



# St Mary's School

## Parish Education Committee

### MEETING MINUTES – October 25, 2023

<b>Meeting Name:</b>	Parish Education Committee Monthly Meeting			
<b>Date of Meeting:</b>	October 25, 2023	<b>Start Time:</b>	6: 40 pm	
<b>Location:</b>	School Staff Room	<b>End Time:</b>	9:00 pm	
<b>Chair:</b>	Dale W.	<b>Minute Taker:</b>	Giorgia Quadrelli	
<b>1. Attendance</b>				
<b>Present:</b>			<b>Guests:</b>	<b>Regrets:</b>
Dale W. – Chairperson	Sheldon P. – Treasurer	Fr. Felix M. – Assistant Pastor	Delaine W. - Teacher	Fr. Giovanni S. - Pastor
Jeanine S. – Principal	Dave H. - Maintenance	Melissa G. – Society Delegate		Dave Homme - Maintenance
Elaine M. - Fundraising	Giorgia Q. – Vice Chair	Alphonsine – Parent Participation		
<b>2. Opening Prayer</b>				
Fr. Felix				
<b>3. Approval of Agenda</b>				
Approved as amended: Dale		Second: Melissa		
<b>4. Approval of Minutes</b>				
Approved: Dale		Second: Giorgia		
<b>5. Member Reports</b>				
<b>Who:</b>	<b>Notes:</b>			
<b>Principal</b>	Please see attached report			

<b>Teacher</b>	<p>Delaine W.</p> <ul style="list-style-type: none"> <li>- Need update on microphone and stands purchase. Delaine to send us some specifics (model/etc.). PEC to vote and purchase before the next meeting. Are these going to be parish, school or shared purchase?</li> <li>- Staff requested permanent projector for the gym. Two options to investigate: permanent equipment attached to the wall/ceiling or a new portable model. Need cost comparison. Fr. Felix to look into options.</li> <li>- Update on Chromebooks purchase: Jeanine and Delaine to get feedback from primary teachers on the need for tables before going ahead with purchase of Chromebooks. Primary classes do not use Chromebooks. Giorgia to initiate purchase process once requirements are clear.</li> <li>- Staff requested creation of a tech committee to set up licenses, clean up profiles and set up parameters for access and restrictions, plus physical clean up of equipment (devices and carts).</li> <li>- Upstairs colour printer is out of order – need quotes for replacement in case it can't be fixed. Jeanine to provide updates on repairs</li> <li>- Music – currently no music instruction. Mrs. Choboter is requesting the music program to be reinstated by either hiring a specialist or adjusting EAs schedules to allow Mrs. Choboter to teach. Ms. Gillespie no longer covering grade 7 class during music lessons. Jeanine offered to teach music to primary classes.</li> <li>- Freezer located in the hallway by gym change rooms – can they be used by staff? They seem to have been included in commercial kitchen equipment list and kept empty. Giorgia to investigate</li> <li>- Outdoor equipment – can we allocate some funds towards purchase of new items? Delaine to provide a list of items</li> <li>- Picnic tables – staining yet to be completed. Misunderstanding over availability of painting supplies. Too cold now to paint them outside.</li> </ul>
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ACTION ITEMS	Person Responsible:	Deadline:
Send examples of models for stands and microphones	Delaine	ASAP
Explore projector options	Fr. Felix	Next meeting
Colour printer – get replacement quotes if repair not possible	Jeanine	Next meeting
Provide Giorgia with exact numbers of tablets and Chromebooks required for this year	Delaine/Jeanine	ASAP
Send out call for Tech Committee as volunteer opportunity	Alphonsine	ASAP
Find out freezer use	Giorgia	ASAP
Outdoor Equipment list	Delaine	Next meeting

<b>Pastor's Remarks</b>	<p>Fr. Felix</p> <ul style="list-style-type: none"> <li>- Fr. Giovanni in Montreal with Francesco. He will be back on Sunday. First Communion meeting last night with enrollment mass set for Nov 5<sup>th</sup>. Confirmation meeting coming up soon. Installation Mass for Fr. Giovanni on Nov 19<sup>th</sup>. Everyone is encouraged to come.</li> </ul>
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<b>Treasurer</b>	<p>Sheldon</p> <ul style="list-style-type: none"> <li>- See attached report</li> <li>- Budget was presented for approval and discussed. If all Jordan Principle funds come through, we are looking at a \$75K budget deficit.</li> </ul>
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**MOTION:** Sheldon moves to approve the budget as presented, for a total of \$2.2M with an approx. parish subsidy in the amount of \$63,000.

**Secoded by Dale**

**UNANIMOUS: MOVED**

<b>Fundraising</b>	Elaine - See attached report		
<b>Maintenance</b>	- See attached report		
<b>Society Delegate "Pick a Policy"</b>	October 2023 <ul style="list-style-type: none"> <li>• <a href="#">Student Health (Policy 406)</a></li> <li>• <a href="#">Student Abuse and Neglect (Policy 405)</a></li> </ul>		
<b>Old Business</b>			
<b>School Marketing</b>	- Melissa and Sheldon had initial discussion and will send out a "Values Exercise" which will then be shared among different stakeholders		
<b>Parent Survey</b>	- Dale will send out an email summarizing results.		
<b>Infrared Electrical Scan</b>	- Yet to be completed, hopefully by next week.		
<b>Gym doors</b>	- Doors were inspected and repairs are not possible. Replacement quote was received for approx. \$9,000.		
<b>Action Item:</b>			
	<b>Person Responsible:</b>	<b>Deadline:</b>	
Forward gym door replacement quote to Fr. Giovanni and Steve Ralph	Giorgia	ASAP	
<b>Class Sponsorships</b>	Melissa - Need 4 more sponsors. Need announcement after Mass		
<b>Strategic Planning</b>	Session planned for this evening (in lieu of New Business) is canceled due to lack of time		
<b>New Business</b>			
	N/a		
<b>8. Closing Prayer</b>	Fr. Felix		
<b>Next Month's Agenda Items</b>			
<b>In Camera – Yes 2 items</b>			
<b>Upcoming PEC Meeting Dates: November 22, 2023.</b>			

**September 21, 2023**  
**Principal's Report**  
**St. Mary's Parish Education Committee**

**Enrolment**

Our enrolment numbers as of today are detailed below:

**Figures as of today, September 21, 2023.**

<b>K</b>	<b>22</b>
<b>1</b>	<b>26</b>
<b>2</b>	<b>19</b>
<b>3</b>	<b>22</b>
<b>4</b>	<b>23</b>
<b>5</b>	<b>24</b>
<b>6</b>	<b>15</b>
<b>7</b>	<b>17</b>
<b>Total</b>	<b>168</b>

19 students are Indigenous

Kindergarten/Grade 1 has 22 Kindergarten students and 2 Grade 1 students

Grade 1/2(K) has 13 Grade 1 students and 6 Grade 2 students

Grade 1/2(P) has 11 Grade 1 students and 13 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 12 Grade 5 students

Grade 5/6 has 12 Grade 5 students and 15 Grade 6 students

We will potentially be welcoming another Kindergarten student and another Grade 1 student in the next few weeks.

**Spiritual Events**

- We have had 2 school Masses so far; such a blessing to have both priests concelebrating
- We appreciated the blessing for students and staff at the first Mass

- Grade 1 and Grade 2 are separating for Christian Education - Ms. Kessler takes all of the Grade 1 students, while Mrs. Prost is with Grade 2 (it's important that the teaching of First Reconciliation and First Eucharist are given enough time and detail)
- Mrs. Prost attended the first Elementary Faith Development Facilitators' Meeting of the year (there are three in all - these meetings are run by the Director of Evangelization and Catechesis, to help someone from each school bring matters of faith back to the staff)

### **In the Classroom and Around the School**

- We had quite a good turn-out for the Welcome Back BBQ/Curriculum Night
- The students on the whole have adjusted well to the new school year.
- Feedback from new students and parents has been very positive - they often comment on the welcoming atmosphere
- This is a time of teaching procedures, doing assessments, getting to know one's class and their capabilities

### **Extra-Curricular**

- Practices have started for Volleyball, Soccer and Cross-Country. Everything gets going very quickly!
- Our choir is not quite as large as it was this time last year; we lost some grade 7 students who were mainstays. However, we have a number of Grade 3s who are excited to join for the first time. Right now, we are also competing with Altar Server Training!
- Some choir members will be singing *O Canada* at the Chilliwack Chiefs opening game on Saturday

### **Staff News**

- We are looking forward to welcoming more EAs to our staff thanks to the Jordan's Principle funding
- My first Principal Pro-D will be next week - this year, the focus will be on helping us negotiate legal issues, such as conducting investigations if complaints are made. Principals had the opportunity to submit questions in advance, and apparently there are many! This first Pro-D will be with all of the Catholic Independent Schools of BC principals.



**October 25, 2023**  
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**St. Mary's Parish Education Committee**

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We have a Grade 7 student returning to the school November 1st.  
We will be losing a Grade 5 Indigenous student on November 11th (moving).  
We will be losing a Grade 2 student on November 3rd (moving).

We gained a Grade 1 student this month (moved from Abbotsford).  
We will be gaining a Grade 2 student in January (moving from Vancouver).

**Spiritual Events**

- We had a good turn out of choir members and lectors for our October Sunday school-led Mass.
- The school choir has been singing each week at Wednesday Mass. At Father Gio's request, we are doing the territory acknowledgement, offertory procession and prayer to St. Michael at each Mass.
- We had a Living Rosary prayer service on October 13th - we aim to have one spiritual assembly each month, in addition to Masses.
- Excellent attendance at the Confirmation meeting on October 17th.

- Commitment Mass will be on Sunday, October 29th.
- Average attendance at the First Sacraments meeting last night.
  - Enrollment Mass will be on Sunday, November 5th, which is a school-led Mass.

### **In the Classroom and Around the School**

- Parent-Teacher interviews were quite well-attended this year, especially on Thursday night. Several favourable comments about being able to sign up online (and not too many glitches!).
- From a school perspective, we are pleased with the new photo company - haven't heard any feedback from parents, which usually means all is well.
  - we will do our Yearbook through this company as well - much more affordable, follows the privacy laws, can be submitted later in the year.
  - Grades 6 and 7 are going to have a Yearbook Club, and we also have some parents working on other parts.
- Several field trips this month to pumpkin patches!
- Grade 5/6 and 7 attended the annual St. John Brebeuf Volleyball Tournament today, playing against students from St. James and St. Catherine's. High school students were here a couple of times in the last month to give students extra volleyball instruction.
- Grade 4 and Grade 7 are in the midst of FSA testing.
- We are looking forward to our annual Games Night, Orange and Black Colour Day on Hallowe'en and the All Saints dress-up day.

### **Extra-Curricular**

- Cross-Country has ended, but basketball and volleyball practices and games continue. We were able to have some home games for soccer. Our teams have done well.
- Several students have participated in "floor curling" as an extra-curricular sport.
- Next up will be basketball!

### **Staff News**

- Mrs. Poama had a baby girl on September 23rd.
- Our new EAs are settling in nicely.
- The Principal Pro-D that I referred to last month was informative - the three lawyers shared information about procedures that need to be followed during investigations (both staff and student related) and case studies that showed the importance of following policy and procedure.
- We are awaiting news of the compensation package for 2024/25 and beyond - this will be announced after the Archbishop returns from the Synod in Rome (early November)



- This year I have my summative principal review, and you are all asked to contribute to my growth plan process - watch for an email.