



## Star of the Sea Catholic School

*Care for our Common Home*

### PEC Meeting Minutes No. 9

School Year 2016 - 2017

April 11, 2017 – 7:00 p.m.

#### Attendees:

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

#### Teacher Rep:

Sheila Della Siega

**Meeting called to order:** 7:11 pm

#### 1) Opening Prayer “Hail Mary”

#### 2) Acceptance of Minutes

Meeting Minutes March 7, 2017

Motion by: Shana

Seconded by: Cam

Motion carried

Meeting Minutes April 11, 2017

Motion by: Anyrt

Seconded by: Lauren

Motion carried

#### 3) PEC Chair Update

Appreciation to Fr. Dion, Mrs. Regush, and PEC members involved in new family interviews

#### 4) Principal’s Report

##### a. Management

- i. Productive and busy month!
- ii. 50 new applicants interviewed by Mrs. Regush, Father Dion, and PEC members
- iii. 26 Kindergarten placements offered for 2017-18 to new families
- iv. Another dozen placements offered for Grades 1-7
- v. Staffing updates for 2017-18
  - (a) Mrs. Kyne and Mrs. Seeton formally announced intent to retire this June
  - (b) Letter of Intent to return received from all other teachers
  - (c) Support staff contracts will be renewed and presented to current staff

##### b. Leading in the Faith

- i. School Mass on Friday, April 7
- ii. Students will participate in Stations of the Cross assembly tomorrow



- iii. 300 children attended confessions this week
  - iv. Passion Play by Grade 5 students on Thursday at 2:15
- c. Personal and Professional Growth
- i. Professional development for teachers this month on the redesigned curriculum (core competencies)
  - ii. Since last PEC meeting, personalized coaching for staff has been provided for those who requested it
  - iii. Classroom teachers have produced and submitted another new planning unit
  - iv. Two staff are currently attending the U-Lead conference in Alberta which highlights the latest innovations in teaching and learning
  - v. Four staff will be attending a crisis prevention workshop this month on supporting students who physically and emotionally escalate
  - vi. POPARD worked with a team of seven teachers and support staff to review and enhance programming for special needs students
  - vii. Ten staff have begun their evaluations this month and Father will be meeting with them on April 26 for the faith formation component of this process
  - viii. Mrs. Monaghan has returned to teaching Grade 4 with Ms. Maingot
- d. School Climate
- i. Hip Hop week of April 3
    - (a) 450 children learned, practiced, and presented Hip Hop dances to parents
  - ii. Track season has begun
    - (b) 225 students and 15 staff members participating
  - iii. Walk-a-thon spirit week starts April 18
- e. Community and Ministry Connections
- i. Two beautiful new benches donated by Mr. Adam Greene
  - ii. Student Learning Grant
    - (a) One-time grant provided by Ministry of Education
    - (b) \$28/child
    - (c) To be allocated to school resources
  - iii. Learning Resource Policy
    - (a) Ministry of Education now requires local authority and community to review curricular resource selections
    - (b) Policy can be found in Parent and Staff Handbooks

## 5) Pastor's Report:

- a. School Confessions
  - i. Students well-prepared
- b. Sacraments of Initiation
  - i. Nine baptisms and five adults to be received into the Church at Easter Vigil
  - ii. Nine children to be baptized at Easter Sunday Mass



## 6) Treasurer's Report:

- a. Finances on track for 2016-2017
- b. CISVA Workshop
  - i. Presented to treasurers and bookkeepers
  - ii. New Excel spreadsheet format for presenting budget
  - iii. Requires more detail from school accounting information and standardizes CISVA accounting database for improved analysis
  - iv. Contracted CA will help facilitate this transition
- c. Draft budget 2017-2018 due May 15

## 7) Maintenance Report:

- a. Landscaping
  - i. Asphalt repairs and permanent fencing are complete
  - ii. Intermediate field
    - (a) Overseeding complete
    - (b) To be fertilized every six weeks and cut biweekly
    - (c) Note that field will be allowed to become bushy prior to first cut
    - (d) Dethatching and punching is not appropriate for the field at this time
    - (e) David will be responsible for organizing weeding on periphery
- b. Security and Phone System
  - i. Two proposals have been received: Westview and Visions
  - ii. Aspire (current IT support provider) has also put forward quote for phone system
  - iii. Recommendation from Maintenance subcommittee is to address the high priority phone system requirements first and then address more extensive security plan
  - iv. Due to expense, this project has been designated as a fundraising project for Gala 2017
- c. Desks and Chairs
  - i. David has identified two classrooms of desks and one classroom of chairs that require replacement as they are beyond repair after many years of use
  - ii. Funds will be allocated from Gala 2017
- d. Sports clock has been repaired
- e. School signage
  - i. Mr. Alex Ferronato has been cleaning and repairing stucco
  - ii. Next steps: painting and installation of lettering

## 8) Parent Participation Program:

Nothing to report at this time



**9) New Business:**

- a. PEC elections May 27/28
  - i. Nominating committee, scrutineers, and returning officer are required
  - ii. Nomination forms will be available from parish office April 30 – May 14
  - iii. Committee is in particular need of a member versed in accounting or finance as current treasurer will be retiring from PEC at the end of the next school year
  - iv. Contact school for a copy of the nominating package
- b. Teacher Appreciation Lunch
  - i. Lauren will be organizing catered salads and sandwiches
  - ii. Date to be determined in June

**10) Old Business:**

- a. Star of the Sea Idol
  - i. April 21
  - ii. PEC has donated a wine basket raffle prize

**11) Correspondence:**

Thank you for installation of the plaque in memory of Linda Williams.

**12) In Camera**

None at this time

**13) Summary/Action Items/Dates:**

<u>Action</u>	<u>Due</u>	<u>Responsible</u>
Deacon Francesco reception	June 4	Miriam
Snow removal review	September	PEC
Landscaping – Horizons quote	June	Mario via Father
Desks		Shana / David
Telephone definitive solution		Cam, Shana
Security		Cam, Shana
Tempered glass		Cam
School lettering	In progress	Nicole
Budget for 2017-2018	May 15	Anyrt
Benches weatherproofed and installed	In progress	David
Nominating committee/returning officer	April 30	Brenda
Teacher appreciation lunch	June	Lauren



**Next Meeting:** Tuesday, May 9, 7:00

**Important Dates:** Star of the Sea Idol, April 21  
Redemptoris Mater Seminary Fundraiser (Deacon Francesco), April 27  
Deacon Francesco Ordination, June 3  
Last PEC meeting for 2016-2017, June 13  
Grade 7 Farewell, June 22  
School final Mass for 2016-2017, June 29

**Meeting Adjourned:** 8:43