

**St. Paul School  
Parish Education Committee  
Minutes of the Meeting  
Tuesday, November 13<sup>th</sup>, 2018**

**Present:** Dr. John Yun  
Mrs. Maureen Moorehead  
Mrs. Nicole Kelly  
Mr. Michael Cam  
Mr. Herb Wong  
Mr. Kelsey Mah  
Mr. Trevor Henry  
Mr. Mark Acosta  
Mr. Angelica Revillosa

**Absent:** Fr. Dennis Luterbach

Meeting began at 7:01pm with an opening prayer.

Minutes from October 2018 meeting: motion to pass the previous minutes of the meeting with minor addition to include 630 pm Mass time under the Parish Council update was put forward by Mr. Michael Cam and seconded by Mr. Kelsey Mah.

### **Chairperson's Report**

Dr. John Yun reported that he attended the CISVA AGM last November 8<sup>th</sup>. Below are the main items discussed at the AGM.

- PEC Meditation – we are obliged by the Archbishop to do the meditation.
- Each school should have plan to earthquake proof the school building. Every member of the PEC is conscientiously bound to make necessary steps to earthquake proof the school building. As PEC members, we are legally and morally bound, individually and as a group if a student is hurt during an earthquake. Dr. John Yun or Mrs. Maureen Moorehead will call CISVA to inquire if there is a consultant engaged by CISVA so we can determine whether the same consultant can be hired by the school.

Dr. John Yun asked Mrs. Angelica Revillosa to check the PEC election date.

### **Principal's Report**

- **Recent Events**

Mrs. Maureen Moorehead reported the following events:

- Parent volleyball night last October 19<sup>th</sup>
- Clarissa Guevarra attended Foundation of Faith
- Volleyball tournaments and playoffs
- Walkathon Assembly last October 19<sup>th</sup>
- Three-way conferences last November 2<sup>nd</sup>
- Spirit Day last November 3<sup>rd</sup> at Chandos Pattison Auditorium in Surrey
- Kinder Hearing and vision screening last November 6<sup>th</sup>
- Remembrance Day assembly last November 9<sup>th</sup>
- CISVA Networking day last November 23<sup>rd</sup>

- **Walkathon Fundraising**

Mrs. Maureen Moorehead reported that we were able to raise a total of CAD64,527.80 from the walkathon.

- **Time limit for us of old uniform**

When we started with Top Marks, it was originally stated that we would give families two years to changeover to the new uniform. This timeline ends in June. Discussions were made for forgiveness for Grade 6-7 families next year. Given the fact that if a Grade 7 family purchases the new uniform, it will be only used for a year. On the other hand, a purchase for a grade 6 student will be used for a couple of years, therefore it makes more sense to only allow Grade 7 families to use the old uniforms next year. Kindergarten to Grade 6 students to use new uniforms from Top Marks.

- **School to cover cost of Grade 7 Farewell celebration?**

Grade 6 families are continuing to raise money to pay for the Grade 7 farewell celebration, with a goal this year of CAD1,200 to cover the cost of food. School provides CAD300 for decorations. If the school covers the cost of the food and puts a cap on it, then there is no need for fundraising and the school can better control the tendency to “out-do” previous year’s celebration. The proposal is for the school to pay a maximum of CAD1,500 towards the Grade 7 farewell celebration (roughly 170 people attend the celebration; comes out to approximately CAD9/per person). Historically, Grade 6 families fundraise for Grade 7 farewell celebration at the annual parent volleyball night. Going forward, the annual volleyball night will be used to fundraise for other initiatives like earthquake proofing fund, etc. Mr. Herb Wong raised a motion for the school to provide CAD1,500 funding for the Grade 7 farewell celebration. The motion was seconded by Mr. Michael Cam.

- **Fire inspection**

Richmond Fire last October Non-compliance issues are as follows: remove kick stands from doors; discontinue use of extension cords and multi-plug adapters (discussed below by Mr. Kelsey Mah); empty storage area under south stairwell; rearrange furniture in music portable for easy exit; creation of Fire safety plan with a registered consultant. Fire safety plan consultant, Bob Furlong was hired by both Parish and school to create the plan. He will visit this Friday to do walkthrough. Total cost of CAD2,500 will be shared with the Parish. Fr. Luterbach has already approved.

## **Pastor’s Report**

No report.

## **Member Reports**

- **Staff**

No report

- **Maintenance**

Mr. Kelsey Mah discussed the Fire Department non-compliance findings relating to the use of extension cords and multi-plug adapters. Quotes to do the wiring connections as

proposed by the Fire Department were received from Nightingale (CAD3,165 plus GST plus permit fees) and from Sparky Electric Inc. (CAD6,965). There will be 2 quad lines installed per classroom. A motion was raised by Mr. Kelsey Mah to have Nightingale to do the wiring connections for CAD3,165 plus GST and permit fees. The motion was seconded by Mr. Michael Cam.

Mr. Kelsey Mah also reported that the mechanical door lock of the main door is currently not working. The current system is old and can no longer be repaired. A quote from Citiloc Systems Ltd. was received for CAD3,942.62 for a new mechanical lock system. Mr. Michael Cam suggested to look at the option of having a magnetic lock instead of mechanical lock and see if this is a better and cheaper option before proceeding.

Mr. Kelsey Mah reported that he will attend the Asbestos training this Saturday.

- **Treasurer**

Mr. Herb Wong reported that for the period ended October 31, we have CAD37,633 surplus; walkathon proceeds have been reflected in the October statements.

- **IT**

Mr. Michael Cam reported that the implementation of iPads software is now completed. One Chromebook has been added to Google device setting, however, the IT team is still awaiting for feedback from the teachers if further changes are required prior to implementation.

Mr. Michael Cam also reported that the WIFI issue experienced last week has been addressed. We have now switched to a faster WIFI with Shaw without increase in cost. WIFI has been split into two to lessen the internet traffic.

- **Parent Participation**

Mr. Mark Acosta reported that he will be seeking approval from Fr. Luterbach not to have bingo next year for the below three dates:

April 18 – Holy week  
October 31 – Halloween  
December 26 – Boxing Day

- **Update from Parish Council**

No report.

Meeting adjourned at 8:03pm with a prayer.

**Next meeting: Tuesday, December 11<sup>th</sup> at 7pm**