



Star of the Sea Catholic School

Care for our Common Home

PEC Meeting Minutes No. 2

School Year 2016 - 2017

September 13, 2016 – 7:00 p.m.

Attendees:

Fr. Glenn Dion
Brenda Moretto
Lauren Dattilo
Anyrt Granados

Nicole Regush
Sinead Hibbert
Shana Rivett
Heather Dagenais

Teacher Reps:

Miriam Campagne

Meeting called to order: 7:14 pm

1) Opening Prayer “Hail Mary”

2) Acceptance of Minutes

Meeting Minutes June 7, 2016

Motion by: Anyrt

Seconded by: Sinead

Meeting Agenda September 13, 2016

Motion by: Heather

Seconded by: Brenda

3) PEC Chair Update

- a. CISVA theme: “Care for Our Common Home”
- b. PEC Leadership Conference October 1
- c. Proposal to define portfolios
 - i. Recommended a lead and backup for each
 - ii. Discuss further after Leadership Conference at October PEC pre-meeting
 - iii. Tentative roles:
 - (a) Gala Liaison (Sinead has offered to contact Gala chair to determine their needs for liaison)
 - (b) Parent Participation Program
 - (c) PR/Communication (Miriam will provide parish office with Sunday bulletin content)
 - (d) Website
 - (e) Pastoral Council
 - (f) Secretary
 - (g) Maintenance
 - (h) Society Delegate
 - (i) Policies (as outlined in Star of the Sea School Parent Handbook; Nicole will remind parents at Meet the Teacher Night September 14)



4) Principal's Report

- a. Theme comes from Pope Francis' encyclical *Laudato si*
- b. Start to school year has proven positive and successful
 - i. Students were excited to meet Father Reynaldo Usman and Deacon Francesco
- c. Staffing changes since June
 - i. Mrs. Monahan has extended her health leave
 - ii. Mrs. Francis Parent will be teaching Grade 4 until at least November 1
 - iii. Special Education Assistant Mrs. Maria Rhodes has been hired
- d. New curriculum
 - i. Linda Riley has helped teachers with transition
 - ii. Staff has produced 20 instructional units shared provincially as examples
- e. Creating online safety contract for students and parents
 - i. Outlines expectations for appropriate technology usage
 - ii. Goal is to define school standards to reduce conflict between school/home expectations
- f. Parent Handbook
 - i. Select policies will be reviewed
 - ii. Staff will propose revisions and bring to PEC for consideration
- g. Enrolment
 - i. 448 students; approximately 300 families
 - ii. Enrolment may increase due to a trend seen in international student enrolment
 - (a) Tuition for these students is different as per CISVA and provincial regulations
- h. September 1 Faith Development Day
 - i. Presenter was priest and scientist
 - ii. Lectured on "Scientific Proofs for the Existence of God"

5) Pastor's Report:

- a. Sacrament "catch-up"
 - i. Saturday morning tutorial for baptism catechesis
 - ii. Baptisms for 37 children
 - iii. First Communion for 6 children
 - iv. Marriage Convalidations for 10 couples
- b. New field progress
- c. New church staff
 - i. Father Rey and Deacon Francesco will be sharing role for school visits
 - ii. Alter server recruitment
- d. Fr. Dion will be away for two weeks



6) Treasurer's Report:

- a. 2015-2016 Income Statement draft
 - i. Loss of \$149 000
 - (a) Projected and planned for due to field and technology projects
 - (b) Lower student fees and special education grants than expected (projected from previous year)
 - ii. Expense accounts
 - (a) Administration as budgeted
 - (b) Instructional expenses were high at the start of the year due to the purchase of a computer reading program and at the end of the year for the technology project; however, due to funds from Walkathon this major project brought instructional expenses to only \$18 000 over budget
 - (c) Operations and Maintenance expenses over budget due to preliminary field project fees and due to establishing a more appropriate janitorial wage and benefit which will be budgeted accordingly going forward
- b. 2016-2017 budget will be presented at next meeting and is due October 15 at CISVA

7) Maintenance Report:

- a. Walkthrough of school completed by Shana, Bob, David
- b. Deficient flooring and main entrance woodwork was corrected this summer
- c. Andy from Pastoral Council will be taking over signage project in order to coordinate school signage with church signage
- d. Snow removal contract ready for signing
- e. Discussion was held as to whether to pursue preliminary investigations into bathroom upgrades; however, this was not deemed a priority as the bathrooms are fully functional after any necessary minor repairs completed by David this summer
- f. Concerns were raised about field progress
 - i. Sinead discovered areas where seed did not sprout
 - ii. Dandelions on field perimeter
 - iii. Sinead will forward photos to PEC and Bob
 - iv. Bob, Shana, and Dave (contractor) will discuss on Thursday to determine whether this is expected progress or whether remedial action needs to be taken now given the approaching fall/winter season
 - v. Plan for permanent fencing around completed field
 - vi. Field maintenance contract after substantial completion (has already been budgeted, but needs to be set in place)
- g. Discussion on next priorities for maintenance projects
 - i. Facility security



8) Parent Participation:

- a) One family providing goods in lieu has completed its commitment and invoice has been provided to Jeanette
- b) All families providing goods in lieu have been approved by the PEC
- c) PPP coordinator has shuffled some supervisors for more efficient use of parent hours
- d) Recommended that we investigate timing for post-dated cheques starting in the next school year
- e) Can we look at making the groundwork (in particular weeding) outside the field fence a “worker bee” PPP project?

9) Old Business:

Linda Williams plaque will be installed after concrete base has been acquired.

10) New Business:

Benches at entryway to school are very old and have become damaged. Suggestion was made to replace with new wooden benches that can be labelled with names of a donors’ choosing.

11) Correspondence:

PEC Leadership Conference

12) In Camera

None reported at this time.

13) Summary/Action Items/Dates:

Action	Due	Location	Responsible
PEC Leadership Conference	Oct 1	Clov. Cath.	PEC members
Assignment of PEC Portfolios	Oct 11	SOS	PEC members
Field progress concerns	Sep 15	SOS	Bob / Shana / Dave (contractor) / Sinead – to forward photos
Plans for permanent fencing around field	Oct 11		Shana / Bob(?)



Maintenance contract for field after substantial completion	Oct 11		Shana
Facility security proposal	Oct 11		Nicole, Miriam
Benches at entry to school			
Weeding outside fences			
Budget 2016-2017	Oct 11		Anyrt
PPP post-dated cheque timing	Nov 15		

Next Meeting: Tuesday, October 11, 7:00; 6:00pm for pre-meeting portfolio discussion

Important Dates: PEC Leadership Conference – Sat, Oct 1, 9:00 – 3:00, Cloverdale Catholic

Meeting Adjourned: 9:21