

**St. Paul School
Parish Education Committee
Minutes of the Meeting
Tuesday, October 14th, 2025**

Present: Ms. Maureen Griffin Mr. Joseph Lo
 Mrs. Louveign Secord Mrs. Carolyn Law
 Mr. Harry Chik Mrs. Imelda Cheung
 Mr. Robert Kirkham

Absent: Mrs. Kitty Estrella

The meeting began at 7:04 pm with an opening prayer.

A motion was put forth for the approval of the minutes from the last meeting by Mrs. Louveign Secord and seconded by Mr. Joseph Lo. 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:**
 - Outdoor Ed:** 4-day camp from September 9-12 was a success.
 - Volleyball:** All teams are busy and doing well.
 - Cross Country:** Finished now. CISVA competition on October 1st and Garry Point Fun Run on October 10th.
 - Walkathon:** On September 26th. The official tabulation occurs on October 15th, with the assembly on October 22nd.
 - Orange Shirt Day:** Observed by the school on Monday, October 29th for National Day for Truth and Reconciliation.
 - Pet Blessing:** On Friday, October 3rd on the school field.
 - Long/Short Term plans:** All lesson plans of the curriculum were reviewed and handed in by all of the teachers.
 - Spirit Days:** School spirit days where the students dress-down for different fun themes.
 - Individual Education Plan Meetings:** Students and families meet with Mrs. Imoo and Mrs. Knoll, their classroom teachers and EAs three times per year to plan IEPs.
 - The Search:** Faith Formation for the staff begins tomorrow.
 - Principal Retreat:** An overnight retreat in Squamish for all CISVA principals.
 - Parent/Teacher Conferences:** All day on Friday, October 24th. There are no classes that day.

- **Rodent issue in the portables:** Traps have been placed around the portable and a St. Paul school parent who works for Orkin Pest Control, has been called in.
- **Walkathon:** Successful! Money counting will take place on October 15th and the school assembly on October 22nd.
- **Ministry Inspection:** The documents have been submitted, but the day of the inspection has been moved to October 23rd.
- **New EA hire:** Ms. Isabella Olgers who will be working three days in Grades 4 and 5.

Pastor's Report:

Fr. Thomas Smith reported:

- Two priests from the Netherlands were at Mass, and one is now Pope Leo's new Chaplin.
- First Communion will be on May 9th, with the Saturday Masses starting in January.
- RCIA is going well, with the participants asking lots of good questions.
- Prep - Father Smith would like to start a Fellowship with the parents there.
- The parish is overall very busy.

Member Reports

Staff

Mr. Robert Kirkham reported:

- The Mathematica Contest for Grades 3-7 will begin.
- The Beaver Computing Challenge, hosted by the University of Waterloo, focuses on computer science for Grades 5, 6, and 7. It is an online challenge from November 10th to 23rd. There are 36 students participating.
- Auditions for the Christmas concert will take place the week of Halloween.

Maintenance

Mrs. Imelda Yuen reported that the Work Party will meet this Saturday. Father Smith reported that the winterization of the pipes has already occurred, but we will need to confirm with Cat, the groundskeeper. Mr. Kirkham would like to know if the radiators get a thorough cleaning. This will have to be done by professionals who know how to access the radiator.

Treasurer

Mr. Stephen Litam reported:

- We currently have a deficit of \$21, 989.88.
- Our budget from July to September shows a deficit due to more expenses occurring in the beginning of the school year, such as supplies, resources, etc.
- Our budget will balance throughout the school year.
- As compared to last year, our revenue increased 2% and our expenses increased by 12.8% (salaries, inflation).
- Our new EA hire is within the budget.

A motion has been proposed to pass the budget as presented by Mr. Stephen Litam and seconded by Mrs. Louveign Secord. The motion passed the PEC all in favour.

IT

Mr. Joseph Lo reported:

- Over the last month, IT has completed general maintenance for the school's Chromebooks, iPads, and staff laptops. Printing issues have been solved.
- New Chromebooks - waiting for a quote from Best Buy. Mr. Joseph Lo will follow up with the contact. If this option falls through, we will go back to Staples.
- CISVA - Security breach in which 40 items have to be addressed (insured security). This includes protocol for emails and file sharing. This will present some challenges with the staff and students (two-step verification). Mr. Joseph Lo will go over these items with Ms. Maureen Griffin.
- VPN for staff and students will be costly to set-up and maintain.

Parent Participation

Mr. Harry Chik reported:

- Angela has been back for two weeks and has looked into the cost for new tables for bingo. They are approximately \$125 per table, to focus on broken, smaller tables.
- The purchasing of tables will go through the Parish Financials.
- The cleanup crew is to place the broken tables aside.
- Working on the Parent Participation volunteer purple sheet.

Parish Council

Parish Council updates:

- Focus on evangelizing.
- Encourage the congregation to welcome others around them.
- Community building - ask everyone to meet two new people in the community.

The meeting adjourned at 8:11 pm with a closing prayer.

Next meeting: Tuesday, November 4th at 7:00 pm.