

St. Michael's PEC Meeting

MINUTES- Thursday, August 31, 2023

Members: Monsignor Rossi, Principal, Mrs. Grant; Chairperson, Anita Manalo; Fundraising Committee Liaison, Yolanda Lavorata.

Staff Representative: Andrew Da Silva

Regrets: Secretary, Michelle Zuccaro; Treasurer, Magdalena Florescu; Parents' Association, Sarah Golding; Participation Coordinator, Steve Han; Maintenance Coordinator, Martin Blasiak

1. **Opening Prayer:** offered by Monsignor Rossi at 7:05pm
2. **Review and Adoption of previous minutes:** Mrs. Lavorata and Mrs. Manalo (with edit required to Paragraph 4.4 to change Mr. Licerio to Mr. Oreta)
3. **Adoption of Agenda:** Mrs. Lavorata and Mrs. Manalo

4. Business Arising from the Previous Minutes

4.1. Before and After School Care Licensing

Discussion: Mrs. Grant provided an update on the feasibility work for the licensed daycare program. As noted in the previous minutes, three quotes have been obtained from modular space providers but no further progress has been made over the summer.

Mrs. Manalo inquired about the potential of using the old rectory for the licensed program and preschool, now that restoration work has been completed on the bottom level. Previous discussions about using the old rectory were determined not to be feasible for an independent for-profit business due to zoning restrictions. However, as it is now contemplated that the licensed program be run by the school and not a for-profit business, it would be worthwhile to determine whether the the old rectory could be used under the current zoning and whether the Small Spaces Grant could be used for any potential updates to the building that would be required under the licensing (i.e., plumbing, sprinkler system).

Action required:

- 1) Mrs. Grant to reach out to her contact that works through the Ministry to inquire about the use of the old rectory for the licensed before/after school program.
- 2) Mrs. Manalo to convene a meeting of the sub-committee to discuss next steps.

5. Correspondence:

One email was received over the summer from a parent who was being audited by the Canada Revenue Agency for claiming of the tuition costs as a donation. The school has provided the parent with an updated tax receipt with correct wording along with letter to be submitted to the CRA.

6. Principal's Report: A copy of the Principles report is enclosed.

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

2023-24 School Theme: The theme for this year is "Living, Celebrating, and Proclaiming Our Faith" with a focus this year on living our faith.

Criminal Record Checks: The school has obtained an online code for criminal record checks for the parish and school to be completed online. It is proposed that all parent volunteers completing participation hours

in the presence of children (i.e., Library, Parent Association, Supervision, Coaching) be required to have a criminal record check. As this is proposed to be adopted as a school policy going forward, and due to the lack of quorum at the present meeting, a motion will be brought forward at the next meeting to adopt this policy around criminal record checks.

Fraser Health: A monthly newsletter promoting health and wellbeing in our community will be issued to schools.

EA Hiring Package: A new EA Hiring package has been released by the CISVA and will be emailed to PEC members.

Feeding the Futures Fund: St. Michael's has been allocated \$5,000 by the Ministry of Education. Applications for this grant are due October 9, 2023 and the school will be applying for the grant and will ensure that the requirements for the use of the funds are met.

Action required:

- 1) Motion to be introduced at the next PEC meeting on September 26, 2023 to adopt a policy around criminal record checks for parent volunteers completing participation hours in the presence of school children.
- 2) School to apply for the Feeding the Futures grant by October 9th, 2023.

7. **Pastor's Report**

Discussion: Monsignor Rossi provided the following update for the PEC.

Staff/PEC retreat: The staff and PEC had a successful retreat at Westminster Abbey.

Building for the Future Fund: In 1999, a small bursary fund was set up by the PA in memoriam for Monsignor Rossi's nephew. A small bursary has been given to a child in Grade 2 each year since then; last year was the first year the bursary was not given out. Monsignor has decided to roll the bursary funds of approximately \$11,000 into the Building for the Future Fund.

Parish Funds: The parish has just under \$700,000 in savings. All expenditures for church renovation projects have been paid to date without the need to draw on savings; some funds will be needed to pay for the remaining work on the refinishing of the pews and the church flooring renovations.

Action Required: None

8. **Treasurer's Report:** A copy of the Treasurer's report is enclosed.

Discussion: Mrs. Lodato was unable to attend the meeting but provided the following update:

The audit is still in progress and additional documents have been requested by and submitted to the auditors. Revenue and expenses will flow through starting with the August 2023 Financial Reports.

Action Required: None

9. **Participation Coordinator's Report:** A copy of the Parent Participation report is enclosed.

Discussion: Mr. Han was unable to attend the meeting but provided the August report which was reviewed and discussed.

Parent Participation/Meet the Teacher Night: Tables for the various Participation Categories will be set up and a presentation given at 6pm prior to Meet the Teacher Night at 7pm on September 12, 2023.

All outstanding amounts for participation fees from the 2022-23 school year have been paid.

Action Required: None

10. Maintenance Report- A copy of the Maintenance report is enclosed.

Discussion- Mr. Blasiak was unable to attend the meeting but provided the following update:

Volunteers will be working over the weekend to ready the school for next week.
Mr. Blasiak will be looking at tree pruning for the fall and snow removal for the 2023/24 season (likely to remain with Gill and Sons).

Action Required: None

11. Parent Association Report –A copy of the Parent Association Report is enclosed.

Discussion: Mrs. Golding was unable to attend but provided the following update:

Coffee and sweets will be served for parents on the first day of school as a welcome back.
Hot Lunch is being finalized and will begin once everything is in place.
Confirmation needed on whether coffee and tea is to be served at Meet the Teacher Night.

Action Required:

- Mrs. Grant confirmed that coffee and tea are to be served at Meet the Teacher Night with the kind assistance of the PA.

12. Fundraising Committee Report

Discussion: Mrs. Lavorata reviewed the attached report and provided the following update:

Chocolate Sales: Scheduled for the first week of school and volunteers have been lined up to label boxes. 70 cases will be ordered (350 boxes) at a profit of \$150 per case or \$30 per box. Mrs. Lavorata will be the Category Manager this year and Sunelle (new parent) will take over next year.

Walkathon: Scheduled for October 15, 2023; meetings have taken place over the summer. Sarah Jacinco (new parent) will take over as Category Manager next year.

A discussion regarding sponsorships for the Walkathon took place. \$1500 was raised last year by way of sponsorships and the opportunity for businesses to sponsor the walkathon (donations up to \$500) will be put in the school newsletter with the following wording along the following lines included: "Your generous donation would be greatly accepted." As much as possible, will advertise by word of mouth so as not to detract from the corporate donations solicited for the Parish Auction.

Action Required: None.

13. New Business:

13.1 – Education Committee Conference – Saturday, September 16th.

Discussion: Mrs. Grant and Mrs. Manalo to attend, additional PEC members to confirm attendance.

Action Required: Mrs. Manalo to send out email reminder to PEC member regarding attendance at the conference.

13.2 – Criminal Record Checks

Discussion: See discussion above under Principal's Report

Action Required: See #6 above.

13.3 – Screenagers

Discussion: Screening dates were discussed for a second screening of Screenagers as well as the follow up to the documentary. Dates were confirmed as follows:

Screenagers: Thursday, October 19th, 2023

Screenagers – Follow-Up: Thursday, November 9th, 2023

A preview of Screenagers will be shown at Meet the Teacher Night to draw attention to the subject matter and invite families to attend. The dates will be communicated in the school newsletters to encourage all families to attend.

Action Required: Dates of the screenings to be communicated in the upcoming school newsletters and preview to be shown at Meet the Teacher Night.

13.4 Policy Manual Review

Discussion: The school policies have been organized and summarized in one document under Section 500. Mrs. Grant has categorized the school policies with a Table of Contents under the following categories (including the CISVA policies):

CISVA

100 - Governance

200 - Business Admin

300 - Human Resources

400 - General School Administration

500 – St. Michael's School Level Policies

501 School Mission, Philosophy, and Objectives

502 Roles

503 Office Procedures

504 Discipline

505 Student Safety and Security

506 Student Health

507 Media and Technology

- 508 Student Expectations
- 509 Parent Expectations
- 510 Appendix

600 – St. Michael's Staff Policies

The School policies (level 500) have been shared with PEC and PEC members are asked to review and provide any comments by next meeting. In particular, consideration by the PEC is to be given to the content of the following items to be included in the policy manual:

- 1) Job descriptions for PEC members (other than Pastor, Chair, Vice-Chair, Treasurer, and Maintenance that are already included under CISVA Policy 114 – 118).
- 2) Before and After School Care
- 3) School Policy on use of Artificial Intelligence

Action Required: PEC Members to review Level 500 School Policies and provide comments. Items 1) to 3) above to be tabled for discussion at the next PEC meeting.

14. In Camera

None required.

15. Confirmation of next meeting: September 26th, 2023 at 8pm after evening mass.

16. Final Prayer: offered by Monsignor Rossi at 8:15pm