

**St. Paul School  
Parish Education Committee  
Minutes of the Meeting  
Tuesday, September 12th, 2023**

**Present:** Father Thomas Smith                      Mr. Ricky Bravo  
Ms. Maureen Griffin                                 Mrs. Carolyn Law  
Mrs. Louveign Secord                               Mrs. Mar Tinsay  
Mr. Mark Acosta                                        Mr. Joseph Lo

**Absent:** Ms. Clarissa Guevara, Mrs. Kitty Estrella

Meeting began at 7:04 pm with an opening prayer led by Fr. Thomas Smith.

Minutes from June 2023 meeting already approved via email.

**Chairperson's Report**

No report

**Principal's Report**

Ms. Maureen Griffin reported on the following events:

- **Recent/Upcoming Events:**

**Upstart:** the first week of school has been off to a good start

**Staff:** we are now fully staffed. Ms. Hanafin, who has five years of teaching experience, joined us in June as the new Grade 6 teacher.

**Faith Development Day:** on Wednesday, August 30th in Surrey. All of CISVA were invited. The keynote speaker, Sister Claire Hunter, was both inspiring and entertaining.

**Staff Retreat:** this year's retreat was focused on being of service to the community, which is part of our theme, *Living Our Faith*. Ms. Griffin contacted an alumni, Rene Jose of *The Giving Truck* and she introduced us to *Luke 15 House*, which is a rehabilitation centre for those recovering from drug abuse. The staff was able to spend time making and serving meals, playing music, playing games, and doing crafts at *Luke 15 House*.

**Outdoor Ed:** the Grade 7s left on Tuesday morning. The weather forecast looks good for the week.

**Volleyball and Cross Country:** practices have begun

**Meet the Teacher/AGM:** will take place on Tuesday, September 19th.

**PEC workshop:** will take place on Saturday, September 16th at Corpus Christi in Vancouver.

**Assemblies:** school assemblies will be moved back to Friday mornings. This will also make it easier to accommodate parents to start having coffee meet-ups in the parish centre after assembly.

**Monitoring Inspection:** will take place on December 11th. This is an internal inspection by the Ministry of Education which will only involve Ms. Maureen Griffin, Mrs. Christine Ong, and Mrs. Gail Imoo.

- **Mrs. Gail Imoo**

Mrs. Gail Imoo has completed her first course in Inclusive Education through Queen's University in June and her final mark was A+. She extends her thanks once again for supporting her in this academic program.

- **KTEA-3 Assessment Tool**

Mrs. Gail Imoo is seeking approval for the purchase of a school-wide assessment tool KTEA-3, to aid in school data collection and evaluation, in order to inform school growth and development strategies, and tailor areas of focus for student development. This tool is designed to evaluate students' academic strengths and weaknesses in areas such as reading, mathematics, and written expression. KTEA-3 results can be shared with parents, which fosters transparent communication and collaboration between educators and families, ensuring everyone is working together to support the child's education.

The Ministry of Education is looking to schools to quantify their assessments of students' learning. KTEA-3 is a one-time purchase of \$1,770.35.

**A motion was put forth by Mrs. Louveign Secord for the approval of a one-time purchase of the KTEA-3 Assessment Tool of \$1, 770.35. The motion was seconded by Mr. Ricky Bravo. The PEC is all in favour.**

### **Pastor's Report**

Fr. Thomas Smith reported that school confessions will begin this Thursday. Fr. Smith also reported that Mass for refugees will begin in the parish. Fr. Smith

### **Member Reports**

#### **Staff**

No report

#### **Maintenance**

No report

**Treasurer**

Mr. Ricky Bravo reported that the preliminary budget for the school year of 2023/24 was passed in June but will still need to be finalized in October. An audited version of the budget for the fiscal year of 2023 still needs to be completed.

**IT**

Mr. Joseph Lo reported that the new iPads came in before the start of school. Re-wiring of the carts to accommodate the new iPads have already been completed. New cases for the iPads have also been put on. The newly purchased Chromebooks will be available in two weeks. Thirteen warranties have been purchased, and they are not tied to any specific serial number. All the old iPads have been taken out of circulation. Ms. Clarissa Guevara needs six new iPads as the old ones cannot load required applications. New MacBooks have already been purchased for Madame Caprilli and Ms. Wu. A printer issue was also resolved, as someone in the Grade 7 classroom had accidentally had an air port plugged in. Fr. Smith shared that the separate router in the parish centre has a strong signal for staff to connect to if needed in the gym. Cat has the router password.

**Parent Participation**

No report

**Parish Council**

Fr. Thomas Smith reported that the parish council wants to get more people involved in the service board for "Opportunities to Serve." This board allows parishioners to see what volunteer opportunities are available to the community.

The meeting ended at 8:16 pm with a closing prayer led by Fr. Thomas Smith.

**Next meeting: Tuesday, October 10th, 2023 at 7:00 pm.**