**St. James & St. Ann’s Regional Education Committee**

**~ MINUTES~**

**Wednesday, October 25, 2023 | Start Time: 6:30pm**

**Location: St. James & St. Ann’s Elementary School**

Present: Tina Girard, Chair, Heather MacDonald, Vice Chair, Gregory Kenny, Secretary,Julie Lee, Principal, Andrew DeVerteuil, Treasurer, Tasha Mijinke, Community Relations, Caroline Winship, Teachers Rep., Iggy Parlindungan, Maintenance Rep., Elizabeth Ocon, Fundraising, Fr. Richard Zanotti, Archbishop’s Rep.

1. Faith Formation – 15 minutes – Fr. Richard

2. Call Meeting to Order (6:50pm)

*We acknowledge that St. James and St. Ann’s school is located on the unceded and traditional lands of the Sumas (sue-mass) and Matsqui (mats-sqwee) First Nations people, and the Stó:lō (staw-low) people." With this, we respect the longstanding relationships that Indigenous Nations have to this land, as they are the original caretakers.*

3. Amend / Adopt the Agenda (Motion: Tasha, Heather)

4. Appreciations – Julie sends appreciation to all coaches, teachers, parents and staff for the soccer tournament held on October 24, 2023.

5. Correspondence

6. Review and Approve September Minutes (Motion: Heather, Tasha)

7. Policy Manual Review – Heather (Discussed Policy 304 Dismissal & Non-Renewal of Teachers’ & Principals’ Contracts)

8. **Main Reports:**

A. Archbishop’s Rep. Report - Fr. Richard(Supportive of Principal’s Report & general update)

B. Chair Report – Tina (Commented on importance of submitting Representatives Reports on time, Heather will be the Interim Parent Participation Representative, parents are welcome to attend Regional Education Committee meetings to observe)

C. Principal Report – Julie (As submitted)

D. Treasurer Report – Andrew (As submitted)

9. **Additional Reports:**

A. Teachers Report – Caroline (Commented on Outings, Events & Field Trips)

B. Maintenance Report – Iggy (As submitted)

C. Fundraising Report – Elizabeth (Nothing new to report)

D. Parent Participation Report – Heather (Presently undergoing training on the adoption of Parent Participation tracking software)

E. Community Relations Report – Tasha (Community Coffee on Friday October 27, Thunder Community Christmas Family Skate on Friday December 22 at MRC from 1:00 to 2:30pm, other possible community events)

10. Old Business**:**

A. Music Bingo Night at Towne Hall – Tasha (Community Music Bingo Night/Fundraiser at Towne Hall on November 01 at 6:00pm, $20 per person, tickets available at school office)

11. New Business**:**

1. CISVA AGM - Heather and Fr. Richard are registered and will attend on SJA behalf (On November 07 at 6:00pm)
2. Fundraising Goal for school (Consult students for wants/needs to set Fundraising Goal, to be further discussed)
3. Advertising Budget/Advertising Plan (Open House on January 24 at 6:30pm) (Tentative Budget of $2000, advertise in local Catholic daycares, pre-schools and parishes by distributing postcards, share on social media, advertise in BC Catholic)
4. Tree lighting idea (Possible fundraiser by using lights, ornaments and angels on night of school Christmas concert from 6:30 to 7:30pm, to be further discussed)
5. Open House idea from Nicola–Julie (Approved PowerPoint presentation on parent fundraising for Open House)
6. Budget Review and approval/signing (Balanced budget, anticipating increased revenue and increased expenses for 2023/2024 school year, possible tuition increase this year or next year due anticipated teachers’ pay raise) (Motion: Tasha, Heather)
7. Community Spirit Building Night (Approved Community Spirit Building Night at Abbotsford Canucks game on February 02 or 03, $28 per person with $5 from each ticket sold donated to school.

12. Our next meeting: Wednesday December 06, 2023.

13. In-Camera

14. Closing Prayer - Fr. Richard

15. Meeting Adjourned (8:10pm)