

Minutes of Parish Education Committee Meeting – June 10, 2014

A. Call to order

- Meeting Called to Order at 7:29 PM
- Present: Father Anthony, Jason Borkowski, Kevin Rokosh, Caroline Fuchs, Deborah Harms, Keely Wray, Jennifer Friesen, Derek Christo, John Naunheimer, Luisa Cenedese

B. Opening Prayer

- Opening Prayer led by Caroline Fuchs

C. Review of May 13, 2014 Minutes

- Minutes of May 13, 2014 meeting were approved by email.

D. Discussion Items

1. Chairperson's Update:

- PEC Elections took place on May 25. Luisa Cenedese & Keely Wray were elected and Kevin Rokosh was appointed. The terms for the elected and appointed positions will be 2 years.
- Incoming Correspondence: A parent letter was received by the PEC addressing concerns of student safety and security (especially along the north edge of the field and after-school supervision in general) and cleanliness of the school and how that relates to health and hygiene. Jason will respond to this letter with some initial steps that can be taken to address these concerns. The issues of security/safety and cleanliness of the school will be further reviewed by the PEC at the next meeting.

2. Principal's Update

- Staffing additions for next year:
 - Since the last PEC meeting, a new Grade 7 teacher, Miss Lorcaín, has been hired.
- The current predicted enrollment for 2014-2015 is 298 students and 3 international students for a total of 301 students. The waiting list is growing for classes that do not currently have extra spaces.
- The committee discussed requests for advertising businesses through the school. It was decided that the school will not be promoting businesses, and will encourage parish and school families who wish to promote their businesses to use the paid opportunities in the church bulletin, school auction, and business fairs; and the free opportunities on the bulletin boards in the back of the church and the parish centre (with permission from the parish office).

3. Parent Fundraising Group (PFG) Update

- Jennifer composed a letter on behalf of the PEC stating that the intended use of fundraising profits from the 2014-2015 school year is saving towards building and/or furnishing an expansion to the school. This letter is required during the auditing process for the school. John proposed a motion **to accept the letter as written**. The motion was seconded by Caroline. All voted in favour; none opposed. Motion was carried.

- A proposed date for next year's auction is the first Saturday in March. One idea is to standardize the date of this event to always fall on the first Saturday of March. This will be discussed further by the PFG. The walkathon will be held on October 10, 2014.
- The PFG has prepared a draft of a 'Fundraising Request Form'. This form will need to be filled out by anyone (student/staff/parent) who wishes to organize or suggest a fundraiser, whether the funds are to be used for the school/parish, or an outside charitable organization or cause. Some minor changes to the wording on the form were suggested, as well as several check-boxes to be added. Jennifer and Jason will continue to revise this form.
- The PFG has requested a change to the way the budget for the PFG is managed. Currently the PFG account contains not just fundraising money, but also amounts for things such as the ski trip, popcorn sales, hot lunch, etc. This makes reporting very confusing for the PFG executives, and for the school staff. The PFG has requested that a \$10,000 per-year budget be approved that will cover expenses for school fundraisers. The PFG will then only need to report the income and expenses for their own portion of the overall account. This will provide greater clarity and useful information for the PFG to assess the effectiveness of their fundraising initiatives. It will also provide the PFG flexibility to host smaller fundraisers throughout the year with a maximum budget of \$2000 for all initiatives combined (other than the walkathon and auction). Nothing will change in the way the money is actually handled; just in how the PFG reports their portion. Keely introduced a motion **to approve this arrangement**. The motion was seconded by John. All voted in favour; none opposed; motion carried.
- Changes to the PFG Policy Manual have been made regarding the roles of the executive to ensure smoother operation of the PFG. Jennifer presented the policy. Some minor adjustments were required, such as indicating that the PFG chair will facilitate the PFG elections, and a statement that reflects the financial reporting arrangement just approved. Caroline presented a motion **to approve the PFG Policy Manual on condition that the minor revisions be included**. The motion was seconded by John. All voted in favour; none opposed; motion carried.

4. Maintenance Update

- Several school windows were broken during the June workbee. John is working on getting someone to replace them.
- John will be putting together a summer work plan, and hopefully there can be several workbees over the summer. The summer is an ideal time to do repairs/maintenance/upgrades that would be disruptive if school were in session.
- A new workbee coordinator is required, since Carla Pardetti is moving away from the area, and no one has volunteered to take her place.
- A suggestion was made to consider having a full-time maintenance person on staff with costs shared between the parish and school. This will be evaluated next year.

5. Family Service Update

- No update.

6. Financial Report

- Derek updated the current year's budget. Income & expenses are currently on target.

7. Uniform Update

- The uniform policy page on the Top Marks website is obsolete, as are policies in some information packages being given to parents. Caroline volunteered to send the most recent uniform policy (the one sent out in the 2014-2015 acceptance packages) to Top Marks.
- Based on the results of the uniform survey, Keely prepared several policy suggestions in 3 areas: increasing access to used uniforms (as cost of new uniforms was mentioned as a major reason for non-compliance), developing a procedure for dealing with situations where families are not complying with the uniform policy, and simplifying the uniform.
- Kevin requested that since there was not adequate time at this meeting to discuss this fully, to prepare a table with columns: proposed policy change, current status, & date resolution required by.
- Father Anthony reminded us that it would be important for the staff to also give feedback to the proposed resolutions before they are voted on. Jason will present the policy proposals at a staff meeting. It was suggested that the staff members also be given an opportunity to fill in the uniform survey.
- One item that will be acted on right away is to look for a used uniform coordinator (similar to the hot lunch coordinator or workbee coordinator) that takes on that role for a minimum of one year. Their job will be to facilitate access to used uniform pieces. This will involve managing the inventory of donated items, and items that families would like to sell. It would involve coordinating used uniform sales/exchanges/free-cycles at least once per term. It would also involve investigating different options and then implementing an online method of selling/exchanging/donating used uniforms.

8. Building Committee Update

- The Building Committee met with Father Galvon, the Archdiocese's representative, regarding our proposed expansion to CCS.
- The result of the meeting was that before approval can be granted, we need to develop a long-term plan for the entire property (a 25-30 year vision) and show how this expansion will assist this overall plan and will not impede future development of the site.
- Two separate documents will need to be prepared: a Needs Assessment and a Feasibility Study. The Feasibility Study will require an outside consultant.
- The building committee has already done much of the work required for the Needs Assessment, and some preliminary work for the Feasibility Study. Since we are required to hire an outside consultant, we want to give them at least several options that will actually be practical for the needs of the parish & school, and are currently developing those ideas at this time. The Building Committee will proceed as quickly as possible to complete this phase, and feel confident that once the Archdiocese has seen that we have considered how this expansion will complement the long-term goals for development of this property, that they will give approval and the construction process can get underway.

E. Closing Prayer

- Led by Father Anthony

F. Meeting Adjourned

- Meeting adjourned at 9:50 PM following the in-camera session
- Next meeting Tuesday, August 26, 2014 at 7:15PM

G. Election of PEC Positions

Following the conclusion of the meeting, elections took place for next year's PEC positions. The results are as follows:

- Chairperson: Kevin Rokosh
- Vice-Chair: Caroline Fuchs
- Treasurer: Derek Christo
- Secretary: Keely Wray
- PFG Representative: Jennifer Friesen
- Family Service: Deborah Harms
- Maintenance: Luisa Cenedese