

St. Paul School
Parish Education Committee
Minutes of the Meeting
Thursday, June 11th, 2026

Present:	Ms. Maureen Griffin	Father Thomas Smith
	Mrs. Louveign Secord	Mr. Robert Kirkham
	Mrs. Carolyn Law	Mrs. Imelda Yuen
	Mrs. Kitty Estrella	Mr. Harry Chik
	Mr. Stephen Litam	Mr. Joseph Lo
	Mr. Joseph Boayes	Mrs. Jenny Chau
	Mr. Frederick Cheng	

The meeting began at 7:10 pm with an opening prayer led by Fr. Thomas Smith.

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:**

Grade 4 Book Drive: The Let's Read book donation organized by Mrs. Anna Santa Ana. We've collected five boxes of book donations that will be shipped to the Philippines. The \$2 donations collected will pay for the shipping, which normally takes two to three months and will arrive by September.

First Communion: Sacrament of First Communion was on Saturday, May 9th.

CISVA Track and Field: Over two days of competition, St. Paul School ranked 28th out of 37 schools. We've done well considering that St. Paul is a small school compared to the double-streamed schools.

Individual Education Plan meetings: The third term meetings have been completed. Mrs. Gail Imoo and Mrs. Liesl Knoll meet with the families three times per school year.

Staff Appreciation Lunch: All of the staff are very thankful to the Grade 7 class for hosting the staff lunch on Wednesday, June 3rd.

Theme Development Day: The new CISVA theme next school year is "Rooted In Faith." This is the first in a three-part theme.

Kindergarten Orientation: On Tuesday, June 2nd. Mrs. Nicole Kelly and Ms. Clarissa Guevara hosted an orientation for the new families. There will be two kindergarten classes, with 15 and 16 students in each class.

Fun Day: On Friday, June 12th. There will be an Appreciation Breakfast hosted by the staff for the families in the morning at 8:15 am beforehand. School dismissal is at 12:30 pm.

Step Up Day: On Monday, June 15th, students will spend some time in the morning in their next school year's classroom.

Intermediates to Watermania: On Tuesday, June 16th, Grades 4 to 7 will go to Watermania for their year-end celebration.

Passing of the Light: Mass at 9:15 am for the Passing of the Light Leadership on Friday, June 19th.

Grade 7 Farewell: Staff and Grade 6 class hosting the Farewell Celebration at 6:00 pm on Friday, June 19th.

Rock Band Fundraiser: The Rock Band Performance on Thursday, June 11th with Grade 7s fundraiser to raise money for BC Children's Hospital.

Primary Picnic: On Monday, June 22nd, Kindergarten to Grade 3 will go to King George Park for their year-end celebration.

Last day of school: On Thursday, June 25th. School dismissal is at 12:00 pm.

St. Paul Summer Camps: 2026 summer registration began after spring break.

- **Staffing Update:** There may still be some possible staffing changes to make, but not to the classroom teachers.
- **Later start for school in September:** First day of class will be on September 8th. Meet the Teacher and AGM will be on September 8th. All PEC members attend and will be introduced during the AGM.
- **School calendar updated:** The calendar is updated from now to June 2027. Some dates are subject to change.

Pastor's Report

Father Thomas Smith reported on the following:

- **First Communion:** There were a total of eight Saturday Masses leading to the Sacrament of First Communion on Saturday, May 9th.
- **Confirmation:** Archbishop Smith was present for the Sacrament of Confirmation on Tuesday, June 9th. All of the children responded well to Archbishop Smith. The altar servers did a very good job during the sacrament.
- **Confessions:** Going well. There remains one more confession before the end of the school year for the students. The more confessions the students make, the more comfortable they become.

Member Reports

Staff

Mr. Robert Kirkham reported the following:

- Spirit and Truth Catholic Education program for Kindergarten to Grade 7 has arrived. Father Thomas Smith has approved this program and would like to incorporate it into our existing Prep program. There may be a possible Zoom online training for staff. A small intro of the program to be mentioned on Meet the Teacher Night in September.
- Rock Band and Grade 7 Fundraiser on Thursday, June 11th. The Grades 6 and 7 members performed a total of nine songs. Big thanks to Mrs. Marwaha for organizing the Grade 7 fundraiser – we raised over \$1000 for the BC Children's Hospital. We gave out \$20 to \$25 prizes to the students – many thanks to the parents and families for their donations of prizes.
- Intermediates to go to Watermania on Tuesday, June 16th and Primary Picnic on Monday, June 22nd at King George Park.
- Fun Day on Friday, June 12th. Thank you to Mr. and Mrs. Kelly for organizing.
- Mathematica math contest results have come back, and all of our students did very well, scoring above the Canadian average. Thank you to Ms. Alina Meyer for preparing and meeting with the students at least once per week.
- Summary of Learning reports are due to be handed in to Ms. Maureen Griffin and will be going out to the students on the last day of school.

Maintenance

No report.

Treasurer

Mr. Stephen Litam reported that there is a surplus of \$305.82 for this month, with an overall surplus of \$158, 500.42. Ms. Maureen Griffin is still waiting for quotes for the new school sign.

IT

Mr. Joseph Lo reported:

- The computer in the library was urgently replaced last month with a new PC laptop.
- The IT team did some training with Jamf, a mobile device management software.
- Grade 4 Chromebooks are ready to be sold.
- Grade 7 Chromebooks can now be bought out by the students. Any remaining Chromebooks can be sold to staff, PEC, then St. Paul families.
- Mr. Kirkham's new computer has been set up.
- Both Ms. Wu and Mrs. Ong will need new computers.

Parent Participation

Mrs. Kitty Estrella and Mr. Harry Chik reported:

- The vacant spot for Bingo has been filled by a parishioner.
- We had the Bingo Assembly and it was well attended.
- The new bingo schedule is completed and all ready to start in July. We have not received any complaints about the schedule so far.
- The set-up team only consists of two people for now. Fr. Thomas Smith said that the custodians will help with set-up until we are able to get another volunteer to fill this spot.
- The parent participation MOU have almost all been signed in person, with one to two people missing.
- The bingo WhatsApp communities have been set up to be managed by Parent Participation and the bingo managers for ease of communication and sending out reminders. Subgroups have been created for parents to swap shifts (cashier, kitchen, set-up, etc.).

Parish Council

Mr. Stephen Litam reported:

- Name Tag Sunday went well. The parish should do this more often, possibly three to four times per year. Fr. Thomas Smith would like this to coincide with Pancake Breakfast.
- Parish Picnic is on Sunday, July 26th. Mr. Stephen Litam is currently looking to transition out of organizing the parish picnic and handing it over to someone new.

New Business

The Education Committee Orientation for new members originally planned for June 16th, has been postponed to be incorporated into the Saturday, September 19th, 2026 Education Committee Leadership Conference at Corpus Christi School. All new PEC members will attend, as well as Father Thomas Smith and the Chair/Vice-Chair person.

Adjournment of the exiting members at 8:06 pm.

Nominations and Appointments of PEC members for 2026/27 are as follows:

Chairperson:	Mrs. Kitty Estrella (by acclamation)
Vice-Chairperson:	Mr. Harry Chik (by acclamation)
Treasurer:	Mr. Stephen Litam (by appointment)

Secretary:	Mr. Frederick Cheng (by acclamation)
Information Technology:	Mr. Joseph Boayes (by acclamation)
Parent Participation:	Mr. Harry Chik (by acclamation)
	Mrs. Jenny Chau (by acclamation)
Maintenance:	Mrs. Imelda Yuen (by acclamation)

The meeting was adjourned at 8:17 pm led by a closing prayer by Father Thomas Smith.

Next meeting: September 2026