



St Mary's School

Parish Education Committee

MEETING MINUTES – December 13, 2023

Meeting Name:	Parish Education Committee Monthly Meeting				
Date of Meeting:	December 13, 2023	Start Time:	6: 40 pm		
Location:	Jeanine Sallos - House	End Time:	9:45 pm		
Chair:	Dale W.	Minute Taker:	Elaine Monteiro		
1. Attendance					
Present:				Guests	Regrets
Dale W. – Chairperson	Sheldon P. – Treasurer	Fr. Felix M. – Assistant Pastor	Fr. Giovanni - Pastor	Francesco	Alphonsine – Parent Participation
Jeanine S. – Principal -	Dave H. - Maintenance	Melissa G. – Society Delegate			
Elaine M. - Fundraising	Giorgia Q. – Vice Chair				
2. Opening Prayer	Fr. Giovanni				
3. Approval of Agenda	Approved: Elaine		Second: Melissa		
4. Approval of Minutes	Approved: Sheldon		Second: Elaine		
5. Member Reports					
Who:	Notes:				
Principal	Please see attached report				
Teacher	Delaine W. <ul style="list-style-type: none"> - Emailed Sarah regarding playground equipment, no response - No teachers replied to email regarding tablets/pads for classrooms - Grade 5 to receive new chromebooks - Play auditions are Monday and Tuesday, theme of play to be determined over Christmas break - Reconciliation concerns, grade 4 and 5 could hear what was being said, teachers would like more confidentiality 				
ACTION ITEMS			Person Responsible:	Deadline:	
Order Chromebooks for 5/6			Giorgia	ASAP	

Pastor's Remarks	Fr. Giovanni <ul style="list-style-type: none"> - No remarks everything going great, been busy so haven't been able to visit classes - Kitchen situation is improving, so please use it - Going ahead with the construction phase for the playground/shop will disappear and a chapel will be added, offices will be expanding as well - Add the language of the people to outdoor signage with English underneath - Christmas parade was great, next year wants a huge banner with our name 		
Treasurer	Sheldon <ul style="list-style-type: none"> - See attached report - Met with Steve everything's going great, on the right path waiting for November 30th financials from Lori 		
Fundraising	Elaine <ul style="list-style-type: none"> - See attached report - Look into Heritage Parking Fundraising Event - Connect with Jenna regarding Oktoberfest financials, offer support 		
ACTION ITEMS		Person Responsible:	Deadline:
Contact Rhonda regarding Heritage Parking Lot Fundraiser		Elaine	ASAP
Reach out to Jenna, offer support		Elaine	ASAP
Maintenance	Dave <ul style="list-style-type: none"> - See attached report - Denis called regarding electrical 200 amps of service. We need to upgrade the power source to be addressed to the parish, Pat Symes will give you a list of volunteers that may be willing to come and assess the situation. - Tony called and mentioned carpet in Mr Seiler's class needs to be replaced, has a tear and old with stains contact carpet 1, get quoted. - Plumbing toilet leaks, Tony suggested having a valve installed inside the school to allow staff to quickly shut off the water, and asked Tony to call a plumber to get quotes. - Father Gio would like to have 1 tree cut back at the front of the school. Dave to price it out. 		
ACTION ITEMS		Person Responsible:	Deadline:
Connect with Pat Symes to get volunteer list from Parish		Dave	ASAP
Contact carpet 1 for a quote		Dave	ASAP
Price out tree removal		Dave	ASAP
Society Delegate "Pick a Policy"	December 2023 <ul style="list-style-type: none"> • Admissions (Policy 401) • Family Statement of Commitment (Policy 411) <ul style="list-style-type: none"> ◦ Annex A: Family Statement of Commitment (document for families to sign) • Application Re-registration Parish Schools (Policy 403) • Learning Resources (Policy 433) 		
Old Business			

Registration Packages	<ul style="list-style-type: none"> - Wording of field trips should be changed to bus activities - Lori would like consistency of withdrawal dates - Chrystal to update spoke language at home - Fees - CISVA guidelines suggested that 2024/2025 383-426 in terms of elementary fees proposed number is 3.75% 376 single at 3.75% 390. - Bus fee is currently 5% on a flat rate / public transportation zone based on kms increase fees based on kms or have another percentage increase. Buses cost around 60k a year to run 5% increase. 33 will be 25. - Sheldon tuition motion - increase by 3.75 % each band of students dale second all in favor - Sheldon bus motion - increase by 5% dale second all in favor 		
Motion: Approval of Tuition increase by 3.75%	Approved: Sheldon	Second: Dale	
	All in favor: Yes		
Motion: Approval of Bus Fee increase 5%	Approved: Sheldon	Second: Dale	
	All in favor: Yes		
New Business			
POS	<ul style="list-style-type: none"> - Not working, it was purchased years ago, it's owned by godaddy. To replace device is around 1k, Dale will call company to get more information (See email from dale with details) 		
ACTION ITEMS		Person Responsible:	Deadline:
Call company to get more information on POS		Dale	ASAP
Staff Appreciation	<ul style="list-style-type: none"> - Staff appreciation gift - order gifts cards same as last year each teacher gets \$25 Motio by Dale Seconded by Elaine All in favor: Yes 		
Motion: \$1000 total \$25 per teacher	Approved: Dale	Second: Elaine	
	All in favor: Yes		
Grant	<ul style="list-style-type: none"> - Giorgia wants to add a grant for Canada post, the deadline is Feb 14t - Would like to have a task force of people to see what we can apply for. 5 / 15/ 50 - Elaine to reach out to parent who emailed in september regarding grants 		
ACTION ITEMS		Person Responsible:	Deadline:
Reach out to parent volunteer who was interested in grant applications		Elaine	ASAP
8. Closing Prayer	Fr. Giovanni		
Next Month's Agenda Items	TBD		
In Camera – Yes 1 item			
Upcoming PEC Meeting Dates: January 25, 2024			

December 13, 2023
Principal's Report
St. Mary's Parish Education Committee

Enrolment

Our enrolment numbers as of today are detailed below:

Figures as of today, December 13, 2023.

K	22
1	27
2	18
3	22
4	23
5	23
6	15
7	18
Total	168

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 6 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 12 Grade 5 students
Grade 5/6 has 11 Grade 5 students and 15 Grade 6 students

We will be gaining a Grade 2 student in January (moving from Vancouver).

Inquiries for Kindergarten 2024-25 have started coming in.

Spiritual Events

- Advent wreaths were blessed and distributed on December 1st, and are now being used in the classrooms.
- Our Mass on December 2nd was very well attended - we had so many choir members!
- I will be waiting until January to talk to the parish pastoral council re: the Screenagers movie and the pro-life talk

In the Classroom and Around the School

- Christmas is in the air - classes are preparing for the evening Advent Prayer Service (December 20th) - I frequently hear them practicing their class songs.
- Excitement is building for our Christmas activities (lunch, shop, singalong)
- Some classes have sung at the Bradley Centre and Valleyhaven homes
- Grade 7 CandyGrams kept them busy, and they raised over \$500 for the hampers. They will be doing their big hamper shop next Tuesday.
- Printer Update: the model we were going to get was discontinued; however, there is a similar (newer) one which Columiba will give us for the same price. It is on backorder until January; in the meantime we have a loaner printer (just black and white).

Extra-Curricular

- Not too much happened in December, but we did have a Grade 4/5 volleyball game at St. James, and our kids did very well.
- More basketball will resume in January, including the SJB Little Cub Classic on January 12 (for Grade 7)
- Some students have formed a dance team under the supervision of Mrs. Choboter (at lunchtime). They will perform at the Christmas Singalong.

Staff News

- Teachers and EAs had our staff retreat on Friday, December 8th. Most were able to attend Mass; our day was divided into spiritual time, community building and charitable work - or as I like to refer to it, “pray/play/pay (it forward)”.

St Mary's School Parent Education Committee Agenda Board Report - DECEMBER 2023

Treasurer's Report

In the last month:

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Upcoming:

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Fundraising Report

In the last month:

- Purdy's raised \$689.33
- Poinsettias raised \$1005.50
- Mini Trees raised \$100
- Total Christmas Fundraising **\$1794.83**
- There has been some correspondence with Jenna regarding the lack of communication from Oktoberfest. We still don't know how much was raised and missing numbers for gaming grants. There should be a system in place for running events, the PEC should have full control of the budgets. I was asked for no approvals this year or given any information. (New so if anyone has suggestions or knows something I don't I would appreciate the support and feedback)

Upcoming:

- Waiting for final Oktoberfest numbers - Once I have that I can input into my fundraising budget tracker and see where we are at. Based on the numbers I will have a general idea of what kind of fundraising event to hold next spring and send out a parent survey.
 - Parking lot fundraiser March 2024 - waiting for more details
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Maintenance Report

In the last month:

- Dennis - more comments on the electrical capacity. This item should be addressed by the Parish Council... capital improvement.

Upcoming:

- Tony - asking for new carpet in Mr. Seiler's room
 - Tony - looking for installation of shut off valve near office. More accessible in the event of a leak.
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Society Delegate's Report

Pick a Policy:

- [Admissions \(Policy 401\)](#)
 - [Family Statement of Commitment \(Policy 411\)](#)
 - [Annex A: Family Statement of Commitment \(document for families to sign\)](#)
 - [Application Re-registration Parish Schools \(Policy 403\)](#)
 - [Learning Resources \(Policy 433\)](#)
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Additional Reports

In the last month:

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