



Parish Education Committee Meeting Minutes

Nov 6, 2025 – 6:30pm to 8:00pm (Virtual Meeting)

Attending: 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, Miss A. Lorenz

Invitee: Ms. Natalie Cartwright

Regrets: Fr. Juan Lucca, Ms. Annie Kaderly

1. Welcome & Introductions

2. Opening Prayer

3. Approval of the Agenda

MOTION by HM: Approve the Agenda for this meeting

SECONDED by VTG

VOTE: Unanimous

MOTION PASSED

4. Approval of the Minutes

MOTION by HM: Approve the October 16, 2025 minutes

SECONDED by VTG

VOTE: Unanimous

MOTION PASSED

5. Review of Action Items:

(a) Brainstorm ways to effectively attract new students

(In progress. Update to be provided at Item 6)

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

(To be discussed in Financial Matters)

(c) Continue to develop marketing/alumni relations initiatives

(To be discussed at Item 7)



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6. Recruitment Committee Update

- New committee has been hard at work.
- SFA needs to reach 215 students to get to the ideal number.
- Activities have been planned to generate awareness.
- Invested about \$1500 so far which can be increased, if necessary.
- Volunteers are distributing flyers locally including at daycares.
- There will be a dedicated social media campaign.

7. Committee Reports

a) Pastor

- Update about the Super Dome to be provided by the Principal at Item 14.

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

- Attended the CISVA AGM and provided a brief update to the PEC.

c) Vice Chair – No report at this time.

d) Secretary – No report at this time.

e) Treasurer

- The preliminary budget for the 2025-2026 school year was submitted to CISVA prior to the October 31 deadline.
- Payroll system is working well, and the bookkeepers are confident in the program. No need to change to a different company at this point.
- Tuition fee payment: considering offering monthly payments only.
- Bus expenses are growing; need to assess the future of bussing at SFA.

f) Special Events

- A new local venue has been secured for the Family Dance and planning is well underway.
- Committees have been formed for the Carnival, Grandparents' Tea and Staff Appreciation Lunch.



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g) Facilities and Maintenance

- There was a Work Bee on Saturday, October 18. Next Work Bee is on November 15.

h) Alumni Relations

- A Mailchimp template has been created for sending emails to alumni. First email will be sent out next week with details of upcoming events including the Open House, Christmas Market, Christmas luncheon etc.
- Still adding to the list of alumni.

i) Staff Representative

- Halloween was so much fun and the Grade 7s did a wonderful job with the pumpkin patch.
- Saints Dress Up Day was great.
- Girls Volleyball just finished. Boys are about to finish up.
- Grade 3 will be leading the Remembrance Day Assembly.

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

8. Parent Swag Committee Update

- Great response to the swag survey. Over 100 families responded.
- Umbrellas, toques and hats will be available to purchase at the Christmas Market.
- Will likely need more money to order the swag.

Financial Matters

9. Compensation Package for CISVA Employees (2026-2029)

- The members reviewed the CISVA Compensation Package.
- The intent is to remain competitive with colleagues in the public system and attract and retain staff.

10. Tuition Rates and Payment Options

- CISVA tuition ranges for the 2026-2027 school year: the minimum for Category 1 is \$445 per month though \$490. Rates be discussed at the December meeting.
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11. Bus Transportation

- Already discussed.

12. Tuition/Fee Schedule Adjustment Request

- Defer to the December meeting when the Pastor is present.

Upcoming Events

13. PEC/SFA Staff Christmas Party

- The Chair and Vice Chair are planning a new way to celebrate the SFA staff. Looking at changing the party from a dinner to a breakfast or lunch. Updates to come.

Other Business

14. Super Dome Update

- Application was sent to the City of Vancouver recently. It has been approved in principle.
- The Pastor has been liaising with the modular gym company about possible dates for assembly. It's looking likely that the work will be done over Spring Break, which will result in minimal disruption for students.

15. Replacement of School Telephones

- The school phones are unreliable and need to be replaced.
- Waiting to hear back from Rogers — not yet sure what the cost will be.

16. CISVA Policy Review

- The PEC reviewed the CISVA policy on Education Committee Responsibilities as a reminder of what the obligations and expectations are from each member.



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17. New Family Interviews

- Every year the Principal meets with new families in December. This year there are plans to include the Pastor and a member of the PEC in these meetings. It would be good for families to hear from a variety of stakeholders about SFA life, expectations etc.

18. Next Meeting – December 4, 2025 (Virtual)

19. Closing Prayer

The Staff Representatives left the meeting.

20. In-Camera Session

The PEC held an in-camera session.