



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

February 6, 2025 – 6:30pm to 8:00pm at SFA

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

Staff Reps: Miss A. Hewitt, Mr. J. Sudar

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

Regrets: Mr. Andrew MacDonell

### **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 January 16, 2025 minutes.

### **5. Review of Prior Action Items:**

- (a) Facilities and Maintenance update on flooring and paint**
- (b) Uniform update**
- (c) List of Parish and School events**
- (d) Succession planning**
- (e) Registration packet system**
- (f) 5-year financial pro forma**
- (g) Alumni relations**

### **6. Committee Reports**

#### **a) Pastor**

- SFA is now an Association of the Italian Cultural Centre (ICC), which will allow the school and parish access the hall at the venue twice a year for free, among other benefits. This will be very helpful for events.
- A letter was sent to families about the various tuition categories for the next school year.
- OLS school merger: projected costs currently estimated to be \$30 million (as a starting point). SFA school land currently valued at \$10 million.
- \$191K operating deficit last year at the parish. This year, in the black to the tune of \$9K.



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- 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** – The details of the report were taken as read.
- h) **Facilities and Maintenance**
- Recent Work Bee went well. Next Work Bee is on Feb 22.
  - A couple of companies have provided estimates for the flooring. Still waiting for additional quotes.
  - A couple of painting quotes still to come.
- 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.
- i) **Marketing**
- No report
- j) **Staff Representative**
- Catholic Schools Week starts next week.
  - Staff are working on student assessments/report cards.
- k) **Principal** – The details of the report were taken as read.

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- Celebration of Learning Conferences (formerly known as Student Led Conferences) will take place on Thursday, March 6 from 11:30am to 6:00pm.

### **2025-2026 Preliminary School Budget**

#### **7. Student Enrollment for Kindergarten**

- 28 students are currently enrolled for next year.

#### **8. Payment Logistics**

- Looking at the possibility of offering payment of re-registration fees online. Stripe payment through the SFA website may be an option. Cheddar Up is another possibility.

#### **9. Fundraising Initiatives**

- Dome: Fr. Lucca continues to explore the option of building a dome (modular gym structure) for sporting activities on the school/church grounds. An architect has submitted a quote for the project.
- Location of the new dome will impact whether there will be a new playground at the school. The hope remains to replace the existing playground, which is structurally sound but old.

### **Upcoming Events**

#### **10. Annual General Meeting**

- AGM is on February 20, 2025 at 6:45pm at the church hall. Reports will be presented by PEC members and registration packets will be handed out.

#### **11. Spring Gala Planning and Logistics Update**

- Sponsorship for the Gala is currently being worked on by the committee. More information to come at the next PEC meeting.



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### **Other Business**

#### **12. Succession Planning and 2025-26 PEC Composition**

- PEC succession: longer term planning required. Consider parents with multiple and or younger children in the school who are visible in the community and may be interested in joining the PEC.

**ACTION:** Members and guests to submit names of possible future PEC candidates.

**ALL**

#### **13. Special Events Calendar**

- The PEC discussed a list of School/Parish Events that will take place each calendar year.

#### **14. Review of Policies**

The PEC discussed two updates to policies which will take effect in the 2025-26 school year:

- Bus Policy: Families must provide one month's notice if they wish to cancel their participation in the bus service.
- Shoes/Boots Policy: Boots will be permitted if they are ankle or below, all black, leather or similar material. No laces, fur, glitter or heels higher than 1 1/2 inches. Socks must show above boot. If dress shoes are worn, students may change into their gym shoes for recess and lunch. No open toes, open heels, or sandals are allowed. Heels must be less than 4 cm (1 ½ inches).

The PEC then RESOLVED to approve the updates to both policies.

#### **15. After School Care Staffing**

- After school care staffing has been an issue. The Principal is looking at a couple of options to solve the problem.

#### **16. Parent Participation Hours**

- PEC discussed ways to encourage parents to attend parent nights. Offering two volunteer hours for each parent night is an option.



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### **17. Maintenance Items**

- Fire Alarm System: recommendation that we should redo the fire system. DW to get a quote.
- Alarm System: we currently pay a low rate but will be looking at a new system.
- Phone System: investigate getting a new phone system for the school.
- Removal of Basketball Bucket Pole: considering removing it as it's not currently in use.
- Gaps in Playground structure: review once we know the status of the Dome.

### **18. Next meeting – March 13, 2025 (Virtual)**

### **19. Closing Prayer**

The Staff Representative left the meeting.

### **20. In-Camera Session**

The PEC held an in-camera session.