



Cloverdale Catholic School

Cloverdale Catholic School
PEC Meeting Minutes No.3
School Year 2023-2024
November 14, 2023 - 7pm

A. Call to Order

- Meeting called to order at 7:00 pm
- **Present:**
 - Clive Heah - Principal
 - Jacqueline Johnson - Chairperson
 - Kate Paez - Maintenance Coordinator
 - Fran McNee - Fundraising Coordinator
 - Jonie-May Pascual - Parent Participation Coordinator
 - Kristen Murchison - Secretary
- **Absent:**
 - Father Rey
 - Agnes Krammer - Vice Principal
 - Mike Fortino - Vice Chair
 - Chris Brant - Treasurer

Opening Prayer - Jacqueline Johnson

B. Pastor's Report

- No report Father away

C. Chairperson's Report (Jacqueline Johnson)

1. Registration information to be finalized
 - Tuition increase for upcoming year was discussed and will be decided once all PEC members are informed of increase range provided by CISVA
 - Parent participation updates: include in registration package opportunity for parents/guardians to list skill sets that could benefit school (example: electrician) and specific areas of interest to volunteer

- Permission Click- discussed as an option to help reduce the amount of forms that go home; looking into other options as cost for this particular program is too high
2. Staff Christmas
 - Michelle is making cards that will be ready by Dec 8th

Action Items:

1. Jacqueline and Chris to determine gift card amount for staff
2. Kristen and Joni-May to create spreadsheet of tasks for participation skill set and update registration package
3. Clive/Jacqueline to discuss tuition increase with members absent from meeting, final motion will be presented and voted on
4. Clive to discuss having Father prepare cover letter to outline increase in fees

D. Vice-Chair Report (Mike Fortino) - No report

E. Principal Report (Clive Heah)

- We have had extensive roof repair work done by Mr. Kurznski to extend the life of the roof for two years and protect us from leaks during the wet winter months.
- Our staff had a great Pro-D day with Kyle Neilsen from Evangelium Consulting to talk about Patrick Lencioni's Working Geniuses. Our staff did an assessment to identify our working geniuses, competencies and frustrations and were given a team map at the end that identified all the staff's results. It was eye opening and has helped to revisit how teams are structured among staff.
- Open House 2023- what method of delivery is the PEC hoping for? We need to identify the method that will be most convenient for potential parents and allow them to get the best experience. I would like to suggest a Presentation that is posted online as we have done in the past, but also offer a few days where people can come for a tour. A school tour during the day is the best way for parents and children to experience CCS. We now have a great promotional video that is online that showcases our school.
- Soccer and Volleyball seasons have wrapped up- a big thank you to all the staff and parent coaches who helped make this another great season!
- Basketball season has started!
- Mrs. Hosein and Ms. Shantz have started preparations for the Christmas production that will be on December 19th- a big thank you to them for their hard work on this already!
- Walkathon- we reached our goal! So incredibly happy to see how hard our families worked to help us reach our goal
- Trying to find a way to eliminate the amount of forms being sent home. Digital option for having parents complete permission forms and registration forms at home. Looked at Permission Click, but price has tripled since it was purchased by Powerschool.
- New reporting order mandate/ plan for CISVA schools

F. LAC Report (Submitted by Agnes Krammer)

1. The Learning Resource Team is on track with our schedule of responsibilities and tasks for the close of October and moving into November. We have:
 - Completed School based Team Meetings
 - Completed IEP Meetings
 - Written and distributed most of the IEPs for 21 students. The remainder done by the end of the month
 - Held Team Meetings and Parent meetings for 9 Kinder students on Referral as well as 3 Intermediate students who will likely require IEPs this year.
2. EA Practicum Students: We have 3 students who have started their Practicums with us. They have commented on how much they are enjoying being a part of the CCS community and feel it's a very warm and welcoming family community.
3. We have reorganized our EAs to provide a 3rd additional EA in Kindergarten.
4. The Kindergarten Team has been working hard to create and put into place a Calming room and the materials needed to support students who are dysregulated. Jeanne Tyrell has also built Fine Motor Skills Kits to be used by those students in Kinder and Gr. 1 who are delayed in this area.

G. Maintenance Report (Kate Paez)

October Workbee

- 41 people, no grade 7 students
- Only one no-show and one family emailed 1 hour before, very good considering the forecast for the morning.
- Lots of leaf raking (75 bags worth) and weed wacking. Inside of the school was cleaned and the interior of the church. The gutters of the rectory were cleaned as they were seen to be overflowing on the last big downpour.
- Made use of the new leaf compost area, it helped reduce the number of bags needed.

Equipment Repair

- The Toro lawnmower (the ride-on) was making noise and a member of the mowing crew found that the belt was off and required replacement. It was approx 281.00 of parish funds to get it replaced and was picked up and installed by Kevin Devine in exchange for hours.

School/Parish Sign

- It is looking very dilapidated with peeling paint and raw exposed wood. It was last repainted 5 years ago.

Ongoing Projects (Parish)

- School Roof: Interim repairs completed and quotes have been received from 3 vendors with the approval process under way. Plans to do repairs are slated for over the summer break.
- Boiler and AC: 3 Quotes have been received and they are before the finance committee for review. Plans are to replace over summer holidays.

- Portable: It is showing significant signs of rot and needing repair. The contract will be reviewed by parish committee to determine our responsibilities going forward and steps needed to repair it.

Action Item:

Jacqueline to discuss signage options with Father

H. PFG Report (Fran McNee)

- Total raised thus far \$5419 (coupon books, apples, spirit wear and movie night).
- Walkathon total so far \$23,220. Total including walkathon \$28,639.
- We are having a hard time setting up the Stripe account to be used for our Neufeld fundraiser. Stripe is asking for all kinds of documentation and ID verification due to removing Fr Paul and adding Fr Rey as Director of our account.
- Movie night was a success, many families participated, and our volunteers were great.
- We would like to add two movie nights on Dec 8 th and Feb 9 th . This would provide good use of our movie license, concession inventory, volunteer opportunities and fundraising profit.
- We also would like to request a new date for Gala as Feb 10 th is Lunar New Year. New proposed date is April 6th. We are working on a theme and have had two Gala committee meetings.

Motion by Fran to add two movie nights on Dec. 8th & Feb. 9th and have gala date moved to April 6th, Seconded by Jacqueline, all voted in favor

I. Parent Participation Report (Jonie-May Pascual)

- Four families have completed their hours
- 18 families with no registered hours. Emailed to notify them of PP deadline.
- No requests for exemptions at this time.

J. Treasurer’s Report (submitted by Chris Brant)

- Final Budget reviewed

Motion by Jacqueline on behalf of Chris to approve the final budget, seconded by Kate, approved by all.

K. Secretary Report (Kristen Murchison)

- Kristen attended CISVA AGM on November 7th

L. Closing Prayer (Jacqueline Johnson)

M. Meeting adjourned at 9:02: PM following in camera session

Next Meeting: December 12, 2023 at 7:00

