



Parish Education Committee Meeting Minutes

Dec. 4, 2025 – 6:30pm to 8:00pm (Virtual Meeting)

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

Staff Reps: Miss A. Hewitt, Miss T. Pratley

Invitee: n/a

Regrets: Ms. Niamh Small, Mr. Dan Pires

1. Welcome & Introductions

2. Opening Prayer

3. Approval of the Agenda

MOTION by AK: Approve the Agenda for this meeting

SECONDED by HM

VOTE: Unanimous

MOTION PASSED

4. Approval of the Minutes

MOTION by HM: Approve the November 6, 2025 minutes

SECONDED by AK

VOTE: Unanimous

MOTION PASSED

5. Review of Action Items:

(a) Brainstorm ways to effectively attract new students

(To be discussed at Item 7)

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

(To be discussed at "Finance Matters")

(c) Continue to develop marketing/alumni relations initiatives

(To be discussed at Item 6)



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6. Committee Reports

a) Pastor

- Paperwork for the modular gym has been submitted to the COV. Over the Christmas Break, will repair the drainage on the blacktop near the Gr. 2 portable. Levelling and asphaltting the blacktop is required for the installation of the modular gym and is expected to occur in spring 2026.
- Parish tower update provided.
- 2026 is the 90th anniversary of SFA Parish and the 80th anniversary of SFA School.

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

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.

f) **Special Events** – The details of the report were taken as read.

g) Facilities and Maintenance (report provided by proxy)

- All tasks completed at the last Work Bee on November 15, 2025; the next Work Bee is December 13, 2025.

h) **Alumni Relations** – The details of the report were taken as read.

i) Staff Representative

- The children are practicing and are excited to perform the Christmas Concert on December 10 and 11, 2025. Volleyball season has concluded. Basketball will start in the New Year.

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



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7. Recruitment Committee Update

- Alumni registration is available on the SFA website.

8. Parent Swag Committee Update

- SFA branded ball caps, umbrellas, and toques are available for sale.

Financial Matters

9. Tuition Rates for 2025-2026

- The members reviewed the draft projected tuition rates proposed.

10. Timing and Payment Options for Tuition

- The members discussed the benefits and disadvantages of the two methods of tuition payment: monthly and lump sum and impact on the school.

11. Activity Fees for 2025-2026

- Discussion regarding the current Activity Fees of \$110 for grades K through 3 and \$160 for grades 4 through 7.

Upcoming Events

12. PEC/SFA Staff Christmas Party

- To be mindful of the staff's schedules and holidays, a catered breakfast will be hosted for PEC/Staff in place of an evening Christmas party.

Other Business

13. Super Dome Update

- Discussed above.

14. Spring Break Camp

- Deferred to later date.



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15. Facilities and Maintenance Matters

- **Repainting Hopscotch Lines:** Deferred to later date.
- **Grade 2 Projector Replacement:**

MOTION by ML: Approve the purchase of replacement projector

SECONDED by HM

VOTE: Unanimous

MOTION PASSED

Motion to approve purchase of 3 projectors made by Matt, delegating authority to AM and DW to determine the final price.

- **Principal's Room Window Replacement**
- **Flooring (2 Stair Landings, Grade 3 and Grade 7 Classrooms)**
- **Grade 2 Portable Roof**

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.

17. **Next Meeting** – January 15, 2026 (in person, SFA library)

18. Closing Prayer

The Staff Representatives left the meeting.

19. In-Camera Session

The PEC held an in-camera session.