

**St. Paul School  
Parish Education Committee  
Minutes of the Meeting  
Tuesday, April 19th, 2022**

<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	

**Absent:** Mr. Mark Acosta

Meeting began at 7:05pm 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. Joseph Lo and seconded by Mrs. Mar Tinsay. Motion was passed with unanimous approval by all members.

**Chairperson's Report**

No report.

**Principal's Report**

Ms. Maureen Moorehead reported on the following events:

- **Recent/Upcoming Events:**  
**Catholic Educators Conference:** over 3 days in Harrison Hot Springs with CISVA, CIS Kelowna, and CIS Prince George).  
**Student-Led Conferences:** Friday, April 22nd.  
**Holy Thursday, April 14th:** Father Smith led the Stations of the Cross and the Grade 7 class portrayed the Last Supper.  
**Grade 7 Outdoor Camp:** At Camp Elphinstone the week of April 25th.  
**First Reconciliation/First Communion:** Grade 2 class received their First Reconciliation on Wednesday, April 6th and First Holy Communion scheduled for Saturday, April 30th.
  
- **COVID-19 Restrictions Lifted:** The mask mandate was made optional as of the return to school after Spring Break on March 28th. As of April 7th, limits on events/gatherings were also lifted. School procedures have returned to pre-pandemic functioning, with continued attention to hygiene practices, spacing where required, and continued daily health checks. Staggered recesses and the 15 minute arrival window each morning will remain in place for the rest of the year.

- **Staffing Update:**
  1. **Mrs. Karen Jew (VP and Learning Support)** - after 28 years with St. Paul School, Mrs. Jew will be retiring at the end of the year.
  2. **Mr. Garrett Graham (Grade 6)** - will be returning to his home province of Ontario at the end of the year.
  3. **Ms. Michelle Carroll (Grade 5)** - after 4 years with St. Paul School, Ms. Carroll will be returning to Ireland at the end of the year.
  4. **Ms. Mackenzie Crawshaw (EA)** - will be leaving at the end of the year to travel the world.

Teacher interviews and new assignments will be finalized over the next month and will be announced once all positions are assigned.

### **Pastor's Report**

Fr. Thomas Smith reported that he was very impressed with the student attendance for morning Lenten Mass. The students learned how Lent is a process of growth and understanding and how they are spiritual temples. Fr. Thomas Smith was pleased with the large numbers of parishioners in attendance on Easter Sunday.

### **Member Reports**

#### **Staff**

No report

#### **Maintenance**

Fr. Thomas Smith said we are ready to go ahead with work on the other portable roof, possibly taking place on a Saturday.

#### **Treasurer**

Mr. Ricky Bravo reported that we purchased a total of 34 ChromeBooks and 8 Smart Boards with the \$80, 000 restricted funds from last year. The balance available to date is \$23, 520.85. Our budget for this school year shows a surplus YTD. Mr. Joseph Lo added that the lifespan of laptops is 5-7 years. The staff has been good with extending the life of the laptops, some almost 10 years. Therefore, some staff laptops will need to be replaced since the operating systems cannot be updated anymore. Mr. Joseph Lo reported that 32 of the MacBooks will need to be replaced in the near future. The cost is significant, and will need to plan for this. Mr. Ricky Bravo reported that the most urgent replacements will be paid for through the remainder of the restricted funds and IT funds thereafter (\$20, 000 IT budget/year).

**Mr. Ricky Bravo proposed a motion to restrict \$80, 000 of this year's budget for upcoming IT costs. This motion was seconded by Mr. Joseph Lo. The motion was passed through unanimous approval by all PEC members.**

**IT**

Mr. Joseph Lo reported that a new router was set up by the IT consultant over spring break. Training for the new Smart Boards will need to be arranged and should be planned for either the last week of August or the first week of September when all staff is present. Mr. Joseph Lo will look into having a permanent projector installed in the gymnasium. He will come up with an estimate for the upcoming IT costs.

**Parent Participation**

Mrs. Louveign Secord and Mrs. Mar Tinsay reported that the Bingo schedule has been completed, and all positions have been filled. They have created new positions, such as an Operations Manager for each team. This schedule will be sent to Angela.

**Parish Council Update**

Fr. Thomas Smith reported that they have completed the Senate meeting. This year's Parish Picnic will be on Sunday, July 24th. There is a team already working on this.

**New Business**

Mr. Mark Acosta would like to designate Wednesday, May 25th for the day of the parent uniform swap. Mrs. Mar Tinsay and Mr. Mark Acosta will become the Nomination Committee.

The meeting was adjourned at 8:21 pm with a closing prayer led by Fr. Thomas Smith.

**Next meeting: Tuesday, May 10th, 2022 at 7:00 pm.**