



Cloverdale Catholic School

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PEC Meeting Minutes No.1

School Year 2023-2024

August 30, 2023 - 7pm

A. Call to Order

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

B. Pastor's Report (Welcome Father!)

- Opening Prayer - Father Rey
- Pastor's Report
 - 6th week in parish, currently reaching out to different ministries, planning vision for parish
 - Interviews for Parish Administration Assistant have been completed and hopefully filled by September
 - Approval receive from Archbishop to purchase new boiler, will be completed as soon as possible

C. Chairperson's Report (Jacqueline Johnson)

- Education Committee Leadership Conference will be held on September 16th at Corpus Christi
 - This year's conference will further develop EC members' understanding of their roles and responsibilities within the CISVA

- Topic “Safer Schools Together Parent Presentation and Resources Technology has entered our lives at a rapid pace over the last few years and continues to evolve at a challenging pace. Get informed about current trends and tips for collaborating with your school’s team to help children and youth navigate a tech-infused reality”
 - **Joni-May, Kristen, Fran and Jacqueline to attend**
- Back to school barbecue/Meet the Teacher Night September 7th
 - **Jacqueline, Fran and Joni-May to speak on behalf of PEC**
- Agreements and Guiding Principles – reviewed
- Minutes approval– all PEC members to approve minutes within one week of receiving them
- Welcome Committee/New Family orientation–We are having a New family orientation on August 31st and Welcome Committee will be present at Welcome Back barbecue and first during the first week of school.

Action Items

- Kristen to determine best way to store meetings minutes on google/expiration date of on “On Camera” minutes

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

E. Principal’s Report (Clive Heah)

- Ms. Paulette Galindo has been hired to teach grade 3 next year. We are excited to welcome her to our community. She has lots of experience and a great deal of enthusiasm! Thanks to Mike Fortino for serving on the interview committee for the hiring.
- We lost one current family that has moved (3 children), and two new families have also pulled out as they have moved for work reasons. However, we have filled those spots with new families, including two new Int’l students.
- Summer projects are almost complete- thanks Hung for all of his hard work!
- Spoke with Jen re: roof, boiler and furnace projects. Roof will be good for another year with some tic and preventative maintenance (Jen will organizing this work), boiler project is ready to go upon approval, and we are waiting for two more quotes for the furnaces.
- Back to school barbecue and meet the teacher is on the first Thursday back. PEC presence would be great. Perhaps a few words from some members (chair, PP, Fundraising?)
- A big thank you to Mr. Zacharuk for donating two basketball hoops for our primary basketball area!
- We have replaced three classroom projectors that needed replacing (K, Gr. 2, 4) with PFG funds.
- Walkathon planning will be underway pretty quickly once school starts up again.
- Welcome to Fr. Rey! Fr. Rey is looking forward to being a part of our school community and being visible in the school.

F. LAC Report (Submitted by Agnes Krammerr)

1. We have a Team of 4 in the LRD now: Pam Paraiso - 3 days/week, Kim Butler - 2 days/week, Jeanne Tyrrell - 3 days per week and myself as Coordinator. We are meeting Thursday to make firm plans for regular Department Meetings and consistent Communication.
 - a. Jeanne - Early Intervention in Kinder and Gr. 1
 - b. Kim - Case Manager Gr. K - 3 IEPs and Intervention
 - c. Pam - Case Manager Gr. 3 - 5 IEPs and Intervention
 - d. Agnes - Case Manager Gr. 4 - 7 IEPs and Intervention

2. We are continuing to work on our Goals:
 - a. Referral Process
 - b. Build on the RTI Model - Response to Intervention - by building capacity in our teachers and EA's
 - c. Regular School Based Team Meetings - to facilitate this, the dates for these meetings have been calendared so that each team is aware well in advance and will plan accordingly.

3. Looking at this year's IEP numbers:
 - a. Funded: 8
 - b. Non-funded: 10
 - c. Pending assessments: 7
 - d. And an additional 10 students who receive significant support due to behaviour/anxiety but are not yet on an IEP.

Summary: 18 students on IEPs with 7 who will likely be on an IEP by mid-year.

 - K - 0
 - Gr. 1 - 0
 - Gr. 2 - 2, 1 pending
 - Gr. 3 - 2, 3 pending
 - Gr. 4L - 1, 2 pending
 - Gr. 4M - 4
 - Gr. 5 - 5 - 1 pending
 - Gr. 6 - 1
 - Gr. 7 - 3

4. Welcome to Safiye Demirci, Nina Garisto and Kevin Park who are our new EAs this year.
 - We currently have 13 EAs but will likely need an additional EA. A student in Gr. 2 has just received a G Designation which is funded. There is also another Gr. 2 student whose Designation is pending. Although not funded the needs are significant.

5. Agnes is very grateful for Clive, Pam, Kim and Jeanne as we make for a very solid and hardworking Team. This level of support for our Special Needs students and their teachers and EAs goes a long way to securing a calm, positive and nurturing learning environment throughout the school.

G. Maintenance Report (Kate Paez)

- 1/2 yard of sand for long jump pit/basketball hoop bases will be delivered
- Jen F is providing handover to Kate during this time of transitioning roles

Workbee (Sept 2)

- 39 people signed up, all outdoor tasks- primary focus will be weeding and tidying of outside areas.

Summer Maintenance Program

- 11 families signed up, all gardens are covered
- Lasell family will be working on the Rosary Garden over the summer
- Walkthrough completed on August 29th, identifying opportunities for further work during work bee on Saturday Sept 2nd
- A list was generated for indoor/outdoor tasks to be completed over the summer, follow up email has been sent on the status of several tasks.

Ongoing Projects

Retaining Wall

- Wall was removed and the rotting wood was taken to the area to the NE corner of the Parish Parking lot.

Boiler and Furnace

- Replacement for the boiler has been approved, we are asking RCAV for approval
- Gandy is coming to assess the furnace on July 6, second and third quotes are being received.

Roof

- Still under evaluation re: whether to do a full replacement or smaller fixes
- Decision on this is dependent on when we are replacing the school
- UPDATE: current plan is to spot fix for the year and a full replacement planned for next summer as per the Parish Maintenance Committee.

Parish Maintenance Committee

- Gordian sent a final report on the Building Condition Assessment on July 24th.

Maintenance Team

Here is our Maintenance Roster for 2023/2024:

Workbees:

Derrick Mitchell - Outdoors, Head Coordinator

John Nguyen - Outdoors, Assistant Coordinator (Also possible tool repair)

Kristy Tomyk- Outdoors, Assistant Coordinator (new- signed up August 28)

Julianne Losito - Workbee Admin (last year)

Cilcy Zachariah - Indoor Coordinator

Linsay Castel - Indoor Coordinator
Rency Soliven - Cleaner Prep
Osmin Zelaya Alvarado - Tool Repair
(Shielvin Soriano - Tool Repair, to be confirmed, meeting in Sept)

Maintenance Assistants:

Charisma Ackert - Maintenance Admin
Joyce Kaylayil - Organics Bags

Parish:

Matthew Klaponski - General Maintenance
Atul Intra - Janitor
Susan Tessier - Parish Gardens
Art Redpath - General Maintenance (and has been really great with getting quotes for the parish and school)

School:

Atul Indra - Janitor
Hung Tran - General Maintenance

H. PFG Report (Fran McNee)

- Fundraising goal for year: \$60,000

Approved Fundraising:

September:

- Community Coupon Books – proposing start date Sept 11; run fundraiser for two weeks and end Sept 26th; distribution of books will initially be done in the classroom; Fran will lead
- Apples/Sun-oka-fruit – start Sept 25th and end Oct 7th; Delivery sometime between Oct 10 - 17th; the campaign is currently live so we could get the link out early; 1 or 2 volunteers needed depending on orders received; Fran will lead

ACTION ITEM: Apple fundraiser link to be posted on parish/school website ASAP

October:

- Walkathon – PFG can assist where needed
- Movie Night- Friday Oct 27th; Halloween theme; face painting; games; treats for the kids; pizza; Kat will lead

ACTION ITEM: PEC to determine if costumes can be worn to movie night

November

- Neufeld Farm - Rosalie lead
- Purdy's - Rosalie lead
- Growing Smiles - looking at other suppliers as quality of poinsettias were not great last year - Sandra lead
- Raffle at Bazaar - Fran

December

- Christmas concert concession - Fran & Kat

February

- Mardi Gras Gala Feb 10th - Fran, Kat and Sandra leads; school gym; catered; games

March

- Neufeld Farm – march/april; Rosalie lead

April

- Track & Field concession
- Movie night - April 19th (depending on spring concert)

May

- Mother's Day Photos- looking at Mountain West or a parent photographer
- Spring Paint night - wine and cheese - Fran lead

June

- Kids Swap - Kat lead

I. Parent Participation Report (Jonie-May Pascual)

- **Motion passed to include monetary fine for “no shows”**
- “Year at a glance volunteer opportunities” document created to outline volunteer opportunities for the year to assist in planning out hours
- Sept-Dec volunteer tasks will be posted to On Volunteers
- Standardize the exemption request process by asking families to fill out a form which can then be forwarded to the committee for consideration
- AGM- incentive to get people through door- continue to brainstorm ideas during next meeting

Action Items:

- Clive to update Parent Handbook and add in “Friday Feed” newsletter **“In the case of a “No Show”** to an assigned/registered and scheduled task, a \$25 fee per task, per person, will be implemented
- Check with Keely to see if 24/48 no option to cancel/withdraw is possible
- Check with Keely to determine if reminder emails can be sent out prior to volunteer shifts
- Chris to contact Dienoscio (web creator) re: adding time frame to cancel volunteer shifts
- Photos to be taken of PEC members during October meeting that will be posted on website

J. Treasurer’s Report (Chris Brant)

- To be reviewed next meeting
- **Motion Authorization to defer unused surplus funds and carry forward to next Fiscal year**

K. Secretary Report (Kristen Murchison)

- No report

L. Closing Prayer (Father Rey)

M. Meeting adjourned at 8:35 PM following in camera session

Next Meeting: October 10, 2023 at 7:00