



Star of the Sea Catholic School

Care for our Common Home

PEC Meeting Minutes No. 11

School Year 2016 - 2017

June 13, 2017 – 7:00 p.m.

Attendees:

Fr. Glenn Dion
Brenda Moretto
Lauren Dattilo
Anyrt Granados

Nicole Regush
Sinead Hibbert
Cam Prout
Heather Dagenais

Teacher Rep:

Miriam Campagne

Regrets:

Shana Rivett

Meeting called to order: 7:11 pm

1) Opening Prayer “Hail Mary”

2) Acceptance of Minutes

Meeting Minutes May 9, 2017
Motion by: Cam
Seconded by: Lauren
Motion carried

Meeting Agenda June 13, 2017
Motion by: Sinead
Seconded by: Anyrt
Motion carried

3) PEC Chair Update

- a. Review of protocol for first PEC meeting of 2017-2018 to elect PEC positions
- b. Brenda expressed gratitude and highlighted her desire to be involved in setting up an alumni program
- c. School signage complete

4) Principal's Report

- a. Leading in the Spirit of the Catholic School
 - i. Faith formation: Mrs. Regush will be attending a weeklong Catholic leadership conference this summer.
 - ii. Staff faith facilitator attended eight day-long in-services.
 - iii. Five hours of professional development with Superintendent Office staff in Catholic worldview and intellectual tradition.
 - iv. Next Year: Liaising with St. Mark's College to provide instruction of the faith for staff. Teacher training and support for Aboriginal curriculum, Catholic worldview, and Catholic intellectual tradition.



- b. Educational Leadership
 - i. Completed data collection and analysis of early literacy growth for all students. Improvements for specific students and grouped students within grade levels in reading fluency.
 - ii. Staff have participated together in 20 hours of redesigned curriculum development. Additional time of 5-25 hours dedicated to instructional unit plans and core competency assessments for students.
 - iii. Nine teacher evaluations completed this year.
 - iv. Staff Leadership Growth: three Master's degrees completed, one Master's degree in progress, and one Master's degree to begin shortly.
- c. Management
 - i. Accounting and Control Procedures: Audit recommendations from Walsh King resulted in the contracting of a chartered accountant to review practices at critical junctures such as tax credits, year-end audits, and budget proposal.
 - ii. Water quality reviewed and monitored.
- d. School Climate
 - i. Placed 3rd of 38 schools at CISVA track meet; 2800 participants.
 - ii. Fun Day this Friday; sports field opening to be determined.
 - iii. Kindergarten Looking Ahead Day tomorrow. Heather will be PEC buddy family liaison.
 - iv. Students displayed art for Fr. Francesco's reception which was well attended.
 - v. Next Year: Focus on Personal and Social Responsibility Core Competency to develop interpersonal dynamics among students and manage personal challenges (anxiety).
- e. Interpersonal Relations
 - i. Recognition Events for Staff
 - *Parent Tea, June 20th 1:30-3:00pm
An occasion for mutual thanks to parents and teachers. *Alumni and past parents welcome!* Parents who would like to participate in presentations should see Mrs. Regush or Mrs. Campagne.
 - *Music Sharing, June 21st 1:00-3:00pm
Opportunity for school children to thank and honour their teachers and support staff. *Alumni and past parents welcome!* Special presentations from the children occur at this event following the music sharing.
 - ii. Final School Mass, June 29th: After Mass, there will be special tributes from the PEC, staff, and priests to the staff who have served the school. All welcome!
 - iii. Next Year: "Coffee and Community" Parents will have opportunity to connect with PEC and administration
- f. Personal and Professional Growth
 - i. Mental health concerns and challenges with social skills increasing in students and families. Administration attended two professional development sessions to support families and coordinate support teams.
 - ii. Three stress management and wellness sessions attended by staff.
 - iii. Next Year: Needs assessment will determine future professional development.



5) Pastor's Report:

- a. Father Francesco's Ordination, First Mass/Reception, and hosting of associated visitors
- b. Grade 7 Farewell Mass and Evening - Thursday, June 22nd
- c. New PEC member appointed, Austin Uzama
 - i. Background in accounting
 - ii. Will work with Anyrt on treasurer's roles
- d. Thank you to Brenda for her contributions as chair over the last two years

6) Treasurer's Report:

- a. Revenue and expenses continue to be on track for 2016-2017
- b. Draft budget
 - i. Due to new standardized budget, extension was granted for budget proposal submission to June 14th
 - ii. School revenue increasing by approximately 5% next year
 - iii. **Motion** to accept proposed budget for 2017-2018 school year
Forwarded by Brenda
Seconded by Heather
Motion Carried
 - iv. Signed by Father for submission to CISVA

7) Maintenance Report:

- a. Field Update
 - i. Meeting with contractor and consultant (including Mark Vanderzalm) regarding concerns about field
 - ii. Remediation proposal provided
 - iii. Substantial completion obtained
 - iv. Recommended field maintenance schedule has been received and provided to David
 - v. Awaiting quote for maintenance of July and August and quote for maintenance going forward from September
 - vi. Contractor has indicated that field can be used for Fun Day on Friday, June 16th but still requires application of fertilizer and herbicide. Sinead will contact contractor to determine if this can be delayed to last day of school on June 29th so that field can be open starting on Fun Day for remainder of school year.
- b. Phone System
 - i. Cable upgrades are required for new phone system
 - ii. Total phone quote comes in at approximately \$15,000 and has been earmarked for Gala 2017 project



- c. Security/Front Door Locks/Tempered Glass
 - i. Subcommittee will be presented two proposals on security this week
 - ii. Cam discovered that new construction requires tempered glass on all exterior glass of institutions such as schools. Star of the Sea is still compliant due to grandfathering clause, but recommends revisiting this issue in the new school year as a future maintenance project.

8) Parent Participation Program:

- a. Pay-in Lieu requests reviewed

9) New Business:

None at this time

10) Old Business:

- a. Teacher Appreciation Lunch on Monday, June 19th

11) Correspondence:

None at this time

12) In Camera

None at this time

13) Summary/Action Items/Dates:

<u>Action</u>	<u>Due</u>	<u>Responsible</u>
Snow removal review	September	PEC
Field maintenance contract (in progress)	June	Sinead
Postponement of Weed and Feed to June 28 th ?	June 16	Sinead
Telephone system installation and commissioning	Summer break	Cam
Security presentations	June 20 / 21	Cam and subcommittee
Tempered glass	September	Cam



Submit draft budget for 2017-2018 to CISVA	June 14	Anyrt
Teacher appreciation lunch	June 19	Lauren

Next Meeting: Tuesday, June 13, 8:45

Important Dates: Grade 7 Farewell Mass, June 22 6:30
Final School Mass, June 29 9:15
Next meeting Tuesday, September 12 7:00

Meeting Adjourned: 8:45