St. Joseph the Worker School
General Meeting of the Parish Education Committee
MINUTES

Date: Tuesday, April 10, 2018

Present: Father David Poirier, Vince Uy, Gabriel Labrador, Sabrina Chiu, Jose Flores, Raymond Bianchin, Marina Crego, Sandra Manzano, Paul Fraser (Principal), Jamie Withers (Vice-Principal), Lynn Whitlock (Teacher Representative), Denise Lorenz (Secretary)
Apologies: Doug Choy

Meeting called to order by Vince Uy at 7:15 p.m.

AGENDA	***DISCUSSION***	***ACTION TAKEN***
Faith Formation: Raymond Bianchin	*Raymond read from Care For Everyone In Our Common Home reflecting on Laudato Si' by Pope Francis: The Trinity and the Relationship Between Creatures*	*PEC pondered, discussed and reflected on the Session 7 question.*
Appreciations:	*There were no appreciations this month.*	
Review of Minutes: March 6, 2018		Sabrina Chiu moved that the March 6, 2018 general minutes be adopted as presented. Sandra Manzano seconded and the motion was carried unanimously.
Correspondence	*The CISVA Press Release was circulated announcing the appointment of Deacon Henk Luyten as Superintendent effective September 1, 2018. Dan Morric is stepping down for health reasons.*	
Principal's Report: Paul Fraser	*Paul reviewed his April 10, 2018 report. The report is attached to these minutes.*	

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Treasurer's Report: Sabrina Chiu	*Sabrina circulated and reviewed her March 2018 Treasurer's Report. The report is attached to these minutes.*	Raymond Bianchin moved that the March 2018 Treasurer's Report be adopted as presented. Sandra Manzano seconded and the motion was carried unanimously.
Member's Reports:		
Maintenance Team: Jose Flores	*The Maintenance Team – Procedure and Guidelines for Cone Set-up and Take Down was reviewed and it has been emailed to the Maintenance Team.*	
Vice-Principal: Jamie Withers	*We have had 6 successful pizza lunches this year. Please pray for the Grade 7 students and staff who will be at Outdoor Ed. April 24th – 27th.*	
Fundraising: Marina Crego	*To date, no new venues have been determined for the Guardian's Gala. We are tentatively booked at the Westin Wall Centre and they want us to sign a contract. Ethan Tang in Kindergarten won the tuition raffle. His tuition will be reduced by $1,450. The Walkathon Pep Rally is on April 20th. Erinn and her team do such a great job!*	
Old Business:		
Parking Lot Blitz: Vince Uy & Gabriel Labrador	*PEC members who attended the parking lot blitz on April 6, 2018 made detailed notes for Vince. Discussion ensued regarding parking by the townhouses and walking to the covered area by the earthquake bin at the east side of the lot. It was mentioned that it is acceptable but discussion ensued and one point raised was it is an unsupervised area and exposes families backside to incoming cars. It will be tabled for further discussion. Parents must not park in handicapped spots. The turn right sign has been missing since September. Driving through and through is an issue. Parents speed away after drop off. Paul will plant a seed in June about new drop off procedures for September 2018 and these procedures will be enforced at Meet the Teacher night. We may consider installing security cameras in the parking lot.*	*PEC may send a letter to parents with their observations from the April parking lot blitz.* *Paul will remind the Arts Connection bus driver to drop off in the handicapped parking stalls. PEC will have another parking lot blitz in late September 2018.*

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PEC Elections May 26 & 27, 2018: Vince Uy	*Vince Uy and Marina Crego are up for election. Jose Flores may be up for election (Vince will clarify this with CISVA). Sandra Manzano is leaving the PEC. Nomination Forms will be available at the school office. Father David needs to approve Parishioners who wish to be on the PEC and sign their Nomination Form.*	*Doug Choy and Sandra Manzano are the PEC Election Committee.*
CISVA Policy Update Anaphylaxis Policy: Raymond Bianchin	*The School Anaphylaxis Plan will be added to the Parent Handbook. The updated Parent Handbook will then be posted on the school website.*	
Teachers Letter of Intent: Vince Uy	*Teachers letter of intent was covered in the Principal's Report.*	
New Business:		
PEC Long Term Planning: Vince Uy	*PEC continued their review of the Long Range Planning document.* *Parents will be asked to donate their parent participation deposit when they leave the school. We will continue with a Parent Participation No Buy Out Policy.* *We will plan to reduce the Parish subsidy by $5,000 over the next 10 years.* *Parents will be encouraged to run for the PEC. PEC Corner did not happen.* *Plaque for missioned students will be removed from the Long Range Planning.* *A PEC/Staff bowling night social will be planned for June. We now have a part-time French specialist. Tech is ongoing with robotics, chrome books and ipads.* *Father David requested a CISVA Policy Manual and St. Joseph the Worker School Parent Handbook to assist with his transition to Father Pierre.*	
Used Uniform Sale: Jose Flores *Father David left the meeting at 8:50pm*	*The Used Uniform Sale will be held on May 29, 2018 after the Parent Appreciation Tea & Music Sharing. Jose will contact Terry Sequeira who organized the event last year. We have 25th anniversary t-shirts left (adult sizes) which we could sell. It was suggested that we use them to make pillows which could be sold at the Gala.*	

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PEC Policy Review: Raymond Bianchin	*a. Policy 304 Dismissal & non-renewal of Teachers'& Principals' Contracts.* *b. Policy 306 Hiring of Principals, Teachers, Para-Educators, School Psychologists & Support Staff.* *c. Policy 307 Indemnification Policy*	*These policies were reviewed in Detail on the overhead by Raymond and Paul.*
Adjournment:		Motion by Marina Crego to adjourn the meeting at 9:00pm. Seconded by Sandra Manzano. Carried unanimously.
	Lynn Whitlock left the meeting. *Next Meeting: Tuesday, May 15, 2018*	