



Saint Francis de Sales School

Parish Education Committee

Meeting Minute

March 18, 2020, 6:30 PM

Conference Call

Present: Fr. Smith, Irene Wihak, James Lota, Franco Caligiuri, Hanna Critoph, Anthony Tillman, Paulos Teckle, Cristian Sora, Rozzelle LaTorre, Gregg Chapman and Gerry Cachero (guest)

Conference Call (following COVID-19 Public Health prevention recommendations)

The meeting was called to order at 6:41 PM

1. Opening prayer and reflections were skipped
2. Approval of Agenda with Pandemic Response Additions

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

3. Adoption of last month minutes

MOTION: Accept (Paulos Teckle, Cristian Sora) **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

Pastor

We are following the recommendations from the Superintendent Office.
Daily changes related to the COVID-19 crisis
Penitential Services have been cancelled
Funeral Services have not been affected
The Tuition Fee categories will not be affected

ACTION ITEM: it will be communicated via Kathy Amstrong to the parents.

Principal

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

1. Safety: No more syringes have been discovered around in the park
2. Confirmation for April: Canceled
3. Information Technology: The student management system needs to be upgraded from *Maplewood* to *Edsembli*. This system allows the school to manage the school student databases, communicate it to the Ministry of Education and receive the school funding.

MOTION:

Upgrade the Student Management System (Cristian Sora, Anthony Tillman)

4. Strategic Planning and Communicating Student Learning future meetings will be impacted by COVID-19 Pandemic
5. Donation: \$5000 from Photo Express (12% portrait rebate, etc.)
6. Communication for Student Learning: positive feedback

The PEC engaged in a long discussion about the parents' feedback on the various aspects of grading (including the switch to no letter grading - the change become effective four years ago-) and the way the elementary and secondary schools are preparing the students for College and University.

ACTION ITEM: To contact and invite an Education Liaison from SFU or UBC

7. Staffing: The role of the vice principal will have to be reviewed as per CISVA recommendation. The school will offer the teachers a Letter of Intent to renew their contracts, to which they respond with their Letter of Intent to return to SFDS School. These are due back by April 15.
8. School Monitoring visit from Office for Independent Schools and the Ministry of Education: the school is in full compliance
9. Enrolment for 2019/2020: unchanged; Kindergarten full for next year

Teacher's Representative

Distance Learning can be done with a Chromebook (camera and microphone is required) using Google Meet. ClassMate has been involved in researching other options for Distance Learning.

Vice-Chair

Zoom and Zoom Meeting might be another platform to be used for the on-line meeting (school or PEC).

Maintenance

As per Father's recommendation approval for replacing the sprinkler heads will be given to the installer

Treasurer

1. Expenses and variances from the Financial Statements were reviewed and explained

MOTION: to accept the Audited Financial Statements (Franco Caliguri, Rozelle LaTorre) **PASSED**

5. Correspondence:

- a. Mrs. Gerry Cachero's Letter

The PEC underlined the Survey was part of the Strategic Planning, and its main focus was to gather feedback in regards to the communication between teachers/school and parents. Safety or other aspects of the education process were outside of the scope of the survey.

6. Unfinished Business/Action Items

- a. Hanna confirmed that Munch A Lunch or On Volunteer platforms could accommodate on-line donations.
- b. Donations for School Platform: contacted OnVolunter founder and a promise to extend the platform with the Donation feature has been made. The on-line payment part will be secure and done by a specialized third-party. The first release might be ready by summer and it will be free of charge.
- c. There is an organizer for The Talent Show. Unfortunately, the show has been postponed.
- d. PEC – create a plan for Year-end BBQ.
ACTION ITEM for Hanna Critoph
- e. Another audit will have to be done.
ACTION ITEM for Rozelle LaTorre

7. New Business

- a. Communication Survey
ACTION ITEM: The Principal will share the results with the PEC
The PEC members will analyze the results
- b. To be Discussed during the PEC meeting from March 24

8. In-Camera

9. Closing Prayer

Meeting adjourned at 9:20 PM

Next Meeting: Tuesday, March 24, 2020 @ 6:30 PM