

**St. Paul School
Parish Education Committee
Minutes of the Meeting
Tuesday, September 1st, 2020**

Present: Fr. Thomas Smith Mr. Michael Cam
Dr. John Yun Mr. Ricky Bravo
Mrs. Maureen Moorehead Mr. Kelsey Mah
Mrs. Clarissa Teodosio
Mr. Mark Acosta

Absent: Mr. Trevor Henry, Angelica Revillosa

Meeting via Zoom began at 7:04pm with an opening prayer.

Minutes from June 2020 meeting: motion to pass the previous month's minutes of the meeting with minor revision to the Pastor's report section was put forward by Mr. Ricky Bravo and seconded by Mr. Michael Cam.

Chairperson's Report

- PEC Elections – The committee discussed the coming PEC elections which is scheduled on the last weekend of September (September 26/27). Nominating committee members are Mr. Michael Cam, Mr. Mark Acosta and Mrs. Angelica Revillosa.

Principal's Report

- **Information sent to parents September 1st**
Mrs. Maureen Moorhead reported that survey was sent to parents with 4 learning options. The survey is CISVA directed.
- **School Safety Plan**
Mrs. Maureen Moorehead reported that the school safety plan has been updated to include the latest health and safety guidelines. The document was posted on the school website and emailed out to parents. The plan was approved by Ministry of Education this morning.
- **Proposal for purchase of plexiglass barriers for student tables**
Prior to the meeting via email, Mrs. Maureen Moorehead seek approval for the purchase 75 plexiglass desk barriers for a total cost of CA\$3,595 including taxes. The barriers do not isolate individual children but will reduce the number of children who are face to face at the tables especially during high risk time and group discussions.

Information was also sent regarding the provincial grant of between CA\$7,500 and CA\$10,000 to our school specifically for the purpose of purchasing COVID related health safety items. In addition, our school will also be receiving a portion of the recently announced CA\$240,000 in funds from the federal government for the same purpose.

A motion was raised by Mr. Ricky Bravo to purchase 75 plexiglass barriers for a total of CA\$3,595 including taxes. The motion was seconded by Mr. Mark Acosta.

- **First day of school**

We are full house today for first day of school.

- **Materials acquired as part of Safety Plan**

Mrs. Maureen Moorehead reported the purchase of the following items as part of the safety plan:

- Two reusable, non-medical masks for each students and staff members
- Plexiglass barriers for all student tables (see above for approval)
- Four automatic sanitizing stations for entry to school
- “Fogger” back pack to disinfect PE and Music equipment in between use
- Class set of Chromebooks to eliminate the need to share devices (see below for approval)

- **Walkathon**

Mrs. Maureen Moorehead to look into different options for the walkathon fundraising.

- **Proposal for purchase of class set of Chromebooks**

Mr. Michael Cam raised a motion to purchase a class set of Chromebooks for CA\$15,000. The cost includes cart, CA\$38 per device management license fee and any possible increase in costs due to short supply of devices. The purchase is to eliminate the need to share devices between different grades. The motion was seconded by Mr. Ricky Bravo.

At a later date, Mr. Michael Cam reported via email that they managed to purchase all of the above items for CA\$11,293 including taxes and 2 year replacement cost warranty for any breakage of the devices even accidental damages.

Pastor’s Report

No report

Member Reports

- **Staff**

No report

- **Maintenance**

No report

- **Treasurer**

Prior to the meeting via email, Mr. Ricky Bravo circulated the SY2019-2020 draft financial statements. The net income for the period ended June 30, 2020 is CAD131,314.55.

- **IT**

Mr. Michael Cam raised a motion to renew the yearly JAMP software license for US\$1,494.50. This software allows the IT team to manage the iPads and MacBooks remotely. The motion was seconded by Mr. Mark Acosta. All members agree.

- **Parent Participation**

Mr. Mark Acosta reported that we are still looking for other ways for parent participation this year.

- **Parish Council Update**

No report

Meeting adjourned at 7:44pm with a prayer.

Next meeting: Tuesday, October 13th at 700pm