



Star of the Sea Catholic School
Care for Everyone in our Common Home
PEC Meeting Minutes No. 2
School Year 2017-2018
September 12, 2017 – 7:00 p.m.

Attendees:

Fr. Glenn Dion
Lauren Dattilo
Shana Rivett
Anyrt Granados
Heather Dagenais

Nicole Regush
Sinead Hibbert
Cam Prout
Austin Uzama

Teacher Rep:

Miriam Campagne

Meeting called to order: 7:09 pm

1) Opening Prayer “Hail Mary”

2) Acceptance of Minutes

Meeting Minutes June 13, 2017
Motion by: Shana
Seconded by: Cam
Motion carried

Meeting Agenda September 12, 2017
Motion by: Sinead
Seconded by: Anyrt
Motion carried

3) PEC Chair Update

- a. Protocol for motions will now include statements from each PEC member prior to voting

4) Principal’s Report

- a. Leading in the Spirit of the Catholic School
- i. Faith formation vetted through Father Dion
 - ii. Mrs. Regush attended a conference for Catholic educators over summer
 - iii. Staff delegation will be attending CISVA conference on theme of “Care for Everyone in our Common Home”
 - iv. Two children in developing countries have been sponsored by the school via Chalice
- b. Educational Leadership
- i. Student literacy data collection has begun
 - ii. Professional development day this Friday will focus on core competencies, such as higher thinking skills, collaboration, and problem solving
 - iii. Grade six staffing team was modified at the end of the summer and is gelling
- c. Management
- i. Budget, payroll, and benefits review for individual staff members
 - ii. Audit completed by Walsh King



- d. School Climate
 - i. 160 children joined cross-country
 - ii. Volleyball and soccer underway
 - iii. Kindergarten started this week
 - iv. Speech and language consultants start this week
- e. Interpersonal Relations
 - i. Improving opportunities for parents to interact with administration – first “Community Café” will be held after assembly on September 22nd
 - ii. Parents have asked for recommendations on counsellors in the community and administration is following up
- f. Personal and Professional Growth
 - i. Mrs. Campagne is coordinating programs for staff
 - ii. Mrs. D’Mello will be taking on technology teaching role
 - iii. Staff wellness
 - iv. Fitness required for crisis prevention for management of students who emotionally escalate
 - v. Mrs. Regush has accepted a request to be the principals’ representative to the executive CISVA

5) Pastor’s Report:

- a. Gratitude extended to PEC members for contributions, in particular Lauren for standing as chair
- b. Attended first school assembly to welcome students
- c. Celebrated school Mass, highlighting the Nativity of the Blessed Virgin Mary on September 8th

6) Treasurer’s Report:

- a. Preliminary budget report for last month of 2016-2017 school year (final details will be confirmed shortly)
 - i. No parish subsidy was received in 2016-2017
 - ii. Unanticipated grant from government of \$32000 was used to replace outdated textbooks
 - iii. Salaries proved higher than budgeted and a meeting is being held with accountant to review the model for more accurate forecasting
 - iv. Maintenance budget higher than expected as discussed in previous meetings due to water bills from city
- b. New budgeting standards from the CISVA
 - i. Final budget due October 15
 - ii. Kan Lloyd will be consulting for transition from Excel to Sage software (PPP)



- c. Balancing budget has become challenging due to largely stable revenue but increasing maintenance and capital costs associated with an older building
 - i. Austen suggests subcommittee for marketing to find creative ways to increase revenue
 - ii. Brenda Moretto will be spearheading some alumni initiatives

7) Maintenance Report:

- a. Field Update
 - i. Sprayed for broad leaf weeds (trillion) first week of July
 - ii. Grass browned over a few weeks in the summer when irrigation piping was damaged at access box
 - iii. Beaver Landscaping installed new pump, piping, and control board
 - iv. Extra fertilizer and repaired irrigation improved grass quality for September
 - v. Beaver Landscaping has been contracted for irrigation and field maintenance
 - vi. Winterizing pipes will be completed by Beaver Landscaping and contract to GLE for this purpose will be cancelled
- b. Phone System
 - i. Installed over summer
 - ii. Telephone cuts in and out when both parties inadvertently speaking simultaneously, occasionally an echo can be heard, and there is a long delay on calling
 - iii. Meeting with Aspire will be scheduled to address these issues
- c. Facilities Security
 - i. Visions proposal provides most cost-effective solution for security requirements of the school
 - ii. Cam recommends proceeding with installation as soon as possible due to security concerns but there is no available funding in this year's budget and Gala funds will not cover costs
 - iii. Proposal to be made to parish finance committee for request for parish subsidy and/or loan
- d. Snow Removal
 - i. Quote pending for upcoming school year.
 - ii. Beaver Landscaping also does snow removal
 - (a) Quote will be requested
 - (b) Caution against changing providers as first year hiccups with current company have been resolved and job was done well
 - iii. Snow removal must be completed by 6:30 as before-school care starts at 7:00

8) Parent Participation Program:

- a. Service in Lieu request: Monthly safety (fire and water) inspection. Requesting parent will be connected with David to ensure that details are covered.



9) New Business:

- a. PEC Roles and Responsibilities
 - i. PEC members are to review assigned roles
 - ii. Submit changes to Lauren to fill vacant slots
- b. Uniform
 - i. Neat Uniform restructuring has caused significant delays in ordering
- c. Outdoor Education
 - i. Lauren will be meeting with parents to discuss option to opt-out of fundraising for a fee

10) Old Business:

None at this time

11) Correspondence:

- a. Patti Ferguson requested that 1.5 PPP hours for 1 hour of work on Gala be maintained.
Motion that existing PPP compensation of 1.5 hours per hour for Gala be honoured.
 Forwarded by Lauren
 Seconded by Shana
 Motion carried
- b. PEC Confidentiality Agreement to be reviewed and signed at next meeting

12) In Camera

None at this time

13) Summary/Action Items/Dates:

<u>Action</u>	<u>Due</u>	<u>Responsible</u>
Snow removal quote from Beaver Landscaping	October 10	Sinead
Snow removal contract	After Beaver quote rec'd	
Parish Finance Committee proposal		Cam, Anyrt, Lauren?
Request for PPP Service-in-Lieu re: fire inspection		Nicole, David
Telephone system outstanding issues		Shana



PEC subcommittee roles	October 10	All PEC members
Uniform	October 10	Lauren
Submit budget for 2017-2018 to CISVA	October 15	Anyrt
Outdoor Ed fundraising		Lauren
Confidentiality Agreement signed	October 10	Lauren, all PEC members
Education Committee Leadership Conference RSVP		All PEC members

Next Meeting: Tuesday, October 10, 7:00

Important Dates: Education Committee Leadership Conference
Saturday, October 14 9:00-3:00

Meeting Adjourned: 9:01