



**Cloverdale**  
Catholic School

## Parish Education Committee Meeting

**12 October 2021**

**Start: 7:00pm**

### Present:

Fr. Paul Chu  
Deborah Harms – Chair (Outgoing)  
Jennifer Friesen – Fundraising Coordinator  
Mike Fortino – Secretary  
Keely Wray – Parent Participation  
Jacqueline Johnson - Maintenance  
Chris Brant - Treasurer  
Clive Heah – Principal  
Agnes Krammer – Learning Support  
Sandra Alvarez – Incoming PEC Member

### Regrets:

Francine Poelstra – Vice Chair

### Agenda

#### **1. Opening Prayer (Deborah Harms)**

#### **2. Pastor's Report (Fr. Paul)**

- Parish Anniversary – Parish will celebrate 75<sup>th</sup> Anniversary next year. Discussions starting on how to celebrate the milestone
- Security Cameras – Parish had security cameras installed through a grant. There has been vandalism over the school (broken windows and graffiti). Risk thought security cameras are a good idea. Grant will cover 50% of the costs. Quotes from two companies have been provided. Discussion about costs. Discussion about improving lighting on property as well as signage.
  - Clive to check price for annual maintenance.

#### **3. Chairperson's Report (Deborah Harms)**

- CISVA EC Leadership Conference – Jacqueline to attend.
- Uniform Shirts – Top Marks had indicated that girls polo shirts sell at higher rate than boys.

- PEC decision to still move to a unisex shirt and to notify the parents that there is a sizeable difference between the girls shirt and the unisex shirts. Top Marks can sell out of any current stock of the girls shirt, but once that is gone, only the unisex shirt should be offered

#### 4. Vice Chair Report (N/A)

- N/A

#### 5. Principal's Report (Clive Heah)

- Mask mandate for all students K-7 in effect
- Top Marks is running behind with uniforms at the moment. Students are still waiting for uniforms.
- Dennis Waweru has been hired as an EA until Christmas
- Walkathon is on Friday, October 15. Theme is "You've Got a Friend in Me"
- Columbia Business Systems has bought out the remaining 3 months lease on the one copier and has set us up with a new copier. The other two copiers through Compro are still a year away from having their lease ending. CISVA has required all schools to move to Columbia Business Systems
- Some parents are frustrated with the Fraser Health Notification system for positive cases in schools. Fraser Health is no longer sending school wide exposure notices and are now only sending letters when people are exposed and only to those who are exposed. The school is unable to notify about exposures until they hear from Fraser Health directly. Frustration has occurred as sometimes the notice from Fraser Health comes well after the exposure date
- Registration for 2021-2022 – one of the things that is challenging for bookkeeping is the smaller transactions that need to be collected at the end of the year. Suggestion made by Clive for a Student Supplies and Activities Fee (SSAF) to be imposed at the beginning of the year as well as a nominal Emergency Preparedness Fee (i.e. \$10 per year per student to cover repairs and replacement to the emergency supplies). SSAF suggested as being \$100 for primary and \$120 for intermediate and will include the Edu-Pac
  - ACTION – Chris and Clive to look at how the fee would be charged and options and report back at next meeting for vote
- We are moving back to paper registrations this year due to online registration system issues.
  - ACTION – PEC to provide updated registration materials to Marnie by November. PEC to provide assistance in January with reviewing new packages at a registration night

## **6. LAC Report (Agnes Krammer)**

- All students on IEPs have been reviewed and teachers brought up to speed
- Students needing support and potential IEP identified
- School based team meetings are occurring frequently
- Individual support schedules are set – include in class, small group and 1:1 sessions
- Speech and Language services in place
- Counsellor has full caseload
- Agnes taking a course called Chance – deals with proactive classroom management and designed to build skills in new teachers and re-engage skills in seasoned teachers focusing on methods and language used to help remove barriers
- Pam has completed Orton-Gillingham training
- Pam and Agnes have completed training on IEPs
- IEP meetings will occur October 18, 19, 25 over Zoom and then IEPs will be updated and re-written
- There are 3 EA practicum students in the school on a rotating basis in the classrooms
- All EAs are being evaluated this year in accordance with CISVA guidelines

## **7. Treasurer's Report (Chris Brant)**

- Budget Discussion – increased enrolment and international students have helped alleviate some of the budget pressures
  - ACTION – Motion to approve the final budget by Chris. Seconded by Mike. Unanimous approval of budget

## **8. PFG Report (Jennifer Friesen)**

- PFG Communication – Jen expressed a desire to continue to move forward with streamlining our communications and to move away from using Facebook
- Discussion about tax receipts for the Walk-a-thon
  - ACTION – Deborah to send information to Clive to discuss with Christina about threshold donation amount for tax receipt
- Current and upcoming fundraisers include:
  - Krispy Kreme
  - Neufeld Farms
  - One Stop Christmas Shop

## **9. Parent Participation Report (Keely Wray)**

- Keely has updated the On Volunteers records
- Teachers and parish staff are encouraged to post activities on OnVolunteers to provide more service opportunities for families
- Families to be reminded that ad hoc hours need to be entered within 1 month of the activity otherwise they won't be approved

**10. Maintenance Report (Jacqueline Johnson)**

- Three maintenance coordinators are now in place including a head coordinator.
- Next workbee is November 7
- Leaf raking opportunities have been posted for parents
- Locks on the slab are being replaced again

**11. Other Business**

- Welcoming Committee – Clive sent Michelle Williamson an email today to get feedback on the welcoming committee. She has contact information for all new families
- Hot Lunch – Michelle Williamson still working on getting the hot lunch samples set up for the November PEC meeting

**12. In Camera Session – start at 9:19pm**

**13. Election of PEC Members 2021-2022 (Effective November 1, 2021)**

- Chair – Jacqueline Johnson
- Vice Chair – Francine Poelstra
- Secretary – Michael Fortino
- Treasurer – Chris Brant
- Maintenance Coordinator – Jennifer Friesen
- Fundraising Coordinator – Sandra Alvarez
- Parent Participation – Keely Wray

**14. Closing Prayer**

**Meeting Concluded: 10:20pm**

**Next Meeting: November 9, 2021 at 7:00pm**