



# Saint Francis de Sales School

Parish Education Committee

Meeting Minute

February 19, 2020, 6:30 PM

Present: Irene Wihak, Fr. Smith, James Lota, Franco Caligiuri, Hanna Critoph, Anthony Tillman, Paulos Teckle, Greg Chapman and Rozzelle LaTorre

Regrets: Christian Sora

The meeting was called to order at 6:30 PM

1. Opening prayer
2. Approval of Agenda

**MOTION:** Accept the Agenda (Franco Caligiuri, Rozzelle LaTorre) **PASSED**

3. Adoption of Minutes

**MOTION:** Accept the Minutes (Anthony Tillman, Rozzelle LaTorre) **PASSED**

4. Reports

Pastor	Father Smith
Principal	Mrs. Irene Wihak
Teachers' Representative	Mr. Greg Chapman
Chair	Mr. James Lota
Treasurer	Mr. Anthony Tillman
Vice-Chair	Mr. Franco Caligiuri
EPC Liaison	Mrs. Hanna Critoph
Secretary	Mr. Cristian Sora
Maintenance	Mr. Paulos Teckle
Community Engagement	Ms. Rozelle LaTorre

Principal

The report was provided in writing. The following topics were reviewed:

1. Health: A large number of grade 2 students were away sick. This was reported to CISVA and Public Health. Cleaning steps were stepped up and personal hygiene reminders sent out to parents.
2. Safety: Three syringes were found near the playground in a one-week period. Initial actions were to:
  - a) Place safety posters up in the school;

- b) Each classroom teacher to review safety in class;
- c) Issues report to RCMP Liaison officer with a request for additional patrols; and
- d) School performing a safety review of the playground and surrounding area each morning.

Additional measures were discussed and agreed:

- a) Burnaby Parks to be contacted to ensure that playground bathroom is being locked nightly;
  - b) RCMP liaison to be requested to perform a safety presentation to students; and
  - c) Volunteer position to be created to seek parent volunteer to clear litter and any safety issues from the park and areas surrounding the school and Parish.
3. Information Technology: Maplewood database was discussed and noted to be outdated and not user friendly at a cost of \$1,600/year. Favored option by CISVA schools appears to be Edsembli at a cost of \$3,000 (initial set-up) plus \$10.50/student/year with the ability to administer on-line registration. Compatibility with OnVolunteers is to be examined prior to a decision being finalized.
  4. Strategic Planning: Survey has been released and will close on February 22, 2020.
  5. Enrolment for 2020: All families have submitted registration and 1 student may not be returning. K class appears to be full with 27 students expected.
  6. Independent School Audit: Foundation Skills Assessment is performing the review and with submission of one form from the Parish it is expected that the review will have been completed.

#### Maintenance

1. General update on maintenance matters including the change-out of several lights in the school and possible updates to fire extinguishers.

#### Treasurer

1. Some aspects of the Financial Statements were reviewed in a very succinct way one more time: tuition, expenses, and select variances.
2. **MOTION:** Accept the Financial Statements for January 2020 (Paulos Teckle, Rozelle Latorre) **PASSED**

#### 5. Correspondence:

- a. Mrs. Sung re: early class directory and social reach-out to welcome K parents. A general discussion was held and Mrs. Wihak is to confirm support for the idea and welcome Mrs. Sung to lead the initiative to create a directory and initial welcome for K families.
- b. Mrs. Sung re: safety matter - syringes located near playground. See Principal's Report section for discussion and actions.

6. Unfinished Business/Action Items

- a. Mrs. Wihak - Discussion with Staff regarding communication of results for FSA should be booked: Agreed to March 9 after delivery of FSA
- b. Hanna – speak with Carlo about IT platforms for online donations: To be completed.
- c. Franco – Explore other options for fundraising (e.g. crowdsourcing): To be completed.
- d. Hanna – Discuss talent show or other event for Spring with EPC: EPC to assist with set-up and clean-up around the Talent Show. PEC to lead Spring BBQ event to be held on Friday, June 12.

7. In Camera

8. New Business

- a. Mrs. Wihak’s Letter of Intent for 2020-2021 school year:

**MOTION:** Approve LOI (Franco Caligiuri, Rozelle Latorre) **PASSED**

9. Closing Prayer

Meeting adjourned at 9:15 PM (Franco Caligiuri, Rozelle Latorre)

Next Meeting: March 11, 2020 @ 6:30 PM