

**St. Paul School
Parish Education Committee
Minutes of the Meeting
Tuesday, April 4, 2017**

Present: Fr. Dennis Luterbach Mr. Herb Wong
Dr. John Yun Mr. Kelsey Mah
Mrs. Maureen Moorehead Mr. Trevor Henry
Mr. Michael Cam Mrs. Angelica Revillosa
Mrs. Nicole Kelly

Absent: Mr. BK Kwee

Meeting began at 8:05pm with an opening prayer.

Minutes from February 2017 meeting: motion to pass the previous minutes of the meeting was put forward by Mr. Trevor Henry and seconded by Mr. Herb Wong.

Chairperson's Report

PEC elections is scheduled on last weekend of May.

Principal's Report

- **Recent events**

Mrs. Maureen Moorehead reported the following events:

- Lenten Masses
- Grade 7 Whistler trip
- Tri-School Speech Arts
- Curriculum Planning
- Grade 7 to the Abbey and Poor Clare Sisters
- Destination Imagination Tournaments
- Confirmation retreat
- Badminton

- **Staffing Update**

- Mrs. Monica Melvin will retire after 34 years of service; Mrs. Roxanne Koop will retire after 24 years of service. Mrs. Koop will return in a volunteer capacity in the fall.
- Mrs. Leah DeMello will be on extended leave and will return in September 2018
- Mrs. Nikolina Erhardt who is expecting her first baby will not return after June 2017
- Mr. Rob Kirkham and Ms. Michelle Haughian were hired for Grade 6 on a continuing contract and for Grade 5 on a short term contract, respectively

- **Kindergarten 2017/2018**

Mrs. Maureen Moorehead reported that based on the anticipated needs of next year's Kindergarten class with three special needs kids, she is proposing for Ms. Clarissa Guevarra to continue for second year on a short term contract. PEC members agreed.

Mrs. Maureen Moorehead thanked Mr. Kelsey Mah and Mr. Trevor Henry who did the interview with her of kindergarten family applicants. The families who get accepted will be notified next week.

- **Increase in Activity Fee**

Mrs. Maureen Moorehead reported that the cost for buses, entrance fees and other expenses necessary to carry out students activities have increased and proposed to increase the fee from \$60 to \$ 65 for primary students and \$70 to \$75 for intermediate students. Mr. Michael Cam raised a motion to increase the activity fee as proposed and Mr. Kelsey Mah seconded the motion. All PEC members agreed.

- **New Uniform**

Mrs. Maureen Moorehead will get facts why we have changed from the previous supplier, Neat Uniform to Mity Wear. Options for new uniform supplier will be discussed next meeting.

Given the change in uniform supplier and change in uniform design to incorporate the new crest, Mrs. Angelica Revillosa will not be organizing a uniform swap meet this year.

Pastor's Report

Fr. Luterbach provided an update on the construction of new church. Traffic changes is expected as the filling of the new church foundation will be completed by the end of this week and the machine used will be leaving the Parish property. Piling will be started afterwards but no specific timeframe up to when this will be completed.

Member Reports

- **Staff**

Mrs. Nicole Kelly reported on the LA Congress and have extended her gratitude for the opportunity to go to the congress. She also read a letter from Mrs. Gail Imoo thanking the members for the opportunity given to her to attend the conference.

- **Maintenance**

PEC members unanimously agreed to work with Habitat Systems on the Big Toy replacement.

- **Treasurer**

Mr. Herb Wong presented the financial statements as at February 28, 2017. Overall, we have a very healthy financial position.

Increase in tuition fees for next school year is currently being studied.

- **IT**

Mr. BK Kwee will be returning to the IT team. Mr. Michael Cam has asked for an additional parent volunteer however, due to the shortage of parent volunteers, no additional parent will be assigned.

- **Parent Participation**

Mr. Trevor Henry reported that one of the Bingo parent volunteers has not been showing up to his shift. Penalty will be served to the parent volunteer as indicated in the family commitment.

Meeting adjourned at 9:02pm with a prayer.

Next meeting: Tuesday, May 9th at 7:00 pm