

# St. Michael's PEC Meeting

## MINUTES- Tuesday March 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:** Mrs. Golding & Mr. DaSilva

1. **Opening Prayer** offered by Monsignor at 8:10
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 – Before and After School Care Licensing

Discussion:

Mrs. Grant reported that there is not a cap on the Small Spaces Grant provided the school is committed to running the service for over 10 years. Grant requirements state the building request needs to support the operation of a licensed child care service, but does not need to house the service. St. Helen's currently installing 24' x 40' portables at a cost of \$139, 000 which includes washrooms, and they have kindly shared these plans with Mrs. Grant.

Action Required:

- 1) Mrs. Grant is in progress of 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 or May 2023.

### 4.2 – Election Committee

Discussion: The PEC election date has not been confirmed by CISVA. Mrs. Florescu, Mrs. Manalo, & Mrs. Finnegan will be this year's Election Committee representatives.

Action Required:

- 1) Mrs. Grant to contact CISVA to request the updated election package.
- 2) Mrs. Manalo to write a notice for the newsletter.

### 5. Correspondence

None

### 6. Principal's Report: Please see the attached Principal's report.

Discussion: Mrs. Grant reviewed the attached report and provided the update below:

Registration for 2023-2024 – There are currently 2 spots open in grade 7, but all other classes are full.

Action Required: None required

### 7. Pastor's Report

Discussion: Monsignor provided the following update for the PEC.

**New School Admissions:** Currently interviewing new families for admission to the school.

**Easter:** The Parish and School are in the midst of Easter preparation, and additional training for the altar boys is scheduled.

**Confirmation:** Grade 7 interviews will be taking place in the upcoming weeks.

**Attendance at mass:** Monsignor expressed grave concern with the dishearteningly low student and family attendance at mass. Monsignor may choose to emphasize this concern to families in the form of written communication.

Action Required: None

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

Discussion:

**Accounts Receivable** statement for March 2023 lists an outstanding balance of \$500. Mrs. Florescu reports that this not a concern, as this was anticipated at this point in the year.

**Investments:** Mrs. Florescu to follow-up with Mrs. Grant about the transfer of additional cash funds to investments so that the funds can be earning throughout the year.

Action Required:

1) Mrs. Grant and Mrs. Florescu to further discuss the transfer of cash funds to investment accounts.

#### 9. **Participation Coordinator's Report:** Please see the attached Participation report.

Discussion:

Mr. Han's report was reviewed and discussed.

**Update:** 12 families have received invoices for outstanding hours (Sept 2022-Feb. 2023).

**Acknowledgment:** Monsignor expressed his thanks for the additional support provided by families to clean up the church after the renovations.

Action Required: None

#### 10. **Maintenance Report:**

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

**Gym Floor:** Mr. Blasiak will be involved in the preparation and installation of the gym floor.

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.

**Hot Lunch:** Final months of hot lunch ordering closes today.

**Archangel Cup:** The PA will be selling pizza and drinks at the concession. Planning is underway.

**PA Financial Update:** PA funds are approx. \$7000.00 to be donated towards the gym floor and/or new sport team jerseys.

Action Required:

- 1) The PEC would request that the \$7000 to be put towards the purchase of the gym floor

**12. Fundraising Committee Report -**

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

**Auction:** Planning a hybrid event with some items online and others in-person. The goal is to decrease the length of the event in hopes of having more people present for the live auction. There will be free entrance, and attendees can purchase tickets for food and games. Brochures to be available after mass after Easter. Theater Under the Pews currently has capacity for 24 children. Tickets will be available on the hot lunch website.

**Easter Chocolates:** Mrs. Lavorata reported the chocolate sales have closed. The total product sold was \$1961. The Profit was \$514.76.

**Chocolate Sales:** Succession planning is needed to identify a parent to run this event in 2023. Ensure that this event has a payment square available for next year so that purchases can be processed more quickly.

Chicken Sales: To be discussed with Mrs. Roche and a date selected.

Action Required:

- 1) Mrs. Manalo to confirm pick-up of the remaining auction décor that is currently outside the old rectory and should be moved to the garbage.
- 2) The June newsletter will include a notice about the need for someone to run the Chocolate sales next year.
- 3) Discuss a date for chicken sales with Mrs. Roche.

**13. New Business**

**13.1 – New Gym Floor**

Discussion: The PEC discussed and reviewed quotes for the floor presented by Mrs. Grant. Titan floors was confirmed as the best option due to the quality of the flooring, and the services included in the quote.

**Funding:** The current funds raised are at: approx. \$33,000 with an additional \$7000 anticipated from the PA.

**Timing:** It reportedly take 4 to 10 days to remove and install the floor. May 15<sup>th</sup> in the evening is a possible date being considered, however, timing of this installation will need to be determined to minimize disruption of school and parish events.

Action Required:

- 1) Mrs. Grant to confirm purchase with Titan.
- 2) Mrs. Grant to confirm floor removal and installation dates.
- 3) Monsignor will request final approval will be needed from the Parish Finance council and the Bishop.

**14. In Camera**

**14.1 – Discussed**

**15. Confirmation of PEC meeting:** April 25th, 2023 at 8 PM after the 7:30 PM mass.

**16. Final Prayer** offered by Monsignor at 9:31.