

St. Michael's PEC Meeting

MINUTES- Tuesday April 25, 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. Lavorata, Mr. Blasiak and Mrs. Florescu.

1. Opening Prayer offered by Monsignor at 8:10
2. Review and Adoption of previous minutes: Mr. Han and Mrs. Manalo
3. Adoption of Agenda: Mrs. Finnegan & Mrs. Golding
4. Guest
4.1 - Terry Duggan from the Parish Finance Council: Mr. Duggan spoke to the PEC about the process of obtaining approval from the Finance Committee and Parish Council for all capital expenditures.
5. Business Arising from the Previous Minutes
5.1 – Before and After School Care Licensing
<p><u>Discussion:</u> Mrs. Grant has begun to gather a small group of parents to serve as advisors in the process of applying for a small spaces grant for the consideration of a portable that would support the Before and After School Program. Mrs. Grant has also begun to consult with Mr. Wise re: construction options. At present, feasibility of size and space are being reviewed. A file has been opened with the City of Burnaby and consultation has begun.</p> <p><u>Action Required:</u></p> <ol style="list-style-type: none">1) Mrs. Manalo to attend the next Parish Finance Committee meeting to present the idea of a portable for their consideration.
5.2 – Election Committee
<p><u>Discussion:</u> The PEC election dates have been confirmed as May 27th and May 28th, 2023. There will be two vacancies to fill. Candidates who come forth will be vetted through Monsignor. Mrs. Florescu, Mrs. Manalo, & Mrs. Finnegan will be this year's Election Committee representatives.</p> <p><u>Action Required:</u></p> <ol style="list-style-type: none">1) PEC members will canvas suitable candidates and bring these names forth to Monsignor.2) Nominees will ensure the nomination forms are returned to the school or Parish office prior to May 19th at 5pm.3) The Election Committee will plan for a possible election if there are multiple candidates.
5.3 – Gym Floor
<p><u>Discussion:</u> Installation to begin on May 13th with anticipated completion on May 22, 2023.</p> <p><u>Action Required:</u></p> <ol style="list-style-type: none">1) Mr. Blasiak will reach out to volunteers on the maintenance committee.2) Additional volunteer requests will be posted in the school 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:

New Staff Update: Additional information provided on the new teacher Ms. Madison Wolczyk who will be joining the teaching team, and Ms. Stacy Lawrence who will be joining the staff as an educational assistant. Contracts to be signed in the near future and we are grateful to have them joining our school.

Action Required: None

7. Pastor's Report

Discussion: Monsignor provided the following update for the PEC.

Confirmation: Preparations are in place for Archbishop Miller to perform the Sacrament of Confirmation this Friday April 28th, 2023.

Action Required: None

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

Discussion: Mrs. Florescu's email update was reviewed and discussed.

Labor settlement fund: Please refer to Mrs. Grant's Principal's report regarding this " CISVA approved one-time payment, in recognition of current market pressures and to support retention, equal to 1.25% of 2022/23 salary for all current CISV employees and those on an approved leave of absence..(to) be paid through the Labor Settlement Fund later this week.

New Ministry Funding: The Ministry of Education has released their increases in both Special Education Grants and Government Grants for the 2023-2024 school year. These increases are to account for increasing teacher salaries.

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) Carry forward the discussion between Mrs. Grant and Mrs. Florescu regarding 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.

Parent Participation Handbook Amendment – Addition of Octoberfest: The Parent Participation Manual has been updated for 2023-2024, but did not include volunteer needs for Octoberfest. It is anticipated that the event will take place next year, and therefore the handbook will need to be updated to reflect this ongoing need. Mr. Han will promote the need for volunteers in late spring 2023, and update the handbook for the 2024-2025 school year.

Possible Dates for the Walkathon and Octoberfest 2023: The PEC discussed possible dates for both the Walkathon (October 15th, 2023) and Octoberfest (Oct. 28th, 2023). Child-minding services (TUPS) were well utilized at the 2023 Auction, and could also be made available for families during the Octoberfest celebration.

Cleaning of Communication & Confirmation & Gowns: Discussion about the hours allocated to cleaning the gowns. For this year the hours allocated to these roles will remain at 60, however, this will be reviewed prior to next year's roles being finalized.

Action Required:

- 1) Online promotion of the need for volunteers for Oktoberfest will take place in the late spring.
- 2) Mrs. Finnegan to share the list of Oktoberfest volunteers with Mrs. Manalo, Mr. Blasiak and Mr. Han.
- 3)

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:

Archangel Cup: The PA will be running a concession at the Archangel Cup Floor Hockey Tournament, hosted by St. Michael's. Pizza, drinks and snacks will be sold.

Auction: Value of the PA donation to auction was approximately \$300.

Freeze Sale: Recommendation that Student Leadership run the Freeze sale in the spring with funds going towards a cause or a service group.

Action Required:

- 1) Mrs. Grant to ask the PA treasurer to kindly provide a monthly copy of the PA financials be shared with Monsignor and the PEC.
- 2) Student leadership to be approached about conduction the Freeze Sale instead of the PA.

12. Fundraising Committee Report -

Discussion:

Auction: Final numbers will be available in the next week. Overall the event was well attended and considered a great success.

Suggestions for next year:

- 1) The addition of the square will be beneficial going forward.
- 2) Having a means of tracking the tickets for each item sold would be beneficial.
- 3) The layout and format was ideal and fostered a wonderful community event.
- 4) Request for enhance parishioner communication at the parish.
- 5) Possible removal of the Facebook page.
- 6) Continue with the Instagram postings as they were an excellent way to promote the event online.

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: Dates discussed to distribute after confirmation and have orders due on May 16th. Pick up on May 24th.

Action Required:

- 1) Update on Auction totals to be provided at the next PEC meeting.

13. New Business
There were no new business items.
14. In Camera
14.1 –Discussed
15. Confirmation of PEC meeting: May 23rd, 2023 at 8 PM after the 7:30 PM mass.
16. Final Prayer offered by Monsignor at 9:58 PM