

**St. Paul School
Parish Education Committee
Minutes of the Meeting
Tuesday, May 9, 2017**

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

Meeting began at 7:06pm with an opening prayer.

Minutes from April 2017 meeting: motion to pass the previous minutes of the meeting was put forward by Mr. Trevor Henry and seconded by Mr. Kelsey Mah.

Chairperson's Report

PEC elections is scheduled on last weekend of May which will be included in the Parish bulletin. The term of the following PEC members is expiring this year:

Dr. John Yun
Mr. Herb Wong
Mr. Kelsey Mah
Mr. BK Kwee

Principal's Report

• **Recent events**

Mrs. Maureen Moorehead reported the following events:

- Confirmation
- Student-Led conferences
- Badminton
- Holy Week
- Shadow Stations
- Early Warning System Drill – May 18th
- Track and Field

• **Property Thefts/surveillance cameras?**

Mrs. Maureen Moorehead reported the two thefts that happened in the property in the past month, one from portable (staff member) and one from parent's car (smashed window). Mrs. Maureen Moorehead has spoken with liaison officer who confirmed to step up patrols in the property. It was also mentioned that one known offender in the area has recently been removed from the list.

Mrs. Maureen Moorehead is also awaiting confirmation from the Superintendent's Office regarding privacy issues of surveillance cameras.

- **Gender Dysphoria Staff In-service**

Mrs. Maureen Moorehead reported that the school staff were recently in-serviced during the last staff meeting regarding the new CISVA policy on Gender Dysphoria. Gender Dysphoria is a mild or strongly felt distress caused by the subjective perception that one's internal gender identity does not match one's external sexual organs. There has been video presentation, discussion opportunities, small group work, discussion of the teachings of the church and how our community should respond if one of our students presents with Gender Dysphoria.

- **Curriculum Consultant – Misty Paterson**

Mrs. Maureen Moorehead reported Misty Paterson was hired as a curriculum consultant to aid the teachers in developing their inquiry and concept based instruction in the classrooms. Most of the effort has been invested on planning on paper. The next phase is to develop the practice. Ms. Paterson's role will be to advise the administrative team and co-lead the systemic planning, implementation and documentation of the BC Redesigned Curriculum through professional development, steering committee meetings, parent education evenings and classroom experiences. This will take place over the entire school year next year.

- **School Website Upgrade**

Mrs. Maureen Moorehead discussed the need to upgrade the school website. The current website is 10 years old and is no longer supported which poses internet security risk. It was agreed that updating the existing website would be more expensive than starting fresh. In addition, starting fresh will allow for many enhancements to existing functionality. The new site will also work well on all screen sizes and will be SSL enabled so data transfer will be more secure. This is also a requirement for any ecommerce functionality. The proposed upgrade will include the following:

- Easy use content management system
- Sitewide notification functionality
- Google Calendar
- Ability to add/embed videos to blogs
- Photos and galleries
- Slide shows
- Contact forms for staff/office
- Links to third party applications (schools appointments, hot lunch orders, permission forms, etc.)

Mr. Herb Wong will head the committee in the selection of provider to do upgrade to the school website. Per policy, three quotations will be sourced for purchases of more than CAD5,000.

- **Cleaning Company Change?**

Mrs. Maureen Moorehead reported the issues encountered with the current cleaning company. A proposal was made to change from Master Care Cleaners to Ruben Lighting. Ruben Lighting services 7 other CISVA schools with positive feedback from all these schools. A motion was made by Mr. Kelsey Mah to change the cleaning company from Master Care to Ruben Lighting for a CAD3,780. The motion was seconded by Mr. Herb Wong.

- **Top Marks Uniform Presentation**

Mrs. Maureen Moorehead made a presentation on the proposal of uniform supplier “Top Marks Uniform”. Top Marks Uniform is a company located in Montreal. They have been in uniform business since 1986. Mrs. Maureen Moorehead had the opportunity to work with Top Marks at her previous school.

Top Marks has no store in Vancouver. Orders will be made online by the families and will be shipped directly to their homes with a fixed delivery charge of CAD10.50. They have an efficient and proven method of processing exchanges. There will be 2 days of fitting sessions in June. Top Marks’ Vancouver customer service team will also be at the school throughout the year at scheduled times to assist with sizing, placing an order or processing a return or exchange.

With the change in supplier, the following changes in the uniform will also happen:

- The new school crest will replace the “St. Paul School” embroidery on the sweater and white polo shirt.
- The new sweater will not have the two yellow rings around the arm.
- The gym strip will be updated.
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A motion was raised by Mr. BK Kwee to engage Top Marks as provider of uniforms for the school. The motion was seconded by Mr. Michael Cam.

In addition, PEC members agreed for a two year change-over period. This means that the students will be permitted to wear the old uniform in the next two years. All students are expected to be in the Top Marks uniform for the school year 2019/2020.

Pastor’s Report

Fr. Luterbach provided an update on the construction of new church. Pre-load will be finished tomorrow. Fencing will remain as is in the next three to four months, therefore no change to the traffic plan is expected at this point.

Member Reports

- **Staff**

No report

- **Maintenance**

Mr. Kelsey Mah inquired if there will be a fundraising event to be organized relating to the replacement of playground equipment. PEC confirmed that we will not fundraise for this project but will be interested in working on getting the subsidy from government agencies.

- **Treasurer**

Mr. Herb Wong presented the financial statements as at March 31, 2017. Overall, we have a very healthy financial position.

A motion was raised by Mr. Michael Cam to restrict funds for the following:

Purchase of classroom furniture – CAD5,000
Big Toy replacement – CAD25,000
Computer projects – CAD10,000
Coding Club Supplies – CAD5,000
The motion was seconded by Mr. Herb Wong.

- **IT**

No report.

- **Parent Participation**

No report

Meeting adjourned at 8:19pm with a prayer.

Next meeting: Tuesday, June 13th at 7:00 pm