

St. Joseph the Worker School
General Meeting of the Parish Education Committee (PEC) – September 2024
MINUTES

Date: September 17th, 2024

Present: Sean O'Brien, Henry Lam, Nicola Thompson, Monica Francisco, Melissa Lui, Stephanie Mui, Ricardo Hernandez, Bryan Walls, Dean Saldanha, Jamie Withers (Principal), Fr. Pierre Ducharme, Anne Tien (Vice Principal), Diane Ison (Vice Principal/Teacher Representative)

Apologies: None

The PEC General Meeting was held in person in the school staff room and called to order by Sean O'Brien at 7:05pm.

AGENDA:

1. Faith Formation

Discussion: Monica read the Gospel for September 22, 2024 - Mark 9:30-37

Action Taken: PEC members reflected and shared a word from the reading

2. Review of Minutes: June 11, 2024

Discussion: June minutes were emailed to PEC members and were reviewed. A correction was proposed for the attendee list.

Action Taken: June minutes will be revised to reflect the correction to the attendees. Minutes approved by consensus.

3. Correspondence

Discussion: No correspondence was received by the PEC Chair or Principal

Action Taken: None required

4. Appreciations

Discussion: The PEC extended a special thanks to Bryan Walls and the Maintenance team for all of the work and time spent on maintenance to the building over the summer, such as the gym floors.

Action Taken: None required

5. Executive Report – Sean O’Brien

Discussion: Sean welcomed all PEC members back for the year.

Action Taken: None required

6. Pastor’s Report – Fr. Pierre Ducharme

Discussion: Fr. Pierre reiterated the thanks for Bryan and the Maintenance team for the work that he and the team did over the summer. Maintenance work is still ongoing throughout the building, including the kitchen. Once completed, it is anticipated that many activities will be happening involving the kitchen in the upcoming years, including workshops for the faith formation ministries.

Action Taken: None required

7. Principal’s Report – Jamie Withers

Discussion: Jamie reviewed his Principal’s Report dated September 17, 2024. The report is attached to these minutes.

Action Taken: None required

8. Treasurer’s Report – Henry Lam

Discussion: Henry reviewed the Treasurer’s Report dated September 17, 2024. The report is attached to these minutes.

Action Taken: Melissa Lui moved that the September 2024 Treasurer’s Report be adopted as presented. Nicola Thompson seconded and the motion was carried unanimously

9. Fundraising Report – Monica Francisco and Melissa Lui

Discussion: No updates

Action Taken: None required

10. Maintenance Report – Bryan Walls

Discussion: Most of the work in the classrooms is completed but still waiting for a few final items. The basketball hoops may also be changed, and will explore whether the timing can be lined up for when the gym is painted. If gym will be painted over the holidays, will coordinate with the Parish Office. The floor replacement for the gym is done, and floor replacement for other parts of the school need to be finalized. After the kitchen renovations are done, there will be a deep clean. The issue of heating in the gym will be further explored. There is the possibility of assigning parent volunteers to help with tasks around the gym (cleaning, etc).

Action Taken: None required.

11. Uniforms – Ricardo Hernandez

Discussion: No updates

Action Taken: None required

12. Parent Participation – Nicola Thompson

Discussion: All parents have now been assigned to a parent participation role. Those that have not been assigned will be in an hourly role. It was helpful to have the list of assigned parent participation roles shared on the walls at the Meet the Teacher night.

Action Taken: None required

13. Old Business

Discussion: Meet the Teacher night went successfully. It was suggested to add information about Parent Participation to the slide deck, to help remind parents to complete their hours.

Action Taken: None required

14. New Business

Discussion:

- New Parent Evening: October 10th at 7pm hosted by the PEC
- Teacher Gifts: We will review the existing process for collecting money from classes for teacher gift contributions to make it simpler and less labour intensive
- PEC Sub-Committees: These sub-committees are opportunities for the PEC to participate in various initiatives throughout the year. Sean will circulate the sign-up sheets for each PEC member to sign up for sub-committee responsibilities
- Gift Card/Tuition Assistance Programs: There is interest in moving this program back to the church (where sales are done after mass, and order is placed through the parish). A possible time to implement this would be during the months leading up to Christmas. Other fundraisers such as Krispy Kreme and Mr. Coopers Pie sales were successful with little work involved that also went to help the Tuition Assistance Program. More communication to the community around these fundraisers and the Tuition Assistance Program might be beneficial to help raise awareness about the program
- PAD Withdrawals for Parent Participation: We will review the existing process to see if we can better align the timing of withdrawal with the final volunteering opportunities for those families that are still short on parent participation hours. Each family will be dealt with on a case-by-case basis.

Action Taken: None required

15. Adjournment

Motion by Henry Lam to adjourn the meeting at 8:37pm. Ricardo Hernandez seconded, and the motion was carried unanimously.