



Parish Education Committee Meeting Minutes

December 5, 2024 – 6:30 pm to 8:15pm (MS Teams)

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

Staff Reps: Miss Anne Hewitt, Ms. Teryl Pratley

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

Regrets: Ms. Niamh Small

Meeting Opening

1. Welcome and Introductions

2. Opening Prayer

3. Approval of the Agenda –The agenda was approved by all.

4. Approval of the Minutes – The PEC resolved to approve the November 14, 2024 minutes.

5. Review of Prior Action Items:

- (a) Facilities and Maintenance update on flooring and paint.
- (b) Fundraising.
- (c) Uniform options.
- (d) Financial pro forma tool.
- (e) Alumni relations.

6. Committee Reports

(a) Pastor – No report at this time.

(b) Chair – The details of the report were taken as read.

(c) Vice Chair – No report at this time.

(d) Secretary – No report at this time.

(e) Treasurer – The details of the report were taken as read.

(f) Special Events – The details of the report were taken as read.

(g) Parent Participation – No report at this time.

(h) Facilities and Maintenance – The details of the report were taken as read.



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ACTION: Replace the tiles in Grades 2, 4, 6, and Kindergarten classrooms (professional installation), and address the peeling paint in the Gr 5 classroom and the wall in French Room.

DP

(i) Marketing

- Updates to Instagram and Facebook pages are ongoing. Increased marketing efforts for SFA and community events. SFA open house for new families was successful. Idea to bring SFA promotional materials to ICC Live Nativity and Lunch event on Dec. 15.

(j) Staff Representatives

- Preparations are well underway for the Christmas concert, the children are very excited.
- Grades 6 and 7 boys Volleyball team qualified for the semi-final tournaments before the Harry Jerome finals. Well done, boys! A big thank you to Miss Hewitt for her many years as Volleyball director.
- A big thank you Father Lucca for arranging the ICC turf for use for the Kindergarten, Grades 1, and 2 gym blocks, which has made a huge difference for the PE program. Another big thank you to Mr. Dente for safely bringing the children to and from their activities.

(k) Principal – The details of the report were taken as read.

2025-2026 Preliminary School Budget

7. Review of preliminary budget led by the Treasurer.
8. Discussion regarding our approach to fundraising.

ACTION: Prepare a list of the Parish and School events in January.

All

Upcoming Events

9. Christmas Concert Update (ICC) led by the Pastor.
10. Spring Gala Planning and Logistics update led by Special Events.

11. Proposed School Expenses

- Flooring – The PEC resolved to approve replacement of the flooring in concept.

ACTION: Obtain quotes for Grades 2, 4, 6, Kindergarten, hallway flooring options; raise with Finance Committee.

DP, Fr. L



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- Peeling Paint

ACTION: Consider painting ceilings prior to light install.

DP,
Fr. L

- Laminator: The PEC resolved to approve the purchase of a new laminator.

12. Winter Uniforms Feedback

ACTION: Samples to be circulated to remaining PEC members.

DW

13. Succession Planning

- Consideration and discussion by all.

14. Next meeting – Thursday, January 16, 2025 at 6:30 pm, SFA.

Meeting Closing

15. Closing Prayer

In-Camera Session

16. PEC members