

**St. Paul School
Parish Education Committee
Minutes of the Meeting
Tuesday, January 12, 2021**

Present:	Fr. Thomas Smith	Mrs. Louveign Secord
	Mrs. Maureen Moorehead	Mr. Ricky Bravo
	Dr. John Yun	Mr. Kelsey Mah
	Ms. Clarissa Guevara	Mr. Joseph Lo
	Mrs. Carolyn Law	Mr. Mark Acosta

Meeting began at 7:00 pm with an opening prayer led by Fr. Thomas Smith.

Motion to pass minutes from the December 2020 meeting was put forward by Mr. Mark Acosta and seconded by Mr. Kelsey Mah.

Chairperson's Report

No report

Principal's Report

Mrs. Maureen Moorehead reported on the following events:

Recent/Upcoming Events:

- The school's first fire drill of this year took place on Friday, January 8, 2021. The entire school participated and it was a success. Students and staff were in their cohorts and all Covid protocols were in place.
- Class Masses continue every Wednesday at 9:30 am with individual class cohorts in the Parish Centre rooms 1 & 2.
- School confession continue every Friday morning
- Dress-Down Day on Friday, January 15, 2021 is Black Shirt Day. Students are encouraged to wear black shirts in support of anti-racism. Black shirt day would be "an international day of education and discussion around the history of racism and the ongoing fight for civil rights fought by Black and racialized Canadians."
- Professional Development Day on Monday, January 18, 2021. The St. Paul staff will be working on assessments and evaluations.
- Communicating Student Learning (report cards) is going out on Friday, February 5, 2021

Tuition Rates

Tuition rates were raised for the school year 2020-2021 by an increase of \$20/month for 1 child, \$32/month for 2 children, and \$38/month for 3+ children. St. Paul school is currently in the low range of tuition rates according to the CISVA. Mrs. Maureen Moorehead raised the question of whether another increase is necessary for the school year of 2021-2022. Fr. Thomas Smith shared that he feels raising in smaller

increments over time are less harsh than a large increase. Mr. Ricky Bravo reported that our school budget is currently in good standing and therefore a raise in tuition fees is not required at the moment. Mr. Ricky Bravo suggested that an update to inform school families regarding a freeze on tuition fees be put into the school tuition package. Mrs. Maureen Moorehead agreed that was a good idea.

Kindergarten Interviews

Interviews for new kindergarten families will be taking place on Tuesday, March 2, 2021. We will be able to facilitate in-person, Covid-safe (plexiglass, distancing) interviews. Mrs. Maureen Moorehead feels that it is better to be able to meet families face-to-face. One PEC member is requested to be in attendance during the interviews. Mrs. Louveign Secord committed to being attendance. Fr. Thomas Smith was requested to also be in attendance, but only if his schedule allows him. Mr. Mark Acosta committed to being the second PEC member to be in attendance if Fr. Thomas Smith cannot attend.

New kindergarten families orientation will not be in person, but rather a table can be set up in the parish centre.

8-Day Leave Request from Ms. Michelle Carroll

Ms. Michelle Carroll has requested for 8 days of unpaid leave to return to Ireland to visit her parents, who had recently tested positive for Covid-19. This extended time off allows for quarantine upon her return. The dates are March 29 to April 1 (4 days) and April 6 to April 9 (4 days). Mrs. Maureen Moorehead said that because these are extenuating circumstances and that we do have a teacher-on-call available, this can be possible. Dr. John Yun shared that if Mrs. Maureen Moorehead thinks we can manage, he is in agreement. Mr. Kelsey Mah added that a negative Covid-19 test is now required before boarding to enter Canada.

Mrs. Dos Santos is Expecting!

Mrs. Dos Santos is expecting her first child, with the due date at the end of June. Mrs. Dos Santos will be away all of the next academic year. Hiring for her maternity leave replacement will take place in the Spring, for the 2021/2022 academic year.

Technology Request

A new laptop is requested by Mrs. Dos Santos, who is due for a replacement in 7 months. Because Mrs. Teodosio is going on maternity leave in February 2021, purchasing Mrs. Dos Santos' laptop early will allow Mrs. Teodosio to keep her computer until she returns from maternity leave. This will also help Mrs. Teodosio to facilitate the new incoming teacher in Grade 2.

Mr. Ricky Bravo said that Mrs. Dos Santos' replacement laptop is budgeted for September 2021, the next school year. Mr. Joseph Lo indicated that Apple Macbooks have a long shelf-life, and the next replacement laptop can be pushed back to accommodate the early purchase of this one. Mr. Joseph Lo added that we can purchase a Macbook Air; it is sufficient and less expensive than the Macbook Pro.

A motion was passed to approve the early purchase of a Macbook Air was put forward by Mr. Ricky Bravo and seconded by Mr. Joseph Lo.

Students in Temporary Transition Option

No return date has yet been determined by CISVA as to when the Temporary Transition students who continue to learn from home will return to in-person learning.

Maternity Leave Replacement for Grade 2

Ms. Jennifer Wu will take over the Grade 2 class on February 8, 2021 and Ms. Cassie Comerford will begin in Kindergarten on the same day.

Pastor's Report

Christmas Mass was one week, and it was successful. Fr. Thomas Smith added that he is happy to see the parishioners coming to the parish for communion and confession, dressed in their Sunday Best. He would like to encourage people to continue coming out, and that necessary precautions are being taken to make it Covid safe.

Member Reports

Staff

No report

Maintenance

No report

Treasurer

No report. Mr. Ricky Bravo will run through the next month's financial statement with the other members at the next PEC meeting.

IT

- Mr. Joseph Lo reported that two of the ordered access points that were supposed to come in over the holidays have yet to arrive. One has been ordered from Amazon Prime (arrived), but two more are in transit from a third-party seller on Amazon. Once they arrive, he will have them installed on the first floor of the school. Mr. Ricky Bravo asked when the billing from Shaw will be changed after the upgrades and Mr. Joseph Lo said that the new rate should be active now, once the upgrade is done.

- Fundscrip is going well. So far approximately 50 families have registered and 28 have made purchases. To date, we have accrued a donation of \$106.50 for the parish. Some Families have questions regarding delivery of gift cards, and they should be redirected to Fundscrip, since they are handling shipping.

Parent Participation

- Mrs. Louveign Secord reported that the parent volunteers who take dirty towels home need to wait until 3:30 pm after school to get them. The parents are asking if the towels can be left outside the school for pickup? Mrs. Maureen Moorehead said that towels will be ready for pickup by 3:15 pm on Fridays. The parent volunteers can coordinate their student pickup time to coincide with towel pickup time.
- Mrs. Louveign Secord reported that there is some concern about having parent volunteers clean the iPads, due to risk of damaging them. Can the students themselves clean the iPads after use? Mrs. Maureen Moorehead suggested training the parent volunteers to properly clean the iPads and that she will look into a safe and appropriate cleaning medium and product.
- Mrs. Louveign Secord also reported that Mr. Kelsey Mah's work party already cleans the students' plexiglass 1-2 times per month. Mrs. Maureen Moorehead feels that this is not enough since iPads are high-touch items. She suggested that parent volunteers come in on the Saturdays that the work party is not there. Mrs. Louveign Secord will refer to the calendar to come up with a schedule.
- Mr. Mark Acosta reported that he has gotten 39 responses from parent volunteers from the Google sheet survey: 34 families are willing to make a \$300 donation and 7 families are willing to help canvass for donations for the fundraiser. Mrs. Louveign Secord added that some families have already made donations and some have started. Letters have already been written and sent to Fr. Thomas Smith and to the parents.
- Mrs. Louveign Secord reported that we will be using the 32Auction website since it is simple to use and will cost less than BitBeacon. She asked how we will be accepting payment, since the auction website will require a PayPal account. Fr. Thomas Smith mentioned that the parish has a Bingo account but would like a separate account to be used. Dr. John Yun suggested that Angela may be contacted regarding a separate account.

Parish Council

No report

The meeting was adjourned at 8:10 pm with a closing prayer.

Next meeting: Tuesday, February 9th, 2021 at 7:00 pm.