

**PARISH EDUCATION COMMITTEE (“PEC”)**  
MINUTES OF A MEETING held on October 24, 2018 at 5:00 pm

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Present: Fr. Miguel Segura (“MS”)  
Sean Greenhalgh (“SG”)  
Adam James (“AJ”)  
Kirsten Kurnicki (“KK”)  
Karen Carteri (“KC”)  
Catherine Obendorf (“CO”)  
Jarrett Morrison (“JM”)

Absent: Marian McDermott (“MM”)

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1. Adoption of Agenda with changes
  - a. Go to item 3, then item 9, then remainder - – KK moved, SG seconded

**ITEMS FOR DISCUSSION/DECISION**

3. Appointment of new PEC member (AM) – nomination motion – that JM be appointed as a member of the PEC, to replace Jenny Boivin as a result of her resignation – KK moved, AJ seconded.
9. Budget (SG)
  - a. Draft budget submitted to CISVA in May 31, draft approved by CISVA
  - b. Key changes since then:

Revenues

- i. Revenues down \$66,000 from May 31, 2018
- ii. 217 students down to 208 – reduces grants and fees
- iii. Walkathon exceeded budget fundraising budget by about \$6,000
- iv. \$3,900 from emergency preparation amount that had been carried on balance sheet

### Expenses

- v. Salary costs down \$72,000 from May 31, 2018
  - vi. We had budgeted for principals to be paid together as 1.25 FTE, but they have agreed to be paid as 1 FTE
  - vii. \$50% for music teacher, budgeted 60 %
  - viii. IT cost removed
  - ix. Other Non-Salary Expenses down \$5,000
- c. Net, net, we are ahead of draft budget submitted to CISVA on May 31, 2018. We will show surplus to CISVA of \$11,300.
- d. Per student costs – if we spend more than public school per student, our funding goes from 50% to 30%. In public schools, allowed cost per student \$8,966. We have a small amount of room to spend.
- e. Questions about budget:
- i. JM – Question re: parent participation fees budget of \$4,000
    - SG – This is reflective of average from prior years
    - AM – we are collecting on outstanding invoices
  - ii. JM – Question re: \$3,900 of emergency preparation “found money” – will it go to emergency preparation?
    - AM – was money collected for or allocated to emergency preparation? - SG – not sure, will check
- f. KC moved to approve budget as presented, KK seconded
2. Approval of Minutes from September meeting – AJ moved, KK seconded
4. Updates
- a. Pastor (MS)
    - i. No children doing confirmation this year because grades 6 and 7 were confirmed last year, only first communion
    - ii. Group has expressed interest in starting pre-school in old rectory

b. Principal (CO)

- i. Report prepared by Ministry with recommendations
- ii. CO to determine whether Ministry might monitor in future in light of transition
- iii. Walkathon conversations to be held with walk-a-thon committee re: prizes - online donation system well used, good tool
- iv. Renters of school facilities – need to be clear on contractual rights and obligations

c. Chair (AM)

- i. Recent attendance at leadership conference, and summary of changes to CISVA Policy Manual

d. Finance (SG)

- i. Will present 2 months of finances at next meeting

e. Building Maintenance (AJ)

- i. Water testing has been done and passed
- ii. Heating issues – boilers have been checked and passed
- iii. Archdiocese recommendations re: upgrades, will be reviewed and report

5. Committee Reports

a. Search Committee (AM)

- i. Collaboration between PEC, principal, teachers and CISVA
- ii. Posting will be live in November with application deadline in January 2019
- iii. Interviews targeted for February 2019
- iv. Committee will develop a succession plan with existing teachers and principals

b. Strategic Planning (AM)

- i. A great deal of progress on Vision and Mission
- ii. November 21 – Sandy Marshall from CISVA to lead meeting of PEC and Strategic Planning Committee re: steps required to meet a Vision and Mission

**ITEMS FOR DISCUSSION**

6. Draft Vision and Mission – drafts prepared and in progress
7. Walkathon debrief
  - a. To be discussed after CO meeting with Walkathon Committee
8. Timing of IT task force – discussion of postponing review of IT needs for after new principal and a strategic plan in place
9. Review of draft agenda for parent’s business section of meeting on November 1, 2018

**TO BE DISCUSSED AT NEXT MEETING (November 28, 2018)**

- i. Updates needed to Parent Handbook
  - KC to review and advise at next meeting (Review in context of new CISVA policies, which should be integrated)

**MEETING ADJOURNED AT 6:50**