St. Joseph the Worker School

General Meeting of the Parish Education Committee

MINUTES

Date: Tuesday, September 18, 2018

Present: Father Pierre Ducharme, Vince Uy, Jose Flores, Raymond Bianchin, Doug Choy, Monica Sagastume, Ricardo Hernandez, Paul Fraser (Principal), Jamie Withers (Vice-Principal), Diane Ison (Teacher Representative), Denise Lorenz (Secretary)

Apologies: Gabriel Labrador, Sabrina Chiu

Meeting called to order by Vince Uy at 7:05 p.m.

AGENDA	***DISCUSSION***	***ACTION TAKEN***
Faith Formation: Vince Uy	*CISVA Theme: What Do You Want of Me, Lord?*	*PEC prayed and reflected on the theme.*
Appreciations:	*There were no appreciations during the Summer.*	
Review of Old Minutes: June 19, 2018		Doug Choy moved that the June 19, 2018 old general minutes be adopted as presented. Ricardo Hernandez seconded and the motion was carried unanimously.
Review of New Minutes: June 19, 2018		Ray Bianchin moved that the June 19, 2018 new general minutes be adopted as presented. Doug Choy seconded and the motion was carried unanimously.
Protocols/Procedures:	*Please don't copy Vince on routine emails, just important ones.* *The Prayer Schedule and draft Contact List was circulated.* *Vince reviewed the Confidentiality Oath that the PEC signed in June.* *Please provide written Portfolio Reports at every PEC meeting.*	

AGENDA	*DISCUSSION* *Page 2*	*ACTION TAKEN*
Principal's Report: Paul Fraser	*Paul reviewed his September 18, 2018 report. The report is attached to these minutes.*	
Treasurer's Report: Sabrina Chiu	*Vince, on behalf of Sabrina, circulated and reviewed the June 2018 and July 2018 Treasurer's Reports. The reports are attached to these minutes.*	Doug Choy moved that the June 2018 Treasurer's Report be adopted as presented. Monica Sagastume seconded and the motion was carried unanimously. Jose Flores moved that the July 2018 Treasurer's Report be adopted as presented. Ricardo Hernandez seconded and the motion was carried unanimously.
Member's Reports:		
Maintenance Team: Gabriel Labrador & Doug Choy	*Doug circulated and reviewed Gabriel's Maintenance Report dated September 18, 2018. The report is attached to these minutes.* *In addition, Doug reported that the roof project is delayed about a month as the Parish wanted the right colour roofing tiles & Nu Tech does not have enough man power. It is important that parents know the enormous cost of the new school roof (Phase 1 & Phase 2) which the Parish is paying for.* *$28,000-$31,000 has been budgeted for the maker space room. The maintenance team will do the painting and assembling.* *Locks on classrooms need to be replaced or re-keyed (7 locks have been found).* *Summer tasks were not completed. We need to impose hard deadlines on the Maintenance Team. It's a team concept, not just a few parents doing the work.* *We need to contract out if we can't do the work properly. This will cost money and will affect the budget.* *We purchased tree watering bags that drain within 4-6 hours. There is another bag that takes longer to drain which is more beneficial to the trees.*	

AGENDA	*DISCUSSION* **Page 3**	*ACTION TAKEN*
Parent Participation: Raymond Bianchin	*Raymond circulated and reviewed his Parent Participation Report dated September 18, 2018. The report is attached to these minutes.* *There is no report for Society Delegate or Vice-Chair.*	
Fundraising: Monica Sagastume	*Monica's September Gala report was circulated and reviewed. The report is attached to these minutes.* *Discussion ensued regarding the Guardian's Gala. Unfortunately some experienced Gala parents have not returned to fundraising this year.*	***Guardian's Gala needs an Acquisitions Coordinator, Silent Auction Team Members and more parent participation support.***
Uniforms: Ricardo Hernandez & Jose Flores	*Ricardo circulated and reviewed the Uniform Portfolio Report dated September 18, 2018. The report is attached to these minutes.* *Ricardo proposes to have a Used Uniform Sale, perhaps at Halloween, as we have stock donated from the last used sale. Dana Lupynis & Trina Ng will organize and run the sale with proceeds subsidizing the athletic jerseys.* *Swag wear for parents will be available for purchase on the Website in the Spring with proceeds subsidizing the athletic jerseys. Jose will obtain 'swag' samples.* *Vince advised that the track singlet supplier has retired so we need to find another supplier. We need to purchase 20 track singlets and 30 volleyball/basketball jerseys. Diane Ison will send a list of the sizes needed.*	
Old Business:		
Security System:	*Scott Security have provided a quote of $2,000-$6,000 to install cameras and update contact points. This will depend on the number and type of cameras installed. PEC consensus is that we need professional equipment. As installing cameras is not budgeted for this school year, we will re-visit at the end of the year or budget for next year. We will also obtain a quote from ACME Security.*	*A Security System Sub-Committee will be formed and will report back to the PEC in the near future.*
EA & Support Staff exempt from Parent Participation:	*It was approved at the June PEC meeting that EA's and Support Staff are no longer required to do parent participation.*	
Education Committee Conference:	*All new PEC members must attend the EC Conference on October 13, 2018.* *Car Pool to St. Mary's will leave St. Joe's at 8:15am.*	*September 28th is the deadline to let Vince know if you are attending.*

AGENDA	*DISCUSSION* *Page 4*	*ACTION TAKEN*
New Business:		
Guardian's Gala Ticket Price: Monica Sagastume	*Monica circulated and reviewed the 'Budget November 2018 Gala Event' document which is attached to these minutes. Due to increased hotel and food costs she proposes that the Guardian's Gala Ticket be raised from $65 to $70. Some corporate companies have advised that our request for Gala donations is too late for their year end.*	PEC unanimous consensus is to raise the Guardian's Gala ticket price for the November 17, 2018 Gala to $70.
New Parent Evening: Vince Uy & Paul Fraser	*PEC are invited to attend the New Parent Gathering on October 3, 2018 starting at 7pm. It is a great way to meet new parents and talk about the PEC and the importance of our school fundraising.*	
Emergency Phone Tree: Ray Bianchin	*Gabriel has prepared the Emergency Phone Tree Memo. Once the 2018-2019 student data entry has been completed by Denise, Raymond will circulate the Memo & Emergency Phone Tree to the designated parents.*	
Parking Lot Blitz: Vince Uy	*PEC will hold a Parking Lot Blitz at drop off and pick up on Friday, October 12, 2018. Please contact Vince to sign up. Father Pierre will let 9am Mass attendees know about the Blitz.*	
Rosary Garden Repair & Maintenance: Vince Uy, Doug Choy & Gabriel Labrador	*Vince circulated and reviewed the 'Rosary Garden Agenda' which is attached to these minutes. Vince showed slides of various styles of Rosary Gardens. Discussion ensued. Suggestion to hold movie nights in the Summer to assist with the Rosary Garden upkeep.* *Diane Ison left the meeting.*	*A Rosary Garden Sub-Committee will be formed and will report back to the PEC in the near future. The dangerous stumps will be removed so that it is safe for the children to play in the Rosary Garden until it is re-built.*
Adjournment:	*Next Meeting: Tuesday, October 16, 2018*	Motion by Doug Choy to adjourn the meeting at 9:30pm. Seconded by Jose Flores. Carried unanimously.