



Star of the Sea Catholic School
Care for Everyone in our Common Home
PEC Meeting Minutes No. 5
School Year 2017-2018
January 30, 2018 – 7:00 p.m.

Attendees:

Nicole Regush
Heather Dagenais
Anyrt Granados
Shana Rivett

Lauren Datillo
Sinead Hibbert
Cam Prout

Teacher Rep:

Miriam Campagne

Regrets:

Fr. Glenn Dion
Austin Uzama

Meeting called to order: 7:10 pm

1) Opening Prayer Nicole Regush

2) Acceptance of Minutes

Meeting Minutes November 14, 2017
Motion by: Shana
Seconded by: Cam
Motion carried

Meeting Agenda January 30, 2018
Motion by: Sinead
Seconded by: Heather
Motion carried

3) Chair's Report

- a. Message of appreciation from staff for Christmas party
- b. Reminder of PEC elections coming up in the spring (last Sunday in May)

4) Principal's Report

- a. Staffing discussions commencing
 - i. Mrs. Olsen has presented her resignation.
- b. International students (two in grade five and two in grade six) are settling in with facilitation from English language support teacher
- c. Annual General Meeting
 - i. February 21st, 6:30 coffee, 7:00 meeting starts
 - ii. Lauren will chair
 - iii. Presentations from Maintenance and Treasurer portfolios
 - iv. Possible short presentation from Classmate (see technology below) and uniform unveiling
 - v. PEC members are requested to be present



- d. New Applicant Meeting
 - i. February 28th, 6:30 coffee, 7:00 meeting starts
 - ii. PEC members are requested to be present
- e. New Family Interviews
 - i. April 5th 1:00-5:00; April 10 1:30-5:00; April 11 10:00-3:00
 - ii. PEC members are requested to check calendars to attend as they are able

5) Treasurer's Report:

- a. Technology
 - i. Tech demand is increasing and the system's ability to respond has proven over the last years to be inadequate
 - ii. Star of the Sea has fallen behind other elementary schools in Educational Technology (EdTech) as we continue to struggle with the existing approach
 - iii. Schools that have found success in EdTech were interviewed by Mrs. Regush and it became clear that the network, platform, and devices were configured according to a business rather than educational model
 - iv. Proposal was presented by Classmate to procure, deploy, and manage the Educational Technology (EdTech) requirements of the school
 - v. Classmate also works closely with teachers to achieve student learning goals and keep teachers abreast of latest and most effective applications and learning tools
 - vi. PEC members spoke to three references who have been using Classmate for about five years each and reviews from principals and staff were excellent (issue resolution timelines, teacher collaboration, time to realize benefits, timeline and financial estimates on target)
 - vii. Budget considerations
 - (a) Network overhaul to permit smooth functioning of devices: \$58000 (\$1700/month over three years)
 - (b) Conversion of platform from Office 365 to Google which has demonstrated strength allowing students and teachers to share: \$4500 (one-time fee)
 - (c) Devices \$46000 (redeployment of existing i-pads to eliminate glitches which hinder lesson plans - \$3000; management license \$1700 annually; 30 teacher i-pads \$1136/month)
 - (d) Starting in 2018, one-to-one Chrome Books for students in Grades 5 – 7 (other grades will continue to use i-pad carts)
 - (e) Network support and professional development for teachers is provided by Classmate team for \$7500/month
 - viii. For remainder of 2017-2018 school year, funds have been reallocated from technology maintenance (current technology support provider will be discontinued) and resources, professional development, and unused salary from a staff member on longterm disability leave



- ix. For 2018-2019, funds will be sourced from technology maintenance and resources, decreasing technology teacher from 100% to 60% time (as support is provided by Classmate), the government grant increases, three additional international students, a technology fee, and some minor reallocations in such categories as professional development, and learning resources
- x. Technology fee proposal: \$12/student/month for students in grades 5-7 (and students will be given i-pad for personal use); \$5/student/month for all other students which will cover additional costs associated with new network, platform, classroom sets of devices, deployment, and management
- xi. Discussion was held as to whether this fee would result in undue hardship for families particularly those with multiple children; the higher technology fee would be only for students in the highest three grade levels
- xii. Questions were posed as to whether one-to-one i-pads are lease-to-own and regarding i-pad loss or breakage. Nicole will follow up with Classmate on their experiences at other schools

Motion: Be it resolved that Star of the Sea enlists Classmate for deployment of network, platform, teacher i-pads, and professional development for the remainder of this school year as well as for their device/service contract for the 2018-2019 school year.

Forwarded by: Heather

Seconded by: Lauren

Motion carried

Motion: Be it resolved that a technology fee of \$144/year/student in grades 5-7 and \$60/year/student in kindergarten – grade 4 be implemented for the 2018-2019 school year.

Forwarded by: Shana

Seconded by: Cam

Motion carried

b. Tuition 2018-2019

- i. CISVA has provided tuition increase guidelines, including minimums imposed
- ii. Increasing salaries based on experience, continued maintenance projects for our aging school, and initiatives to maintain a standard of excellence require a modest tuition rate increase.

Motion: Be it resolved that tuition be increased for the 2018-2019 school year by \$10/stud/mo.

Forwarded by: Heather

Seconded by: Lauren

Motion carried



6) Maintenance Report:

- a. Security
 - i. Changes to equipment specifications and availability required a new quote which came in at \$51000
 - ii. This includes access control system, emergency broadcast system, window film on specific doors, CCTV wiring for future installation
 - iii. Cam will confirm with contractor that new quote includes all features of the previous quote
 - iv. Installation can be completed over Spring Break

Motion: Be it resolved that we enter into a subcontract with Sima Systems to complete the installation of security upgrades.

Forwarded by Cam

Seconded by Shana

Motion carried

- b. Water dispensers
 - i. Concern over hygiene of traditional water fountains
 - ii. A family is interested in donating an Elkey water dispenser which allows for filling of water bottles should the school approve it
 - iii. Connects with last year's theme of "Taking Care of our Common Home" as the dispenser also indicates how many plastic water bottles were saved by filling reusable bottles at the dispenser
 - iv. Lauren will investigate costs for acquisition and installation
- c. Benches
 - i. Nicole will speak to David about removing dilapidated benches since new (donated) benches are in place and painted
- d. Phone System
 - i. Staff has adapted to "digital nature" of telephone system (see previous minutes)
 - ii. Nicole is currently implementing recommendations to correct the issue of only two lines being available to the school despite four lines assigned to the school
 - (a) Thanks to one of the support staff at Classmate, though telephone system is not within the contract scope

7) Parent Participation Program:

Nothing to report at this time

8) New Business:

- a. Uniforms
 - i. Continued unresolved issues with Neat and McCarthy require a change in uniform supplier
 - ii. Excellent reviews from other schools and parents were received regarding Cambridge uniform suppliers



- iii. Cambridge can provide similar pieces to the existing uniform; however, as the uniform has not changed in 35 years, the uniform committee is looking to update
- iv. Cambridge will be presenting options in the next weeks for review by the uniform committee which includes parents of primary and intermediate students, school administration, PEC members, and students
- v. Cambridge can provide day uniform, summer uniform, gym strip, uniform coats, as well as accessories such as hats, hair accessories, and gym bags, available for September
- vi. The old uniform will be grandfathered for some years to be determined

9) Old Business:

- a. Outdoor Education
 - i. Request to sell concession items at basketball tournament was denied
 - ii. Request to sell candy bags after school was permitted
- b. 150th Street Reckless driving
 - i. There have been some improvements
 - ii. Supervision in the morning is more consistent
 - iii. License numbers have been taken and repeat offenders identified and contacted
 - iv. Consider periodic community policing traffic monitors as seen at other schools
- b. Natural Play Structures
 - i. Parents continue to request play structures on big field
 - ii. Advise interested parents to assemble a committee and bring preliminary proposal to school administration and PEC
 - iii. Budget, safety, and nature of structures can be refined at that time

10) Correspondence:

- a. Correspondence was sent to Lauren to determine who updates the school website with PEC minutes. Lauren will inform this person.

11) In Camera

None at this time



12) Summary/Action Items/Dates:

<u>Action</u>	<u>Due</u>	<u>Responsible</u>
Hire Classmate for remainder of this school year and 2018-2019 school year	ASAP	Nicole
Ensure security offerings in revised quote are consistent with those of the previous quote	ASAP	Cam
Proceed with security enhancements	To commence Spring Break	Nicole, Cam, Shana
Request Gala funds allotted to security project	This week	Lauren, Parish Finance Council
Assess and choose uniform pieces from Cambridge	To be unveiled at AGM	Uniform subcommittee
Speed bumps on 150 th Street?/caution signs	February 13	Sinead
Natural play structures to be discussed at next meeting	February 13	Lauren

Next Meeting: February 13

Important Dates: February 21 AGM
 February 28 New Applicant Meeting
 April 5, 10, 11 New Family Interviews

Meeting Adjourned: 9:20