

**St. Paul School**  
**Parish Education Committee**  
**Minutes of the Meeting**  
**Tuesday, March 9, 2021**

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

Meeting began at 7:08 pm with an opening prayer led by Fr. Thomas Smith.

Motion to pass approval of minutes from the February 2021 meeting was put forth by Mr. Joseph Lo and seconded by Mr. Ricky Bravo.

**Chairperson's Report**

Dr. John Yun will be circulating an updated report regarding the school's seismic upgrade at the next PEC meeting. This report will then be passed to the parish council, who will essentially be overseeing the project.

**Principal's Report**

Mrs. Maureen Moorehead reported on the following events:

**Recent/Upcoming Events**

- Catholic Educators Conference (CEC) was held on Feb. 11, 2021. The conference was held online with attendance by approx. 1600 educators. The conference went well, there were activities all day, and Bishop Baron was a keynote speaker.
- Communicating Students Learning (CSL) was distributed on Feb. 5, 2021. It was the first formal progress report distributed, with the next one going out in June.
- Ash Wednesday: there was a school-wide Mass, and teachers helped to distribute ashes to students by sprinkling onto the head
- Pink Shirt Day: anti-bullying day was on Feb. 24, 2021
- Spring Break: the school is closed from Mar. 15 to Mar. 26, with the teachers and students coming back on Mar. 29.
- Holy Week: the week we return from spring break. The school will observe Holy Thursday. On Thursday there will be a video of the Last Supper. Each class will be doing their parts for the Stations of the Cross. Thank you to Father Thomas Smith for leading us through Holy Week.

**Kindergarten Interviews**

Interviews were held on March 2, 2021. Thank you to Father Thomas Smith and Mrs. Louveign Secord for your time in conducting the interviews with Mrs. Maureen

Moorehead. There are 22 spots to fill, with 26 families who have applied: 16 spots offered to parishioners, 3 spots offered to Catholic families from another parish, and 3 spots offered to non-Catholic families. Families have not yet accepted or declined.

### **Ms. Michelle Carroll update**

Ms. Carroll has cancelled her trip to Ireland

### **Library Proposal**

A proposal letter was sent to the PEC members prior to the meeting regarding an overhaul and update of our current school library. Some important points of the needed update include (but not exclusive to):

- Library space is not being used to its full potential
- Goal is to update the look, content, and organization of the library
- Return the library to status of being the central learning hub of the school
- Two teachers will be doing the work of a teacher librarian outside of their work hours (evenings, weekend, summer holidays)

This a tantamount undertaking that will take numerous hours which will be overseen by Mrs. Nicole Kelly and Ms. Jennifer Wu. Ideally, this should happen between May - August so that the library can re-open by the third week of September. The estimated startup is approx. \$3500. A stipend will need to be calculated and included continuously as Mrs. Nicole Kelly and Ms. Jennifer Wu will give their time for the following:

- Clear library shelves
- Sort books to keep or discard
- Oversee the completion of records and distribution of discarded books
- Re-categorizing placement of books
- Set-up of new display areas
- Learn a new system for cataloging new books, book exchange, etc.
- Purchasing and cataloging new books
- Updating library blog on a weekly basis
- Oversee shelving of books
- Update bulletin boards and displays
- Being a contact for library parent volunteers and teachers
- Purchase of new books

Dr. John Yun designated Mr. Ricky Bravo to come up with a budget and timeline so the PEC can go over the financial requirements of this proposal. Dr. John Yun asked if the funds from the Walkathon can be allocated to the library project. Mr. Ricky Bravo mentioned that the entire funds from last year's Walkathon was allocated to the building fund. Mrs. Maureen Moorehead added that this year's Walkathon should focus on upgrading the school's Smart Boards.

## **Pastor's Report**

- Fr. Thomas Smith stated that he is hopeful that we will be able to have parishioners in the church before Easter
- Stations of the Cross will be placed in the bulletin and a recording will be uploaded online
- Dates for Confirmation: Fr. Thomas Smith is hopeful that we will have a full church congregation on June 9 and 16. If not, we will have to do as last year and have groups of multiple families.
- Communion and Confession is ongoing. Fr. Thomas Smith said that Saturdays are good because he devotes the whole day to communion and confession.
- Fr. Joseph is still in Kenya, with a return date unconfirmed.
- Mr. Ricky Bravo asked about outdoor Mass, but Fr. Thomas Smith said that St. Paul's is a large parish and will be challenging to manage.

## **Member Reports**

### **Staff**

The staff is looking forward to Spring Break.

### **Maintenance**

No report

### **Treasurer**

Mr. Ricky Bravo reported that the Year-To-Date shows a \$50, 000 profit, with an average of \$60, 000 - \$70, 000 profit by the end of the year.

### **IT**

Mr. Joseph Lo reported on the following:

- All access points installed, and everything has been working well
- Mrs. Katherine Dos Santos' computer has been all setup
- There have been problems with the Smart Boards and projectors, namely the kindergarten class and Grade 5. Mr. Joseph Lo purchased some used projector bulbs from eBay for \$180US for the kindergarten class. The Grade 5 projector is flashing and acting up, so he will try replacing the bulbs first. A brand new projector would cost approx. \$2000 US, so it makes sense to invest in a new Smartboard instead. Mrs. Maureen Moorehead said that all the boards will start to have issues so we will need to plan to have them replaced. Depending on the board, the cost is \$4000 - \$6000 plus installation fee. Mr. Joseph Lo said he will get the cost from some vendors and come up with a proposal.

### **Parent Participation**

Mrs. Louveign Secord reported that the Silent Auction brought a profit of \$8161, plus

\$100 donation from one parent. Mrs. Louveign Secord shared that there was a lot of behind-the-scenes work involved, including having to go collect money and dealing with some very upset parents. Dr. John Yun asked Mrs. Louveign Secord if she wouldn't mind writing something to share her experience. Mr. Mark Acosta added that if bingo starts up and is occurring, it will be difficult to run a fundraiser concurrently. Both Mr. Mark Acosta and Mrs. Louveign Secord saw first hand how some families are really struggling financially during Covid-19. For families struggling financially or are in a position who cannot contribute, the PEC understands and would like to ensure families that we are open to hear of anyone's concerns.

**Parish Council**

No report

The meeting was adjourned at 8:05 pm with a closing prayer.

**Next meeting: Tuesday, April 13th, 2021 at 7:00 pm.**