



Parish Education Committee Meeting Minutes

Sept 25, 2025 – 6:30pm to 8:00pm at SFA School library

Attending: Fr. Juan Lucca, Ms. Deborah Welsh, Mr. Matt Langford, Ms. Annie Kaderly, Ms. Niamh Small, Mr. Andrew MacDonell, Ms. Heather Maciver, Ms. Virginia Turco-Greyson

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

Regrets: Mr. Dan Pires

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 June 19, 2025 minutes.

5. Review of Action Items:

(a) Facilities and Maintenance Matters

(b) Vendor payments using e-transfers/EFT in Sept 2025

ACTION: Follow up at October PEC meeting | ALL

(c) Brainstorm ways to effectively attract new students —

ACTION: Speak to the parent who approached FL with ideas for SFA's social media.
| HM

(d) Continue to Develop Alumni Relations Initiatives — VTG now runs the Alumni Relations portfolio

6. Approval of PEC members for 2025-2026

The PEC RESOLVED that:

1. Virginia Turco-Greyson be appointed as a member of the St. Francis of Assisi Elementary School Parish Education Committee to hold the portfolio of Alumni Relations for the 2025-2026 school year; and



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2. 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
Virginia Turco-Greyson:	Alumni Relations

7. Committee Reports

a) Pastor

- Still waiting to hear back from the alarm company — the last step before a permit will be issued by the City of Vancouver for the Superdome.
- Will find out this week the cost for the church tower repairs. So far \$150K has been spent on exploratory work.
- Elevator repair work at the parish office started on Monday.
- The bricks at the parish are being inspected for any degradation.
- RCIA (The Rite of Christian Initiation of Adults) will begin on the first week of December.

b) Chair

- The remaining meeting dates for 2025-26 will be circulated after the meeting.

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.
- Enrollment must be a priority. Recommend that a strategy document should be created to plan initiatives that will support enrollment.

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

ALL



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f) Special Events

- The details of the report were taken as read.
- Struggling to find a venue for the Family Dance.

g) Facilities and Maintenance

- The details of the report were taken as read.

h) Alumni Relations

- The details of the report were taken as read.

i) Staff Representative

- Good start to the year.
- PE Programs — Volleyball and Cross Country — are doing well. The kids are being great and flexible about practice locations.

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

Financial Matters

8. Fundraising/Special Events

- The 90th and 80th anniversaries of the Church and School are coming up in 2026 which will be helpful for messaging vis-a-vis fundraising.
- \$1.5 - \$2 million is the estimate for necessary infrastructure replacements/upgrades at both the parish and school over the next 20 years.

9. Update Fundraising Protocol

- Walkathon, Gala and Grade 7 are the three main fundraising initiatives.
- As per CISVA rules, all funds must be funneled through the parish.

10. Walkathon 2025

- The school Walkathon is on October 10. New destination this year: Trout Lake.
- Funds will go towards a new volleyball net and basketball hoops for our modular gym.



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11. Volunteer Hours Payment in Lieu Rate

- Suggestions have been made to increase the opt-to-pay amount. To be discussed at the next meeting.

ACTION: Discuss a potential increase to annual payment in lieu of volunteering amount.

ALL

12. PEC Award/Grant/Bursary for Grade 7

- The school has multiple awards for academics etc. Considering a new award that recognizes effort or a bursary for a student continuing their education at a Catholic high school.

13. Emergency Lights Expense

- The emergency lights at the school, while functional, could be upgraded to something more modern. Some estimates will be sought by DW.

Other Business

14. Marketing/Alumni Relations Objectives

- VTG has put together an alumni list which can be uploaded to the school's Mail Chimp account. Alumni-specific emails can be sent advising of upcoming events such as the Christmas Market, fundraising etc. The hope is to grow the list.

15. Parent Swag

- Ball cap, hoodie, toque, and umbrellas are considered good options for swag.
- HM will ask Special Events volunteers for help in creating a swag committee. Graphic designers are needed.

16. Christmas Concert Planning

- The Christmas concert will take place on December 10 & 11 in the parish hall. On the 10th there will be both an afternoon and evening show (Primary & Grade 7). The concert on the 11th will be for intermediary & Grade 7.
- Mr. Sudar and his crew have great plans for decorating the hall!



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17. Uniform Concerns

- The quality of the uniforms has declined in recent years. The SFA Uniform Committee has a list of items that were discussed with a representative from Neat Uniforms, specifically: sweatpants with drawstring, kilts and skorts made with wool/cotton blends rather than polyester, all-cotton polo shorts, and t-shirts and shorts with logos that don't flake off after washing.

18. Hot Lunch Vendors

- A question was raised about Hot Lunch vendors. This will be revisited. No changes will be made in this school year.

19. Chairperson E-mail/SharePoint

- It is now mandatory for all Chairpersons to have a dedicated CISVA email address.

20. CISVA Policy Changes

- There have been some minor policy changes from CISVA. DW to circulate them to the PEC.

21. Education Leadership Conference

- There is a CISVA Education Leadership Conference on October 4. AK will attend this year.

22. Next Meeting – October 16, 2025 (In Person)

23. Closing Prayer

The Staff Representative left the meeting.

24. In-Camera Session

The PEC held an in-camera session.