

PARISH EDUCATION COMMITTEE (“PEC”)
MINUTES OF A MEETING held on November 28, 2018 at 5:00 pm

Present:

Fr. Miguel Segura (“MS”)
Sean Greenhalgh (“SG”)
Adam James (“AJ”)
Kristen Kurnicki (“KK”)
Karen Carteri (“KC”)
Jarrett Morrison (“JM”)
Ana-Maria Hobrough (“AM”)
Marian McDermott (“MM”)

Absent: Catherine Obendorf (“CO”)

1. Adoption of Agenda (AM)

- a. Amended item #10 “Principles around fee structure” for 2019/2020
- b. Remove item #3

KK moved AJ Seconded

2. Approval of Meeting Minutes (AM)

SG moved, KK seconded

~~3. Appointment of PEC Member (AM)~~

4. Updates

a. Pastor (MS)
No update

b. Principal (MM)

- i. Received a \$700 voucher from Creative Packs because of number of our orders with them.

- ii. FSAs
Grade 4's and 7's strong results – many exceeding
 - iii. Super Save signed on to a new almost 3 year contract at about half the price of prior years
 - iv. Parent participation portal working well
- c. Chair (AM)
- i. CISVA AGM – as message was clear from Archbishop Miller that we need a seismic plan, as is underway under Adam's oversight.
 - ii. Appointment of new board members including Pere Miguel
 - iii. CISVA Policy Committee – more changes coming around complaints policy
 - iv. Policies are now being circulated to principals for review from operational perspective before approval
- d. Finance (SG)
- i. Revenues: we are tracking a bit short but it will be adjusted as grants come in, etc.
 - ii. Overall, we project surplus of \$24,907. where \$11,360 surplus was budgeted
 - iii. Always start year in the hole, and recoup as year goes by
- [all statements attached]*
- SG Motion to accept and post financials as reported. JM seconded
- e. Building and maintenance – discussed under items 7 and 8

5. Committee Reports

- a. Search Committee (AM)
 - i. request to MM to push the search out to CISVA principals
 - ii. JM will ask for his parish to promote principal search
- b. Strategic Planning Committee (AM) – attachment

- i. Excellent meeting with teachers, PEC and SP Committee at CISVA offices led by Sandy from CISVA
- ii. Identification of top priorities
- iii. Discussions of new vision
- iv. Proposal of Wednesday January 9, 2019 for follow up meeting with CISVA committee and PEC – 6:00pm at CISVA offices or other location

ITEMS FOR DISCUSSION

6. AJ Report from Ausenco re seismic upgrades re school and gym from March 2013
 - a. Need updated report from structural engineer: \$5,000 - \$10,000 for Seismic Project Identification from structural engineer – likely to be two month turn around
 - b. Will get 3 estimates because potentially over \$5,000
 - c. Will develop a proposed time line and plan
 - d. JM move, SG seconded – for Adam to get estimates in advance of January 2019 meeting
7. Asbestos Update (MM)
 - a. Michael Donaldson – Asbestos Building Materials Assessment done for our school and Pinchin is preparing asbestos management plan
 - b. Report indicated no immediate risk of harm to children
 - c. Two issues of moderate risk to be addressed by way of remediation
 - d. Received and accept assessment report and post to website if publication permitted by Pinchin and CISVA

KC moved, JK seconded
 - e. Adam will obtain quotes and engage contractor to address remediation per recommendations if amount is under \$5,000

KC moved, JK seconded

8. Priorities for School Guidelines and Policies

- a. Focus on updates to current Code and Handbook
- b. Propose terms to fill gaps in handbook
- c. AM – suggested review of Statement of Commitment from CISVA mirror in our code of conduct

ITEMS FOR DECISION

9. 2019/2020 tuition – Principles around fee structure (AM)

- a. Revise categories to 3 categories from 4 categories
- b. Kindergarten tuition will be consistent with other rates
- c. Tuition categories will be determined and approved ahead of registration
- d. Same registration fee of \$50 per child

AJ moved, KK seconded – Adoption of tuition principles for 2019-2020

OTHER BUSINESS

10. Interview new families week of January 14, 2019 (MM)

- a. 21 new families interested in joining the school

NEXT MEETING: January 9, 2019 GM at 5:00pm

FOLLOWING MEETING: January 30, 2019

NEXT PARENTS MEETING AND REGISTRATION NIGHT: TBD

MEETING ADJOURNED AT 7:30PM