

**St. Paul School
Parish Education Committee
Minutes of the Meeting
Tuesday, November 8, 2016**

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

Absent: Mr. BK Kwee

Meeting began at 7:02pm with an opening prayer and reading from Pope Francis's Laudato Si "All things are connected".

Minutes from October 2016 meeting: motion to pass the previous minutes of the meeting was put forward by Mr. Kelsey Mah and seconded by Mr. Michael Cam.

Chairperson's Report

Dr. John Yun reported that he attended the AGM last November 1st. He mentioned that this year's AGM was not well attended compared to previous year due to the timing of the event which was during All Saints day. No new law impacting us was passed during the AGM.

Principal's Report

- **Recent events**

Mrs. Maureen Moorehead reported the following events:

- Volleyball season is wrapping up
- Early Warning System drill – EWS drill went well. The siren continued not to be heard at the portables which is consistent with previous drills. The portables are deemed to be seismically safe.
- Spirit Day – 23 of the 30 Grade 7 students attended Spirit Day in Surrey. It was an upbeat, inspiring and energizing day for the students.
- Feast of All Saints and All Souls
- Friend 2 Friend workshop – Representatives from Friend 2 Friend were at school all day yesterday, November 7th. This is part of the autism demystification program and is designed to foster social inclusion, play and friendship between kids with social and academic needs and their classmates and peers. The event was very successful.

- **Halloween Dress Down**

Mrs. Maureen Moorehead reported that we have raised a total of C\$327.00 on Halloween dress down day last October 31st. The amount raised will be for the benefit of our sponsor child, Thomas.

- **Created By Kids**

Mrs. Maureen Moorehead reported that we were able to raise approximately C\$1,337 from the Created by Kids fundraiser. Total goods purchased amounted to C\$4,457.05. Proceeds is for the benefit of Catholic Charities.

- **Photocopier Lease up**

Mrs. Maureen Moorehead reported that the current photocopier lease with Xerox is expiring. Starting December, we will be going with Canon which offers good customer service and better rate.

- **Walkathon**

Mrs. Maureen Moorehead reported that we have raised a total of C\$57,238.60 from the walkathon. Top earning classes who won pizza lunch are Grade 6 (C\$8,935); Kindergarten (C\$7,604) and Grade 3 (C\$7,575.25).

- **L.A. Congress Attendees**

Further to PEC's approval of the recommendation to send St. Paul staff to the LA Congress, Mrs. Maureen Moorehead reported that the following staff will be attending the event:

- Mrs. Maureen Moorehead
- Mrs. Nicole Kelly
- Mrs. Gail Imoo
- Mrs. Mylene Espinosa

- **St. Paul PEC Newsletter**

Mrs. Maureen Moorehead suggested for the St. Paul PEC to have a regular newsletter. Mrs. Angelica Revillosa will spearhead the twice a year newsletter to be issued during Christmas and Easter.

- **School Visa card**

Mrs. Maureen Moorehead brought up the use of Visa card for purchases made by the teachers on behalf of the school. The card to be used is a no fee card; offers low interest fees and low limit to minimize risk. Benefits of using the Visa card includes better accountability for employees, easy coding process from statement for accounting, payment to one card versus employees out of pocket resulting to fewer cheques to issue, sign and administer. Mrs. Maureen Moorehead will find out whether employee names will be on the card or a generic card will be issued. Decision will be made next meeting.

Pastor's Report

Fr. Luterbach mentioned that the ground work relating to the construction of the new church will begin after New Year. Bids are currently being sourced for this work. Once the ground work starts, the back exit will be used significantly. Electricity works will not impact the school. However, water works will potentially affect the school but notice will be provided.

Member Reports

- **Staff**

No report

- **Maintenance**

Mr. Kelsey Mah brought up the problem with European Chafer in some areas of the playground. The cost of the treatment is C\$1,500, however, there is no guarantee that the problem will not recur after the treatment. Given these circumstances, the committee decided not to engage the landscaper for the treatment. Mrs. Maureen Moorehead will reach out to Mr. Bains and Mr. Lim to help flatten the affected areas of the playground to ensure that this will not be a safety hazard to the students.

- **Treasurer**

Mr. Herb Wong presented the Statement of operations for the period ending October 31, 2016. He indicated that we have a very healthy balance sheet and in a good position for the year. In addition, he mentioned that the walkathon proceeds were not yet reflected in the October statements and will be in the next months' report.

- **IT**

Mr. Michael Cam presented the following proposal for IT:

- iPad replacement
Mr. Michael Cam proposed to purchase 42 iPad air 2 units (10 for kindergarten and 32 for grades 1, 2 and 3) and two charging stations to upgrade the existing 2009 model iPad units that have been in use for the last five to six years. The new iPads will be used for complex technology projects including digital portfolios, movies and coding which are in the new curriculum.
- 10 year major expense budget
Mr. Michael Cam presented IT major expenses budget for the next ten years which covers Macbooks, iPads and Smartboards. The budget includes longer replacement cycle for iPads and Macbooks (from 5 years to 6 years) and 15 year cycle for Smartboards. To support the budget presented, Mr. Michael mentioned that IT would need allocation from Walkathon funds of C\$20,000 for the next five years, C\$25,000 from year 6-10 and C\$30,000 after year 10.
- Allocation of this year's walkathon funds
Mr. Michael Cam requested to allocate C\$20,000 from this year's Walkathon funds to the IT budget. The funds will be added to the existing C\$15,000 saved from last year in order to purchase the replacement iPads.

A motion was raised by Mr. Michael Cam to purchase 42 iPad Air and two charging stations for a total cost of \$33,000. The motion was seconded by Mr. Trevor Henry. All PEC members are in agreement.

- **Parent Participation**

No report

Meeting adjourned at 7:53pm with a prayer.

Next meeting: Tuesday, December 6th at 7:00 pm