

**St. Paul School**  
**Parish Education Committee**  
**Minutes of the Meeting**  
**Tuesday, December 7th, 2021**

<b>Present:</b>	Father Thomas Smith	Ms. Clarissa Guevara
	Dr. John Yun	Mrs. Louveign Secord
	Ms. Maureen Moorehead	Mr. Joseph Lo
	Mrs. Mar Tinsay	Mrs. Carolyn Law
	Mr. Ricky Bravo	Mr. Mark Acosta

Meeting began at 7:05 pm with an opening prayer led by Fr. Thomas Smith.

A motion for the approval of the last meeting's minutes was put forth by Mr. Ricky Bravo and seconded by Mr. Joseph Lo. Motion was passed with unanimous approval by all members.

#### **Chairperson's Report**

No report. Dr. John Yun commented that the new school flagpole looks great.

#### **Principal's Report**

Ms. Maureen Moorehead reported on the following events:

- **Recent/Upcoming Events:**
  - Advent Choral Celebration:** originally planned to have all students present; however, due to new health restrictions there will be some adjustments. There will be a limit of 2 guests per family with the students moving in and out of the church to maintain the limit of 486 persons present at all times.
  - Advent Class Gatherings:** classes may be having their gatherings in the parish centre
  - Last Day of School Before Break:** Friday, December 17th, noon dismissal
  
- **Ministry of Education Evaluation - Part 1:** CISVA (consisting of three members) completed their inspection today. The Ministry Inspector will continue next Monday/Tuesday, December 13th & 14th. Commendations from the ministry are:
  1. St. Paul's is a happy school!
  2. Everything is very well-organized. Evaluations were well-prepared.
  3. Short and Long Term Plans - effectively incorporate Catholic Principles of Learning; planning formats are unique and effective. The school is meeting all necessary criteria.
  4. Excellent student records, largely credited to Mrs. Christine Ong, and policy organization.
  5. Cohesive staff, strong dedication to inclusivity and caring for all students.

The Ministry Evaluation Part 2 will take place next Monday and Tuesday, December 13th and 14th, with Inspector, Mr. Harry Moes.

- **Family Donations to Red Cross/Flood Relief Fund:** As families make their donations, an ornament gets put up onto the class Christmas tree. Each class' Christmas trees are filling up nicely. One week left for families to make a donation.

### **Pastor's Report**

Weekly school confessions are going well, with the students becoming more comfortable. First Communion will begin in January. Altar Server training will also begin in January.

### **Member Reports**

#### **Staff**

Ms. Clarissa Guevara commented that the school's excellent policy organization and preparation for the CISVA Evaluation is due to the hard work put in by Ms. Maureen Moorehead. Also, the staff are very happy with the new SmartBoards. They will all need to organize a date for staff training of the new SmartBoards.

#### **Maintenance**

Mr. Mark Acosta reported that he will be moving two parents from the Weekend Work Party from Maintenance over to Bingo.

#### **Treasurer**

Mr. Ricky Bravo prepared a slideshow and graph which showed how our school's revenue has steadily increased from 2017 to 2021. School expenses are also increasing annually, albeit at a slower growth rate. The budget surplus is higher in spite of the pandemic and slightly decreased student enrollment numbers. A factor is that the school is not partaking in as many field trips as previous years due to the pandemic. Dr. John Yun suggested that there be a consideration to waiving the activity fees for the families during the pandemic. The current school activity fee is \$75 for primary students and \$85 for intermediate students. Mr. Ricky Bravo will speak with Mrs. Christine Ong regarding the numbers to determine if this will be feasible. Waiving of the activity fee is not static, and will need to be made clear that it is open to change depending on the school's financial situation. With the school tuition rate, is there a minimum tuition rate raise for the 2nd, 3rd, and additional children ie. is there a specific formula used by CISVA? Mr. Ricky Bravo will check with CISVA regarding tuition rates and will prepare a proposal for motion regarding the waiving of the school activity fee.

Mr. Ricky Bravo also reported that the internally restricted funds of \$80, 000 from last year have been transferred back. Therefore the cost of the SmartBoards and Chromebooks will be reflected to be expensed from our restricted funds, and not from the school budget. There is a remainder of \$23, 520.85 from the restricted funds (expensed: Chromebooks \$12, 369.74 and SmartBoards \$44, 109.41).

## **IT**

Mr. Joseph Lo reported that all of the SmartBoards have been installed and are up and running. The mounts are stable, but some of the ledges had to be cut to fit the mount and SmartBoard. The next step will be to set up a training session for the staff. The options are an online training course will be \$600 for a three hour session or \$1500 to fly someone out from Calgary for a three hour in-person session. The in-person session will be more conducive to learning and will be easier for the staff to ask questions. Any additional follow-up online sessions are also available.

Mr. Joseph Lo also reported that over the winter break, downstairs St. Paul 1 internet will be upgraded by Shaw. Currently, the SmartBoards hang or lag due to slow internet. Regarding upgrading the parish centre internet, it will be better to separately upgrade the internet in the parish centre rather than just adding an access point.

## **Parent Participation**

Mrs. Louveign Secord and Mrs. Mar Tinsay reported that they have been present at all Thursday Bingo evenings so far, in order to ensure that Covid rules are being followed by both the parent volunteers as well as the Bingo patrons. Moving forward, Mrs. Louveign Secord and Mrs. Mar Tinsay will not be present at Bingo nights and will only be liaisons with Angela and Jacob and the PEC when there are issues to be dealt with. There have been some skirting of the rules by some patrons. Some suggestions were to make an announcement to remind everyone of the importance of an orderly check-in with their vaccine cards and temperature, distancing, mask wearing, and not walking around with food or drink. If everyone doesn't comply with public health rules and we cannot maintain a safe environment, Bingo cannot stay open.

## **Parish Council Update**

No report

The meeting was adjourned at 8:31 pm with a closing prayer.

**Next meeting: Tuesday, January 11th, 2022 at 7:00 pm.**