner. 2) Hold the event on a different weekend than the Walkathon and not on the same weekend as Halloween. 3) Consider having a separate beer garden area, so that children can be present, or consider having separate child care/movie night contracted through the Tutoring program.

Auction: Planning meeting was held recently, and the majority of parents are in grade 6 and 7, therefore more volunteers from various grades are needed to ensure succession planning. A theme has been chosen, and will be announced pending Monsignor Rossi's approval.

Action Required:

- 1) The PEC would like to request a Presentation at the February AGM regarding the Auction to encourage new families who are registering for the school to attend and get a sense of the school community.

13. New Business

13.1 - Christmas Party - Dec. 8th, 2022. Mrs. Finnegan has sent out the invitations and planning is underway. Mass will be at 7:30, but guests who have attended a daytime mass are welcome to come to the rectory at 7:30. It is hoped that all can attend.

13.2 – Succession Planning/ PEC Elections in May 2023.

Discussion: The PEC determined that this agenda item would be best discussed upon Monsignor's return.

Action Required:

- 1) Planning will be further discussed with Monsignor at the next meeting.

14. In Camera
14.1 – Item #1 was discussed. 14.5 – Item #2 was discussed.
15. Confirmation of PEC meeting: January 24 th , 2022 at 8 PM after the 7:30 PM mass. 16. Final Prayer offered by Mr. DaSilva at 10:05 PM.