



- **Seeking approval to purchase fire-proof cabinet**

Mrs. Maureen Moorehead discussed the need to purchase a fire proof cabinet which will be used for permanent school files. A motion to purchase a fire proof cabinet for approximately CAD6,500 was put forward by Mr. Mark Acosta and seconded by Mr. Trevor Henry.

- **Seeking approval for purchase of outdoor basketball nets**

Mrs. Maureen Moorehead discussed the proposal to purchase outdoor basketball nets in addition to the existing units. The cost is approximately CAD4,500. The proposal will be decided in the next meeting; Mrs. Maureen Moorehead to confirm with the church contractor if additional cost will be charged for installation of the basketball hoops.

- **Late fee charge for applications?**

Mrs. Maureen Moorehead discussed the option of charging CAD100 for late submission of re-registration documents. She mentioned that Mrs. Ong's time is consumed by making follow ups to families who did not submit the re-registration documents on the set deadline. Late fee charge is also being implemented by other CISVA schools. PEC agreed to get this implemented starting SY2018-2019. In addition, Mrs. Maureen Moorehead discussed the option of including condition on the re-registration that failure to submit required payments/post-dated cheques on time will mean that the spot being offered to the family will be revoked and that the school can offer the spot to another family. The proposal was not decided at this point.

- **Policy Approval**

Mrs. Maureen Moorehead sought approval of the following policy documents: Emergency Response Policy and Special Education Policy. The documents have been circulated to the committee members by email days prior to the meeting. A motion to approve the mentioned policies is put forward by Mr. Mark Acosta and seconded by Mr. Trevor Henry. Mrs. Maureen has also received agreement from Mr. Herb Wong and she will confirm via email with Dr. John Yun if there are further comments from his end.

## **Pastor's Report**

Fr. Luterbach provided an update on the construction of new church. This week, deliveries of major metals will happen; noise is expected during the delivery time. In addition, traffic will be affected during delivery time. Construction activities are moving along very well.

## **Member Reports**

- **Staff**

No report.

- **Maintenance**

Fr. Dennis Luterbach reported that Michael Coquinco, a St. Paul's parishioner will do the snow removal at the property.

- **Treasurer**

No report.

- **IT**

Mr. Michael Cam discussed the proposal to allocate a portion of the walkathon proceeds to cover additional expenses for IT this year. The teachers proposed to expand the use of Macbooks, ipads and Chromebooks. The proposal is to purchase 21 additional iPads, 21 Chromebooks and 2 charging carts for a total of CAD20,000. This will allow 2 Primary Grade (K-3) classrooms to simultaneously have access to iPads at any given time. Similarly, 2 of the Intermediate classrooms (4-7) would have simultaneous access to Chromebooks. By shifting to the use of lower cost but equally effective technology, this scheme will give students more access to devices at a much lower cost. A motion to approve the proposal was raised by Mr. Michael Cam and seconded by Mr. Trevor Henry.

- **Parent Participation**

Mr. Mark Acosta discussed the option of having parents from incoming kindergarten to mandatorily help with traffic during drop off and pick up as part of their participation. Another option is to schedule traffic volunteers on a quarterly basis. Discussion was made on the pros and cons of these options; further discussion will be made in the next meeting. Mrs. Maureen will also discuss other possible options with Mrs. Christine Ong.

Meeting adjourned at 8:00pm with a prayer.

**Next meeting: Tuesday, February 13<sup>th</sup> at 7:00 pm**