

Minutes of Parish Education Committee Meeting – October 8, 2013

A. Call to order

- Meeting Called to Order at 7:26 PM
- Present: Father Anthony, Tony Walters, Kevin Rokosh, Caroline Fuchs, Derek Christo, John Naunheimer, Jennifer Friesen, Deborah Harms, Keely Wray

B. Opening Prayer

- Opening Prayer led by Caroline Fuchs

C. Review of August 27, 2013 Minutes

- Minutes of August 27 meeting had already been approved via email.

D. Discussion Items

1. Education Conference

- Kevin, Deborah, and Caroline attended this informative event on September 28.

2. Planning Ahead

- PEC Members are encouraged to be proactive and thinking about/planning for the future and contributing ideas to the group.

3. Principal's Update

- i. Walkathon: So far walkathon preparation is going well and many classes are close to or have reached their class goal of \$60/student. A variety of prizes for individuals and classes will be awarded, based on money collected. Volunteers have come forward to help run the event.
- ii. New Students: Aside from the two kindergarten classes there have been several new students to the school in various grades. There are still some classes with openings especially Grade 4.
- iii. Seismic Update: A committee has been formed to address seismic concerns for Precious Blood and Cloverdale Catholic. A representative will also be selected to represent Precious Blood for the Holy Cross Seismic committee.

4. Parent Fundraising Group (PFG) Update

- The main fundraising event for next year will be held on Saturday, March 1, 2014 with a 1970's theme. Another new addition for this year will be corporate sponsorship. There will be various levels of sponsorship available, and sponsors will receive advertising space and/or verbal acknowledgement depending on sponsorship level.
- Also, each prize will need to have a record of donation to ensure that, in the event the prize is a service or credit for a business, that the prizewinners have no problems claiming their prize. Ideally, a gift certificate or card printed by the company itself should be given, not just a verbal or email agreement. Also, all prizes should come with an accurate monetary value of their worth.
- At previous auction events, there have been concerns with lack of volunteers and people only fulfilling part of their assigned shifts. A preliminary motion was introduced that would require volunteers to sign in and out, and that only those individuals who completed the entirety of their assigned shift would be allowed to include it in their family service hours. Volunteers would be informed of this policy on the volunteer sign-up sheet. After some minor changes, this policy will be voted on via email.

- There is a concern in future years about the Parish Bazaar (traditionally held the Saturday before the 1st Sunday of Advent) conflicting with the work bee (held the first Saturday of December). When these fall on the same day, it is very difficult to get enough volunteers to cover both events. Also, there are problems performing maintenance tasks when the parking lot and buildings are busy and occupied. Since many families set aside the first Saturday of each month for the work bee, it was decided that in the event the Bazaar and the work bee are on the same day, the Bazaar would be moved forward one week to the last Saturday in November. Most years this will not be a problem.
- There are also concerns with the scheduling of auction fundraisers in future years. Early dates can be hard to prepare for right after Christmas. February dates can conflict with the Surrey Delta Pro-Life Valentines Dance held at Precious Blood each year. March dates often fall within Lent. April dates can be difficult due to Spring Break and Easter Break causing interruptions in preparation, and May is a busy time with Sacraments and High School Fundraisers. This year works well because the date of Easter is later, but future years will require careful planning to select the best date.

5. Maintenance Update

- During the spell of hot weather in September, the air conditioning units overloaded the circuits in the primary end of the school causing several power outages. The entire system was reviewed by an electrician. Due to the multiple additions to the school, the electrical system is complex. A short-term solution has been employed to increase the capacity of one of the sub-panels. The electrician recommended a long-term solution of putting in a new line from the main panel in the Grade 7 classroom to supply the computer room. Aside from inconveniences, power outages can cause damage to the electronics and computers in the school. Measures have been taken to protect the computers in the lab from power outages.
- The new glass doors are helping with the safety of the school in controlling entry. However, they are being adjusted to ensure that students can leave quickly in the event of a fire alarm.
- The primary bathrooms are functional but need finishing touches such as mirrors.
- There is a concern that there are many people responsible for maintenance in the parish and school (such as school maintenance team, grounds maintenance, parish centre & church maintenance team, janitorial staff, PEC maintenance coordinator, work bee coordinator etc.) Sometimes people are doing jobs alone because they don't know how to access volunteer help. Other times tasks are 'falling through the cracks' because it is assumed it is another person/group is responsible. Additionally, people at work bees are not always able to find enough maintenance tasks to keep them occupied. We will consider ways in which these groups can coordinate to better manage the ongoing maintenance of our facilities and utilize volunteers effectively.

6. Family Service Update

- Updates to the volunteer opportunities/family service form will be completed and approved in time to be included in next year's acceptance packages.
- Since there are no work bees in July and August, it can be more challenging for families to complete their maintenance hours for the fall term. It was proposed to allow the June work bee to count for either the spring term of the current school year OR the fall term of the following school year. Additionally, dates for family service deadlines are still in discussion as feedback needs to be gathered as to what will be simple yet allow for concerns to be addressed while school is in session. Proposals will be considered at the next meeting.

7. Financial Report

- The 2013-2014 budget was prepared. The proposed budget is balanced, with a surplus of approximately \$600. Increased student population and allowance by the parish for the school's use of parish facilities were major factors in allowing the budget to be balanced.
- Motion to approve the budget by Derek, seconded by Deborah. All voted in favour.

8. Uniform Update

- Caroline coordinated a Unimax sale at the Back-to-School BBQ and a total of \$923 in Unimax items were sold. There are still a fair number of sale-able items remaining. A request was made to have a volunteer to coordinate the sale/inventory tracking of remaining items, and maintaining a list of available sizes on the school website. An announcement will be placed on the Family Service blog to ask for volunteers. Deborah and Keely will assist with this tracking process if necessary. The parish is now overseeing the remaining stock of preschool items.
- Caroline and other volunteers have sorted the boxes of remaining stock into sellable and nonsellable items. Decisions need to be made with regards to nonsellable stock since it is taking up valuable space. Large shirts can be used in primary grades as painting smocks. Uncrested items such as men's pants can be donated locally. Crested items may need to be donated to more distant locations to avoid problems regarding 'unofficial' representation of CCS.
- Caroline is continuing to follow up with Top Marks regarding skirt lengths.
- Several parents have been asking about the timeline for wearing Unimax items, especially when deciding whether to buy remaining stock. Also, if there will be different deadlines for wearing items which are similar to the Top Marks items (such as golf shirts, pants, sweaters) and items which are visibly different (such as skirts and tunics). It was decided that Unimax items can definitely be worn at the present time, uniform pieces must be from either Unimax or Top Marks (no outside suppliers), and Keely will look at previous PEC minutes to see if any statements were made regarding duration that Unimax items can be worn.
- There have also been parent concerns regarding the uniform policy, requesting to simplify it both to create a more uniform look among students, especially when at events where they represent the school, and also to make it easier for parents by having fewer pieces that they need (or feel obliged) to purchase. It was decided that this will not be addressed immediately during the transition to Top Marks, and will need to have input from parents before considering this. Parents with concerns about the current uniform policy or possible changes to it are encouraged to write to the PEC.

9. CISVA AGM

- Caroline will attend the CISVA AGM next month.

E. Closing Prayer

- Led by Caroline Fuchs, Blessing by Father Anthony

F. Meeting Adjourned

- Meeting adjourned at 10:00 PM following the in-camera session
- Next meeting Tuesday, November 12 following the 6:30 PM Mass.