



## PEC Meeting Minutes

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Minutes of the meeting of the OLPH Parish Education Committee held at 7:00 pm on October 16, 2018 in the Madonna Room of Our Lady of Perpetual Help Parish, 2465 Crown Street, Vancouver, BC V6R 3V9.

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- Present:** Maili Wong (Chair)  
Edward Barnes (Vice Chair & Technology)  
Kate Nemeth (HR)  
Janine Mendes (Parent Participation)  
Fred Tewfik (Maintenance)  
Jutta Zeisler (CISVA Representative)  
Rosanna Wisden (Secretary)
- Staff:** Lora Clarke (Principal)  
Elaine Liu (Teacher Representative)
- Regrets:** Philip Leong (Treasurer)  
Fr. Babu Mathew (Pastor, ex-officio member)
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### PROCEEDINGS

The Chair welcomed everyone and called the meeting to order at approximately 7:00 pm.

#### 1. OPENING PRAYER (Kate)

The meeting opened with group prayer.

#### 2. CONSENT AGENDA

- a. Approval of Agenda

**MOTION moved, seconded, and unanimously passed.** The agenda was approved.

- b. Quorum, Meeting Ground Rules, and declaration of conflicts of interest

- c. Consideration of the Minutes of the September 18, 2018 meeting

**MOTION moved, seconded, and unanimously passed.** The minutes for September 18, 2108 Meeting were accepted with no amendments.

#### 3. NEW BUSINESS

- a. PEC Strategic Planning Day

Double check when Father's away. Target to have Strategic Planning Day for late January, early February, or even early March.

Create doodle poll to check weekends that would work for everyone.



**b. Fundraising: Approved Motions (previously approved In Camera during September 2018 meeting) as follows:**

1. The net proceeds of funds raised at the 2018 OLPH Walkathon are to be used to toward re-pairing the school washrooms.
2. The net proceeds of funds raised at the 2019 OLPH Gala are to be used to support Parish Projects that support school building infrastructure and the school washrooms.
3. The School supports a new community fundraiser Golf Tournament event for the financial benefit of the Parish, whereby School staff, students and parents will be invited and encouraged to participate with the Parishioners and to build community engagement.

**MOTION moved, seconded, and unanimously passed.**

**c. CISVA AGM (November 6):** Pastor and CISVA Representative to attend.

Motion to request Father Babu to accompany Jutta and attend CISVA AGM.

**MOTION moved, seconded, and unanimously passed.**

#### **4. TREASURER'S REPORT (Maili)**

No report was pre-circulated. Budget Meeting will be on October 29, 2018 at 7 p.m.

The school is still working on hiring a bookkeeper who can assist with providing reports to the Treasurer.

#### **5. MAINTENANCE REPORT (Fred)**

The report was pre-circulated.

**a. Update on School Maintenance Projects/Priorities**

Preliminary budget of \$250,000 for Maintenance and Infrastructure Projects, which will be included in Final 2018 Budget Report.

- \$27,000 for identified priority maintenance projects (repairs and maintenance)
- \$6,000/month run rate for incidentals (not categorized for specific projects)

#### **6. TECHNOLOGY REPORT (Ed)**

The report was pre-circulated.

**a. Update on School Technology Projects**

New OLPH School Main Website is now live. However, anything that can't be managed through internal maintenance will need to be paid for separately.

Need to complete training in order to mitigate technology risks and to make sure content for website it kept up to date. Heather Leach will remain the point of contact to schedule (maintenance) training.

The accessibility of PEC minutes from website was discussed.

**b. Report on Technology Priorities**

Local PEC or CISVA HR Policy is needed with respect to Device Damage Liability as it may affect compensation and requirements to pay.

Lora to do quick survey in Principal's meeting to what degree do other CISVA schools take responsibility of technology equipment in the school and report back to the PEC.



One suggestion is that each appropriate school employee sign a document (similar to annual code of conduct/conflict resolution policy) regarding responsibility over technology equipment.

#### **7. PRINCIPAL'S REPORT (Lora)**

The report was pre-circulated.

Clarification: Only categories A-H receive funds. And 41 students require learning assistance but do not fall into any category.

Harvest Fair was a success. Money from fundraiser used for back-to-school BBQ, and to supplement the Big House, or to support projects led by the Fundraising committee.

Request edit on report – Interns and volunteers are from “Corpus Christi”, not from “St. Mark’s College”.

- “Intern” wording to be changed to “Volunteer”.

#### **8. TEACHER REPRESENTATIVE REPORT (Elaine)**

The report was pre-circulated. No questions were raised.

Issue raised regarding parking during the Walkathon – Parents should be encouraged to call the school for any issues.

#### **9. PARENT PARTICIPATION REPORT (Janine)**

The report was pre-circulated.

**a.** Update on Gala – Committee now looking at Four Seasons or Hotel Georgia as a venue for 230 people. Finalizing date for Gala to minimize conflicts with other events.

- Accessibility, cost/affordability and practicality should be factors in choosing location to encourage high participation and accessibility for all school families to participate.

**b.** Update on Volunteer and Parking:

Bulk of participation should be done by parents.

The existing PEC Policy is that only Parents and Legal Guardians of students who have completed the official OLPH Parking Patrol Training are authorized to conduct parking patrol duty. Mandatory Parent/Guardian participation responsibilities may not be delegated to caregivers or other family members, including older children.

**c.** Update on Fire Lane/Stop Signs – Will have to call the city to get signs changed to clarify and remind parents about drop off/pick up zone.

#### **10. CISVA REPRESENTATIVE REPORT (Jutta)**

The report was pre-circulated.

**a.** Update on CISVA Policy Changes/Events – The creation of a local policy regarding party voting/proxy voting was discussed.

**b.** (Maili) Update on CISVA All Education Committees Meeting attended by OLPH Members on Oct. 13, 2018

- Asbestos Training on November 17, 2017 – Staff (Joe Garcea and Cyrus Salinas) and PEC member (Fred) requested to attend.



- **Highlight by Archbishop from meeting:** PEC should speak as one voice and never publicly disagree once a decision by PEC.

#### **11. OTHER BUSINESS (Mali)**

- a. Next Meeting Dates: October 29<sup>th</sup> Special Budget Meeting, and next regular PEC meeting November 20<sup>th</sup>, 2018.
- b. Reminder: PEC Staff Appreciation Night October 25<sup>th</sup>, 4:30 – 7pm at Cactus Club Broadway

#### **ADJOURNMENT**

There being no further business to transact, the meeting was adjourned at approximately 8:30 p.m.