

**St. Joseph the Worker School**  
**General Meeting of the Parish Education Committee**  
**MINUTES**

**Date: December 11, 2012**

Present: Father David Poirier, Tara Ennevor, Sharon Sequeira, Frank Kis-Toth, Andrea Weeks, Pauline Sturton, Paul Wigboldus, Marina Crego, Vincent Uy, Lynn Whitlock (Teacher Representative), Paul Fraser (Principal), Jamie Withers (Vice-Principal) Denise Lorenz (Secretary) Apologies: Jose Flores

Meeting called to order by Tara Ennevor at 7:00 p.m.  
 Prayer: Paul read from YOUCAT. Group discussion ensued.

<b><i>AGENDA</i></b>	<b><i>DISCUSSION</i></b>	<b><i>ACTION TAKEN</i></b>
<b><i>Appreciation</i></b>	<i>The PEC appreciated Jerome Adrias for painting the Grinch.</i>	<i>Marina will send an appreciation card.</i>
<b><i>Review of PEC Minutes: November 20, 2012</i></b>	<i>The general minutes were emailed to all PEC members. Sharon confirmed that the final Walkathon amount is \$28,826. November General Minutes will be amended accordingly.</i>	<i>Sharon Sequeira moved that the PEC General Minutes dated November 20, 2012 be adopted as amended. Pauline Sturton seconded and the motion was carried unanimously.</i>
<b><i>Executive Report</i></b>	<i>The executive met and items discussed are covered in the agenda.</i>	
<b><i>Principal's Report: Paul Fraser</i></b>	<i>Paul circulated and reviewed his December 11, 2012 Principal's Report. Report cards went home on December 7, 2012. Mrs. Macdonald will be talking to her G3 students, however, a school wide notice will not be issued.</i>	<i>Cecilia Ramirez has been offered a short-term contract to replace Vilma Macdonald during her medical absence.</i>

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>ACTION TAKEN</b>
<b>Treasurer's Report:</b> <b>Sharon Sequeira</b>	<i>Sharon circulated and reviewed her Treasurer's report dated December 12, 2012.</i>	<i>The report is attached to these minutes.</i>
	<i>PEC consensus was to donate the Family Fun Night proceeds (\$400) to Covenant House.</i>	<i>Frank Kis-Toth moved that the Treasurer's report dated December 12, 2012 be adopted as presented. Pauline Sturton seconded and the motion was carried unanimously.</i>
<b>Member's Reports:</b>		
<b>Uniforms:</b> <b>Vincent Uy</b>	<i>We will announce that \$172.14 profit was made from track pants sales due to the bulk order.</i>	<i>Marina will purchase 2 of the 3 surplus track pants.</i>
<b>Teacher Representative:</b> <b>Lynn Whitlock</b>	<i>Lynn thanked the PEC for the wonderful party and beautiful gift. Latin Funk week was a huge success. Kindergarten now has a smart board. The Christmas play is progressing nicely. Monday is primary Polar Express movie day with hot chocolate.</i>	
<b>Pastor's Report :</b> <b>Father David</b>	<i>Father David has a wonderful visit to Israel.</i>	
<b>Parent Participation :</b> <b>Andrea Weeks</b>	<i>All is going smoothly. No complaints received regarding the senior's lunch being stewardship and not parent participation.</i>	
<b>Policy :</b> <b>Marina Crego</b>	<i>Marina circulated her December 11, 2012 Policy Update.</i>	<i>Policy 426 Suspensions and Expulsions needs to be added to our St. Joseph the Worker Parent Handbook.</i>
	<i>Paul Fraser reported about public schools being able to anonymously report bullying on line. Discussion ensued.</i>	<i>Andrea will investigate this matter further and report back to the PEC.</i>

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>ACTION TAKEN</b>
<p><b>Old Business:</b></p> <p><b>School's 25th Year Anniversary :</b> <b>Tara Ennevor/Paul Fraser</b></p>	<p><i>Sunday, February 24<sup>th</sup>, 2013 is the confirmed date. Celebration starts with the 1pm Mass, followed by a reception in the Parish Gymnasium.</i></p>	
<p><b>Classroom Cupboard Doors: Frank Kis-Toth</b></p>	<p><i>The cabinet maker recommends plywood at \$8-\$10 per square foot and to reuse good hinges. Important that classroom cupboards are consistent. We could purchase unfinished cabinets and have parents apply the lacquer. Frank will have parents tile backsplashes of a couple of classrooms over the Christmas break.</i></p>	
<p><b>Big Toy Renovation:</b> <b>Tara Ennevor/Paul Fraser</b></p>	<p><i>Tara will send a letter to Peter Sabrino, Grand Knight, Knights of Columbus in January. Once we have funding we can proceed further.</i></p>	
<p><b>Athletic Uniforms:</b> <b>Vincent Uy</b></p>	<p><i>Paul Fraser showed two sample volleyball and basketball jerseys. The jerseys will be burgundy and white in dry weave. Much discussion ensued. We can apply to the Parent Support Group for jersey funding. We have auction funds and track pant profit. The jerseys will be ordered over the Christmas break.</i></p>	<p><i>Vincent Uy made a motion to purchase 90 jerseys up to a total cost of \$2,500 (including taxes) from the St. Bernadette's supplier to include number, SJW and Guardian's screening. Final design to be decided via email. Paul Wigboldus seconded and the motion passed.</i></p>
<p><b>New Parent Information Evening</b></p>	<p><i>The confirmed date for this meeting is Wednesday, January 23<sup>rd</sup>, 2013 at 7:30pm in the school gym. An advertisement will be placed in the Parish Bulletin for 3 weeks prior to the meeting.</i></p>	<p><i>The PEC is encouraged to attend the New Parent Information Evening.</i></p>

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<p><b>Library Cataloguing:</b> <b>Andrea Weeks</b></p>	<p><i>A parent is interested in taking on the job of library cataloguing but needs to discuss further with Darlene Williams to see how it could work. Darlene has been putting in a lot of extra time cataloging books and the extra time will continue in waves.</i></p>	
<p><b>Auction Tracker Software:</b> <b>Paul Wigboldus</b></p>	<p><i>Much discussion ensued regarding whether the school should purchase the Auction Tracker Software for future Guardian's Gala, school and parish events. Paul Fraser will call other schools who are using this software and will email results of discussion to PEC members. If feedback is positive we will proceed and purchase the Auction Tracker Software.</i></p>	<p><i>Father David made a motion to purchase the auction tracker software for approximately \$2,000 to be paid out of future Guardian's Gala proceeds based on positive feedback from other schools using the software. Pauline Sturton seconded and the motion passed.</i></p>
<p><b>Parking Lot: Tara Ennevor</b></p> <p><i>Father David left the meeting</i></p>	<p><i>PEC will hand out small candy canes to parents during morning and afternoon drop off on December 14<sup>th</sup>.</i></p>	
<p><b>New Business:</b></p> <p><b>Annual Reports for PEC AGM :</b> <b>Tara Ennevor</b></p>	<p><i>Please provide Tara with a copy of your PEC AGM report by the January 15<sup>th</sup> PEC meeting. Tara will scan and email last year's AGM report for your reference. Doug Lauson, CISVA Superintendent may attend as a guest speaker at the AGM.</i></p>	<p><i>Tara will review all PEC reports and Marina will format in PFD to be posted on the school website.</i></p>
<p><b>Update to Uniform Policy:</b> <b>Vincent Uy</b></p>	<p><i>Vince has looked at other CISVA schools uniform policies. Our Uniform Policy should be revised to mention torn or unclean uniform. Parent Uniform checkers should not write to parents in this regard.</i></p>	<p><i>Vince will meet with the uniform checkers and they will work together.</i></p>

<b>AGENDA</b>	<b>DISCUSSION</b>	<b>ACTION TAKEN</b>
<b>Special Education Policy: Marina Crego &amp; Paul Fraser</b>	<i>There is a CISVA policy regarding special ed. students. We need to draft one for St. Joe's prior to our next Ministry inspection in 4 years.</i>	<i>Paul Fraser, Paul Wigboldus and Marina Crego formed a sub-committee to work on this policy in the New Year.</i>
<b>Hot Lunch: Frank Kis-Toth</b>	<p><i>Frank would like to eliminate or change the hot lunch program. The food choices are unhealthy, it is always cold, the students do not eat it and the packaging is environmentally unfriendly.</i></p> <p><i>There will be complaints from students and parents if the hot lunch program is eliminated.</i></p> <p><i>PEC consensus is that we will not provide a hot lunch program from April to June, 2013. In its place, the hot lunch team is tasked to come up with a new hot lunch program.</i></p>	<i>Frank Kis-Toth, Andrew Weeks, Lynn Whitlock, Marina Crego and Paul Fraser formed a sub-committee to oversee the implementation of a new hot lunch program.</i>
<b>Adjournment</b>	<p><i>Lynn Whitlock left the meeting.</i></p> <p><b><i>The next PEC Meeting will be on Tuesday, January 15, 2013 at 7 p.m.</i></b></p> <p><i>Prayer: Marina</i></p> <p><i>Snacks: Paul W., Vincent</i></p> <p><i>Clean Up: Paul W., Denise, Sharon</i></p>	<i>Motion by Frank Kis-Toth to adjourn the meeting at 9:15pm. Sharon Sequeira seconded and the motion was carried unanimously.</i>

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