



Star of the Sea Catholic School

Care for our Common Home

PEC Meeting Minutes No. 3

School Year 2016 - 2017

October 11, 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 Reps:

Miriam Campagne

Meeting called to order: 7:18 pm

1) Opening Prayer “Hail Mary”

2) Acceptance of Minutes

Meeting Minutes September 13, 2016

Motion by: Shana

Seconded by: Lauren

Meeting Agenda October 11, 2016

Motion by: Anyrt

Seconded by: Shana

3) PEC Chair Update

- a. PEC Leadership Conference
 - i. Policy 110 – Annex A, Statement of Commitment
 - ii. Signed by members of PEC
 - iii. Documents maintained by Lauren
- b. Roles and Responsibilities portfolios discussed

4) Principal’s Report

- a. Considering a regular PEC communication to parents
 - i. School newsletter and bulletin
 - ii. Q & A regarding roles
 - iii. Member bios
 - iv. Projects in progress and completed
- b. Extracurriculars
 - i. Cross-country - 145 children, 2nd at CISVA meet
 - ii. Girls’ volleyball
 - iii. Boys’ soccer, using community field



- c. Security
 - i. Preliminary recommendations obtained from one source
 - ii. Lockdown procedures demonstrated areas for improvement
 - iii. Early warning earthquake system can be modified for communications
 - iv. Phone system is out of date
 - v. Security cameras and lighting in high risk areas for vandalism
- d. Parent Participation Program
 - i. Request to have cheques dated for June 1 rather than July 1 due to heavy administrative workload at year-end
 - ii. Parents would submit expected hours to be obtained for the month of June before June 1
 - iii. To be implemented for school year 2017-2018
- e. Student report cards
 - i. Some language has changed as a consequence of the new curriculum but report cards this year will look very similar to those of previous years
 - ii. More stringent guidelines on reporting will be coming from superintendent's office in Fall 2017

5) Pastor's Report:

- a. Altar server recruitment
 - i. Grades 3 and up
 - ii. 50 new servers
- b. Reminder that bulletin space is available for school and PEC updates
- c. Refugee sponsorship
 - i. One of the two families has arrived in Canada this week
 - ii. Fr. Dion would like some suggestions on integrating them into the school and parish family
 - (a) Santa Claus Pancake Breakfast
 - (b) Children's Christmas Presentation
 - (c) To be raised at school staff meeting Wednesday, Oct 12

6) Treasurer's Report:

- a. 2016-2017 draft budget due October 15 at CISVA
- b. Motion: "Be it resolved that the Star of the Sea School budget for \$3 233 105 as prepared by Treasurer Anyrt for 2016-2017 school year be approved for submission to CISVA."
Forwarded by: Cam
Seconded by: Lauren
Approved



7) Maintenance Report:

- a. Signage
 - i. Tendered quotes were 125% over expected costs
 - ii. Project manager suggests costs can be shaved, but unlikely to bring within budget
 - iii. Consider shelving project as design expenses are still minimal
 - iv. Concern over transparency and follow-through for projects that have been fundraising goals
 - v. Cam will investigate through his connections market rates for such a project
- b. Intermediate field
 - i. Contractor is aware of areas of sparse grass and has reseeded
 - ii. As it is approaching the end of the growing season, field use may be delayed until spring in order to improve longevity of field (initial recommendations were for November 1 at the earliest). Miriam reports that students have adapted well to the altered recess routines.
 - iii. Recommendation to hire landscaping company for weeding of field periphery
 - iv. Maintenance plan will be completed by project manager after substantial completion
- c. Fencing of intermediate field
 - i. Plan includes 3 new gates, 6' high fence along west side, emergency access locking gate next to basketball courts, and use of existing 5' high fence on south end of field
 - ii. Two more quotes to be obtained
 - iii. If permanent fencing is installed prior to field being ready for use, temporary fencing will be left at north end of field until that time
- d. Five year maintenance plan and budget to be discussed at next meeting

8) Parent Participation Program:

- a) Anna Hewstan is seeking PEC recommendation that PPP hours not be awarded to new families for Gala since they are not yet versed in requirements – supported by PEC
- b) Special Events Committee
 - i. Few volunteers has left the four parents assigned to special events (Santa Breakfast, Seniors' Lunch, Teacher Appreciation Luncheon) with an excessive workload
 - ii. Santa Breakfast and Seniors' Lunch will be run by Special Events Committee
 - iii. Teacher Appreciation Luncheon will be run by volunteers
 - iv. Reminder to encourage volunteerism above and beyond PPP requirements
- c) New PPP hour recording system
 - i. onvolunteer.com
 - ii. Requires additional customization to address needs at Star of the Sea
 - iii. Nicole has noted that this is a trial and can be changed next year
 - iv. May be some room to customize the program this year



- d) Policy for classroom helpers
 - i. Anna has received requests for obtaining PPP hours for volunteering in the classroom
 - ii. Separate subcommittee meeting will be held to discuss this

9) Gala Liaison Report:

- a. Concern that acquisitions are decreased from last year

10) Old Business:

Benches at entry – to be addressed at future meeting

11) New Business:

Gym strip – to be addressed at future meeting

12) Correspondence:

Call for Gala volunteers, particularly bartenders with Serving It Right certification

2) In Camera

None reported at this time.

3) Summary/Action Items/Dates:

<u>Action</u>	<u>Due</u>	<u>Responsible</u>
Snow removal contract approval and signing		Fr. Dion
Facility security two additional assessments and quotes		Cam
Discuss with Anna Hewstan changing PPP post-dated cheque date	January	Nicole
Budget 2016-2017 to CISVA	Oct 15	Anyrt
Signage	Nov 8	Cam
Field status update to parents		Shana / Miriam



Recommendations for landscaping company re: weeding	Nov 8 or subcommittee meeting	Shana / Cam
Intermediate field fencing	Nov 8 or subcommittee meeting	Shana
Five year maintenance plan and budget (agenda item)	Nov 8	Shana / Brenda
Teacher Appreciation Luncheon		Lauren? / Anna
PPP online reporting customization		Anna / Sinead / Nicole
PPP policy for classroom helpers	subcommittee meeting	Brenda / Sinead / Jeannette / Anna
Benches at entry to school (agenda item)	Nov 8	Lauren / Brenda / Heather
Gym strips (agenda item)	Nov 8	Lauren / Brenda

Next Meeting: Tuesday, November 8, 7:00

Important Dates: Star of the Sea Staff Christmas Party – Friday, December 9

Meeting Adjourned: 9:23