

Cloverdale Catholic School - PEC Meeting
Tuesday May 10, 2022

Present: Fr. Paul Chu, Jacqueline Johnson, Chris Brant, Sandra Alvarez, Jennifer Friesen, Keely Wray, Clive Heah, Agnes Krammer

Absent: Francine Poelstra, Mike Fortino

Meeting called to order at 7:00PM with Opening Prayer, led by Fr. Paul

1. Pastor's Report

- Father Paul requests submissions from the PEC and the wider school community for the 75th Anniversary book and video.
- The demand for before- and after-school care is very high in our community. This program needs additional space to be able to accommodate more students. Jacqueline proposed the following motion: *That the Before- and After-School care program be given use of the TLC room in the school for the 2022-23 school year.* Motion was seconded by Jennifer. Vote: All in favour. Motion carried..

2. Chairperson's Report

- Uniforms: Jacqueline proposed the following motion: *I move to switch uniform companies from Top Marks to Cambridge (after the expiry of our current contract with Top Marks ending June 2023) with the expectation that uniform design will be almost identical to current uniforms and there will be a long transition period of 3 years.* Motion was seconded by Chris. Vote: All in favour (votes of absent members were collected ahead of meeting). Motion carried.
- Website: Jacqueline proposed the following motion: *I move to delay website redesign until budget will allow it.* Motion was seconded by Keely. Vote: All in favour. (votes of absent members were collected ahead of meeting). Motion carried.
- PEC Elections:
 - We currently have a Returning Officer but no scrutineers. *Action Item: Keely to give bonus hours for this task to recruit volunteers.*
 - 3 Candidates have been nominated at the time of the meeting, and more can still apply. An election will be held. *Action Item: Jacqueline to confirm with the Parish Office that list of voters is posted and ballots are prepared. Jacqueline will also confirm that announcement of election results is posted in the parish bulletin.*
 - More candidates can still apply. *Action Item: All PEC members to encourage eligible parishioners to be nominated.*
- AGM: Date will be May 31, 2022 at 6:30PM. Jacqueline will prepare the format, with presentations from the Principal, PEC Chair, Fundraising, Maintenance & Parent Participation, as well as the PSG group. Due to confusion about many of the school's

policies, Keely will create a Kahoot quiz to be run at the meeting with a prize for the person who is the winner.

3. **Principal's Report**

- Playground inspection will be conducted prior to the end of the school year
- Facilities assessment to be completed on school and parish- we hope to have a good idea of what will need to be attended to in the next few years so we can plan accordingly. Jen, Fr. Paul, Phillip Kunz and I met to discuss a plan moving forward- Jen will speak to this in her report.
- Supervision policy has been reviewed as a staff and we have reviewed procedures to ensure students are not unsupervised at any time, including school/parish couriers, travel between school and gym, ...
- Thank you to Mrs. Butler, Ms. A, Mrs. Squires, Mr. B, Karla Erickson, and Fr. Paul for all of their hard work with helping to prepare our students in Grade to receive the sacrament of Holy Communion. On May 13th, the Grade 7 will be receiving Confirmation. Thank you to Mrs. Pistrin and Mrs. Schneider for overseeing the coordination of the receptions.
- Mr. Grosjean will be leaving on his parental leave end of May and Mrs. Krammer will be finishing the year with the Grade 7 class. Thank you Mrs. Krammer!
- The school has replaced 15 broken chromebooks
- Track and Field season is going well- We will be taking part in three meets plus the CISVA meet. Our aim was to ensure that all students were able to compete in the first meet, and then it will be done through selection as not all students can be entered. A big thank you to Mr. K and all the staff who have helped out this season.
- All EA and teacher evaluations are now complete. The evaluation process for EAs was a new one, and overall they were open and receptive to receiving constructive feedback as well as celebrating all the good things they are doing. EA's will have an evaluation every 2 years, while teachers are on a CISVA 5 year cycle, or as needed.
- We will be returning to an in-person grade 7 farewell evening on June 24th, with mass and awards in the church, followed by a small reception in the gym.
- We have purchased Second Step for our K-Gr. 3 classes. This is a Social Emotional Learning program that fits into the curriculum and provides a consistent language across grades to help students in the area of SEL. We have also added the Math Path program to include Grade 1 next year. This is a new program we piloted this year in Grade 2 and the feedback has been great. It is modeled after the Singapore Math program and is focused on teaching foundations and basic fact fluency, something that our students are struggling with.
- We are conducting Early Language Program screening once again for our incoming Kindergartens. We piloted this last year at CCS and it proved to be very helpful in giving us a heads up on students that are struggling and may need extra support. We will also be combining this with a Kindergarten Parent Evening for incoming parents. They will receive summer learning packages based on the outcome of the screening and will have a chance to learn about kindergarten readiness from Ms. Manuel, Ms. DaCruz, Mrs. Tyrell and myself.

4. **Learning Assistance Report**

- The learning assistance department has the goal of hosting 2 EA practicum students per term.
- Knowledge transfer as students move from one grade level to the next is now being formalized with transition meetings that can help teachers be ready to provide the best support to all students right from the beginning of the year.
- Teachers are being encouraged to identify students who may need IEP's as soon as possible so that supports can be put in place if needed in a timely manner. Waiting until the beginning of a school year means students may go several months before supports for their learning can be identified and implemented. Teachers are also being supported in communicating difficulties or challenges that a student may have with the child's parents as early in the child's education as possible.

5. **Treasurer's Report**

- Preliminary budget for 2022-23 was reviewed. Chris proposed the following motion: *To approve the preliminary budget for 2022-23.* Jennifer seconded the motion. Vote: All in favour. Motion carried.
- Income and Expenses to date for 2021-22 was reviewed. A few categories have seen higher expenses than predicted, but overall budget is on track for the year.

6. **PFG Report**

- Currently, our Fundraising total is \$30,153.
- This is not including the Pub Night Fundraiser which is 60% sold. I would like to encourage staff and PEC members to buy tickets so the community of CCS can be viewed as fun, social and wanting to connect with our families that attend CCS.
- We are currently looking at having one more Basketball Fundamentals date in our gym for June. We are running the Neufelds campaign and selling tickets for Pub Night currently.
- Personally, I am trying to connect with our school community as I believe that people are more willing to donate and participate if they feel like they "know" the individual asking them to participate

7. **Maintenance Report**

- Workbee (May 7): Starting to implement the plan that Shelby, Susan and I started to draw up a few weeks ago Other tasks: weeding, dealing with brambles, weed-eating, dealing with the weeds in the parking lot, general maintenance
- Planning for Garden Beds: I met with Susan Murphy and Shelby Sprangers to go over the parish garden beds. We are in the process of putting together a plan that will allow the gardens to be neat and tidy and easy to clean up. We will implement this over the

next couple of months. For new plants, we will likely ask parents to donate for Parent Participation hours

- Long Term Maintenance Planning: Met on Tuesday, April 26th (Father Paul, Phillip, Clive, Jacqueline, Jen) The Archdiocese of Vancouver has mandated that all parishes have a property assessment take place in order to facilitate long term planning. This is very timely for us, as this is exactly what we need in order to start planning for our property. Agreement was reached that the parish is responsible for capital costs (as per CISVA and RCAV policy) First step towards long term planning is having the assessment done.
 - Second part of this is moving from a “fix is when it breaks” approach to a “plan for the future” approach. This means a change in the culture of Precious Blood/CCS and will require communication with the community, starting with the Parish Council/other key stakeholders. Phillip and Jen will be presenting to the Parish Council this month, updating them on the upcoming long term planning. Our goal is to provide an opportunity for members of Parish Council to ask questions and hopefully get on board with a long-term approach. We will need to meet again after the assessment comes in to start figuring out the processes by which projects are approved, etc.
 - Summer To-Do List: Repaint the school, Put proper drainage in the playground, Implement any recommended safety measures in the playground/play area
- 8. Parent Participation Report**
- The deadline for completing and entering hours into OnVolunteers is May 31. There are still a number of available tasks, and another work bee on May 28 for those families who still need to complete their hours.
- 9. Closing Prayer**
- Led by Father Paul.

Meeting was adjourned at 8:45PM following the in camera session. Next meeting: June 14, 2022.