



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

May 22, 2025 – 6:30pm to 8:00pm at SFA

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

Staff Reps: Miss A. Hewitt, Mr. A. Colford

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

Regrets: None

### **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 April 24, 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**

- Superdome: there have been two meetings with the City of Vancouver. Still awaiting the permit, apparently there's currently a permit backlog. The City has yet to decide how frequently a temporary structure permit will need to be reissued.

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

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



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

**e) Treasurer**

- A Financial update will be provided in Item 7 (School Budget Matters).

**f) Special Events**

- The Gala at the Italian Cultural Centre on May 2 was a success. Still awaiting final figures.
- Some events still to come include the Grandparents' Tea, the Staff Appreciation Lunch and the Carnival.
- It was a struggle to get enough volunteers for special events this year. April and May are particularly challenging months with multiple events taking place.

**g) Parent Participation**

- Ample volunteer hours have been offered throughout the year. Parents with a significant number of unfulfilled volunteer hours will be charged a pro-rated fee.

**h) Facilities and Maintenance**

- There was a Work Bee on May 10. It was very productive and included a thorough cleaning of the staff room floor. Next Work Bee is on June 14.
- Considering having a dedicated Work Bee team to clean the Church and Hall.
- All estimates for flooring and painting have been received. Narrowed it down to two companies for flooring and two companies for painting. A flooring company was selected. Still waiting for a final decision on the painting company.
- The quote to replace the Kindergarten windows came in and it was very high. Waiting to get more quotes.

After discussion, the PEC resolved that: (a) each of Ms. Welsh, Principal, Father Lucca, Andrew MacDonnell, Treasurer, and Dan Pires, Facilities and Maintenance, be delegated the authority to collectively finalize and approve the terms (including costs) of the replacement of the windows in the Kindergarten classroom, and painting and flooring maintenance initiatives in the school; and (b) such persons are authorized and directed to take any and all such other steps or actions as may be reasonably necessary or desirable to give effect to the foregoing resolution.



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### **i) Marketing**

No report at this time.

### **j) Staff Representative**

- Very busy time of year at the school.
- Track meets are going well. CISVA meets are starting next week.
- Chess Club has just started and is proving very popular— lots of kids have signed up.
- A date needs to be confirmed for the postponed Sports Day.

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

## **School Budget Matters**

### **7. Finance Update/2025-2026 Budget**

- The 2025-2026 Preliminary Budget was presented by the Treasurer.
- Treasurer referred to the financial update as of April 30, 2025 presented with the meeting materials, which was taken as read. He reviewed the key line items and variations for actuals compared to budget. The PEC noted the report and discussion ensued.
- Treasurer then provided an update on the status of the 2025-2026 preliminary budget, noting that a draft of such budget would be provided to the PEC for its review and approval next week prior to the submission deadline of May 30, 2025. Discussion ensued and the PEC determined that, following its review of such budget, approval would be sought by consent resolution.

**MOTION by Chair:** Approve the 2025-2026 Preliminary Budget

**SECONDED by:** Heather Maciver

**VOTE:** Unanimous

**MOTION:** Passed

### **8. Update on Fundraising Initiatives**

- There will be a SFA table at Italian Day on the Drive, which is on June 8. Location will be between Grant and Kitchener Streets. There are plans to sell hot dogs ('Holy Dogs' and 'Holy Smokies'). Volunteers with Serving it Right certification are needed to help.



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May 22, 2025 – 6:30pm to 8:00pm at SFA

### **9. After School Club Compensation for Fridays**

- A question was raised about additional compensation for EAs who work at After School Club on Friday afternoons.

### **Other Business**

### **10. Update on PEC Elections and Special Permission (Treasurer)**

- Last Sunday in May is the election date.
- CISVA has provided rules/guidelines for the election process.
- Information about the election was included in both the school's Week at a Glance emails and the church bulletins.
- The Chair will contact CISVA to renew Special Permission for the Treasurer to continue in his role.

### **11. SFA Promotion/Involvement at Italian Day on the Drive**

- Already discussed

### **12. Replacement of Kindergarten Window**

- Already discussed.

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

- Already discussed.

### **14. Feedback on Parent Night**

- On Thursday, May 8, guest speaker Susie Lang-Gould presented "Connecting with Our Children". The Talk was well received by those in attendance. The Principal hopes to offer more presentations in the future.

### **15. Basketball Program Proposal**

- There has been a proposal by a school parent for a year-round basketball program once we have the Superdome. This idea will be revisited once the dome is in place.



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### **16. Proposed 2025-2026 PEC Meeting Dates**

- Vice-Chair has circulated proposed PEC meeting dates for 2025-2026. PEC members to respond by email.

### **17. Next meeting – June 19, 2025 (In-Person)**

### **18. Closing Prayer**

The Staff Representative left the meeting.

### **19. In-Camera Session**

The PEC held an in-camera session.