

**St. Paul School  
Parish Education Committee  
Minutes of the Meeting  
Wednesday, November 12th, 2025**

<b>Present:</b>	Ms. Maureen Griffin	Mr. Joseph Lo
	Mrs. Louveign Secord	Mrs. Carolyn Law
	Mrs. Kitty Estrella	Mrs. Imelda Yuen
	Mr. Harry Chik	Mr. Stephen Litam

**Absent:** Father Thomas Smith, Mr. Robert Kirkham

The meeting began at 7:06 pm with an opening prayer.

A motion was put forth for the approval of the minutes from the last meeting by Mrs. Kitty Estrella and seconded by Mr. Stephen Litam. The motion passed with the PEC all in favour.

**Chairperson's Report**

No report.

**Principal's Report**

Ms. Maureen Griffin reported on the following events:

**• Recent/Upcoming Events:**

**Parent/Teacher Conferences:** On Friday, October 24th. Everything went well.

**Walkathon Assembly:** Mrs. Teodosio took care of the prizes this year. The students seem to be more engaged and excited about the different prizes given out this year in place of gift cards.

**Emergency Response Drill with Gr. 7s:** This took place on November 5th as part 1 of 2 drills. Emergency supplies for the school last a duration of three days. The Grade 7s are the runners for the supplies in the emergency bins. Part 2 will involve the whole school and parents (some time in December or January).

**Remembrance Day Assembly:** Led by Grades 1 and 5 on Friday, November 7th. We invited Mr. Robert Kirkham's dad to play the trumpet at the assembly.

**Learning Update writing:** The teachers are busily preparing the report cards.

**• Walkathon Total:** The total this year is \$90,214.43. It falls short of our goal but is still very impressive.

**• New CISVA Compensation Package:** 2026/27 to 2028/29

The Forum consists of three principals, three teachers, three pastors, and three PEC members. The duration of this new package is for the next three years. The last package saw an increase of 12% overall in two years, to close the gap to

match the salaries of public school teachers. A general breakdown for this new compensation is as follows:

1. Teachers at Grid Level 1 through 9 and all Support Staff, including Teachers On Call, will receive an annual salary increase of 3%.
2. Teachers at Grid Level 10 and Vice-Principals will receive an annual salary increase of 4%.
3. Principals will receive an annual salary increase of 5%.

School monthly tuition rates will need to increase in accordance with CISVA. The increases will be \$29 for 2026/27, \$31 for 2027/28, and \$31 for 2028/29. More information will be made available regarding specific categories.

- **Policy Amendment for Vacations during school time:**

A motion was put forth by Mrs. Louveign Secord to amend the wording in the school's vacation policy regarding missed Parent-Teacher/Student-Led Conference Days due to vacation time. This motion was seconded by Mrs. Imelda Yuen. The motion passed with the PEC all in favour.

- **Ministry Inspection:** The monitoring inspection which took place on October 23rd was successful, with no follow up items.

## **Member Reports**

### **Maintenance**

Mrs. Imelda Yuen reported:

- Winterization of the irrigation system has been completed.
- Some landscaping is about to be done.
- The rodent issue is under control.
- The trees around the portable will need to be trimmed.
- There is pooling of water in certain areas of the back parking lot when it rains. This is a City of Richmond drainage issue.

### **Treasurer**

Mr. Stephen Litam reported:

- Expenditures for October was \$261,000.
- Revenue for October was \$240,000
- Net surplus year to date is \$10,000

**IT**

Mr. Joseph Lo reported:

- He is waiting for the Black Friday sales to purchase the Grade 4 chromebooks.
- There have been some connectivity issues for Kindergarten. The access points power off themselves, so these will need to be replaced (5+ years old). Enterprise access points are large but need a licensing fee, which are expensive, so we can look into purchasing consumer ones.
- Mr. Robert Kirkham prefers to continue using iPads for his grade, so it is not urgent that they get new chromebooks.

**Parent Participation**

Mrs. Kitty Estrella and Mr. Harry Chik reported:

- They have reorganized the parent participation form, with the content being the same. There is also an extra acknowledgement statement before the signature.

**Parish Council**

No report.

The meeting adjourned at 7:53 pm with a closing prayer.

**Next meeting: Tuesday, December 9th at 7:00 pm.**