



Star of the Sea Catholic School

Care for our Common Home

PEC Meeting Minutes No. 6

School Year 2016 - 2017

January 10, 2017 – 7:00 p.m.

Attendees:

Fr. Glenn Dion
Brenda Moretto
Lauren Dattilo
Heather Dagenais

Nicole Regush
Sinead Hibbert
Shana Rivett

Teacher Rep:

Miriam Campagne

Meeting called to order: 7:08 pm

1) Opening Prayer “Hail Mary”

2) Acceptance of Minutes

Meeting Minutes December 13, 2016
Motion by: Lauren
Seconded by: Shana

Meeting Agenda January 10, 2017
Motion by: Heather
Seconded by: Lauren

3) PEC Chair Update

- a. Appreciation to staff Christmas party luncheon organizers, in particular Lauren
- b. PEC workshop on January 31st at St. Matthew's

4) Principal's Report

- a. New teacher for Grade 4A, Mrs. Dale Maingot
 - i. Long-time teacher at Sacred Heart
 - ii. Will teach until end of the school year
 - iii. Mrs. Monahan will be teaching as substitute where needed
- b. Inspector of independent schools reviewed Star of the Sea this week
 - i. Positive report
 - ii. Inspector was particularly impressed by lesson plans for new curriculum
 - iii. Smoke-Free Working & Learning Environment policy requires clarification on e-cigarettes to comply with Tobacco and Vapour Products Control Act
 - iv. **Motion** to amend Smoke-Free Working & Learning Environment Policy 20.2 of the Star of the Sea Parent Handbook
Motion by: Lauren
Seconded by: Shana
Passed



- c. Intermediate Field
 - i. Field will be opening in spring
 - ii. Must ensure that permanent fencing is in place once temporary fencing is removed at project completion
- d. School lettering
 - i. Quote pending
 - ii. Initial visit this week
 - iii. Quote will be available for next PEC meeting
- e. Security
 - i. Walkthrough completed December 5th and additional recommendations received on more detailed plan
 - ii. Request has been placed to CISVA for guidelines on security
- f. New Parent Meeting
 - i. February 22nd
 - ii. Interviews will be held two weeks after admission deadline
 - iii. Recommend a “script” to ensure important details are covered; in particular, enquiring about parent skills and interests for PPP as requested by Anna Hewstan

5) Pastor’s Report:

- a. Ensure altar servers are baptized Catholics
- b. Deanery meeting held this week
- c. Snow removal
 - i. Contract has been signed
 - ii. Details of contract need to be clarified eg.
 - (a) Clear path along field
 - (b) Confirm that snow should be cleared during school closure to address property owners’ responsibility and avoid ice pack
 - (c) Confirm location for piling snow

6) Treasurer’s Report:

- a. Finances on track for 2016-2017
- b. Unanticipated expenses: snow removal and additional Grade 4 teacher salary
- c. Tuition fees for 2017-2018
 - i. Budget deficit in 2016-2017 and 2015-2016 school years
 - ii. CISVA requires minimum monthly tuition increase of \$10
 - iii. Salaries will increase approximately \$34,000 next year as per contract



- iv. Researched tuition fees for schools of similar location and size (Corpus Christi, OLPH, St. Andrew's, Cloverdale Catholic, Sacred Heart, Holy Cross) - Star of the Sea maintains the lowest tuition
 - v. Anyrt determined total revenue increase for five alternatives:
 - (a) Increase \$15 for all students
 - (b) Increase \$15 for 1st child and \$10 for additional children
 - (c) Increase \$20 for 1st child and \$15 for additional children
 - (d) Increase \$20 for all children
 - (e) Increase \$10 for all children (CISVA minimum requirement)
 - vi. **Motion** to increase monthly tuition for first child by \$20 and for additional children by \$15.
Motion by: Brenda
Seconded by: Shana
Passed
 - vii. **Motion** to increase application fee (applies to new students only) from \$50 to \$100.
Motion by: Shana
Seconded by: Sinead
Passed
 - viii. Registration fee will remain constant at \$75 for all students.
 - ix. Activity Fee
 - (a) Fee has been held constant for many years (see previous minutes)
 - (b) New curriculum has greater emphasis on experiential learning
 - (c) Activity fee is required to cover costs of transportation, parking, activities both outside and within school
 - (d) Star of the Sea activity fees fall well below many other schools' fees
 - (e) **Motion** to increase fee from \$60 to \$75 for primary students and increase fee from \$70 to \$100 for intermediate students
Motion by: Brenda
Seconded by: Shana
Passed
 - x. Optional Yearbook Fee
 - (a) It has proven difficult to estimate the number of yearbooks to order
 - (b) Recommend adding optional \$20 fee to registration package if family and/or student chooses to receive yearbook so that quantities can be more accurately determined
 - (c) Investigation made into tuition fees for schools of similar location and demographic (Corpus Christi, OLPH, St. Andrew's, Cloverdale Catholic, Sacred Heart, Holy Cross) and Star of the Sea maintains the lowest tuition
- d. Annual General Meeting
- i. February 8th
 - ii. Discuss school financials and distribute re-registration packages



- iii. Consider “break-out sessions” after main meeting eg. Outdoor Ed information, Catholic high school in South Surrey

7) Maintenance Report:

- a. Intermediate field update to be discussed with Cam
 - i. General contractor has been slow to respond to communications
- b. Security update to be discussed with Cam
- c. Sports clock
 - i. Installed at time of gym construction and in recent years functioning has been unreliable despite attempts to correct
 - ii. Miriam has found a smart device application that allows score projection to a gym wall
 - iii. PEC to be updated next month on viability as a longterm solution
- d. Sound system
 - i. *Star of the Sea Sings Broadway* ticket sales raised funds for improved sound system
 - ii. Since sound system is used only once or twice per year (eg. Christmas presentation) and there is limited in-house expertise for proper use, gymnasium risers were considered higher priority and funds directed to this project
 - iii. Contacts have been made to hire sound system expert including equipment when necessary and will be paid by ticket sales

8) Parent Participation Program Report:

- a. For next year’s registration package, non-participation cheques will be post-dated for June 1 rather than July 1
- b. See previous months’ minutes for details and rationale

9) Old Business:

- a. Benches at entry – to be addressed at future meeting
- b. List of students not baptized for Father – see Action Items
- c. Allocation of Gala and Walkathon funds to school website – see Action Items
- d. Consider longterm maintenance and capital projects – see Action Items
- e.

10) New Business:

None at this time.



11) Correspondence:

None at this time.

12) In Camera

None at this time.

13) Summary/Action Items/Dates:

<u>Action</u>	<u>Due</u>	<u>Responsible</u>
Snow removal details		Shana, Nicole
Facility security and recommendation/guidelines from CISVA		Cam, Nicole
List of students not baptized for Father		Nicole / Mario / Jeannette
School lettering	Mar 7	Nicole
Recommendations for landscaping company re: weeding	Subcommittee	Shana / Cam
Intermediate field fencing and substantial completion	Spring	Shana / Cam
Post allocation of Gala and Walkathon funds to school website	Jan 10	Anyrt / Jeanette
Consider longterm maintenance and capital projects plan	Mar 7	All PEC members
AGM slides and breakout sessions	Feb 8	Brenda
Sports clock update	Mar 7	Miriam
Amendment to tobacco policy in handbook		Lauren
Finance pre-meeting? (schedule at future meeting)	Mar 7	All PEC members
Benches at entry to school (agenda item)	Mar 7	Lauren / Brenda / Heather

Next Meeting: Tuesday, March 7, 7:00

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



Meeting Adjourned: 8:45