

**St. Paul School
Parish Education Committee
Minutes of the Meeting
Tuesday, May 14th, 2019**

Present: Fr. Dennis Luterbach Mr. Herb Wong
 Dr. John Yun Mr. Mark Acosta
 Mrs. Maureen Moorehead Mrs. Angelica Revillosa
 Mrs. Nicole Kelly Mrs. Karen Jew

Absent: Mr. Michael Cam, Mr. Kelsey Mah, Mr. Trevor Henry

Meeting began at 7:02pm with an opening prayer “Hearing and Doing”.

Minutes from April 2019 meeting: motion to pass the previous month’s minutes of the meeting was put forward by Mr. Mark Acosta and seconded by Mr. Herb Wong.

Chairperson’s Report

• **Seismic Upgrade Update**

Dr. John Yun raised a motion to hire Bush, Bohlman, & Partners LLP to provide structural engineering services relating to the seismic upgrade project of the school building. Mr. Mark Acosta seconded the motion. 3 members in favour; one against. Fr. Dennis Luterbach was against the motion, the reason being due to three members absent during the meeting.

Dr. John Yun discussed the committee members’ attendance at the monthly PEC meetings. The committee decided that a PEC member missing 3 meetings during the school year will be sent a letter requiring explanation for absences. The Vice Chairman will be responsible in sending the letter requiring explanation to the Pastor and PEC Chairman.

Revised Financial Policy Manual – Dr. John Yun discussed the significant change in new budget guideline which requires the school to have a line for School Building Redevelopment Fund. Going forward, a minimum 5% of the amounts raised from fundraising initiative will go to Capital Improvement fund.

Online banking/payment for the school is discussed; one of the advantages of implementing online banking/payment is less administrative work issuing cheques and organizing tuition fee cheques for deposits on a monthly basis. Mr. Herb Wong will look at the fees to be charged by the bank to the school. This will be implemented if the fee is minimal. Mr. Herb Wong later on confirmed via email that the bank fees will increase up to CAD150 per month. He recommended to implement online banking/payment.

Principal's Report

- **Recent and Upcoming Events**

Mrs. Maureen Moorehead reported the following events:

- Successful parent education evening last night
- Grade 6 & 7 boys and girls to Abbey/Queen of Peace
- First Holy Communion
- Planning Day
- Lockdown Drill with RCMP
- Track and Field season started
- Sexuality and Your Child night
- EWS Drill
- Kinder Mass in new church
- Early Learning Assessments
- Two track meets
- Solemn Communion

- **Staff Update**

Mrs. Maureen Moorehead reported that two new teachers have been hired: Miss Monica Rumpel for Music and Mrs. Maylin Fraser for Learning Support. Both are part time positions.

- **Replace blinds in all classrooms**

Mrs. Maureen Moorehead mentioned that quotes are being sourced to replace blinds in the classrooms. The current blinds are old and either don't work or have been repaired several times. In addition, the students are unable to view lessons on smartboard due to classroom being too bright. Estimated cost is ~12,000. We currently have money available in this year's budget for this replacement.

- **Uniform Discussion with Staff**

Mrs. Maureen Moorehead discussed the following proposed changes to the uniform policy:

- Girl's uniform: Girl dress pants (navy blue, optional) only permitted between Thanksgiving and Spring Break
- Boys' Uniform
 - Dress shorts (navy blue, optional) not permitted between Thanksgiving and Spring Break
 - No ankle or no-show socks permitted
- Shoes: All black shoes with good support. No sandals, no heels, no boots or ankle boots.

A motion to approve the above proposed changes to the uniform policy has been raised by Mr. Mark Acosta and seconded by Mr. Herb Wong.

- **Learning Support Proposal for Extra Services**

In an effort to provide fair and professional support to the families of students requiring additional educational services/assessments, Mrs. Karen Jew provided an overview of the current policy for when children require extra special education to support them (Speech Language pathologist/Occupational Therapist/Behaviour Consultant/Teacher for

the Deaf and Hard of Hearing, etc.). These services are provided by outside contracted practitioners who are hired to work with the students and are paid accordingly.

A snapshot of the fees a typical child with diverse learning needs may incur in a given school year was also provided.

Discussion during the meeting focused mainly on how the services are paid for. The fees are typically shared between the family and school on a case by case basis. However, there have been some inconsistencies on what each family pays. Some families pay for most of the services required while others nothing.

In order to prevent perception that a family is favoured over another family, it was proposed that the process is formalized to the PEC level to allow for a wider selection of decision makers. Prior to doing this, Mrs. Maureen Moorehead will do more research and look at how other schools in the CISVA is dealing with this.

Pastor's Report

There are 6 nominees running for election. Election is scheduled on the May 25/26 after each of the Masses. Fr. Dennis Luterbach will ask Mrs. Christina Estrada to run the election.

Member Reports

- **Staff**

No report

- **Maintenance**

No report

- **Treasurer**

Mr. Herb Wong reported that for the period ended April 30, 2019, we have a surplus of CAD186k. At a later time via email, Mr. Herb Wong confirmed that the term deposit amounting to CAD893,000 is the Chancery deposit. He also confirmed that the stale dated cheques in the bank reconciliation amounting to CAD17k is reconciled at yearend.

Mr. Herb Wong reported that the Board of Directors accepted the explanation provided by St. Paul's Parish relating to the school's outstanding receivable from the Parish of CAD50,733 included in the 2017-2018 audit. The Board is satisfied that the amount can now be written off from the school's books. PEC members acknowledge the write off of the outstanding receivables from the school's books.

- **IT**

No report

- **Parent Participation**

No report.

- **Parish Council Update**

No report.

- **Other Business**

Not applicable

Meeting adjourned at 8:50 pm with a prayer.

Next meeting: Tuesday, June 11th at 700pm