



PEC Meeting Minutes

Minutes of the meeting of the OLPH Parish Education Committee held at 7:00 pm on September 10, 2019 in the Madonna Room of Our Lady of Perpetual Help Parish, 2465 Crown Street, Vancouver, BC V6R 3V9.

Present: Maili Wong (Chair)
Patrick Burkart (Vice Chair & Technology)
Philip Leong (Treasurer)
Kate Nemeth (HR)
Sarah Guizzo (Parent Participation)
Fred Tewfik (Maintenance)
Jutta Zeisler (CISVA Rep. & Donations)
Fr. Babu Mathew (Pastor)
Rosanna Wisden (Secretary)

Staff: Lora Clarke (Principal)
Sandra Reid (Vice Principal)
Elaine Liu (Teacher Representative)

Regrets: Janine Mendes (Fundraising)

PROCEEDINGS

The Chair welcomed everyone and called the meeting to order at approximately 7:00 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, Meeting Ground Rules, and declaration of conflicts of interest

c. Consideration of the Minutes of the June 11, 2019 Meeting.

MOTION moved, seconded, and unanimously passed. The minutes for June 11, 2019 was accepted with no amendments.

d. Approval of the Proposed PEC Meeting Dates 2019 – 2020. **MOTION moved, seconded, and unanimously passed.**

3. TREASURER'S REPORT (Phil)

The report was pre-circulated.

a. Monthly Financial Report - **MOTION moved, seconded, and unanimously passed.**

Monthly Financial Report approved with no amendments.



4. MAINTENANCE REPORT (Fred)

The report was pre-circulated.

a. Update on School Maintenance Projects/Priorities

- Washrooms renovations and Main Entrance Stairs Repairs are complete.
- HVAC Control Replacements still need to be done – Target completion Oct. 1.
- Clogged underground drain pipe was discovered end of August, which affected all fixtures. This led to flooding through gym/music room, and French Teacher's office.
- Request was put in to the City of Vancouver to get storm drains checked.
- **Motion:** To approve in principle the emergency repairs, as approved by the sub-committee chair. Staff Room Operational Repair, Building Drain Repair. **MOTION moved, seconded, and unanimously passed.**

5. TECHNOLOGY REPORT (Patrick)

The report was pre-circulated.

a. Update on School Technology Projects

Obtaining timeline of expiring contracts and understanding priorities for each contract.

6. PASTOR'S REPORT (Fr. Babu)

a. Update on Parish Initiatives

Provider (Project Kids) has been found for after-school care: services will start Oct. 1.

Parish has gotten the license, and currently waiting on inspection.

Bursary Committee – worked on policy and guidelines for bursaries for Catholics and non-Catholics (which would require PEC approval).

New Mass – Every First Thursday at 12 noon for devotion to Mary.

Introducing Class Mass at the rectory chapel – Classes to have the mass/retreat.

7. PRINCIPAL'S REPORT (Lora)

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

8. TEACHER'S REPRESENTATIVE'S REPORT (Elaine)

a. Update on Teacher/Staff Initiatives. No questions asked.

9. FUNDRAISING REPORT (Maili)

The report was pre-circulated.

a. Motion to approve the Givergy contract for approval for the upcoming Gala 2020.

MOTION moved, seconded, and unanimously passed.



10. PARENT PARTICIPATION REPORT (Sarah)

The report was pre-circulated.

a. Getting Room Parents – reverted back to 2 Room Parents per classroom.

b. Parent Participation Policy draft ready for review and approval

- 40 hours mandatory parking shifts and events (page 5).

Amendments: (a) OLPH AGM 1 hour of attendance is no longer mandatory. (b)

There are 7 hours of mandatory hours, and the remaining 33 hours would be completed by the current PP opportunities. (c) Clarify penalty for not completing mandatory hours.

Motion: Motion to approve amended Parent Participation Policy. **MOTION moved, seconded, and unanimously passed.**

c. Walkathon – Funds raised usually between \$40-50k. Motion: To use the proceeds

from the Walkathon to obtain a portable collapsible stage. **MOTION moved,**

seconded, and unanimously passed.

11. CISVA REPRESENTATIVE REPORT (Jutta)

The report was pre-circulated. No questions asked.

a. Update on CISVA Policies

12. OTHER BUSINESS (Maili)

a. Next Meetings:

- Back to School BBQ after September 15th 11am Mass in School Gym

- CISVA PEC Leadership Conference for PEC Members on Saturday, September 21, 2019 – St. Mary's Parish/School

- Next OLPH PEC Meeting – October 15, 2019

ADJOURNMENT

There being no further business to transact, the meeting was adjourned at approximately 9:00 pm.