



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

April 24, 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. Kathryn Percy, Ms. Heather Maciver, Mr. Dan Pires, Mr. David Koppe

Staff Reps: Miss A. Hewitt, Ms. R. Simoes

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

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 March 13, 2025 minutes.

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

- (a) Facilities and Maintenance Matters**
- (b) Prepare for PEC elections**
- (c) Develop Succession planning Approach**
- (d) Prepare 5-year financial pro forma**
- (e) Vendor payments using e-transfers/EFT**
- (d) Continue to Develop Alumni relations Initiatives**

### **6. Committee Reports**

#### **a) Pastor**

- The church tower is currently wrapped in scaffolding. There are quite a few problems with the tower and it has been fully assessed by an architect. The scope of work is such that the City of Vancouver will have to issue a permit for repairs. The current cost is estimated at C. 70K.
- At the school, numerous drainage issues in the grounds are being dealt with.
- Superdome. The City of Vancouver should be issuing the permit shortly. The City requires annual proof that there is no intent to build a permanent structure.



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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**
  - Report will be provided at the next meeting.
- 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**
  - There was a Work Bee on April 5. 12 volunteers attended and they were able to do some work at the Church after they were finished at the school.
  - All estimates for the flooring and painting have been received. DP will go through them with the Principal and Fr. Lucca before a decision is made.
- i) Marketing** – No report at this time.
- j) Staff Representative**
  - Easter Mass and egg hunt went well.
  - Grade 2 will receive the Sacrament of Communion this Sunday, April 27.
  - First Track meet is on Monday.
  - Lots of fun field trips coming up for some of the grades.
- k) Principal** – The details of the report were taken as read.



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### **School Budget Matters**

#### **7. Preliminary Funding Grant 2025-2026**

- The Grant has been received and it's lower than last year; this is consistent across all schools.

#### **8. Potential Tuition Discount for Large Families**

- A question was raised about a tuition discount for families with three or more children attending SFA. The Principal will do some research and report back to the PEC.

#### **9. Update on Fundraising Initiatives**

- Fr. Lucca has arranged for an SFA table at Italian Day on the Drive, which is on June 8. There are plans to sell hot dogs. Volunteers with Serving it Right certification are needed to help.

### **Other Business**

#### **10. PEC Election Process Action Items**

- A nominating committee for PEC members was established: the Chair and Vice Chair have volunteered for the committee.
- Last Sunday in May is the election date.
- CISVA has provided rules/guidelines for the election process.
- Information about the election will need to be posted in the church.

#### **11. Cambridge Uniforms Investigation**

- There have been some complaints from parents about the poor quality of fabrics from McCarthy Uniforms. There is interest in approaching Cambridge Uniforms. Some research is required.

#### **12. CISVA Policy Updates**

- There have been some recent updates to CISVA policies. The PEC has been provided with a summary of the changes.



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### **13. Update on Maintenance Items:**

- Information was previously provided in reports by the Pastor and Facilities and Maintenance.

### **14. Next meeting – May 22, 2025 (In-Person)**

### **15. Closing Prayer**

The Staff Representative left the meeting.

### **16. In-Camera Session**

The PEC held an in-camera session.