



Parish Education Committee Meeting Minutes

Oct 16, 2025 – 6:30pm to 8:00pm at SFA School library

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

Staff Reps: Miss A. Hewitt, Mr. P. Teodosio

Regrets: Ms. Annie Kaderly

1. Welcome & Introductions

2. Opening Prayer

3. Approval of the Agenda

MOTION by AM: Approve the Agenda for this meeting

SECONDED by HM

VOTE: Unanimous

MOTION PASSED

4. Approval of the Minutes

MOTION by HM: Approve the September 25, 2025 minutes

SECONDED by AM

VOTE: Unanimous

MOTION PASSED

5. Review of Action Items:

(a) Vendor payments using e-transfers/EFT in September 2025

(Update to be provided at Item 6)

(b) Brainstorm ways to effectively attract new students (In progress)

(c) Speak to parent who approached Father Lucca with ideas for SFA social media

(HM spoke with this parent)

(d) Consider potential increase to annual payment in lieu of volunteering amount

(To be discussed at November meeting)

(e) Continue to develop marketing/alumni relations initiatives

(Update to be provided at Item 6)



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6. Committee Reports

a) Pastor

- Superdome alarm system has been approved in principle. Electrical Engineer is working on the drawing and will submit it as part of the building permit application. Possibility that Superdome could be in place by January, 2026.
- Had a meeting about the tower at the church. The permit has been issued and some quotes have been received. The most expensive quote to date is less than expected, which has been a pleasant surprise.
- Will be meeting with Fr. Rosemond from OLS in February re the joint school project.

b) Chair

- The CISVA AGM is in November. Will attend and provide an update.

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

d) Secretary – No report at this time.

e) Treasurer

- Working on the budget for the school year 2025/2026, due October 31 into CISVA.
- EFT payment: Need to find out more about the software being used by the SFA bookkeeper and what its capabilities are. SFA has a list of vendors that accept EFTs. Will connect with the bookkeeper and report back to the PEC at the next meeting

f) Special Events

- The details of the report were taken as read.

g) Facilities and Maintenance

- There is a Work bee on Saturday, October 18. Two volunteers will also go to the parish to do some work there.
- Reached out the Archdiocese to ask whether there are any rebates that would be beneficial to SFA.



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- There are some broken emergency exit signs at the school that need to be replaced. Looking at replacement options.

h) Alumni Relations

- The details of the report were taken as read.
- The Alum form is ready to go. Can be made available at the Church for distribution.

i) Staff Representative

- The Walkathon was a big success. Walked a new route this year. It was fun even with the inclement weather.
- Volleyball is going well despite not being at RayCam.
- Spirits are high among staff and students.

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

Financial Matters

7. 2026-2027 Preliminary School Budget

- Enrollment is down from last year.
- Finalizing the budget which will be submitted to CISVA by Oct 31.

Upcoming Events

8. ICC Christmas Lunch

- Christmas lunch will take place at the ICC on November 30.
- A classic Christmas buffet meal this year.
- Very festive celebration planned with games, crafts and caroling.
- Working on tickets prices to make them as accessible as possible for all families.

9. Gala Committee Update

- The Gala Committee met recently.
- Although a Gala manual exists there are plans to create a new one to pass along to future volunteers.
- Recruitment of volunteers has started.



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10. PEC/SFA Staff Christmas Party

- Currently working on a date and other details. ML and AK will provide an update at next meeting.

Other Business

11. Super Dome Update

- Already provided in the Pastor's report.

12. Parent Swag Committee Update

- Swag Committee is formed, and sourcing is underway. Working towards the November 23 Christmas Market for sales of umbrellas, toques and hats. Pre-orders for sweatshirts will be available at the market.
- Approached some suppliers to get quotes. Some committee members work in clothing retail which is very helpful.

MOTION by VTG: To approve a spend on SWAG items — amount to be determined by DW, AM and HW

SECONDED by DP

VOTE: Unanimous

MOTION PASSED

13. Recruitment Committee Update

- Committee has been established.
- Identified some targeted audiences.
- Establishing which marketing channels would be most effective to pursue.

MOTION by NS: To approve a spend of \$2000 on marketing initiatives to support recruitment initiatives

SECONDED by VTG

VOTE: Unanimous

MOTION PASSED



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14. 2026 Grade 7 Outdoor Education

- Exploring the option of a different venue for the Grade 7 Outdoor Education camp. Some more research required.

15. Next Meeting – November 6, 2025 (Virtual)

16. Closing Prayer

The Staff Representative left the meeting.

17. In-Camera Session

The PEC held an in-camera session.