



Parish Education Committee Meeting Minutes

June 19, 2025 – 6:30pm to 8:00pm at SFA Church Garden

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

Staff Reps: Miss A. Hewitt, Mr. F. King

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

Regrets: Ms. Kathryn Percy

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 May 22, 2025 minutes.

5. Review of Action Items:

(a) Facilities and Maintenance Matters

(b) Prepare 5-year financial pro forma

(c) Vendor payments using e-transfers/EFT

(d) Continue to Develop Alumni Relations Initiatives

6. Approval of PEC members for 2025-2026

The PEC resolved that the following persons be appointed as members of the St. Francis of Assisi Elementary School Parish Education Committee for the 2025-2026 school year:

Matthew Langford:	Chair
Annie Kaderly:	Vice-Chair
Andrew McDonell:	Treasurer
Niamh Small:	Secretary
Heather Maciver:	Special Events
Dan Pires:	Maintenance and Facilities



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7. Committee Reports

a) Pastor

- Still awaiting the permit from the City of Vancouver for the Superdome. Once the permit has been issued, installation is very straightforward and can be completed quickly.
- An interim permit was issued for the church tower (for exploratory work).
- The SFA booth at Italian Day on the Drive raised C. \$2.5K.

b) Chair

- It has been a big year with lots to celebrate.
- Grateful to our new Principal who has been a wonderful addition to the school.
- Recent successes include the Gala and Carnival.

c) Vice Chair – No report at this time.

d) Secretary – No report at this time.

e) Treasurer

- We will likely end the year with a small surplus.
- Fundraising is expected to be on target.
- The SFA Savings Account currently has a healthy balance, which is required for cash flow.
- Over the past couple of years fundraising has helped to cover operational costs. This is not ideal in the longer term. If current trends continue, funds from the savings account will be required to cover operational costs.
- Best longer-term financial outlook involves increasing enrollment.
- More emphasis must be placed on bringing in new students to the school, with dedicated initiatives in place to achieve this goal.

ACTION: Brainstorm ways in which the school can effectively attract new students.

ALL

f) Special Events

- It was a struggle to get enough volunteers for special events this year. We will need more volunteers next year.



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g) Parent Participation

- No report at this time.

h) Facilities and Maintenance

- There was a Work Bee on June 14. Smaller turnout this time but got most things done.
- A parish Work Bee team to clean the Church and Hall once a month would be ideal; another option is a list of tasks at the parish which could be completed at each work bee once the school is done. (More mops and buckets are required at the parish for this task).
- Flooring and painting work at the school will start in July. Should be done by the end of the month.
- Kindergarten classroom windows: quotes are in and a supplier will be selected.

i) Marketing

- There is an SFA alumni newsletter that goes out on an ad hoc basis to a dedicated list.

j) Staff Representative

- Very busy time of year at the school with lots of events happening.
- Grade 7 Farewell was last Friday.
- Sports Day was held on Tuesday in the school grounds and was a success.

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

School Budget Matters

8. School's Savings Account Funds

- Already discussed.

9. Update on School Maintenance Projects (Flooring/Painting/Windows)

- Already discussed.



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10. Update on Modular Gym (Assembly/Rental Restrictions)

- The modular gym (Superdome) can be used for sports purposes only. SFA will not have permission to rent it out for events.

11. Purchase of Chromebooks for Grade 5

- Principal would like to purchase 10 Chromebooks for Grade 5 to replace those that are no longer usable.

The PEC then RESOLVED to approve the purchase of 10 Chromebooks.

Other Business

12. Proposed Special Events Calendar for 2025-2026

- A list of special events dates for the 2025-26 school year has been created and will be circulated by the Principal. There's a greater spread of events next year.

13. Parent Participation Concerns

- A couple of parents have requested the opportunity to complete their volunteer hours remotely (home etc.) rather than attend events at the school and church. Such opportunities already exist and are available through Special Events and Marketing roles.

14. Day Camps

- Day camps were not provided this past school year due to lack of available staff. It's currently unclear whether day camps will be available next school year.

15. 2025-2026 PEC Meeting Dates

- Vice-Chair circulated proposed PEC meeting dates for 2025-2026. There are two changes: September 11 is Meet the Teacher night at SFA — the new proposed meeting date is September 25. November 20 is the SFA Open House — the new proposed meeting date is November 6.



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16. Special Acknowledgements (Kat, Michelle, David and Aileen)

- We say goodbye and a big thank you to Kat Percy, Michelle Burns, David Koppe and Aileen Cheon-Hayes.

17. Closing Prayer