

**St. Paul School
Parish Education Committee
Minutes of the Meeting
Tuesday, September 9th, 2025**

Present:	Ms. Maureen Griffin	Mr. Joseph Lo
	Mrs. Louveign Secord	Mrs. Carolyn Law
	Father Thomas Smith	Mrs. Imelda Cheung
	Mr. Robert Kirkham	Mr. Harry Chik
	Mrs. Kitty Estrella	Mr. Stephen Litam

The meeting began at 7:02 pm with an opening prayer led by Fr. Thomas Smith.

Chairperson's Report

No report.

Principal's Report

Ms. Maureen Griffin reported on the following events:

- **Recent/Upcoming Events:**

Faith Development Day: all teachers in the CISVA school system attended this event in Surrey, BC. The keynote speaker was Pete Barrack from Michigan speaking about encouraging Eucharistic adoration.

Staff Retreat: On August 26, the staff spent the morning on the beautiful grounds on the Augustinian Monastery at Sacred Heart Parish, with emphasis on Faith Formation.

Meet the Teacher/AGM: On September 2nd in the gymnasium and the school classrooms. This was very well attended.

Walkabout: On the second day of classes, there were a series of stations for the students to move through to learn about the various expectations of the school.

Leadership Assembly: On September 5th. The Grade 7s were presented with their hoodies.

Outdoor Ed: Grade 7s leave on Tuesday, September 9th and return on Friday, September 12th.

Cross Country: Cross Country training starting now. The CISVA Championship is on Wednesday, October 1st.

Volleyball: Volleyball practices with games/tournaments will start up soon.

Photo Day: On September 16th.

Fire Drill: On September 17th.

- **Kindergarten Renovation Update:**

- Approved to be completed over the summer but has not been completed
- Toilets and plumbing still need to be completed.

- The two separate kindergarten classrooms have had a strong start.

- **Walkathon:**
 - Taking place on Friday, September 26th.
 - This year's goal will be set at \$100, 000.
 - Some changes this year will be: music/noise makers at the finish line, updated prizes instead of gift cards, changes to snacks.

- **Ministry Inspection - September 25th**
 - In compliance with legislative and other regulatory requirements.
 - Monitoring inspection occurs every two years, full inspection occurs every five years.
 - To cover: student safety, school and student outcomes, school policies, educational programming, inclusive learning.

- **Request for speaker system in Grade 3:**
 - Information provided by our Teacher of Deaf and Hard of Hearing (TDHH), Hye Jin Lee.
 - The PEC is in agreement that any requests for classroom speaker systems must be accompanied by a doctor's prescription and speech therapy sessions.

Mrs. Kitty Estrella proposed a motion that the school approve the purchase of a Roger System speaker system of \$1174.52 for classroom use to improve the auditory quality of the teacher for the students. This speaker system will remain the school's property. This motion was seconded by Mr. Joseph Lo. The motion passed with the PEC all in favour.

- **November meeting date:** Our next PEC meeting date will change to November 4th instead of November 11th.

Pastor's Report:

Fr. Thomas Smith reported:

- Altar serving training will begin earlier this year.
- There will be the new Bishop at our Sacrament of Confirmation this school year.
- 33 weddings were celebrated at the parish this past Saturday.

Member Reports

Staff

Mr. Robert Kirkham reported:

- The start of the school year has been good so far.
- Cross-country training has started today.
- Volleyball practices are up and running.

Maintenance

Mrs. Imelda Cheung reported that some small changes have been made, but all is well. Fr. Thomas Smith added that the AC unit in the gymnasium was low on oil and gas.

Treasurer

Mr. Stephen Litam reported:

- Net worth is \$2,100,000, with a surplus of \$240,000.
- Revenue increase of 1% and expenses increase of 6%.
- The financial audit will be completed in October.

IT

Mr. Joseph Lo reported:

- Some wires in the kindergarten portable had to be moved around.
- The IT team inspected all of the iPads and Chromebooks and repaired what they could.
- The incoming Grade 4 class will be getting new Chromebooks which will follow them through to Grade 7, which we will then offer to sell back to them.
- We purchased a new staff laptop for Ms. Maureen Griffin.
- Some questions we have to consider: Should Grade 3s use Chromebooks instead of iPads? If the Chromebook follows the student, what do we do if the student leaves before Grade 7 (would they buy it out?).

Parent Participation

Mr. Harry Chik joined Parent Participation in July. Both Mrs. Kitty Estrella and Mr. Harry Chik reported the following:

- There were several issues with scheduling. Some participants were reminded of their responsibilities.
- Some participants are still not getting their reminder emails and multiple families are not on the distribution list. An option can be for the assistant manager to send reminder emails.
- Angela has been away a lot, so both Kitty and Harry have been stepping in a lot more due to there being new bingo teams.
- The setup and takedown team has mentioned that they are having a challenging time with the tables (old, heavy, and getting splinters from the wood). We have a mix of plastic and wood tables at the moment. The plastic tables may not be as supportive as the wooden ones.

Parish Council

- The council will look at whether Bingo will need new equipment. One of the Bingo monitors may need to be replaced.

- Bingo expenses cover new tables, monitors, etc. Angela is currently looking into the cost of new tables.
- An email was sent from the custodian that the chairs were not being put away after Bingo. Seven chair carts fit in the room, but the 8th cart doesn't fit. On closer inspection, Mr. Harry Chik mentioned that there are some storage boxes in the room preventing the 8th cart from fitting in the room. Fr. Thomas Smith requested that a picture be taken of the area.

New Business

- Mr. Harry Chik brought up that some parents/grandparents are not crossing at the designated crosswalk. The teacher supervisors at pick up have been doing a very good job with reminding and directing the parents/grandparents when they see it happen.
- Is filming the school and posting on social media allowed? Ms. Maureen Griffin explained that filming is allowed depending on when it is done. If it is done during school hours, the school has explicit control and supervision. However, if filming is done before and after school hours, the school cannot control this.

The meeting adjourned at 8:33 pm with a closing prayer led by Mr. Stephen Litam.

Next meeting: Tuesday, October 14th at 7:00 pm.