



Star of the Sea Catholic School
Care for Everyone in our Common Home
PEC Meeting Minutes No. 6
School Year 2017-2018
February 13, 2018 – 7:00 p.m.

Attendees:

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

Teacher Rep:

Miriam Campagne

Regrets:

Austin Uzama

Meeting called to order: 7:00 pm

1) Opening Prayer Fr. Dion

2) Acceptance of Minutes

Meeting Minutes January 20, 2018
Motion by: Lauren
Seconded by: Shana
Motion carried

Meeting Agenda February 13, 2018
Motion by: Sinead
Seconded by: Heather
Motion carried

3) Chair's Report

- a. Planned agenda for Annual General Meeting
 - i. Father Dion prayer
 - ii. Maintenance and Security updates by Shana and Cam
 - iii. Treasurer update by Anyrt
 - iv. Check whether Rosie (Gala) or Anna (PPP) have updates

4) Principal's Report

- a. Leading in the Spirit of the Catholic School / Educational Leadership
 - i. Nine annual staff evaluations are pending this year
 - ii. Apostolate of Catholic education chat with Father Dion also due for these staff members
 - iii. Contract with Classmate signed



- b. Management
 - i. Hiring for next year due to teacher shortage. Anticipating requiring replacements for:
 - (a) Music - Mrs. Olson
 - (b) LRC - Mrs. Deeley on leave
 - (c) Learning assistance aides - Mr. Campagne and others requesting part time
 - ii. Posting will happen shortly
 - iii. Any internal interest will create other openings after staffing shuffle
- c. School Climate
 - i. Provincial Anti-Bullying Day - called Respect Day at Star of the Sea February 28th
 - ii. Basketball regular season is concluding this week and playoffs are commencing
- d. Interpersonal Relations
 - i. Reapplication and new applicant packages completed and ready for distribution
 - ii. Much interest shown in our school
 - iii. Annual General Meeting – February 21st
 - iv. New Applicant Meeting – February 28th
 - v. New Family Interviews – April 5th (1-5pm), April 10th (1:30-5), April 11th (10-5)
- e. Personal and Professional Growth
 - i. Staff attended Catholic Educators' Conference Thursday and Friday
 - ii. Emphasis on Catholic Faith and 21st century teaching and learning

5) Pastor's Report:

- a. Confirmation
 - i. Thursday, May 31st
 - ii. Rehearsal Tuesday, May 29th after 6:30 Mass
- b. Classmate contract
 - i. Father notes that the expenditure has to be reasonable despite billing as "good for the kids"
 - ii. Discussion regarding the deficiency at Star of the Sea without adequate technology use and support
 - iii. Technology provides vehicle for higher core competencies
 - iv. Small parent contribution by means of technology fee, but majority of investment has been reallocated from similar budget line items (eg. Technology staff salary, pro-d, Aspire network support contract, etc.)

6) Treasurer's Report:

- a. Budget
 - i. As this is the first time the new CISVA template has been presented, edits and clarifications are needed, eg.
 - (a) International student revenue currently showing \$- which is not correct
 - (b) Clarification as to where school uniform revenue is coming from – SOS Boutique or Neat?



1. Neat is required in its contract to return a portion of sales to the school but this is to be confirmed
- ii. Before & After School Care Program revenue
 - (a) Room rental fee has not increased since inception
 - (b) Room is designated for exclusive use of the program though the school has used it with pre-approval from the organizers
 - (c) Shana will investigate room rental rates for similar locations and programs
 - (d) Lauren will investigate legislation on raising rent

7) Maintenance Report:

- a. Lockdown Drill
 - i. Noted during last drill that blinds in older (30+ years) classroom are bent and do not close properly
 - ii. David has sourced the same blinds for \$2400 to be replaced in all classrooms
 - iii. Though this is a maintenance item, Mrs. Regush has asked PEC for permission as her limit for maintenance without approval is \$1000
 - iv. Unanimously approved by the PEC
- b. Security
 - i. Cam confirmed that quote includes all previously listed components with some minor additions as requested by the school after the initial quote had been submitted. Also, the availability of specified equipment has changed resulting in a price increase, though the emergency broadcast system will be more user friendly and the access keypad a superior option.
 - ii. Security upgrade project is ready to proceed over Spring Break pending contract approval
 - iii. Contract needs to be signed this week in order for Spring Break timeline to be feasible as hardware and parts need to be ordered
 - iv. Father Dion has noted that Lauren needs to request monies raised during “Fund A Need” portion of the 2017 Gala (\$30000) from the Parish Finance Committee and added that he will try to expedite the process so that it can be confirmed prior to their next meeting in March
- b. Road Report
 - i. No further word from the city yet regarding speed bumps
 - ii. Sinead noted that much of the congestion and danger to students comes from kiss-and-ride drop-offs on west side of 150th street. Students then try to navigate heavy traffic to cross road without a crosswalk which also impedes movement of cars.
 - iii. Sinead noted that a similar situation existed at Elgin Park Secondary which was remedied by placed large cones in this location to prevent idling and dropping off.
 - iv. Parents dropping off in this manner will also be educated.

8) Parent Participation Program

Nothing to report at this time
2017 -2018 School Year



9) Gala

Nothing to report at this time.

10) Old Business:

- a. Outdoor Education
 - i. Chocolate campaign will be starting up
 - ii. Sale of hanging baskets
- b. Uniform Subcommittee
 - i. Neat has provided inventory of remaining Star of the Sea uniforms and required payments are being investigate (as discussed in budget portion of tonight's meeting)
 - ii. Cambridge has provided options for new uniforms and committee of approximately 20 parents is currently reviewing
 - iii. Committee consists of new parents, prospective parents, parents representing children in intermediate grades, and teachers representing both junior and senior students
 - iv. Uniforms will be available for purchase in the spring
- c. Water dispensers
 - i. Elkey water dispensers can be purchase wholesale for \$2000-2300 depending on model
 - ii. Parent has come forward to offer installation services in lieu for PPP hours
 - iii. Lauren will present information to prospective donor

11) New Business:

Nothing to report at this time.

12) Correspondence:

Nothing to report at this time.

13) In Camera

None at this time



14) Summary/Action Items/Dates:

<u>Action</u>	<u>Due</u>	<u>Responsible</u>
Annual General Meeting prep	February 21	Nicole, Lauren, Cam, Shana, Anyrt
Blinds		Nicole
Cones to prevent people from idling near mailboxes		Sinead
Before and after school care room rental fee	March 6	Shana
Request Gala funds allotted to security project	This week	Lauren, Parish Finance Council
Security project		Nicole, Anyrt, (Cam, Shana)
Assess and choose uniform pieces from Cambridge	To be unveiled at AGM	Uniform subcommittee
Remove ramshackle benches		David via Nicole
Neat Uniforms funds owed to school?		Lauren
Natural play structures to be discussed at next meeting	March 6	Lauren

Next Meeting: March 6

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

Meeting Adjourned: 9:06