



Parish Education Committee Meeting Minutes

March 13, 2025 – 6:30pm to 8:00pm (Virtual)

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

Staff Reps: Miss A. Hewitt, Ms. S. Montcalm

Invitees: Ms. Michelle Burns

Regrets: Ms. Annie Kaderly, Ms. Kathryn Percy, Mr. Dan Pires, Ms. Aileen Cheon-Hayes

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 February 6, 2025 minutes.

5. Review of Action Items:

(a) Facilities and Maintenance Matters

(b) Develop Succession planning Approach

(c) Prepare 5-year financial pro forma

(d) Continue to Develop Alumni relations Initiatives

6. Committee Reports

a) Pastor

- Waiting to hear back from the City re the dome in the school grounds.

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 – No report at this time.



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

g) Parent Participation – No report at this time.

h) Facilities and Maintenance

- There was a Work Bee on February 22. Parent volunteers were able to help at the church hall after the school tasks were completed.
- All estimates for the flooring and painting have been received. DP will go through them with the Principal and Fr. Lucca before presenting final suggestions to the PEC.

i) Marketing

- The official SFA Style guide has been located.
- Working to establish a budget for marketing through Facebook.
- Consider marketing the school to parents whose children participate in the ICSF Year End Soccer Tournament.

j) Staff Representative

- Celebration of Learning Conferences were a big success. The children loved sharing their work with their parents.
- Grade 2 recently received the sacrament of Reconciliation. Grade 7s are preparing for their Confirmation.
- Track and Field practice will start up again after Spring Break

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

- Spoke with a woman from an organization named Unplugged Canada. Would like to have her speak about reducing screen time for kids. More details will be provided at the next meeting



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School Budget Matters

7. Update on Fundraising Initiatives

- Fr. Lucca contacted the Italian Cultural Centre to book our second event date for the year. Due to very limited availability in December, November 30 was selected as the date for a Christmas lunch for the school and parish community.

8. Paying Vendors Using E-Transfers/EFT

- Looking at e-transfer payment for vendors instead of cheque for speed and ease of payment. More research is required.

9. Flooring and Paint Decisions

- As per the Facilities and Maintenance Report, all quotes for flooring and painting have been received and a shortlist will be created and presented to the PEC.
- The intention is to get the work done over the summer break as the scope of the job is not insignificant.

Upcoming Events

10. Debrief on Annual General Meeting

- AGM was held on February 20, 2025. There was lots of positive feedback after the meeting.
- It was recommended that at the next AGM each PEC member stands up and introduces themselves and mentions the name/s of their child/children and grade/s.
- It was also pointed out that sightlines were difficult for those who were seated at the back of the hall.

11. Update on Gala Planning and Logistics

- Sponsorship for the Gala is currently being worked on by the committee.
- Donations of gift cards, items, experiences or services that can be gifted to the school for the silent auction would be very helpful.
- Ask letters for sponsorship and auction items will be sent to the PEC for distribution to organizations and businesses that may be interested in supporting SFA.
- The parish will work to support the gala



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Other Business

12. PEC Election Process

- A nominating committee for PEC members will need to be established. Last Sunday in May is the election date. This process will be discussed further at the April meeting.

13. Updates on Maintenance Items

- Replacement of Kindergarten Windows: the original windows will need to be replaced as they are in disrepair. Approx. 6-8 windows in total will need to be replaced. The Principal will get a quote.
- School Aesthetics (Stucco, Fencing, etc.): the exterior of the school, especially on Venables Street, needs some work. There's not a lot of curb appeal and it would be great to make the school look more attractive.
- PEC to discuss maintenance work with respect to the school fence boundary, including budget and timeline, at subsequent meeting.
- Fire Alarm System: this is on hold because of the paint work that will need to be done first.
- Alarm System: currently looking at installing a new system. Principal received a quote and it's a big expense. More research is required.
- Phone System: like the fire alarm system, this is on hold because of the paint work that will need to be done first.
- There are some drainage issues in the school grounds that will need to be inspected and resolved.

14. Next meeting – April 24, 2025 (In-Person)

15. Closing Prayer

The Staff Representative left the meeting.

16. In-Camera Session

The PEC held an in-camera session.