

**St. Paul School
Parish Education Committee
Minutes of the Meeting
Tuesday, December 11th, 2018**

Present: Fr. Dennis Luterbach Mr. Herb Wong
Dr. John Yun Mr. Kelsey Mah
Mrs. Maureen Moorehead Mr. Trevor Henry
Mrs. Nicole Kelly Mr. Mark Acosta
Mr. Michael Cam Mr. Angelica Revillosa

Absent: Mr. Mark Acosta

Meeting began at 7:03pm with an opening prayer “God has a plan”.

Minutes from November 2018 meeting: motion to pass the previous month’s minutes of the meeting with minor change to maintenance section to read “look at magnetic lock instead of mechanical lock” was put forward by Mr. Michael Cam and seconded by Mr. Kelsey Mah.

Chairperson’s Report

Dr. John Yun discussed the plan to earthquake proof the school building. Below are the next steps to be taken:

- Hire an architect with license to update and certify the existing report.
- Dr. John Yun to call the Archdiocese to set up an appointment with the Archbishop so we can confirm and clarify the direction we need to take
- Once the report is updated and certified, quotes will be sourced for the renovation to earthquake proof the building.

Dr. John Yun discussed the Catholic education requirement and have asked Mrs. Maureen Moorehead for information gathering by the office relating to inquiries from families about getting their kids into St. Paul School. The information will give us an idea about the current need for Catholic education in our community.

Principal’s Report

• **Recent Events**

Mrs. Maureen Moorehead reported the following events:

- CISVA Networking Day last November 23rd
- K and Gr 6 Immunization and Dental Visits
- Harrison Leadership Days
- 1-Vibe Dance week
- Advent Assemblies
- School Mass
- Foundations Retreat
- Interim Reports sent home December 7th
- Concert preparation
- Band Instrument rental (Gr 6 & Gr 7)

- **Catholic Mutual Safety Inspection**

Mrs. Maureen Moorehead reported that Catholic Mutual Safety has done inspection last November 26th. Below are the recommendations:

- Emergency lights in Kinder portable not working. This has been replaced.
- Exit pathway to rear exit in Kinder portable to be cleared for easier access to exit. Since been completed.
- Install railings to the 3 sets of risers in the music room to avoid falls. In progress.

- **Meeting in January?**

The committee agreed that we will be holding the January 8th meeting despite having a meeting in December a couple of weeks before the Christmas break and only a day back to school after the break.

Pastor's Report

No report.

Member Reports

- **Staff**

No report

- **Maintenance**

Mr. Kelsey Mah reported that the gas meter has been upgraded for free. In addition, the boiler step up regulation has been done for the boiler and indicated that if there is a need to change to setting later to let Mr. Mah know and he can get this done.

Mr. Kelsey Mah reported that the Fire Department's non-compliance findings discussed last meeting have been addressed.

Mr. Mah confirmed that magnetic door does not meet the Fire code requirement for the school building because we only have two exit doors in the building. We will be proceeding with the replacement of the mechanical door lock. Mr. Kelsey Mah raised a motion to get the mechanical lock replaced by Citiloc Systems Ltd. for CAD3,942.62. The motion was seconded by Mr. Michael Cam.

- **Treasurer**

Mr. Herb Wong reported that there are no significant expense variances to be discussed relating to the November financial statement. Net Income for November is about CAD58k.

- **IT**

Mr. Michael Cam reported that the IT team is in the process of cleaning up the wiring clutter from the implementation of Fire Department's wiring recommendations discussed during last month's meeting. The orange extension to be defunct in Gr 1 classroom will be taken out by Mr. Michael Cam and the IT team.

Mr. Michael Cam reported that there has been an issue reported by Mrs. Gail Imoo wherein there's an extension added to one of the Chromebooks where ads have been running. This has now been fixed.

Mr. Michael Cam discussed that coloured printers in the library and kindergarten portable will be disposed once we ran out of toners. The plan is to use the coloured printers in the main copying room which will save cost and IT maintenance. Mrs. Nicole Kelly to let Ms. Costales know about this plan.

- **Parent Participation**

No report

- **Update from Parish Council**

Mr. Herb Wong reported that funds to finance the construction of the new church is now being withdrawn from line of credit.

Meeting adjourned at 7:58pm with a prayer.

Next meeting: Tuesday, January 8th at 7pm