



Star of the Sea Catholic School

Care for our Common Home

PEC Meeting Minutes No. 4

School Year 2016 - 2017

November 8, 2016 – 7:00 p.m.

Attendees:

| | |
|----------------|------------------|
| Fr. Glenn Dion | Nicole Regush |
| Brenda Moretto | Sinead Hibbert |
| Lauren Dattilo | Shana Rivett |
| Anyrt Granados | Heather Dagenais |
| Cameron Prout | |

Meeting called to order: 7:10 pm

1) Opening Prayer

2) Acceptance of Minutes

Meeting Minutes October 11, 2016

Motion by: Lauren

Seconded by: Sinead

Meeting Agenda November 8, 2016

Motion by: Shana

Seconded by: Sinead

3) PEC Chair Update

a. PEC Portfolios

- i. Define roles and responsibilities – see appendix
- ii. Primary and backup required for each portfolio
- iii. To be assigned at next meeting

4) Principal's Report

a. Enrollment package changes

- i. Recommendation to increase fee from \$50 to \$70 as it has remained constant for many years and field trips have taken a heightened role in the new curriculum
- ii. Request to have cheques dated for June 1 rather than July 1 due to heavy administrative workload at year-end
- iii. Changes to be presented for voting at next meeting
- iv. Highlight modifications at AGM

b. Revision to school uniform policy

- i. No major changes; looks to remove ambiguity
- ii. To be submitted for approval at next PEC meeting
- iii. Highlight revision at AGM; firm implementation starting 2017-2018 school year



- c. “Sexuality and Your Child” Presentation
 - i. November 15, presented by Archdiocese at Star of the Sea School
 - ii. Resource for parents in educating their own children
 - iii. Mandatory for parents of children in grades 4-7
 - iv. Childcare provided by school staff
- d. Fr. Rey and Deacon Francesco visiting students regularly
- e. Student report cards
 - i. To be distributed November 22
 - ii. Interviews to be held on November 24
- f. Technology
 - i. All intermediate grades have been exposed to coding principles
 - ii. Grade 7 studies coding weekly; grade 6 has included coding in math studies; grade 5 using program “Code Creator”; grade 4 incorporating coding into music

5) Pastor’s Report:

- a. Recognition to Gala organizers and volunteers
- b. Altar servers
 - i. 50 new servers
 - ii. Plans for accolade and blessing at a specified 11:00 Sunday Mass
- c. Sunday bulletin summary of information sessions by infrastructure committee
- d. Thank you for the years of exceptional parish office service from Marilyn McIntosh who will be retiring this month; welcome to Mario Ylanan, currently head of Pastoral Council

6) Treasurer’s Report:

- a. City of Surrey water bill
 - i. School is usually charged approximately \$1700 three times per year
 - ii. Water requirements for new field resulted in a supplementary bill of \$7700 (not budgeted) and this could be expected one more time this school year
 - iii. Shana will investigate estimates for future water usage
- b. Income statement is otherwise on track

7) Maintenance Report:

- a. Facility security upgrades
 - i. Priority for upgraded door locking and security cameras
 - ii. Reviewed by two additional security companies which supported initial recommendations
 - iii. Cam to obtain quotes



- b. Intermediate field
 - i. Substantial completion planned for next week
 - ii. Backstops to be installed at that time
 - iii. Mowing, weeding, maintenance contract to be investigated
 - iv. Consider asking David Matthews to mow, for additional fee; else, place request in parish bulletin for landscaping companies
- c. Washroom lighting upgrades completed
- d. HVAC maintenance completed in August
- e. Fencing of intermediate field
 - i. Fencing company to be hired directly as quote from field contractor was excessive
- f. Snow removal contract still to be signed
- g. Signage
 - i. By eliminating unnecessary signage details, quote dropped to \$49000
 - ii. As higher priority projects such as security have arisen, signage project will be temporarily suspended
 - iii. Allocated \$25000 will be set to security and field fencing
 - iv. Communication to parents regarding change to project for transparency
 - v. Nicole offered to contact company that installed original school lettering to investigate large font size

8) Parent Participation Program:

- a) Policy for classroom helpers
 - i. Anna has received requests for obtaining PPP hours for volunteering in the classroom
 - ii. ???

9) Old Business:

Benches at entry – to be addressed at future meeting

10) New Business:

Gym strip – to be addressed at future meeting

11) Correspondence:

None reported at this time.

12) In Camera

2016 -2017 School Year



None reported at this time.

13) Summary/Action Items/Dates:

| <u>Action</u> | <u>Due</u> | <u>Responsible</u> |
|-------------------------------------------------------------------------------------|----------------------|------------------------------------|
| Sign up for primary and secondary responsibilities | December 13 | All PEC members |
| Consider enrollment package recommendations (PPP cheques & field trip fee) and vote | December 13 | All PEC members |
| Consider proposed uniform policy revision and vote | December 13 | All PEC members |
| Estimate for water | | Shana |
| Snow removal contract approval and signing | | Fr. Dion |
| Facility security three quotes | December 13 | Cam |
| Discuss with Anna Hewstan changing PPP post-dated cheque date | December 13 | Nicole |
| Substantial completion on field | | Shana |
| Intermediate field maintenance – David Matthews or parish bulletin request | | Shana / Cam |
| Intermediate field fencing | | Shana / Cam |
| Communication to parents re: signage project suspension | | Brenda? |
| Contact lettering company for larger font size | | Nicole |
| Teacher Appreciation Luncheon | | Lauren / Brenda |
| Teacher Christmas Party | | Brenda / Lauren |
| 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) | | Lauren / Brenda / Heather |
| Gym strips (agenda item) | | Lauren / Brenda |


Next Meeting: Tuesday, December 13, 7:00

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

Meeting Adjourned: 8:45



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| | | | | Star of the Sea |
| | | | | Parish Education Committee |
| | | | | Roles and Responsibilities |
| | | | | |
| Role | Name | Name2 | Name3 | Notes: |
| Chairperson | Brenda Moretto | | | |
| Vice Chairperson | Sinead Hibbert | | | |
| Treasurer | Anyrt Granados | | | Tim MacDougall Chair of Finance Council |
| Secretary | Heather Dagenais | | | |
| Society Delegate/Policy | Lauren Dattilo | Anyrt | | |
| Maintenance Capital Projects | Cam Prout | Shana Rivett | | |
| Maintenance Major | Cam Prout | Shana Rivett | | |
| Maintenance Minor/Operating | Cam Prout | Shana Rivett | | |
| Parish Pastoral Council | Brenda Moretto | need one | | |
| Before/After School Care | Shana | Lauren | | |
| Admissions | Heather | Sinead | Lauren | |
| Gala | Lauren | Heather | | |
| Outdoor Ed | Lauren | Heather | | |
| Website | Anyrt | | | |
| IT/Technology | Anyrt | | | |
| Social Event Liaison | Lauren Dattilo | Brenda Moretto | | Teacher Appreciation, Staff Christmas Party |
| PR | | | | |
| Marketing | | | | |
| Contracts | Lauren Dattilo | Anyrt | | |
| Document Retention | Lauren Dattilo | | | |
| Parent Participation | Sinead Hibbert | Brenda Moretto | Heather | |



| | | | | |
|----------------------------|----------------|--------|--|--|
| Hiring Committee | Brenda Moretto | Lauren | | |
| Parish Liasion from school | | Anyrt | | |
| Alumni | Lauren | Brenda | | |
| Communication | All | | | |
| Fundraising | Lauren | | | |