

PARISH EDUCATION COMMITTEE

MINUTES OF MEETING held on October 20, 2020 at 6:00pm

Present:

1. Ana-Maria Hobrough (“AH”)
2. Alaine Maxwell (“AM”)
3. Sean Greenhalgh (“SG”)
4. Karen Carteri (“KC”)
5. Fr. Miguel Segura (“MS”)
6. Reine Mykyte (“RM”)
7. Kathy Johnson (“KJ”)
8. Adam James (“AJ”)

Guests/New PEC Members: Ami Sayal, Brian Duong, Gabriela Orteiza

A. Adoption of Agenda

1. AH – Add item for discussion regarding outside yard in front of school
2. AM motion to adopt, SG seconded

B. Minutes of September 2020 meeting

1. Approval to be deferred to next meeting

C. Updates

1. Pastor (MS)
 - (a) Parish census underway
2. Principal’s Report (RM)
 - (a) Grade 3 mass celebrated last Friday
 - (b) This week parent/teacher interviews
 - (c) School-wide write is going on
 - (d) Huge amount of Ministry documentation required this year
 - (e) Ministry evaluation and audit planned for this year
 - (f) Walkathon is in full swing, meeting all targets

- (g) The school's street has been identified as a potential "slow street". RM has communicated with the City of Vancouver about pick up/drop off needs and the design has been adjusted.
 - (h) St. Augustine has requested assistance relating to a Petition to the City – RM will send the school community a link to the St. Augustine website for their consideration.
3. Chair (AH)
- (a) The challenges of the current times can be assisted by the strategic plan.
 - (b) AM encourages the new PEC not to lose sight of the strategic plan.
 - (c) AS suggested strategic targeted communications about being school of choice for French immersion and Catholic families
4. Finance (SG)
- (a) Update for September will come later this month.
5. Building & Infrastructure (AJ)
- (a) Proposal to re-turf the front of the school.
 - (i) We would characterize it as a play surface
 - (ii) The more expensive quote includes an undersurface, which makes sense as a play surface.
 - (iii) The more expensive quote (over \$57,000) has a longer warranty, 10 years.
 - (iv) The less expensive quote is \$30,000, 5 years on installation, 10 year on product.
 - (v) To be discussed further within budget.
 - (vi) AK – question about drainage and about recycling, permeability TBD by AJ.
6. School Rep (KJ)
- (a) School and education feels like it is going well for the children overall.
 - (b) FSAs pushed from this fall to Jan/Feb 2021.
 - (c) Currently, Quebec trip is still planned, and anyone who signed up has gotten insurance.

D. Committees Updates

1. Nominations (KC) – new PEC to take over at end of meeting.
2. Seismic (AJ) – gathering last RFP by the end of this month.

Items for Discussion

E. Budget (SG)

1. Draft proposed by SG.
 - (a) Revenues will be down this year because of lower enrollment, but there are additional government grants related to COVID – down overall about \$20,000 compared to last year.
 - (b) Expenses – staffing up to support learning groups for COVID – up \$41,500.
 - (c) We reviewed variable costs, right-sized them – no major cuts anywhere.
 - (d) Overall the operating budget is flat.
 - (e) PEC had approved costs las year of \$100,000 (out of \$280,000 surplus)
 - (i) \$50,000 outdoor space (big toy area and other front area)
 - (ii) \$50,000 tech spend
 - (f) No fundraising money in budget.
 - (g) Slight deficit, but strong budget.
 - (h) Budget accounts for increase in IT consultant fees.
 - (i) KC proposed a Seismic Fund line item or account – SG and GO to pursue this item going forward.
2. SG motion to approve budget for 2020-2021, AM seconded.

F. Outside space (RM/AH/AJ)

1. PEC approved an expenditure on this outdoor space item at \$25,000.
2. The quote of \$30,000 for turf on the outdoor space seems reasonable per AJ, achieves our objectives and is closest to the contemplated expenditure – it is proposed that the shortfall will be funded from walkathon.
3. AH motion to approve the lower quote of \$30,000 to install turf on the outdoor space south of entrance, KC seconded.

G. New PEC (KC)

1. Per CISVA policy, this meeting has been a transition meeting and the new PEC takes over at the end of this PEC meeting.
2. AS motion that the Registry of PEC members for 2020/2021 be as follows:

Name	Address/Email	Term of Office / Appointment
Sean Greenhalgh (Chair)	SeanG@leithwheeler.com	Pastor Appointment October 2020
Alaine Maxwell (Vice-Chair)	alainacatania@hotmail.com	Elected May 2019
Ami Sanyal	amipsanyal@gmail.com	Elected September 2020
Gabriela Oteiza (Treasurer)	3236 W. 29th Avenue, Vancouver oteiza.dunn@gmail.com	Elected September 2020
Brian Duong (Secretary/Governance)	1474 East 15th Avenue, Vancouver BDuong@litigationchambers.com	Elected September 2020
Helene Leone (Facilities and Maintenance)	Leone.hh@gmail.com	Filled vacancy of member who resigned effective June 2020 and who had been elected May 2019
Alex Kurnicki	alexkurnicki@gmail.com	Pastor Appointment October 2020

3. GO seconded.

Other business

SG as new chair thanked the outgoing PEC members for their service, and in particular AH for her outstanding service as Chair.

Meeting Adjourned at 8:00 pm