



## ***Parish Education Committee Meeting Minutes***

Nov 14, 2024 – 6:30pm to 8:00pm (Virtual)

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

Staff Reps: Miss A. Hewitt, Ms. A. Lorenz

Invitees: Ms. Aileen Cheon-Hayes

Regrets: Ms. Michelle Burns, Mr. Dan Pires

### **1. Welcome & 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 October 10, 2024 minutes.

### **5. Committee Reports**

#### **a) Pastor**

- Still considering the best path forward for combined parish/school events.

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

- Attended the CISVA AGM on November 5 at John Paul II Pastoral Centre. Two representative positions were filled: Pastor Representative and Education Committee Representative. Some interesting stats shared, including that 60% of CISVA educators are over 40.

#### **c) Vice Chair** – No report at this time.

#### **d) Secretary** – No report at this time.

#### **e) Treasurer** – No report at this time.



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- f) **Special Events** – The details of the report were taken as read.
- g) **Parent Participation** – The details of the report were taken as read.
- h) **Facilities and Maintenance** – The details of the report were taken as read.

**ACTION:** Replace the tiles in Grade 4, 6, 2 and Kindergarten classrooms, and address the peeling paint in the Gr 5 classroom and the wall in French Room.

DP

### **i) Marketing**

- Wondering whether parent participation hours can be assigned for parents who assist with marketing initiatives. Further discussion with Principal required.

### **j) Staff Representative**

- Been busy at school. Grade 3 led the Remembrance Day Ceremony. Catholic outreach is going well. The recent AGAPE candy collection was a success. Boys volleyball team has made it to the finals.

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

- The success of the walkathon was a lovely surprise, we raised over \$30,000 (actual number is \$29,000 after deducting Charitable Impact's fees). The kids will have a non-uniform day on November 28 with a movie/dance party as a reward.

## **6. PEC/SFA Christmas Party Update**

- The 2024 Staff party is on December 6. Need to finalize the number of attendees so that food can be ordered. Suggest 5:30pm start time.

## **7. Spring Gala Planning and Logistics**

- The evening of May 2 is currently reserved for SFA's use at the Italian Cultural Centre (which has graciously waived the rental charge). If a Gala/event is to be held, planning will need to start asap. Considering the scope of such an event and the number of volunteers required.
- Pastor would like to create a team with two representatives from the parish and two from the school to determine how to work together on events to maximize success. Propose



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three events for this team: Christmas Play and Lunch, Gala, Back to School BBQ in September.

- Fundraising goal for this school year is \$69,000. Walkathon brought in \$29,000. Need to raise approximately \$40,000 more to cover operation costs.

The PEC then RESOLVED to proceed with an event on May 2, 2025 at the Italian Cultural Centre, with the scope to be further developed and agreed by the PEC.

**ACTION:** PEC to look at scope and fundraising numbers from previous SFA Gala events to determine the best way to proceed.

**ALL**

### **8. Tuition Rates**

- Currently looking at tuition rates for the 2025-2026 school year, with a tuition range provided by CISVA as a guide.

### **9. Fundraising**

- General Approach – continue the fundraising discussion at the December meeting.
- Everyone from the parish is invited to the Christmas Concert at the Italian Cultural Centre. There will be a gentle donation ask at the concert with an explanation from the Principal.

### **10. Christmas Concert Accounting for Funds**

- Funds raised from ticket sales will be split between the school and parish 50/50.
- Donations received at the event will go to the school.

### **Other Business**

#### **11. SFA/OLS Joint School Project Update and Outdoor Dome**

- Joint school building project costs are escalating and the viability of the project is still under consideration.
- Pastor is researching options for an additional structure (outdoor dome) in the school grounds for sporting activities.



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### **12. Winter Uniforms Update**

- McCarthy Uniforms sent two samples of girls' pants, both are navy and tailored. Principal will coordinate with members of PEC so that both samples can be seen by all before a decision is made.

**ACTION:** PEC to look at the two samples provided by McCarthy Uniforms.

**ALL**

### **13. Proposed Re-Registration Package Changes**

- The Principal and the School Secretary looked at the current registration package system. The aim is to cut the number of forms in half. For Parent Participation forms, currently considering the OnVolunteers portal as an option instead of paper.

### **14. Proposed Amendments to Parent Handbook**

- Three amendments were proposed for the Parent Handbook for the following:  
Criminal Records Checks (parents/caregivers who volunteer to drive students to school-related events during school hours are required have a cleared Criminal Records Check on file)  
Student Code of Conduct (recommended by CISVA)  
Cash Payment Policy (required by the Ministry of Education)

The PEC then RESOLVED to approve the proposed amendments to the Parent Handbook as set forth in the meeting.

### **15. Next meeting – December 5, 2024 (Virtual)**

### **16. Closing Prayer**

The Staff Representative left the meeting.

### **17. In-Camera Session**

The PEC held an in-camera session.