

**St. Paul School  
Parish Education Committee  
Minutes of the Meeting  
Tuesday, December 6, 2016**

**Present:** Mrs. Maureen Moorehead                                 Mr. Kelsey Mah  
              Dr. John Yun   Mr. Trevor Henry  
              Mr. Michael Cam    Mr. BK Kwee  
              Mr. Herb Wong   Mrs. Angelica Revillosa

**Absent:** Fr. Dennis Luterbach, Mrs. Nicole Kelly

Meeting began at 7:04pm with an opening prayer and reading from Pope Francis's Laudato Si "Unbridled technology".

Minutes from November 2016 meeting: motion to pass the previous minutes of the meeting was put forward by Mr. Kelsey Mah and seconded by Mr. Michael Cam.

**Chairperson's Report**

Dr. John Yun thanked all members who attended the CISVA PEC evening workshop held last November 23rd.

**Principal's Report**

- **Report cards home**  
Mrs. Maureen Moorehead reported the report cards were sent home last December 1<sup>st</sup>. With the redesigned curriculum, the report cards look different compared to the past. She also indicated that they have received positive feedback and valuable comments which will be looked at and incorporated as deemed necessary in the next reporting.
- **Code Yellow lockdown drill**  
Mrs. Maureen Moorehead reported that a code yellow drill has been conducted at the school. Code yellow is initiated when the threat is outside the school and no one is permitted to enter or exit the building. School Liaison Officer Constable Alan Poon has participated in the drill which went extremely well.
- **Three way conferences**  
Mrs. Maureen Moorehead reported that the three way conferences were held last November 25<sup>th</sup>. The conference was held at the gym this time for greater privacy. Each student was allotted a conference time of 10 minutes. Positive feedback has been received with the new set up. There were some feedback from parents stating that they were not given the opportunity to look at the work of the kids in their respective classrooms during the conference.

- **Reconciliation parent meetings; First Confession on December 15<sup>th</sup>**  
Mrs. Maureen Moorehead reported that the Reconciliation parent meeting for Grade 2 parents has started last November 30<sup>th</sup>. First Confession is scheduled on December 15<sup>th</sup>. Holy Communion is scheduled earlier for Grade 2 students this time and will be held end of February.
- **Christmas production Legend of the Christmas King**  
Legend of the Christmas King production will be held on December 13<sup>th</sup>. There will be two shows, 1:30pm and 7:30pm. Historically, there has been more turn out for the 7:30 pm show. In prior year, it has been reported that there has been issues with seat reservations wherein a family will reserve seats for other families which resulted to have the first few seat rows reserved. Mrs. Moorehead will send out an email to all families to observe line up protocol and to reiterate that seats can be reserved for their immediate family members only.

### **Pastor's Report**

No report

### **Member Reports**

- **Staff**

No report

- **Maintenance**

Mr. Kelsey Mah brought up the maintenance of the borders around the mulch area of the playground. The options are replacement of the borders with chicken wire, replacement with anti-slip borders or application of non-slip coating. Application of non-slip coating costs around CAD\$1,300, has to be reapplied every two years and with a drying period of 24 hours. This project will be deferred until the construction of the new church.

To start the process of designing the playground, Mr. Kelsey Mah will bring about three playground vendors to present next year at the PEC meeting.

- **Treasurer**

Mr. Herb Wong presented the Statement of operations for the period ending November 30, 2016. The statements does not include the CAD32k spend to purchase IT equipment and will be reflected in the next month's statement.

- **IT**

Mr. Michael Cam reported that purchase was made for 42 iPad units and covers and two charging stations. The iPads were purchased from Best Buy who offered CAD\$80 mark down per iPad; this offer saved us a total of CAD\$3k after tax.

Mr. Michael Cam also reported that the drums for the two coloured printers are up for replacement. The drums will not be replaced yet at this point as it is still functional. They will continue to monitor and replace as necessary,

- **Parent Participation**

Mr. BK Kwee has reported that they have sent letters to three parents doing Bingo participation. The letters layout details of why they are being fined. Two of the parents came back with reasonable reasons and these letters will be rescinded.

- **New business**

With the wild winter season this year, Mrs. Maureen Moorehead discussed the snow call process. Decision to close/open school on a snow day involves Fr. Luterbach, PEC members and Mrs. Maureen Moorehead. Given proximity of their homes to the school, Mr. John Yun and Mr. Michael Cam will visit the school and assess the situation with Fr. Luterbach.

Meeting adjourned at 7:55pm with a prayer.

**Next meeting: Tuesday, January 10<sup>th</sup> at 7:00 pm**