

**ESS Parish Education Committee Meeting**  
**April 18, 2018**  
**5:00pm**

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

Guests: Anabella Barros

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Kirsten opened the meeting with a prayer.

### **STANDING ITEMS**

#### **Adoption of Agenda**

Amendments: added allergies and drinks – Family Dance on May 12  
*Jenny moved to approve the amended agenda. Adam seconded it. Approved.*

#### **Approval of Minutes**

March 26, 2018  
*Minutes to be distributed electronically and approved electronically by noon tomorrow. (Electronically) Approved.*

#### **PASTOR UPDATE**

Parishioner categories and subsidies require revision. Other schools will be looked as a model.

#### **PRINCIPAL UPDATE**

Cathie will be 70% and Marion at 30% this week at ESS.

Revising systems in the office, outsourcing Mme Teglassi (prior, retired principal of ESS) for assistance with this process.

Camp for gr. 5, 6 and 7 has been booked. Cathie found a free program with UBC Forestry to run the support services portion of the camp. A limited number of parents will be attending, alongside of the gr.7 teacher, Kathy Johnson. Packages were sent out with a tighter time frame. Cost remains the same as last year. A bus has been rented, however looking forward; a 'parent-driving program' should be organized instead of bus rentals.

2018/2019 enrollment is 217.

The principal has implemented an incident report process for teachers to inform the principal of behavior challenges and disrespectful behavior among students.

Action: PEC requested that Cathie broaden the scope of incidents to include all forms of inappropriate and disrespectful communications received by teachers and ESS staff.

A review and revision of the after school program is required.

Marion tightened the student attendance system; she developed a system where gr.7 students collect and deliver attendance sheets to the office. Audit will occur in May, therefore the office is currently insuring that there are absentee notes on file for all student absences.

Student files have been reviewed and organized by Marian.

The School's accreditation audit by the Ministry of Education will take place in September 2018. The CISVA portion of the accreditation has been postponed.

Students and teachers returning from Ottawa tonight! Kathy Johnson will present a consolidated oral report at the upcoming PEC meeting.

Action: Cathie and Kirsten to discuss yearbooks and invoices further.

Action: Kindergarten Welcome Wine and Cheese Night will hosted by the PEC. Date to follow.

Action: PEC to send a card to Mme Changfoot.

## **CHAIR**

### **Correspondences received:**

1. An email from the Cheryl Macapinlac, Organizing Chair of the Family Dance alcohol and allergens.

*Jenny moved the following motions related to the family dance:*

*Alcohol: limited to beer and wine*

Served food: No nuts on food that is served. For other allergens, please ensure that all food suppliers come prepared and post a full ingredient lists so that parents can monitor for potential allergens.

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Cake Walk Cakes: Please communicate to parents when the call goes requesting cakes that parents be allergy aware and indicate anything that is not normally expected in a cake such as – nuts, gluten free, marzipan etc.

Adam seconded. Approved

2. An email request was received from Jasmine Wilde, on behalf of the Emergency preparedness team to present a report at the next PEC meeting. A report that is developed with ESS administrative representation is welcome and appreciated.

Action: Marian, a trained emergency responder, to lead the Emergency Preparedness on behalf of ESS.

## **TREASURER/FINANCIAL REPORT**

Presented a breakdown of the March budget. There is a \$41k projected surplus on the budget, however this will change once we incur unbudgeted items later in the year.

Existing MacBook were bought out, and new Chromebooks were purchased (as per Walkathon goal), with a \$4K unbudgeted savings.

All existing contracts are currently under review with Tien for moving forward with next year's budget.

The after school care program brought in a loss rather than the projected gain this month.

## **BUILDING & INFRASTRUCTURE REPORT**

Tabled for next meeting.

Action: Adam and Cathie to go over items.

## **NOMINATING COMMITTEE REPORT**

PEC Elections will be on May 26 & 27. The last day for nominations is Monday, May 14<sup>th</sup>. There are 3 vacancies. Final nominations will be announced on May 20<sup>th</sup>, following approval of Fr. Miguel.

Jenny moved to elect Fr. Miguel, Roy, Ana-Maria and Kirsten to form the nominations committee. Sean seconded it. Approved.

## ITEMS FOR DISCUSSION

### REVIEW OF AGENDA AND MATERIALS FOR PARENT'S MEETING

The meeting will be on April 26<sup>th</sup> at 6:30pm. PEC meeting prep meeting at 5:30pm. AM circulated a draft PowerPoint presentation. Small revision of the order of items.

Action: please forward revisions and additional components to AM by the end of the week.

### PARENT PARTICIPATION

Jenny reported that the parent participation database, as well as a 'go-to guide' for each school event, is still underway.

Jenny and Bruno are fixing and updating parents registered.

Plan for PEC committees for 2018/19

A number of questions have been raised to understand the various committees. Per CISVA policy, all volunteer committee must be committees of PEC. In order to be considered agents of the school for insurance, volunteers must be 'official volunteers' to 'official committees'. Most importantly, committees create meaningful volunteer opportunities to become more involved with the school. Proposed committees for 2018/19.

Standing Committees – each led by a member of PEC, a volunteer co-chair and a member of the school leadership team:

- School Life (Emergency Preparedness, Traffic Patrol, Pizza Days etc.)
- Family & Parish Engagement (Fundraising, Communications, Family and Parish events)
- Infrastructure and property management (maintenance, Information Systems, capital asset management etc.)

Ad Hoc Task forces -

- ESS strategic planning process
- ESS Information systems strategy

## **GRADE 7 SEND OFF**

Budget for Grade 7 farewell dinner was not included or approved in the ESS budget for 2017-18. Ideas were shared on how to build an event that is focused on our faith community, the students and their family and does not include high food costs. For this year, the event will be similar to past years, however the school will not have unbudgeted catering costs.

Ana-Maria moved that for the next school year that the Grade 7 Farewell and to keep it a more faith-based event within the school community, Roy seconded it. Approved

Action: Jenny in charge of planning and communicating proposed plans of the event back to the PEC.

## **AUDIT OF CURRENT IT SYSTEMS**

Sean moved to authorize Kirsten to conduct an audit of all IT systems, platforms and service providers, Roy seconded. Approved.

## **PRINCIPAL SEARCH COMMITTEE**

*The principal-search committee will be: Fr. Miguel, Kirsten Kurnicki, Ana-Maria Hobrough, Jenny Boivin, Stephanie Pimentel and Eila Domingo.*

## **UPCOMING MEETINGS**

**Parent Meeting:** 6:30 April 27, 2018. PEC to meet at 5:30

**PEC Meeting:** 5:00 Monday May 7, 2018