

PARISH EDUCATION COMMITTEE (“PEC”)
MINUTES OF A MEETING held on August 22, 2018 at 5:00 pm

Present:

Jenny Boivin (“JB”)	Sean Greenhalagh (“SG”)
Cathie Obendorf (“CO”)	Marian McDermott (“MM”)
Ana-Maria Hobrough (“AM”)	Kristin Kurnicki (“KK”)
Fr. Miguel Segura (“MS”)	Karen Carteri (“KC”)

1. Adoption of Agenda – KK, JB
2. Approval of minutes of last meeting - deferred
3. Updates:
 - a. Pastor
 - i. Sunday Liturgy for kids cancelled for summer and Catechists on break. Will resume soon.
 - ii. First Communication – classes no longer Mondays
 - iii. First school mass on Friday, September 7, 2018
 - b. Principal – Marian McDermott (see report)
 - i. Spiritual theme for the year
 - ii. Staff planning meeting next week
 - iii. Code of Conduct
 - iv. All staff hired – one teachers’ aid still to be hired
 - v. Evaluation by Ministry of Education – first date October 11, 2018
 - vi. 214 students
 - vii. Maintenance team working hard – amazing job

- viii. Would like to clean up the parent room in library, need volunteers
 - ix. Need someone to take care of gardens after October 2018
 - x. We had all 15 spots for after-school care filled, increasing number to 25 spots
 - xi. Parking issues:
 - 1. JB to get sign “Private Parking”
 - c. Chair
 - i. Strategic planning – going well
 - d. Finance
 - i. Balance Sheet as at June 30, 2018.
 - 1. In normal environment, we would have had good year except for extraordinary expenses (legal)
 - ii. New photocopier – no cost to buy out lease, slightly lower cost overall
 - iii. IT consultant will not be required this year
 - iv. Tracking ahead of budget for maintenance repairs
 - v. Dealing with maintenance staff contracts
 - vi. Preliminary budget approved, needs to be finalized with final student count etc. and final by end of October 2018
 - e. Building and Maintenance – various maintenance rooms to be organized
4. Committee Reports
- a. Search Committee – update next meeting
 - b. Strategic planning under way
 - i. Correspondence will be sent to parents proposing meetings to discuss vision/mission statement. The goal is to come up with completed plan by early 2019, implementation September 1, 2019.

ITEMS FOR DISCUSSION

5. After School Club (MM)
 - a. Monday 2:00 to 5:30; 3:00 to 5:30 (not on half days or professional days)
 - b. Full commitment required
 - c. No more drop-in
 - d. Gabriella main caregiver, Casha and Marissa will share other position
 - e. Cathie will oversee
6. Parent Meetings 2018/2019 (AM)
 - a. “In service” talks for parents – exploring options, planning for 4 times per year
 - b. PEC mini-report after each talk
7. Life cycle of PEC Minutes on website
 - a. Principals to post general meeting minutes
 - b. Discussion about length of posting, and consensus reached to leave one full year of meeting minutes

ITEMS FOR DECISION

8. Parent participation (JB)
 - a. Need to know value of parent participation hour, either to remain at \$10/hr or increase to \$15/hr as discussed
 - i. Motion – AM \$12.50 value per hour – KC seconded
 - b. Demonstration/training for parent participation website will be offered after it goes live. Email blast to be sent to parents.
 - c. JB to provide list of team leads and class parents
 - i. MM to talk to teachers about their description of class, parent participation rate and recruitment process
9. Code of Conduct (draft)

- a. To be directed to school community
 - b. KC to approve changes finalized by MM (SG Motion; KK second)
10. September 13, 2018 Welcome BBQ PEC Agenda
- a. 5:30 start time BBQ
 - b. 6:15 PEC meeting
 - c. 7:00 pm meet teacher
11. Next meeting September 26, 2018

MEETING ADJOURNED 6:40 PM