



Parish Education Committee Meeting Minutes

Sept 12, 2024 – 6:30pm to 8:00pm at SFA

Attending: Fr. Juan Lucca, Ms. Deborah Welsh, Mr. Matt Langford, Ms. Annie Kaderly, Ms. Niamh Small, Mr. Andrew MacDonell, Ms. Kathryn Percy, Ms. Heather Maciver, Mr. Dan Pires, Mr. David Koppe

Staff Reps: Miss Anne Hewitt, Mrs. Caterina Busto

Invitees: Ms. Michelle Burns, Ms. Aileen Cheon-Hayes

Regrets: None

1. Welcome & Introductions

2. Opening Prayer

3. Approval of the Agenda

The agenda was approved by all.

4. Approval of the Minutes

The June 20, 2024 Minutes were approved by all.

5. Review of Action Items:

Ongoing

(a) Alumni Relations

FUTURE ACTION: Continue to develop alumni relations initiatives.

6. Approval of PEC Members for 2024-2025

The list of PEC Members was approved by all.

7. Committee Reports

(a) Pastor

- Seismic upgrade was completed on time and under budget. New roof is done. Insulation was replaced because it was damp and degraded. List of people who worked on the project should be thanked by the school for going above and beyond. Fr. Lucca has the list and will pass it along to Ms. Welsh.
- Asbestos has been found in the school in two places under the floor (Kindergarten classroom and the library). It is safe for the children to attend in these areas because the asbestos is undisturbed. Regardless, it should be removed. Suggest using the leftover



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funds from the roof project to remove it. A report will be passed along for review before contractors are contacted.

- The Italian Cultural Centre is giving SFA the use of their indoor turf field to use for gym class on Tuesdays and Thursdays free of charge. They are also kindly giving SFA “Society” status, also free of charge, with permission to use their hall (600-person capacity) twice a year with no rental charge. Their marketing committee is prepared to work with us to promote SFA.

(b) Chair – Attended the Education Committee Leadership Conference at Corpus Christi Parish last Saturday and there was a great presentation about building confidence in children. There’s a video which he’ll share with the PEC.

(c) Vice Chair – no report at this time

(d) Secretary – no report at this time

(e) Treasurer

- Last year’s bookkeeper resigned, and Ms. Boyer was asked to come in and help over the summer. A new bookkeeper has been hired. Ms. Boyer will be spending time training her and has created some great guides to help. The process of file storage and sharing will be upgraded.

FUTURE ACTION: A 5-yr Financial Pro Forma to be discussed in November after the budget. **AM**

(f) Special Events

- Welcome Back BBQ is next week. We need more people to sign up. Need more kitchen staff and people to help with shopping.
- Special Events volunteers were contacted over the summer and confirmed in their roles and expectations. It’s a lean group, but there is enthusiasm. Class Parents are aware of their new roles this year.

(g) Parent Participation

- Spent a lot of time over the summer emailing all the 120 families participating this year. 5 families have not yet responded. People who have been contacted repeatedly but haven’t responded will be notified by the school in January that their \$800 cheque will be cashed.
- Consulted with Mrs. Lemaire about the best way to proceed this year with the volunteer forms in the renewal packages. Preference is to continue with the yellow form with some tweaks.



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(h) Facilities and Maintenance

- Grade 7 stair replacement is done.
- Worker Bee is set for September 21. 14 Work Bee volunteers were provided. Some may be able to go to the Parish. Will contact the parish office.
- 9 days for Work Bees this school year.
- BC Hydro incentive program: Reached out to Ms. O'Connor at the Archdiocese who provided contacts to reach out to at Luma Tech Solutions and Canwest. If we want to go forward with the incentives, we can get an assessment of the lighting in the school. Contractor can provide a quote and then BC Hydro will let us know what rebates we're entitled to.
- Flagpole: Talked about this with a Work Bee parent who installed it for his business and its straightforward, currently looking into it.

ACTION: Replace the tiles in Grade 4 & 2 classrooms. Mr. Pires will contact Frank Aquila for a quote. Miss Hewitt or Mr. Pires to provide a list of other areas where tiles need to be replaced.

DP

(i) Marketing

- Talked with Ms. Welsh about getting some SFA branded swag. Currently looking at options from a few different suppliers. Will present findings later.
- Ad about the school was submitted to the Holy Rosary Cathedral bulletin.
- Italian Day on the Drive organizers have offered the school a booth for 2025.
- Will contact Christmas on the Drive about marketing opportunities.
- Will contact Mr. Teodosio about the Alumni initiative.

(j) Staff Representative

- We're back! Staff happy to have a full-time Principal. It took a lot of work to get the school back in working order but having the extra week was very helpful. Settling in with new staff and students.

(k) Principal

- See Principal's Report.
- 208 students this year: 63% Catholic, 37% non-Catholic. Possible new prospects, talking to some families.
- Happy with seismic upgrade. SBW has been great about fixing deficiencies and are very responsive.
- Staff had a mini-retreat in late August with Fr. Lucca.
- Annual Walkathon coming up on October 18. Some competition incentives to make it interesting.
- Sports now underway.



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- New bookkeeper has been hired; shout out to Ms. Boyer who is really helping us out at this time.

FUTURE ACTION: Brainstorm and implement an updated registration packet system for February 2025. | **ALL**

Other Business

8. Events and Fundraising — Church and School

- Parish picnic on July 14, 2024 was poorly attended. Church and School currently feel like separate entities. Considering combining resources to create bigger events — e.g. SFA BBQ and Carnival could be billed as School-Parish events. Parish and School committees could work together. Events like the Christmas concert and Grandparents Tea may remain School only. Discussion required about how funds are accounted for when there is a joint event. Hoping for a Parish surplus in 2025 – Project Zero. There’s repair work pending in the Parish tower and possibly elsewhere.
- General discussion about fundraiser ideas for School and Parish.

ACTION: Create a list of ideas for working together and present it in October. At that point we’ll know how much we need to fundraise. | **Fr. L**

9. Accounting for Event Funds

- Meeting to be scheduled to review procedure for accounting between the School and Parish.

10. Refurbishing of Learning Support Room

- Learning Support Teacher is currently working out of the library because the Learning Resource Room is inadequate. We have a quote of \$6,000 to provide some necessary upgrades to the room. After discussion, the Committee resolved to approve the \$6,000 expenditure for the refurbishment of the learning support room.

11. Meeting and Committee Reporting Formats

- Members to submit Committee Reports on Mondays prior to meetings. Two Zoom PEC meetings per year.

12. Next meeting – Thursday, October 10, 2024, at 6:30pm, SFA School

13. Closing Prayer