

# St. Michael's PEC Meeting

## MINUTES- Tuesday, October 24, 2023

**Members:** Monsignor Rossi, Principal, Mrs. Grant; Chairperson, Anita Manalo; Fundraising Committee Liaison, Yolanda Lavorata; Secretary, Michelle Zuccaro; Parents' Association, Sarah Golding; Participation Coordinator, Steve Han; Maintenance Coordinator, Martin Blasiak

**Staff Representative:** Andrew Da Silva

**Regrets:** Treasurer, Magdalena Florescu

1. **Opening Prayer:** offered by Monsignor Rossi at 8:10pm
2. **Review and Adoption of previous minutes:** Mrs. Manalo and Mrs. Golding
3. **Adoption of Agenda:** Mrs. Manalo and Mrs. Lavorata

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

##### 4.1. Before and After School Care Licensing- Volunteers

Discussion: Licensing Officer to look at old rectory; will not need to move as much as previously thought. After inspection, the application will be sent for the grant application.

Action required: Mr. Han to send Mrs. Manalo a list of family volunteers to help with moving items prior to inspection.

##### 4.2 Policy Manual Review

Discussion:

**PA Finances:** Create a general policy on Parent Association finances to create transparency. Focus on how to distribute excess funds. General policy to include that Parent Association Treasurer is expected to attend May PEC meeting to discuss PA finances. PA fulfills school wish list. PA will inform PEC on excess funds throughout the year and PEC makes decision on what wish list items are purchased.

Action required: Mrs. Goulding to create a Parent Association Policy.

**Job descriptions:** Need to create job descriptions for the following roles: Parent Association Chairperson, Fundraising Committee Liaison, Participation Coordinator, Secretary. Job descriptions for Maintenance, Chairperson and Treasurer are already completed.

Action required: Drafts of job descriptions to be made and distributed prior to next PEC meeting. Mrs. Golding to make PA, Mrs. Lavorata to make Fundraising, Mr. Han to make Participation Coordinator, Mrs. Zuccaro to make Secretary.

**Review School Policy Manual:** PEC members to review entire School Policy Manual document but focus mainly on highlighted parts. Discussion to be held at next PEC meeting on highlighted sections. Bring forward motion to adopt School Policy Manual at next PEC meeting.

Action required: PEC members to review highlighted sections of School Policy Manual.

##### 4.3 Motion: Increase Non-Participation Fees for 2024-2025

Discussion: Raise to \$1500 from \$1300 for non-participating families. This will increase the hourly rate from \$21.67 to \$25 per hour. The topic of incomplete hours and increasing the rate to \$26 per hour and charging for no shows will be discussed at a later date.

Mr. Han has proposed the following motion:

**MOTION:** Motion to increase Non-Participation Fees for 2023-2025 School year to \$1500.

**MOTION PASSED.** ALL MEMBERS in AGREEMENT

Action required: Update School Participation Policy to reflect the new rates for 2024-2025 school year.

#### **4.4 Final Budget**

Discussion: 5% contingency to cover estimated increase in salary and benefits. Expenses & enrolment have been adjusted to actuals. Increase in parish subsidy in line with previous years estimates. Contracts have been adjusted to actual. Review Category1 and 2 families for next year's budget.

Mrs. Florescu has proposed the following motion:

**MOTION:** Motion to adopt the attached 2023-2023 Budget without amendments as presented by Mrs. Florescu.

**MOTION PASSED.** ALL MEMBERS in AGREEMENT.

Action required:

#### **4.5 Safer Schools Together Presentation**

Discussion: St Francis De Sales would like to do joint event with SME hosting. Potential to do it on a Thursday in January. Will send out Eventbrite or physical tickets to help gauge attendance for 2<sup>nd</sup> screening of Screenagers. Suggestion to make it mandatory for grades 4-7. A free webinar is being offered. Send the link to all families to encourage parents to participate.

Action required: Mrs. Grant to send out information for webinar to all families and to send out Eventbrite invite for Screenagers Part II.

#### **4.6 Camp Zajac Costs**

Discussion: Parent Association subsidized the unexpected extra costs acquired for 2023 camp. Cost decreased \$24000 to \$20000.

Action required: None

#### **4.7 Registration Forms**

Discussion: Missing spot on Parent Participation Registration Form for occupation.

Action required: Add occupation spot on 2024-25 Parent Participation Form

### **5. Correspondence:**

None

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

Discussion: Please see Mrs. Grant's report for information on past and upcoming events and school information. Mrs. Grant discussed the report. Mrs. Goulding requested that the class contact lists be distributed to all classes.

Action required: Mrs. Grant to follow up with teachers to send out class lists to parents.

#### 7. **Pastor's Report**

Discussion: Nothing to report.

Action Required: None

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

Discussion: Prior year Financial Statement audit is still in progress. Everything is running as per budget in current year financial reports. Outstanding receivables are \$2k and are related to family usually covered by Parish subsidy. There were no questions or areas of concern noted.

Action Required: None

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

Discussion: Mr. Han's report was reviewed and discussed. There were no questions or areas of concern.

**Active Participant Tracking:** Mr. Han noted that this job is very time-consuming.

Action Required: None

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

Discussion: Mr. Blasiak provided the PEC with two quotes for tree and shrub work. The Bartlett Tree Experts quoted \$8,870 and seemed quite high in comparison to Arboreal Tree Service (quote \$1,260). Consensus was for Mr. Blasiak to get a 3<sup>rd</sup> quote to ensure we are paying a reasonable price.

Action Required: Mr. Blasiak to get a 3<sup>rd</sup> quote.

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

Discussion: Please see the attached PA report from Mrs. Goulding.

**Skating Party:** School calendar has to be updated for Skating party. Confirmation of date is still pending. Venue can accommodate entire school community all at once.

**Oktoberfest:** Online ticket sales closes tonight.

Action Required: Date to be confirmed for Skating Party.

#### 12. **Fundraising Committee Report**

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

**Oktoberfest:** Online ticket sales closes tonight. 95 tickets have been sold so far. All volunteers have been scheduled for Friday and Saturday. 25 tickets have been sold for Kids Night Out. Three out of four criminal record checks were received for the childcare volunteers with the last one anticipated to be received before the event.

Action Required: None

**13. New Business:**

**13.1 – Maintenance Contract – Tree and Shrub Work**

Discussion: This was discussed in the Maintenance report. See above.

Action Required: See Maintenance Report section.

**14. In Camera**

None required.

**15. Confirmation of next meeting:** November 28, 2023 at 8pm. Mrs. Grant requested to attend via Zoom due to a personal schedule conflict. Mr. Da Silva will set up a Zoom link for her to join.

**16. Final Prayer:** offered by Monsignor Rossi at 9:45pm