

St. Michael's PEC Meeting

MINUTES- Tuesday January 24th, 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: Mr. Blasiak, and Mr. DaSilva.

Additional Attendees: Ms. Andrea Alberti as teacher representative.

1. **Opening Prayer** offered by Monsignor at 8:11 PM
2. **Review and Adoption of previous minutes:** Mrs. Florescu and Mrs. Golding
3. **Adoption of Agenda:** Mrs. Finnegan & Mrs. Florescu
 - Additional Correspondence item (5.2) added and moved to in-camera.

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

4.1 **Student Affordability Grant**

Discussion:

Mrs. Grant reported that the Federation of Independent School Association of BC (FISA BC) will be providing each school with an Affordability Grant. St. Michael's is expected to receive \$4857.00, and these funds are to be allocated at the discretion of the school, and PEC to mitigate the costs for families. The funds will need to be allocated and spent by June 30th, 2023.

Action Required:

1) Mrs. Grant will email the PEC with options for consideration and approval online.

UPDATE January 29th, 2023: In an email sent to the PEC and Monsignor on January 29th, 2023; Mrs. Grant put forward the following motion:

MOTION by Proxy: To use the FISA Student Affordability Grant to reduce the cost of school supply fees for all students by \$20 for the 2023/2024 school year.

MOTION approved by Proxy: All PEC members responded by email. All in agreement.

MOTION APPROVED.

4.2 – **Tuition Increase for 2023-24 School Year – Option 4 Final Approval**

Discussion:

Tuition Fee 2023-2024 Proposals: The PEC revisited the four different tuition increase options for the 2023/2024 school year presented by Mrs. Florescu at the December 2023 meeting. Mrs. Florescu's December 2023 report states that expenses are anticipated to increase next year by approximately \$47,000. The PEC reviewed the proposed options again during this January 2024 meeting with Monsignor present. The PEC concluded that additional discussion and financial review would be needed to ensure that a balanced budget could be achieved with minimal tuition increase.

Action Required:

1) The PEC will confirm the tuition increase by Proxy once the additional review is completed.

UPDATE January 29th, 2023: In an email sent to the PEC and Monsignor on January 29th,2023; Mrs. Grant put forward the following motion:

MOTION by Proxy January 29, 2023:

- Motion to approve the Tuition Increase Fee Option 1 for the 2023/2024 school year, as presented by Mrs. Florescu during the November 2022 PEC meeting.

MOTION approved by Proxy:

- All PEC members responded by email on January 29th, 2023. All in agreement.

4.3 – Traffic Safety Video

Discussion: Mr. Han reported that the family assisting with the video is currently unavailable, however, they will be able to assist in the future, and Mr. Han will let Mrs. Finnegan know if any additional support is required.

Action Required:

- 1) This item can be moved under Parent Participation for further follow-up.

5. Correspondence

- 5.1 - Item 1 – Moved to in Camera
- 5.2 - Item 2- Added and Moved to in Camera

6. Principal's Report:

Discussion: Please see the attached Principal's report for full details. Mrs. Grant reviewed her report which included upcoming events and school information. The report items were discussed, but there were no concerns or additional questions from the PEC.

Action Required: None required

7. Pastor's Report

Discussion:

- First Confessions for the St. Michael's students have been postponed to Sat. Feb. 4th at 10 AM.
- First Confessions for the Catechism students will take place on Jan. 25th, 2023.
- First Communion meetings will begin next week.
- Monsignor highlighted that attendance at weekend mass has been very poor from school families. He noted that despite COVID precautions being lessened significantly, approximately fifty percent of parishioners have not returned mass.

Action Required:

- 1) Monsignor will highlight the concerns with attendance at mass during his AGM comments.
- 2) The PEC and School Staff to continue to emphasize the importance of weekend mass, and clarify for students and families that the Friday school mass does not replace weekend attendance.

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

Discussion:

Please see the attached Financial Statement report. Mrs. Florescu reports that there have been no concerns with collections, and that all anticipated grants have been received. Tax receipts will be done by

Mrs. Abroguena (Bookkeeper), Mrs. DeJulius (School Secretary) and Mrs. Florescu (PEC Treasurer). Tax receipts will be available to families after the Annual General Meeting to ensure that the names and amounts can be cross-referenced for accuracy.

Action Required: None

9. Participation Coordinator's Report:

Discussion:

Please see the attached Participation Report by Mr. Han. Mr. Han's report was reviewed and discussed.

Action Required:

- 1) Mrs. Finnegan and Mr. Han to follow-up with Traffic Safety Video Planning when the videographer is available.
- 2) Mr. Han will provide a list of families with fewer than 20 Participation hours to Mrs. Florescu, so that she can be aware of who will be charged if the hours are not completed by the February deadline.

10. Maintenance Report:

Discussion:

Mr. Blasiak was not able to be present for the meeting, but his email update stated there were no current projects and no concerns.

Playground: Mrs. Grant reported that the damage caused to the playground by a fallen tree from the adjacent School District lot has been repaired. All costs for the repair were covered by the Burnaby School District to the amount of approximately \$10,000.

Action Required: None

11. Parent Association Report

Discussion: Please the email report below from Mrs. Golding.

Craft Night – The event was a very successful night for our community. Families enjoy themselves. Numbers have not been finalized, but the PA is anticipated to break even. The additional supplies will be used for next year's event.

Skating Party: The event was held at Burnaby Lake Arena. The ice cost was lower, and there were more skating bars available however, there were no toys,

Staff Luncheon: The PA hosted and catered this event December as an appreciation lunch for the staff.

Hot Lunch: February & March ordering is available online and closes Thursday January 26, 2023. The PA will be cooking two times per month beginning in January.

Mardi Gras - Feb 13: A planning meeting was held early January with many new families excited to help. Jason Au will be this year's coordinator. Posters and Flyers will soon be posted in the school. Play passports will be sold online and at the office leading up to Mardi Gras.

Pancake Breakfast: This event is scheduled for Feb. 21, 2023. Info will go in the newsletter as a heads up the week before.

Action Required: None

12. Fundraising Committee Report -

Discussion: Mrs. Lavorata brought forth the following updates and discussion items:

Auction: A planning meeting was held on January 16th, 2023. Recently. The theme “Fun in the Sun” was approved by Monsignor Rossi. Nicole Rozenbaum will be giving a short (5-10 min) presentation at the AGM on Thursday, February 9th to promote the event.

Easter Chocolates: Mrs. Lavorata will register the school for the Easter Fundraiser. Online catalogs and purchasing info will be circulated when available from Purdy’s. Mrs. Lavorata has parent volunteers available from last year’s chocolate sales who are willing to assist again this year.

Action Required: None

13. New Business

13.1 – The Annual General Meeting

Discussion:

The event will be held on Thursday February 9th at 7PM. Attending parents will received 2 parent participation hours for being present.

The AGENDA for the evening will be as follows:

- 1) Opening prayer and comments from Monsignor Rossi
- 2) Financial update from Mrs. Florescu
- 3) Parent Participation Update from Mr. Han
- 4) Auction Presentation from Mrs. Rozenbaum
- 5) Principal's update from Mrs. Grant

13.2 - Before and After School Care Licensing

Discussion:

Mrs. Grant and the PEC began the discussion on where this service should be heading in the future. The program is currently run as an after-school club, with a St. Michael’s staff member present at all times, and this is being paid out of the school budget. Current all of the insurance liabilities fall to the school.

Options include, but are not limited to:

- 1) Keeping the program as an After-School Club, with staffing provided by St. Michael's.
- 2) Asking Mrs. Nath to license her own daycare and lease a space on the site.
- 3) The school would apply for a child care license, and assume all liability. All funds would come through the school, and the school would hire an employee (hopefully Mrs. Nath) to run the program. The Child Care Program would be the school's program. Since the school is non-profit, families can apply for the Day Care Subsidy, while the school receives the full amount from the government. A small spaces grant could also be applied for with the school as the licensing agent. If the Day Care was licensed through the school approximately 90% of the cost of a portable would be covered by the Government grant.

Action Required:

- 1) Mrs. Grant, Mrs. Florescu, Mrs. Manalo and Mrs. Finnegan to reform a Sub- Committee to review licensing procedures, policies and financial options.

14. In Camera

14.1 – Item #1 was discussed.

14.5 – Item #2 was discussed.

15. **Confirmation of PEC meeting:** February 28th, 2023 at 8 PM after the 7:30 PM mass.

16. **Final Prayer** offered by Monsignor at 10:08 PM.