



Cloverdale Catholic School

Cloverdale Catholic School
PEC Meeting Minutes No.7
School Year 2023-2024
March 5, 2024 - 7pm

A. Call to Order

- Meeting called to order at 7:00

Present:

Father Rey
Clive Heah - Principal
Agnes Krammer - Vice Principal
Jacqueline Johnson - Chairperson
Mike Fortino - Vice Chair
Chris Brant - Treasurer
Kate Paez - Maintenance Coordinator
Fran McNee - Fundraising Coordinator
Jonie-May Pascual - Parent Participation Coordinator
Kristen Murchison - Secretary

Opening Prayer - Mike Fortino

B. Pastor's Report

- Approval for boiler, permission for roof pending
- Pastoral Council - April meeting for First Communion and Confirmation (Jacqueline to attend)

C. Chairperson's Report (Jacqueline Johnson)

- Next month we will need an election committee formed and will need to find candidates to run for election (3 to run, 2 elected and 1 appointed). If only two candidates then they win by acclamation and Father appoints a third.
- Voting will take place end of May
- Letter of Intent was signed for Clive
- AGM scheduled for May 7th @ 630

D. Vice-Chair Report (Mike Fortino) - No report

E. Principal Report (Clive Heah)

- Lots of applicants for different grades- we have waitlists in every grade, and our current Kindergarten number is 32, and counting!
- Basketball season is over. A big thank you to Mr. K and all coaches
- Badminton season is underway- zonal and CISVA playoffs/ finals in April
- Girls soccer season and Track and Field season to start after Easter
- Spelling Bee in house finals on March 8, CISVA finals April 8
- All schools are required to have and maintain a level 2 first aid station. This has been something that has not been well-managed, due to lack of manpower. It requires regular inventory of the level 2 supplies and constant replenishing. I have asked Cintas First Aid to take this over for us. They will check once a month and manage all the inventory for us. Parents pay an emergency prep fee that we have funds for to cover this cost.
- A BIG thank you to Agnes and the LRD team for all of their hard work with IEP meetings that have been going on this week and next. We have over 19 IEPs that have to be managed

F. LAC Report (Submitted by Agnes Krammer)

- EA /Practicum Student:
 - A new Practicum student has joined us Monday, Mar. 4th/24 and will be with us until Mid-April.
- February and March
 - All mid-year progress monitoring assessments have been completed.
 - The Resource Team created Reports that were added to the Feb. Progress Report for those students receiving specific interventions and instruction.
 - We have completed all of our IEP Meetings. All IEPs are being revised and will go out by Friday.
 - We are on schedule with all other Learning Resource responsibilities
 - After Spring Break we will be scheduling visits to local High Schools with those Gr. 7 IEP students making the transition to Gr. 8

G. Maintenance Report (Kate Paez)

Maintenance Report

- Approval to post for people to do a powerwashing group and earn maintenance hours for their time or bring their power washers to the next work bee and earn bonus (time and a half) hours for using their own equipment and saving us a rental cost
- Posting needed for Julianne Losito's position (Workbee Admin) as her son graduates in June.

March Workbee

- 38/50 showed up including an extra and 4 no-shows. Julianne to process next steps. We were able to weed and trim many gardens in preparation for spring sacraments.
- Plans to requisition wood chips for the gardens to be discussed at the next Parish maintenance meeting.
- Communication plan to be created between indoor coordinator(s) and outdoor maintenance coordinator for any and all incidents and an incident form to be created.
- School Sign- plans are to remove the current wood sign as it has deteriorated beyond repair and replace with a smaller sign of a non wood material. The marquee has been removed because it is broken but it will be repaired and reinstalled.
- School Portable- bids for gutter install and portable repair have been accepted and the winning bid was chosen.
- Parish Walkthrough - on Saturday Feb 10 from 9:30-3:30 members of the parish maintenance committee completed the first (annual) full property walkthrough to identify and timeline future projects and timelines.
- Boilers- install booked
- Parish HVAC - completed
- School Roof- pending financial approval
- Rectory Roof- deferred for 1 year

H. PFG Report (Fran McNee)

- Total raised so far \$37,666.21. Only \$22,333.79 to goal.
- Gala – As of Mar.1 we have sold 91 tickets, donations are starting to come in and we have a \$1500 in sponsorships confirmed. The email that went out on Thursday really helped spark interest. We will have a live band-a CCS Parents' band "Bias Jack". Burnaby Lake Greenhouses is helping us with centerpieces. We need to confirm the game rentals and book an auctioneer. The committee will continue to meet to stay on track. Also, a reminder to PEC members to purchase your gala tickets. Please come Back to the 90's with us!
- Mountain West Family Photos – April 13th 10am to 4pm in the Columbus room. \$30 sitting fee goes straight to CCS. Link for booking will launch by the end of the week. This is a new fundraiser to CCS and if it's popular, we can add a second day next year.
- Neufeld Farms Spring Campaign - April 8 th to 22 nd with delivery May 2nd.
- Paint Night – Thoughts are to postpone this fundraiser until next year.
- PFG is looking for more parents to help us with our fundraising efforts.
- Approval for next Movie Night on May 3rd (Star Wars themed)

I. Parent Participation Report (Joni-May Pascual)

- No show families have been made aware of policy
- When in communication about participation hours with families, Joni should always be CC'd on emails. This will allow her to review emails and determine if families have been warned about no-shows
- 30 families currently missing maintenance hours
- 5 spots will be added to remaining workbee sessions

- Set up/take down for gala will count towards maintenance hours due to manual labor needed to complete tasks

J. Treasurer's Report (submitted by Chris Brant)

- Reviewed, overall in good standing

K. Secretary Report (Kristen Murchison) - No report

L. Closing Prayer (Mike Fortino)

M. Meeting adjourned at 8:30 PM following in camera session

Next Meeting: April 9, 2024 at 7:00