

ESS Parish Education Committee Meeting
March 26, 2018
5:00pm

Attendees: Fr. Miguel Segura, Cathie Obendorf, Ana-Maria Hobrough, Kirsten Kurnicki, Adam James, Jenny Boivin, Kamila Arroyo, Sean Greenhlagh

Regrets: Roy Gordon

Fr. Miguel opened the meeting with a prayer.

STANDING ITEMS

Adoption of Agenda

Jenny moved to adopt the agenda. Kirsten seconded it. Approved.

Approval of Minutes

February 21, 2018

Kirsten moved to approve the February 21st 2018 Meeting Minutes. Jenny seconded it. Approved.

March 7, 2017

Kamila moved to approve the March 7th 2018 meeting minutes. Kirsten seconded it. Approved.

PASTOR UPDATE

Tomasz the seminarian led a beautiful Easter preparation with the 1st Communion Class. Parish dealing with birds/nesting situation.

PRINCIPAL UPDATE

Cathie will be away in April 6 - 13; Marion McDermott be acting principal.

Implemented a new process to record attendance. Attendance will be taken twice daily in the classroom and then included in MY ED program weekly by a designated admin person. Parents will be called if student is away without pre-knowledge. The school will also be gathering sick notices to file for the ES audit

As parents return their registration/re-registration packages, there will be specific follow up for those families where children have allergy conditions, to ensure accurate medical information is on file.

Principal implemented a no birthday food/treats during the school day in recognition of increased attention on food allergies

There are missing light bulbs in the gym

Action: Adam to check lamps in the gym and organize replacement of light bulbs this week.

Emergency preparedness brought forward by a group of parents – it is under consideration by the principal and she will update the PEC at the next meeting.

CHAIR

Has initiated principal search with CISVA

TREASURER/FINANCIAL

A new financial update format that includes forecasts and projections to year end was presented for discussion. A financial update for YD and Q3 ready will be ready by mid-April.

Chrome books have been ordered.

ITEMS FOR DISCUSSION

REVIEW OF THE NEXT 14 WEEKS

In preparation of a new principal and to support the current leadership, PEC should compile an orientation to the various ESS special events and activities.

Action: Jenny to start development of an ESS activity and event inventory.

Parents meeting to be held is *April 26th at 6:30pm-8:00pm in the gym* (pending availability of the gym) Items to discuss include: Parents Survey, Q3 financial update, nomination and election process for the PEC.

Action: Ana-Maria to confirm date and coordinate development of meeting materials.

PARENT PARTICIPATION

Action: Jenny to investigate parent participation database what is required and report back at the next PEC meeting.

Action: Ana-Maria to email Dan about CISVA best practice when it comes to school volunteer structures and committees.

CAPITOL/MAINTENANCE PLAN FOR THE SUMMER

Action: Adam evaluating maintenance items required over the next four months. Will report at the next meeting.

PROTOCOL FOR EMAILS SENT TO THE PEC.

Currently PEC emails sent to Father, Ana-Maria and Roy Gordon. Kirsten Kurnicki to be added to the distribution list.

Action: AMH to request Kirsten's inclusion on the distribution list.

MANDATORY AND OPTIONAL SCHOOL FEES

Sean moved that each family needs to be in good financial standing with the school before registration for the following year can occur. Kirsten seconded it. Approved.

Action: Cathie will send out an email tomorrow regarding 2016/17 fees letting parents know that if their fees are not current, then re-registration packages will not be accepted as complete.

ITEMS FOR DECISION

MAC BOOKS

Adam moved to buy out the current MacBooks. Kamila seconded it. Approved

Upcoming PEC meetings are scheduled for:

Wednesday April 18th at 5pm

Wednesday May 9th at 5pm

Meeting adjourned at 6:30pm.