

St. Michael's PEC Meeting

MINUTES- September 26, 2023

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

Staff Representative:

Regrets: Treasurer, Magdalena Florescu

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

4. Business Arising from the Previous Minutes

4.1. Before and After School Care Licensing

Discussion:

The licensing officer is coming in November to look at the old rectory. Will need to clear out space temporarily and move current program to school for the interim. Parent volunteers to help clear stuff out potentially during Remembrance Day weekend. If approved, apply for Small Spaces Grant – quite extensive. Top floor used for Before/After School Care. Basement used for Preschool program. Would need to build an additional bathroom in the basement. Can only apply for this grant once. \$500,000 limitation (10 years). Licensing would require fencing and separate play space for preschool.

Action Required:

- 1) Organize volunteers to clear out space
- 2) Follow up at next meeting

4.2 Criminal Record Check

Discussion:

This is a requirement in CISVA policy. Mrs. Grant has an online link for parents to complete with option for paper version as well. Beginning with library volunteers and then will proceed with all other parents who participate with children. The initial Criminal Record check is good for x5 years.

Action Required:

- 1) Have all the families to complete the check.

4.3 Policy Manual Review

Discussion:

Do not include Job descriptions for PEC members in Policy Manual however have job descriptions to use internally for each role to use as a guideline for new members. Add PA finances to the policy. Changes will need to be made electronic devices regularly. Make appendix to Policy Manual regarding Before & After School care to make it more flexible for changes. Goal to have this completed by December 10th.

Action Required:

- 1) PEC members without a job description on CISVA website to create one by October 24 meeting.
- 2) All PEC members review up to policy 501-505 by October 24 meeting.

5. Correspondence:
None
6. Principal's Report: A copy of the Principal's report is enclosed.
<p><u>Discussion:</u> Mrs. Grant reviewed the attached report and reviewed Policy 306 – EA Hiring. Process has now changed and will be adapted at the school for any future EA hiring needs.</p> <p><u>Action required:</u> None</p>
7. Pastor's Report
<p><u>Discussion:</u> Father De Paul leaves at the end of this week. Monsignor to try to make school visits, organize altar servers and do all confessions. Fairwell assembly for Father De Paul on Friday, September 29. Gifts from PEC and staff have been purchased.</p> <p><u>Action Required:</u> None</p>
8. Treasurer's Report: A copy of the Treasurer's report is enclosed.
<p><u>Discussion:</u> Audit is still ongoing. July and August financials consists of expenses. Only revenue is from non-participating families' fees.</p> <p><u>Action Required:</u> Mrs. Florescu will connect with Mrs. Grant and Rhodora to finalize the budget for submission.</p>
9. Participation Coordinator's Report: A copy of the Parent Participation report is enclosed.

Discussion:

Mr. Han's report was reviewed and discussed the following:

Oktoberfest: Anita to organize event this year. Find a category manager for 2024-2025. Would like to offer Childcare for this year's event- will require 3 volunteers for this.

Change to Parent Participation Fee for 2023-2025 school year. Currently set at \$1300. Should we raise to \$1500?

Missed Shifts: It was decided not to charge families who have not shown up for their scheduled shift but to remind parents of their responsibility to find a suitable replacement if they are unable to fulfill their commitment.

Action Required:

- 1) To prepare motion on increasing Non-Participation Fees for 2024-2025 school year at October meeting.
- 2) Mr. Han to add childcare volunteers in portal for Oktoberfest
- 3) Mrs. Grant to send out notice in the newsletter regarding parent responsibility in finding a suitable replacement for any missed shifts.

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

Discussion:

Mr. Blasiak reviewed his report and discussed the following:

Snow Removal: Rates have gone up (\$650/visit for snow plowing & \$268/visit for salting versus \$600/\$250 from last season). Other companies charge per season and not per visit. We will stay with current company for 2023-2024 school year.

Tree trimming: Getting 3 quotes for tree trimming. Would ideally do the work on October 20th Pro D

Action Required:

None

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

Discussion:

Mrs. Golding reviewed her report. Financials for 2022-2023 will be available next month. All PA events have started, and Mrs. Golding has contacted new families who showed interest in PA at Meet the Teacher Night.

Action Required:

None

12. Fundraising Committee Report – A copy of the Fundraising report is enclosed.

Discussion:

Mrs. Lavorata reviewed the Fundraising report.

Chocolate Sales: Successful fundraiser this year. Just waiting for final payments. Sunil taking over category manager as next year.

Walkathon: October 15, 2023. Next meeting September 28. Great turn out for volunteers.

Oktoberfest: To be held on October 28. Need x3 parent volunteers for childcare with Criminal Record Checks to be completed. Charge \$20 for childcare. Charge \$15 per ticket which includes admission and dinner. Use hot lunch platform to sell tickets. MC (Jonathan) and DJ (Winston Lee) have both been confirmed. Knights of Columbus have been confirmed to take care of the bar. Mrs. Blasiak will arrange beer/cider. Jesse will run the kitchen.

Auction: Rupa Marcus is the Auction Chair. There are 20 new volunteers. Tentative date and Theme: April 20, 2024, and Olympics. First meeting to be held October 26th.

Christmas Chocolate Sales: Idea of doing the Christmas Chocolate Sales again was proposed and approved. Put a link in the newsletter.

Action Required:

- 1) Mrs. Lavorata to set up Christmas Chocolate Sales with Purdy's Chocolate

13. New Business:

13.1 Final Budget

Discussion: Due October 27, 2023

Action Required:

- 1) Mrs. Florescu, Rhodora, Mrs. Grant and Father Rossi to review.
- 2) Circulate for next weekend.

13.2 Hiring Process for EAs

Discussion: EA Interviews have been done by Ms. Roche & Mrs. Grant only in the past. It is now required that the Pastor and a PEC member need to be present for interview process. This is stated in CISVA Policy 306.

Action Required: PEC members to review Policy 306 to be familiar with changes.

13.3 Feeding Futures Fund

Discussion: New grant of \$5000 to support children to ensure they do not go hungry. Guidelines are that if our school community has been served, the funds can go to the wider community (ie. Parish food bank). Mrs. Grant and Father Rossi will identify families who are in need and provide support to them through different means such as helping with hot lunch orders, providing grocery store gift certificates.

Action Required: None

13.4 Safer Schools Together - PEC Conference Presentation

Discussion: Steven Macdonald (speaker) discusses the latest trends online with parents (ie. what to look for as parents and discusses social media language. The rate is \$1000 and we are tentatively looking for dates in January or February. We would like to extend the Invite St. Francis De Sales School.

Action Required:

- 1) Set a date for presentation
- 2) Decide where funds come from
- 3) Invite St. Francis De Sales to attend.

13.5 Camp Zajac Costs

Discussion:

Cost of camp has gone up exponentially:

- Previous cost: \$16,900
- 2023 cost: \$24,500 (\$225/child) Works out to be \$412/child.
- Accommodation is now \$147 per child (used to be \$90).
- Potential for PA to help subsidize.

Action Required:

- 1) Mrs. Grant to have a meeting with Camp Zajac to discuss reasons for price increase on Wednesday, September 27.
- 2) Start to research new camps to use for 2025-2026 camp.

14. In Camera

None

15. **Confirmation of next PEC meeting:** October 24, 2023 at 8pm following the 7:30pm mass.

16. **Final Prayer:** offered by Monsignor Rossi at 9:55pm