



PEC Meeting Minutes

Minutes of the meeting of the OLPH Parish Education Committee held at 7:00 pm on September 18, 2018 in the Madonna Room of Our Lady of Perpetual Help Parish, 2465 Crown Street, Vancouver, BC V6R 3V9.

Present: Maili Wong (Chair)
Philip Leong (Treasurer)
Kate Nemeth (HR)
Janine Mendes (Parent Participation)
Fred Tewfik (Maintenance)
Jutta Zeisler (CISVA Rep.)
Fr. Babu Mathew (Pastor)

Staff: Lora Clarke (Principal)
Patty Ros (Teacher Representative)

Guests: Rosanna Wisden

Regrets: Edward Barnes (Vice Chair & Technology)

PROCEEDINGS

The Chair welcomed everyone and called the meeting to order at approximately 7:05 pm.

1. OPENING PRAYER (Fr. Babu Mathew)

The meeting opened with group prayer.

2. CONSENT AGENDA (Maili)

- a. Approval of Agenda: MOTION moved, seconded, and unanimously passed.
The Agenda was approved.
- b. Quorum and declaration of conflicts of interest
- c. Meeting Rules of Conduct (For information)
- d. Consideration of the Minutes of the June 19, 2018 meeting.
MOTION moved, seconded, and unanimously passed. The minutes of the June 19, 2018 meeting were approved with no amendments.

3. NEW BUSINESS (Maili)



- a. PEC Meeting Dates 2018 – 2019 – Please note slight change to June 11th meeting. Confirm that reports will be submitted a week before each meeting. | MOTION moved, seconded, and unanimously passed. The PEC Meeting Dates 2018 – 2019 meeting were approved.
- b. PEC Staff Social: For information – October 25 (4 to 7pm)

4. TREASURER'S REPORT (Phil)

No report pre-circulated.

Financial Report will be presented next meeting as budget is still being finalized for October 30 deadline.

Additional PEC meeting will be scheduled on October 29, 2018 (Monday) to discuss budget.

5. MAINTENANCE REPORT (Fred)

The report was pre-circulated.

a. Update on School Maintenance Projects:

- School's upstairs bathroom renovations are completed; everything completed on time and on budget (around \$130,000). However, there are still issues with sensors that contractors will have a look for another location for sensors.
- Seeking Approval: to maintain approval to complete renovations for lower floor washrooms in Summer 2019 (might be around \$150,000). Will wait on budget to be finalized.
- Paving completed at staff parking lot for \$7500.

b. Maintenance Priorities:

- Issue with Gym Roof leaking – Contractor will come for roof inspection. Contractors will only provide short-term solution.
- Signed Mechanical Maintenance contract – full maintenance for school.
- Maintenance Sub-Committee: School Parent (Ryan Thomas) has expressed interest to join.
- Will provide list of prioritized projects (short and long term) and monthly maintenance expenses.

6. TECHNOLOGY REPORT

The report was pre-circulated.

Motion: As a net new unbudgeted expense request, PEC pre-approval for funding to spend up to \$1000 for a secured Docking Station for OnVolunteers login iPad. MOTION moved, seconded, and unanimously passed.



Motion: Agreement to hold EdTech overview session with PEC some time in H1. All are in favor for organizing this session.

A formalized email proxy voting system was discussed for advance voting via email notice to the Chair, but was postponed for further due diligence and review.

7. HUMAN RESOURCES REPORT (Kate)

Motion that the Hiring HR sub-committee will continue to complete hiring and provide recommendations of approved hires. **PEC approves** the delegation of authority to the HR sub-committee for school hiring.

8. PASTOR UPDATE (Fr. Babu)

No report pre-circulated.

a. Update on Church and Pastoral Projects:

- October 27th-Columbus charities will propose concept for affordable housing.
- Seismic Upgrade for Parish will cost around \$1 million, and will not proceed with the upgrade. Currently working on master plan with a firm to build new church in the next 7-10 years.
- Marian Meditations: Thursdays from 2:30 to 3pm.
- Look Ten Ministry: Sending cards to people who are homebound.

9. PRINCIPAL'S REPORT (Lora)

The report was pre-circulated.

- Typo found under #2: from “***Students in Categories D, G and H are funded; Students in Category D are not.” to “” ***Students in Categories D, G and H are funded; Students in Categories Q are not.”
- Dates are being finalized and updated school calendar will be provided soon
- For Information: Memo regarding disclosing personal information received from FISA

10. TEACHER'S REPRESENTATIVE'S REPORT (Patty)

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

11. PARENT PARTICIPATION/EVENTS REPORT (Janine)

The report was pre-circulated.

- Issues with check-ins/outs with OnVolunteers and waiting for it to be fixed.
- Waiting for iPads to be secured. Lora will assist in having this fixed right away.

12. CISVA REPRESENTATIVE REPORT (Jutta)

The report was pre-circulated.

- No updates to provide as June and July meetings have not been uploaded yet.



13. OTHER BUSINESS:

- a. October 16th next PEC meeting.
- b. October 25th PEC Staff Social
- c. October 29th Special PEC meeting on budget

ADJOURNMENT

There being no further business to transact, the meeting was adjourned at approximately 7:50 p.m.

DRAFT