

# St. Michael's PEC Meeting

## MINUTES- Tuesday February 28th, 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:** Sarah Golding

1. **Opening Prayer** offered by Monsignor at 8:05
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 - Tuition Increase for 2023-24 School Year – Option 4 Final Approval

Discussion: The PEC had approved Tuition fee OPTION 1, presented by Mrs. Florescu in the November 2022 meeting. Option 1 had included an increase in the registration fee, however, this was not reflected in the registration packages that were distributed to families, and the request has come forth to keep the registration fee for the 2023-2024 the same as the 2022-2023 fee.

**MOTION: Motion to amend the approved Tuition Increase Fee Option 1 for the 2023/2024 school year (approved by proxy on January 29<sup>th</sup>, 2023) by removing the increase in registration fee that was part of the Option 1 proposal, and retaining the current 2022-2023 registration fee.**

**APPROVAL: All PEC members were in agreement. Motion passed.**

Action Required:

- 1) Mrs. Florescu to update the budget to reflect the ongoing use of the 2022-2023 registration fee.

### 4.2 – Before and After School Care Licensing

Discussion:

Mrs. Grant consulted with the City of Burnaby regarding a portable for the school. Obtaining a permanent structure is complex and lengthy. Obtaining a permit for a temporary structure (portable) will be less complex, and have fewer restrictions on the proximity to existing utilities and structures. Locating the portable behind the school would be an option if all structures and all affiliated structures are temporary.

The steps required are as follows:

- 1) Request approval from the Parish;
- 2) Establish a St. Michael's design team (parent or parish volunteers with architecture/ building experience);
- 3) Draft plans with an architect (parent/parishioner would be ideal) for consideration by the City of Burnaby.
- 4) Apply for a Temporary Building Permit.
- 5) Schedule a meeting with a Licensing officer.

Mrs. Nath is aware of the project becoming a school run program and she has expressed her interest in being part of this project development.

Action Required:

- 1) Development of a Design Committee to assist with drafting plans that can be submitted to the Parish and then the city for approval.
- 2) Possible presentation at the next Parish council meeting in April 2023.

## 5. Correspondence

None

## 6. Principal's Report:

Discussion: Please see the attached Principal's report for full details. Mrs. Grant reviewed her February 2023 report which included upcoming events and school information. The report items were discussed, and there were no concerns or additional questions from the PEC.

Mrs. Grant provided the updates to the report below:

- Reregistration has now increased to 62%.
- Tuesday March 28<sup>th</sup> will be the Parent Presentation on Love Ed.
- Spring Play: May 10<sup>th</sup> and 11<sup>th</sup>, 2023.

Action Required: None required

## 7. Pastor's Report

Discussion:

**Parish grounds:** The Parish has recently tried to secure the purchase of a home bordering the parish grounds, however, the sale went through to another buyer. The property line bordering the parish will need to be redefined as it is not accurate.

**Painting and replacement of the light fixtures** will begin next week. Scaffolding will go up in the church next Monday and should be down by March 17<sup>th</sup>, 2023. Weekday masses will happen in the chapel, and the final school mass before spring break will be in the school gym. Weekend masses for March 12<sup>th</sup> will be held in the gym.

**Parishioner status updates:** A letter will be sent to parents stating that families who do not attend weekend mass may have their fee category changed.

**Sacraments:**

- The Confirmation Retreat for all grade 7's will be held on Saturday March 4<sup>th</sup> from 9-3:30 PM.
- First Communion final meeting on March 1<sup>st</sup> and mass for the children on Sunday March 5<sup>th</sup>

Action Required: None

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

Discussion:

**Accounts Receivable** statement for February 2023 lists an outstanding balance of \$12,000. Mrs. Florescu reports that this not a concern, as this was anticipated at this point in the year.

**Tax receipts** have been updated and provided to parents.

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.

**Update:** There are currently 11- 12 families that may receive invoices for outstanding hours.

**Acknowledgment:** The PEC expressed their gratitude for the significant amount of work Mr. Han and his team have done to improve the parent participation platform and system.

Action Required: None

#### 10. Maintenance Report:

Discussion: Mr. Blasiak reported that there are no concerns or projects at this time.

**Recently completed:** Installation of a projector mount for Mrs. Roche.

Action Required: None

#### 11. Parent Association Report

Discussion: Mrs. Golding was unable to be present at the meeting, but provided the report below by email.

**Mardi Gras** was a success by brining our community together for a fun evening. The estimated profit from the evening was approximately \$2000.

**Pancake Breakfast** was served to the school on Feb. 21<sup>st</sup> for Shrove Tuesday.

**February Hot Lunch** had its first “home cooked” meal since before COVID-19. The students and parents were pleased to see the return of this option, and provided lots of positive feedback.

**PA meeting** was held on Wednesday March 1, 7:30pm.

**Gym Floor** funds are currently approx. \$33, 000.

**The Purchase Cost of the floor** was close to \$41,000.

Action Required:

- 1) Request for PA to provide a monthly statement so that the PA and PEC can determine how close we are to proceeding with the gym floor.

#### 12. Fundraising Committee Report -

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

**Auction:** Mrs. Lavorata reported that planning and donation collection for the Parish Auction on April 22<sup>nd</sup> is going well, and on track.

**Easter Chocolates:** Mrs. Lavorata reported that the chocolate sale will be taking place and parents will be provided with an online catalog as soon as Purdy’s opens the online ordering.

Action Required: None

#### 13. New Business

##### 13.1 – Technology Integration with Classmate

Discussion: Mrs. Grant has completed a review of the contract with Classmate. Service currently keeps hardware and software running smoothly. Leases and support times have been very effective. The liaison services are no longer being used to the same extend as they were during the upstart. At present, a classmate’s liaison comes in for 1 full day every two weeks. Our St. Michael’s staff are very capable, and these services are not being utilized and are a significant monthly cost. Mrs. Grant negotiated a new deal

that would decrease the cost of monthly service by \$1200/month. Overall there is a cost savings of \$12,000 for the next year.

**Continue:**

New Contract would be fixed and include:

Support:

- Email distribution services
- Student login and accounts

Leases and Set-up

Subscriptions (all subscriptions would be maintained).

Purchase support.

Special Projects at a rate of \$170/month

New focus of the school will be on being good Digital Citizens as Catholics, rather than focusing on the integration of technology into the classroom.

**Action Required:**

- 1) Mrs. Grant to proceed with the renewal of the updated contract with the new parameters that will no longer have a liaison service included.

**13.2 – Tax Receipts**

Discussion: A school family reported denial of their tuition tax receipt by CRA for contributions to St. Michael's. Tuition fees are deductible as a charitable donation only if they are related to the religious component of the tuition, or religious instruction. A letter of support was written by the school for the family so that the family could receive their deduction.

**Action Required:**

- 1) A support letter will be circulated to all families to support their 2022 tax receipt.
- 2) All tax receipts from 2023 going forward will have the appropriate religious instruction wording, as well as a support letter.

**13.3 – PEC Elections**

**Discussion:**

Two PEC positions will be available in the spring election. Planning should begin as soon as possible to recruit new candidates.

**Action Required:**

- 1) Mrs. Manalo to write a blurb for the PEC Elections for the school newsletter.
- 2) Election Committee to be determined at the March 2023 PEC meeting.

**14. In Camera**

**14.1 – Discussed**

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

**16. Final Prayer** offered by Monsignor at 9:32.