



Star of the Sea Catholic School
Care for Everyone in our Common Home
PEC Meeting Minutes No. 3
School Year 2017-2018
October 10, 2017 – 7:00 p.m.

Attendees:

Fr. Glenn Dion	Nicole Regush
Lauren Dattilo	Sinead Hibbert
Shana Rivett	Austin Uzama
Anyrt Granados	Heather Dagenais

Teacher Rep:

Miriam Campagne

Absent:

Cam Prout

Meeting called to order: 7:11 pm

1) Opening Prayer “Thanksgiving Prayer”

2) Acceptance of Minutes

Meeting Minutes September 12, 2017
Motion by: Shana
Seconded by: Sinead
Motion carried

Meeting Agenda October 10, 2017
Motion by: Sinead
Seconded by: Anyrt
Motion carried

3) PEC Chair Update

- a. Lauren received praise from parents at Sacred Heart regarding the Stella Maris Gala
- b. Propose December 15th for Staff Christmas Party at Knights of Columbus chambers

4) Principal’s Report

- a. Leading in the Spirit of the Catholic School
 - i. “Train the Trainers” - two staff members asked by associate superintendent to join district leadership initiative due to exceptional work on the new curriculum at Star of the Sea. The next phase of the redesigned curriculum is “Implementation of the Principles of Catholic Education in Planning and Teaching”.
- b. Educational Leadership
 - i. Data collection on early literacy completed; reading groups are underway
 - ii. Staff pro-d on September 15 with a curriculum coach on core competencies (Creative and Critical Thinking, Social and Personal Responsibility); some collaboration with St. Michael’s School this year



- iii. Thank you to Anyrt and accountants for working last Friday to review budget
 - iv. FTE student increase announced Friday night \$317.52/child-CEF one time (budget deadline extended to October 30); strict guidelines for expenditures and reporting to government before receiving monies
 - v. 60 new desks and 30 chairs have been purchased for grade 7 classroom
 - vi. Fiscal accountability: accountant team caught expenditure of \$7,000 bank fee for tuition payed via visa; this option for payment will be removed next year so funds can be allocated to student learning
 - vii. Anticipating 1-2 international students for January 2018 in collaboration with Global Education
- c. School Climate
- i. CISVA Cross Country meet results: First overall! (200 points above next team) Well done all!
 - ii. Our best performance and best CISVA score ever - special thanks to many parents and teachers/staff who helped (about 20 in number!)
 - iii. Community Café - successful turnout of about 40 people; Mich Deslauriers (principal of JP II Academy) attended and spoke with parents
 - iv. Grade 7 student leadership program has started (students helping in leadership areas throughout the school)
- d. Interpersonal Relations
- i. Mrs. Deeley and Mrs. Scott on medical leaves
 - ii. Teacher shortage requires that job duties be re-allocated to admin and LRC staff - thank you to these staff for their flexibility and ingenuity
 - iii. Music department working and planning well together with the recent shuffle to personnel last month - exciting developments
- e. Personal and Professional Growth
- i. Staff wellness classroom workshop starts tomorrow
 - ii. Other wellness opportunities: yoga October 25 after school
 - iii. Special thank you to Mrs. Forbes' leadership in this initiative!

5) Pastor's Report:

- a. St. John Paull II Academy
- i. Parish grounds will be used for legacy class in 2018-2019 school year
 - ii. Contracts to be drawn up with JP II Board of Directors to ensure high school is responsible for associated costs
- b. First Communion
- i. Approximately ninety students
 - ii. Faith formation and education is joint effort by parish, parents, and school/PREP
 - iii. Evangelizing opportunity to families
- c. Confirmation
- i. Parent meeting at end of month
 - ii. Investiture Mass with contract of investiture
- d. Principal Evaluation took place this month



6) Treasurer's Report:

- a. FTE student increase as outlined in Principal's report
 - i. Extension for final budget to October 30
 - ii. Some funds will be allocated to payroll
 - iii. Remaining funds will be allocated to classroom enhancements
- b. Bursaries have decreased this year

7) Maintenance Report:

- a. Field Update
 - i. Signed off and paid
 - ii. Beaver Landscaping has maintenance contract
- b. Phone System
 - i. Staff is adapting to the new digital system
 - ii. Concerns highlighted in previous minutes could not be resolved though Aspire did investigate
- c. Facilities Security
 - i. Lauren presented quote (from Visions via Cam) for film on school windows which is more than anticipated, though Mrs. Regush reports that the number appears in line with costs of a similar project at another school. Details on type of film and location of installation will be sought out.
- d. Snow Removal
 - i. Stockpile of ice melt will be purchased
 - ii. Quote from Beaver Landscaping still pending
 - iii. Mrs. Campagne reports that last winter students were held inside for many recesses due to heavy layer of ice on play area. Shana will request an updated quote to include distributing ice melt on this area as part of snow removal
- e. Speed bumps on 150th Street
 - i. Reckless driving on 150th Street during pick up and drop off has endangered students and resulted in at least one altercation
 - ii. Sinead will investigate having speed bumps installed by city
 - iii. Discussion about whether this might be avoided by reminding parents of the dangers; license plate numbers may be taken down to report reckless driving to police

8) Parent Participation Program:

Nothing to report at this time



9) New Business:

- a. PEC Conference to be attended by Austin, Anyrt, and Heather
- b. Uniform
 - i. Neat Uniform restructuring has caused significant delays in ordering
 - ii. Lauren is investigating different suppliers used by Holy Cross High School and new JP II Academy
- c. Outdoor Education -Lauren will be meeting with grade seven parents
- d. Star of the Sea alumni – Brenda would like to be involved
- e. Austin will meet with Mrs. Regush to finalize details of Knights-sponsored free throw competition
- f. Austin proposes “Brain Break” in classrooms and will discuss details with Mrs. Regush

10) Old Business:

None at this time

11) Correspondence:

- a. Sinead presented correspondence from a parent who raised concerns that sense of community is discouraged when parents and students are required to leave the parking lot and are prevented from socializing. Mrs. Campagne outlined the challenges to ensuring student safety based on the parking lot congestion and size of the school. As a new procedure for pickup near the church parking lot has been implemented this year, the administration will look to find an appropriate place to designate for this community building.

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	ASAP	Sinead
Snow removal contract updated to include distributing ice melt	ASAP	Shana / Mario
Meeting to approve final budget	October 30	All PEC members



Submit 2017-2018 budget to CISVA	October 30	Anyrt
Security system and glass film		Cam, Nicole
PEC subcommittee roles	November 14	All PEC members
Investigation into new uniform supplier		Lauren
Speed bumps on 150 th Street?		Sinead, Lauren
Outdoor Ed fundraising		Lauren
Education Committee Conference	October 14	Anyrt, Austin, Heather

Next Meeting: Tuesday, November 14, 7:00

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

Meeting Adjourned: 8:35