



Star of the Sea Catholic School

Care for our Common Home

PEC Meeting Minutes No. 5

School Year 2016 - 2017

December 13, 2016 – 7:00 p.m.

Attendees:

Fr. Glenn Dion
Brenda Moretto
Lauren Dattilo
Anyrt Granados
Cameron Prout

Nicole Regush
Sinead Hibbert
Shana Rivett
Heather Dagenais

Teacher Rep:

Miriam Campagne

Meeting called to order: 7:00 pm

1) Opening Prayer “Hail Mary”

2) Acceptance of Minutes

Meeting Minutes November 8, 2016
Motion by: Sinead
Seconded by: Cam

Meeting Agenda December 13, 2016
Motion by: Anyrt
Seconded by: Sinead

3) PEC Chair Update

- a. Roles and Responsibilities assigned
- b. Parish 3Rs Fair
 - i. December 10th/11th
 - ii. PEC members provided information to parishioners before and after Masses

4) Principal's Report

- a. School signage
 - i. Enquired about St. Catherine's school name lettering
 - ii. Cost-effective and visible
 - iii. To be discussed in subcommittee
- b. Continued investigation on front door locking mechanism (reviewed under Maintenance)
- c. Snow removal contract (reviewed under Maintenance)
- d. Uniforms
 - i. Neat uniform company corporate restructuring
 - ii. Old business included a request to include option for dry-fit gym shirts; this will be included in uniform options if possible when agreement is established with new uniform company



- iii. Uniform policy has been updated to remove ambiguity
Motion to accept Uniform Policy 10.0 in Star of the Sea Parent Handbook
Forwarded by Cam
Seconded by Sinead
Passed

e. Mrs. Parent short-term contract ending December 16th

5) Pastor's Report:

- a. 3 Rs Program
 - i. Advent season very busy
 - ii. Consider changing time of year to promote 3Rs
- b. Alpha program completed at parish
- c. Request to assemble list of students at school who have not been baptized
- d. South Surrey Catholic High School
 - i. Permission has been granted from deanery
 - ii. Brochure sent home in this week's newsletter
 - iii. Information meeting to be scheduled

6) Treasurer's Report:

- a. Finances on track for 2016-2017
- b. Total grant for special education is the amount we estimated. The school has received 75% of it from the Ministry at this time.
- c. Brenda proposed a PEC pre-meeting with the finance delegate from CISVA
- d. As the cost for intermediate field came in under budget, request to be made to Parish Finance Council that \$7720 due increased water usage be included as part of the project
- e. Anyrt has compiled a list of Gala and Walkathon funds raised and allocated in past years

7) Maintenance Report:

- a. Intermediate field
 - i. Substantial completion delayed due to unexpected piping in ground at site for fencing; costs of temporary fencing will be covered by contractor
 - ii. Response time for contractor communications has been slow
 - iii. Sprinklers have been winterized by GLE
 - iv. Shana investigated water bill and has been informed that it should be less in the spring due to climate and decreased need for watering established field



- b. Snow removal
 - i. Contract has not yet been signed but company cleared snow in school parking lots and sidewalks in good faith after large snowfall at beginning of the month
- c. Security
 - i. Two quotes (one written, one verbal) have been obtained for a system that includes swipe card entry, video monitor at front door, and buzz entry
 - ii. Video monitoring includes recording
 - iii. Quotes are approximately \$10-13 000
 - iv. Maintenance team will obtain one more quote and look to complete this year

8) Old Business:

- a. Request by administration to change post-dated cheque date for PPP pay-in-lieu (see Meeting Minutes November 2016) – Motion to be advanced at next meeting
- b. Benches at entry – to be addressed at future meeting

9) New Business:

None at this time.

10) Correspondence:

- a. Many teachers have expressed thanks for the food and drink at the Christmas luncheon which was provided from the Christmas party which had to be cancelled due to poor weather conditions
- b. Gala Classroom Projects
 - i. Parents will receive credit for hours completed
 - ii. This year, PPP commitments must be completed even if parents exceed required number of hours
 - iii. Next year, PPP form will include a category for classroom project helpers

11) In Camera

None reported at this time.

12) Summary/Action Items/Dates:

<u>Action</u>	<u>Due</u>	<u>Responsible</u>
Snow removal contract approval and signing		Fr. Dion
Facility security third quote	Jan 10	Cam



Finalize tuition, registration, application, activity fees for 2017-2018 school year	Jan 10	All PEC members
Contact one similarly-sized CISVA school to check fees for comparison (list provided by Brenda)	Jan 10	All PEC members
Motion for changing PPP post-dated cheque date	Jan 10	All PEC members
List of students not baptized for Father		Nicole
School lettering (assign at future meeting)	Jan 10	Nicole / subcommittee
Recommendations for landscaping company re: weeding	Subcommittee	Shana / Cam
Intermediate field fencing and substantial completion	Subcommittee	Shana
Request to Parish Finance Council for unexpected water bill funds		Brenda / Anyrt
Post allocation of Gala and Walkathon funds to school website	Jan 10	Anyrt / Jeanette
Consider longer –term maintenance and capital projects plan	Jan 10	All PEC members
Finance pre-meeting? (schedule at future meeting)	Jan 10	All PEC members
Benches at entry to school (agenda item)	Jan 10	Lauren / Brenda / Heather

Next Meeting: Tuesday, January 10, 7:00

Important Dates: PEC Workshop, St. Matthew’s – January 31
 School Annual General Meeting – February 8

Meeting Adjourned: 9:23