

PARISH EDUCATION COMMITTEE (“PEC”)
MINUTES OF A MEETING held on February 28, 2019 at 6:30 pm

Present:

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

Absent: Jarrett Morrison (“JM”)

1. Adoption of Agenda
 - a. KK motion, AJ seconded
2. Minutes for Approval: January 30, 2019
 - a. KK motion, AJ seconded
3. Updates
 - a. Pastor (MS)
 - i. More families joining parish
 - ii. Lots of baptisms and some marriages coming up
 - iii. Lent is coming, masses are scheduled
 1. Confessions were last week, we will do stations of the cross
 2. Confessions for parishioners March 19, 2019, 7 pm
 - b. Principal (MM)
 - i. Change to date of grandparents tea

1. April 26, 2019 (instead of March 15, 2019)
 - ii. Getting snow removal done was an issue this year, but it saved the school lots of money. MM will try secure someone else under a new contract for less money next year.
 - iii. After-school club demand is high, principal is managing demand, especially with incoming new families wanting space
- c. Chair (AM)
 - i. Parent meeting was a success
 - ii. One parent raised a question about student departures after meeting, which was answered.
 1. Reminder that registration status of any particular child is confidential.
- d. Financial (SG)
 - i. Numbers are now based on actuals, surplus of \$158,000
 1. Tuition less by \$37,000
 2. But costs way down
 - ii. In 2017/2018, events in the school caused \$142,000 withdrawal from savings
 1. We have more than replenished that withdrawal
 2. The goal is \$400,000 savings, which is 20% of a \$2 million budget. Well on our way to achieving that over the next two years.
 - iii. Minimum 5% of all fundraising must now to go to restricted account per CISVA
 1. Can also look at allocating some surplus to that account in future for seismic upgrade
 - iv. Recent requests from organizers of Family Dance and Christmas Brunch for funding

1. These school events are meant to break even, but we can budget small expense and revenue nevertheless
 2. SG will ask organizers for revenue and expense budgets for events, including upcoming Family Dance
- e. Building and Maintenance (AJ)
- i. Arrangements underway to get asbestos clean-up done over Spring Break
4. Committee Reports
- a. Search Committee Report (AM)
 - i. Principal hired, per recent announcement to the school community
 - b. Strategic Planning (AM)
 - i. Before spring break, simple questions will be circulated to parents by way of survey about draft Vision/Mission
 - c. Seismic upgrade Committee (AJ)
 - i. To be constituted shortly: SG, AJ to be among initial members.
 - ii. AJ to prepare initial draft of project plan with MS and RFP to structural engineers

ITEMS FOR DISCUSSION

5. Seismic Upgrade (AJ)
- a. Need call to action for other committee members. Areas of experience and knowledge required:
 - i. Design (AJ), Construction/Project Management, Financing and Grant Research, Communications
 - b. First phase will be a RFP out to structural engineers, which will result in a Class C budget estimate (10-15% variance)
 - c. Will likely need a bit of a budget for land survey (\$500-\$1000)
 - d. School is expected to carry 17.5% contingency on the project

- e. Current goal is to have responses to RFP and engineering report by end of year transition meeting (June 2019)

(KJ departed meeting)

6. Principal Onboarding (AM)

- a. Manual/Binder about everything at school is in progress per MM
- b. Mme Myktye is coming to the Family Dance on May 11. Principal will also explore dates for her to come meet staff.
- c. During Family Dance, AJ, AM, and KK will introduce her around
- d. KC briefed on recent review of best practices for information management through meetings at other CISVA schools. Priorities and plan for our school to be discussed at next PEC meeting.

(KC departed meeting)

7. PEC Teacher Representative (AM)

- i. Must be the same person at each meeting rather than a rotating position
- ii. Marion will welcome KJ to this position.

AJ Motion, SG seconded.

b. Future Events Scheduling

- i. MM recommends that we plan out events such as Parent Meetings and the Grandparents tea well in advance (for next year) so that we can reserve the gym

NEXT MEETING: March 14, 2019 at 6:30 pm

MEETING ADJOURNED AT 7:45 PM