



St Mary's School

Parish Education Committee

MEETING MINUTES – February 21, 2024

Meeting Name:	Parish Education Committee Monthly Meeting			
Date of Meeting:	February 21, 2024	Start Time:	6:40pm	
Location:	School Staff Room	End Time:	8:10pm	
Chair:	Dale W.	Minute Taker:	Alphonsine S.	
1. Attendance				
Present:			Guests:	Regrets:
Dale W. – Chairperson	Sheldon P. – Treasurer	Fr. Gio - Pastor	Delaine W. - Teacher	Elaine M. - Fundraising
Jeanine S. – Principal	Dave H. - Maintenance	Melissa G. – Society Delegate		
Alphonsine S. – Parent Participation/Secretary	Giorgia Q. – Vice Chairperson			
2. Opening Prayer	<ul style="list-style-type: none"> • CISVA Faith Formation (Jeanine) • Opening Prayer (Dale) 			
3. Approval of Agenda	Approved: Dale	Second: Giorgia		
4. Approval of Minutes	Approved: Melissa	Second: Dave		
5. Member Reports				
Who:	Notes:			
Principal	Report attached.			
Teacher	Delaine W. <ul style="list-style-type: none"> • Chromebooks have arrived • Teachers have asked to remind PEC members about confidentiality. “Little ones ears are open.” 			
Pastor's Remarks	Fr. Gio <ul style="list-style-type: none"> • Appreciates the school support on Ash Day • Hopes Archbishop Miller will give a go ahead for the adoration chapel Giorgia <ul style="list-style-type: none"> • Looking at the shortage of teachers in CISVA , suggests it would be great to start having a talk with graduating Catholic (SJB) students about career opportunities in Catholic Education. 			
Treasurer	See Board Report.			
Fundraising	See Board Report. <ul style="list-style-type: none"> • Fundraising Group used to be but people during meetings were not active in terms of bringing idea. • There is a need to have it back in order to support Fundraising coordinator 			

Maintenance	Dave <ul style="list-style-type: none"> Nothing new to say Tony suggested that all classes floors need to be done
Parent Participation	See Board Report
Society Delegate "Pick a Policy"	See Board Report
Old Business	
Microphone Cost	Sheldon <ul style="list-style-type: none"> The most expensive mic will cost \$879, less expensive one \$219. Motion made in January for buying mic was for \$750. A new motion must be made to amend the previous one (due to the increase in cost \$750 to \$1100)
MOTION: Sheldon makes a motion to buy microphones and stands up to \$1100. Seconded by Giorgia <p style="text-align: center;">ALL IN FAVOR: YES</p>	
Projector Update	<ul style="list-style-type: none"> Tabled for next Meeting, Fr.Felix was not present.
Tech Committee	Giorgia <ul style="list-style-type: none"> Set up of new Chromebook. Update of Chromebook: general setting recommended by school. Should we delegate the update and setting task to a particular individual? Physical cleaning of Chromebook is an easy task that will be done through parent participation opportunity.
Outdoor Equipment	Dale <ul style="list-style-type: none"> Sarah's list of outdoor equipment includes: Pole (tether ball) and soccer nets(2 medium size and 1 large size)
MOTION: Dale W. makes a motion to purchase soccer nets for a total cost \$300. Seconded by Giorgia <p style="text-align: center;">ALL IN FAVOR: YES</p>	
Strategic Plan Workshop Dates	Giorgia <ul style="list-style-type: none"> Should be after spring break and when everyone is available. Between April 10 and April 17? Elaine confirms that April 17 was better Workshop is booked for April 17 at 6pm
New Business	
BS/ASC Tuition Rates	Dale <ul style="list-style-type: none"> Increased with majority approval.

IGE	Jeanine <ul style="list-style-type: none"> 2 students are ready to join our school. 	
PEC Election Committee	Dale <ul style="list-style-type: none"> Dave will be the leader. 	
Facebook Group Business Advertising	Members <ul style="list-style-type: none"> Facebook page to be a place where parents and their business are supported. We can put a callout to families with business and create a business directory. Maybe create a spreadsheet for families with business. Giorgia proposes to have a policy stipulating what we do and don't, to avoid any bad surprises. 	
Canada Post Community Foundation Grant	Giorgia <ul style="list-style-type: none"> Deadline is March 7 Our school can be eligible for Project Grant(maximum \$5,000) Projects eligible: playground equipment, Kids Who Can 	
Action Item:	Person Responsible:	Deadline:
Apply for the Project Grant(max \$5,000) and send it to Johanna, for Preschool, and Fr Gio for Parish indigenous group	Giorgia	March 7
Adding "PRESCHOOL" to bus for additional awareness (Johanna)	Dale <ul style="list-style-type: none"> Adding "Preschool" to promote our preschool: YES 	
<p>MOTION: Dale W. makes a motion to allocate \$300 for adding "PRESCHOOL" to bus for additional awareness.</p> <p>Seconded</p> <p style="text-align: center;">ALL IN FAVOR: YES</p>		
Action Item:	Person Responsible:	Deadline:
To contact Tracy for adding "PRESCHOOL" to bus	Melissa	Next meeting
8. Closing Prayer	Fr Gio	
Next Month's Agenda Items		
In Camera – Yes 4 Items		
Upcoming PEC Meeting Dates: March 27, 2024.		

**February 21, 2024
Principal's Report
St. Mary's Parish Education Committee**

Enrolment

Our enrolment numbers as of today are detailed below, *with projections for next year in red:*

Figures as of today, February 21, 2024.

K	22	<i>25</i>
1	27	<i>25</i>
2	19	<i>25</i>
3	22	<i>22</i>
4	23	<i>23</i>
5	22	<i>27</i>
6	16	<i>22</i>
7	18	<i>16</i>
Total	16	<i>18</i>
	9	<i>5</i>

18 students are Indigenous

Kindergarten/Grade 1 has 22 Kindergarten students and 2 Grade 1 students
Grade 1/2(K) has 14 Grade 1 students and 7 Grade 2 students
Grade 1/2(P) has 11 Grade 1 students and 12 Grade 2 students
Grade 3/4 has 22 Grade 3 students and 7 Grade 4 students
Grade 4/5 has 16 Grade 4 students and 11 Grade 5 students
Grade 5/6 has 11 Grade 5 students and 16 Grade 6 students

One new student is enrolling in Kindergarten this week.
A grade 6 student who had left for Middle School returned last week.

There have been numerous new family tours since the last PEC meeting.

IGE is proposing two Grade 3 Korean students (twins) with more potentially enrolling.

We are probably just going to send home the remaining registration packages that haven't been picked up yet (17).

Spiritual Events

- We had a school-led Mass on Sunday, February 11th - choir did super well under the supervision of two grade 7 students (Mrs. Netzlaw was away)
- We are grateful that there was an addition parish morning Mass on Ash Wednesday, as it would have been VERY long for the school children otherwise

- Masses for Confirmation and First Communion candidates are happening over the next two Sundays
- Confirmation retreat will be held here, March 1st
- We will pray the Stations of the Cross together on the last Friday before Spring Break (and again on Holy Thursday)

In the Classroom and Around the School

- Some amazing talent shared during the Talent Show - a big thank you to Mrs. Choboter and Grade 7 for arranging this
- Our Spirit Week was a big success - something to keep in mind if we have another year when Ash Wednesday falls during Catholic Schools Week
- Many thanks to Mrs. Tyzio and helpers (both staff and students) for serving an amazing breakfast to seniors from the parish
- Many thanks to Mrs. Olivares and the Grade 5/6 class (plus some adult helpers) for hosting Pancake Breakfast on Shrove Tuesday
- Classes are learning their songs for the musical - thanks to Mrs. Choboter for leading extra music classes, including the whole school songs
- New Chromebooks have arrived; we will need team to get them set up

Extra-Curricular

- Grade 6/7 boys and girls have basketball games with St. James this week
- The Grade 4/5 girls had a volleyball game here on Tuesday
- Musical rehearsals continue - many hours being put in by Mrs. Weberg and Mrs. Olivares!
- We now have a Book Club meeting on Mondays at lunchtime.
- This Friday we are hosting Ready, Set, Learn! for future (and potential) Kindergarten students - Mrs. Chiappetta has arranged for a variety of specialists to take part (such as Speech-Language, Public Health nurses, Fraser Valley Child Development Centre) - we do receive a \$1225 grant to put this on; anything left over goes to resources for Preschool and Kindergarten

Staff News

- Teachers attended the Catholic Educators Conference last Thursday and Friday - always wonderful to hear some inspiring speakers, including the opening keynote, Fr. Leo Patalinghug, and having the Papal Nuncio to Canada, Archbishop Ivan Jurkovic celebrate the closing Mass (along with many priests, including Fr. Gio!)
- I attended a Behaviour Threat Analysis workshop on February 6, and will be attending a Digital Threat Assessment workshop on February 27 - I am required to upgrade these every 3 years
- Ms. Foster and I will be attending a CISVA session on assessment and reporting on February 28
- Our superintendent, Sandy Marshall, is hoping to visit the school on February 29 - there are just 10 CISVA schools she hasn't visited yet this year

Treasurer's Report

In the last month:

- Family Rates confirmed for school year 2024-25
- Funds of \$150K paid back to the parish as school is projected to be positive cash flow till the school term ends.
- Chrome books purchased in the month of Feb'24.

Upcoming:

- Quarterly meeting with Parish Finance committee to review cash flow.
- Jordan principal first installment funding forecasted to be received in Mar.

Fundraising Report

In the last month:

- N/A

Upcoming:

- Parking Lot Fundraiser - Still need more volunteers March 16th we have 66 of 100 volunteers, with some time slots full. Need volunteers for the following times 645-900am 1-3pm and 3-5pm March 17th we have 49m of 60 volunteers, with some time slots full. Need volunteers for the following time slot 0745-10am. **Can I get access to facebook for marketing this or can someone who has access post about it more?**
- Spring Salad - Met with Pat Symes last week. We are waiting on the speaker's confirmation. Once we have that confirmed we can start marketing and make the registration link live. Since the CWL has agreed to partner with the school we will be sharing the profit. They will get 25% which will go towards youth ministry the remainder will go towards St. Mary's
- Golf Tournament - Breanne has started planning. We need the sponsorship letter updated and approved by Jeanine (Working on this and will have it emailed to Jeanine by Thursday the latest)
- PFG Meeting March 7th 7:00 pm via zoom (Zoom link needs to be created and shared with families) Will be co-hosted between myself and Breanne H.
- I would like to bring a suggestion for the 2024/2025 school year when it comes to fundraising. Thoughts on having a designated PFG that meet weekly and coordinate all the fundraisers for the year as a group? It worked really well at St. Catherine's and I'm bringing this forward because having it dependent on only a few people every year is just not realistic. Basically, we would put out the request and see how many parents would be interested. They would automatically be granted their hours for the year given that they would be the ones coordinating all the events. The group consisted of 8-10 dedicated parents and together they would coordinate each event from planning, to volunteers, to sponsorships, licenses etc. Whoever does Fundraising for next year would overlook the group

and the approval of financials. We should also have a dedicated section somewhere in the school storage for fundraising where we can store all of our fundraising materials. Doing this will help lower our costs when it comes to planning because we have a lot of things, but somehow get missed and end up being purchased again.

Parent Participation

- We have the list of St Mary's families and the list of remaining Parent Participation Opportunities (with requested details) for the current school year. The next step is to meet with the OnVolunteer representative, Mr. Dionisio, to set up the new platform.
- Jeanine, Chrystal and I would like to have that meeting next week (Feb 26-March 2nd), Jeanine will contact OnVolunteer to see if that will work.
- Parking Lot Fundraiser opportunities are available. Most of the shifts are filled except morning shifts (less than 50%) on both days March 16 & 17, same as the 1-3pm shift on Saturday 16.