

BLESSED SACRAMENT PARENT EDUCATION COMMITTEE

MINUTES OF MEETING held on November 24, 2025, at 5:00pm

Present:

1. Fr. Gilbert Nunez (“GN”)
2. Reine Mykyte (“RM”)
3. Daniel Murphy (“DM”)
4. Hollis Bromley (“HB”)
5. Ami Sanyal (“AS”)
6. Jay Neal (“JN”)
7. Margaret Kotarska (MK)
8. Carla Matias (“CM”)
9. Carlos Gerardo (CG)
10. Hollis Bromley (“HB”)
11. Elia Domingos (“ED”)

Regrets: n/a

- A. Opening Prayer (GN)
- B. Adoption of the Agenda
 - a. AS moved, JN seconded
- C. Approval of Minutes of the October 20, 2025, meeting
 - a. JN moved, MK seconded
- D. Pastor (GN)
 - a. Started confessions
- E. Principal’s Report (RM)
 - a. Written report provided
 - b. Walkathon – met goal of \$70,000 (raised \$78,000 to date), highest number of families contributed compared to past years
 - c. Sister’s of Good Shepard donated \$1K, and local legion donated
 - d. A lot of coordination required while gym closed, work now complete
 - e. Thank you to PEC for supporting Jubilee Education trip to Vatican, and to Madame Domingos who covered in RM’s absence
 - f. Tomorrow is open house for Maternelle – have 60 people registered

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- g. Wednesday meeting for Quebec trip
 - h. Advent market this weekend
 - i. Literacy & Numeracy tests – still finishing writing them, marking starts on Monday
 - j. Day camps – steady increase in numbers, next date Feb. 13, spring break, summer, maybe at end of school might put 1 or 2 days as finish mid-way through week, all in agreement to continue with offering day camps
- F. School Rep (ED)
- a. Ended October with another DEAR (drop everything and read)
 - b. Had All Saints on Nov. 4 where dressed up as saints, Grade 7 turned classroom into Museum where explained each station on saints
 - c. Remembrance Day –Lieutenant Chaplain McDonald speaker
 - d. Visited the Gardens of Gethsemani, where cleaned the headstones
 - e. Had circus workshops
 - f. Teachers networking day happened on Friday
 - g. Sports: done boys soccer, done volleyball, now on to basketball
 - h. Christmas concert on Thurs/Friday at 1:00
 - i. Chess club now running, Thursday at noon, art alternating weeks with Rosary club, coding after school, readers are leaders starting up as well
 - j. Discussion on Young Citizens of the World club and ties to ESS.
- G. Chair (DM)
- a. CISVA AGM Nov. 4 – DM attended with Father: overall Catholic schools increased enrollment by 0.5% from 2024-2025, seismic project mentioned again, other schools following in footsteps around seismic upgrade
- H. Finance (CM / MK)
- a. Auditors corrected moving \$320,000 – now moved to unrestricted net asset account, so will reflect larger deficit on income statement but when close out on balance account it will net out. Won't see this again moving forward
 - b. Replenishment of restricted fund balance – confirmed that no recommended figure for how much to retain, but intent is enough in the event independent schools not provided government grants, to continue operations, so look at having about 1 year of what usually receive in grants (\$1m). We are at roughly \$610,000 (combination of \$144,000 restricted and \$497,136 unrestricted = total net assets)
 - c. Loan rebate amount - \$9,911 for last calendar year, not deposited and so following up

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- d. Chancery deposit account statement – balance is \$395, whereas before had about \$19,000 which was previously contributed by parish and so will follow up with Nancy about why there was a withdrawal
- e. Current Financials
 - i. reflecting a \$30K deficit because walkathon figure not put in yet
 - ii. also 10K for Quebec retreat also recognized
 - iii. tuition number year to date lower – will confirm if because of less students

- I. Governance / Secretary (HB)
 - a. n/a

- J. Communications / Vice Chair / Committee Society Delegate (AS)
 - a. Discussion on directory for businesses related to school families, put directory on website

- K. Fundraising (CG)
 - a. Hot lunch running smoothly, looking at adding Mexican restaurant, looking at adding 4 more dates subject to school permission
 - b. Fundraising team: senior members and junior members
 - c. Apple campaign raised \$534
 - d. Movie nights coming back in Jan or Feb – need to sort out licenses, sales of tickets, RM advises school has a license already
 - e. Other campaigns – NewFelds Farms and Meridian Market
 - f. FlipGive campaign needs more promotion
 - g. Met with John Sheppard re fundraising options ie Knights of Columbus, BC Gaming Grants, 50/50 draws, etc
 - h. Discussed dedicated webpage for fundraising and whether to run on school's Wordpress or parish's Wix platform.
 - i. Do other campaigns count towards fundraising goal? Huge amount of work to track fundraising, so for smaller fundraising events it is not feasible, that is why only track walkathon and silent auction

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- L. Building and Infrastructure & Seismic (JN)
 - a. Gym: all work complete, 1 gym light burnt out
 - b. Quotes for canopies obtained, roughly \$38,000 for 2 awnings for front and back, \$26,000 for just the front, both with optional LED lights
 - c. Reviewed the skylight, quote for work, but may be preventative maintenance issue – could leave it for 1 year to see if preventative plan is working before deciding if need to replace skylight
 - d. Reviewed preventative maintenance plan drafted by JN

M. In-Camera Session

N. Closing Prayer (GN)

Meeting adjourned at 7:35 pm, next meeting is January 12, 2026, in person