

St. Paul School
Parish Education Committee
Minutes of the Meeting
Tuesday, December 8, 2020

Present:	Fr. Thomas Smith	Mrs. Louveign Secord
	Mrs. Maureen Moorehead	Mr. Ricky Bravo
	Dr. John Yun	Mr. Kelsey Mah
	Ms. Clarissa Guevara	Mr. Joseph Lo
	Mrs. Carolyn Law	Mr. Mark Acosta

Meeting began at 7:01 pm with an opening prayer led by Fr. Thomas Smith.

Motion to pass minutes from the November 2020 meeting was put forward by Mr. Mark Acosta and seconded by Mr. Joseph Lo.

Chairperson's Report

No report

Principal's Report

Mrs. Maureen Moorehead reported the following events:

Recent/Upcoming Events:

- School class Masses currently have been cancelled but have just received confirmation from CISVA that they can soon resume within school class cohorts. Mrs. Maureen Moorehead will be in communication with Fr. Thomas Smith regarding when Masses can start up again
- School confessions are continuing
- Christmas Concert video is in the works involving the school staff, students, and Fr. Thomas Smith. Many thanks to Ms. Clarissa Guevara, Mrs. Clarissa Teodosio, and Mr. Robert Kirkham for spending countless hours putting this project together!
- Last day of class is scheduled for Friday, December 18th, 2020. At this time, school is still set to open after the winter break on Monday, January 4th, 2021.

Recent PHO:

The school Safety Plan continues as normal. As of December 8th, there have not been any confirmed COVID-19 cases in either the staff or students at the school since the pandemic started back in March 2020. Thank you to the parents and staff for their diligence in keeping our school safe and healthy!

Students in Temporary Transition Option:

CISVA will be reviewing the return to in-person learning return date of January 4th, 2021 this week, and will announce before the holidays if that will be changed. We currently

have students in Grades 1, 3, and 5 in transition.

Maternity Leave Replacement for Grade 2:

Ms. Wu will take Mrs. Teodosio's place in Grade 2 when Mrs. Teodosio leaves on maternity leave in late February. Ms. Cassie Comerford has been hired to take Ms. Wu's place in Kindergarten in February. Ms. Cassie is fully certified, and has previously taught at St. Francis Xavier. She comes highly recommended and we are happy to have hired her to take on a maternity leave position.

Pastor's Report

Fr. Thomas Smith reported on the following:

- School Confession is continuing every Friday. Fr. Thomas Smith will figure out details with how to proceed with school class Mass.
- Confession and Communion to the parish community occurs 2 hours everyday. The Christmas schedule is still in the works. The parish website will have dates and times available.
- Blue LED lights will be going up in and around the parish for Christmas

Member Reports

Staff

Currently working on the Christmas Concert video production

Maintenance

Mr. Kelsey Mah reported that the lawn sprinkler winterization has been completed. The contract with Parascape Landscaping for the school grounds has just been renewed.

Treasurer

Mr. Ricky Bravo had previously circulated the financial statements for November 2020. Dr. John Yun has recommended that at the next PEC meeting, we will go over the statements online together.

IT

Mr. Joseph Lo reported the following:

- Internet upgrade in school upstairs: Shaw did an excellent job with installing all access points in the school upstairs. They have added a new network which will merge with the existing network to connect printers, AppleTV, etc. The staff in the school upstairs are happy with the upgrades.
- Internet in school downstairs: Staff is reporting they are still having issues with laggy and dropped Zoom calls. Mr. Joseph Lo recommended that consumer access points be added over the holidays, so as not to interfere with the staff. These consumer access points will not be as powerful and may need to be replaced more frequently but given that the younger grades are not on the devices as often as the older grades, these should be sufficient. He reported that

ideally 7 access points, at approx. \$153 each, be installed (office, Grades 1, 2, 3, library, Kindergarten, and music room). Mr. Kelsey Mah added that we should take advantage of the sale that is on now. A motion was not required to pass this upgrade since it has already been budgeted for.

- Mr. Joseph Lo also reported that 5 new Chromebooks have been purchased, 3 are ready to be circulated and 2 are in storage.

Parent Participation

- Mr. Mark Acosta reported that a letter to the bingo parent volunteers regarding donations and fundraising is almost complete and will be circulated sometime next week.
- Mrs. Maureen Moorehead confirmed that no families are currently paying the non-participation fee.
- The bingo operations management is purely volunteer - no one is being paid to hold these positions
- Gross revenue from 2019 bingo was approx. \$90, 000
- Fr. Thomas Smith added that expenditures from monies gained through bingo are specific. I.e. these monies cannot just be used for anything
- Dr. John Yun shared that there is an additional interest-free loan made available should the parish require it. Fr. Thomas Smith commented that applying for an additional loan will make sense only if the parish actually needs it.
- Mrs. Louveign Secord reported that there are now parents signed up for in-school volunteering: 2 parents for towel laundry, 1 parent for plexiglass cleaning, 2 parents for iPad cleaning. Mrs. Louveign Secord would like parents to start on these tasks as soon as possible. Parents can go into the school on Saturdays when Mr. Eddie Lim is available. These parent volunteers will need to have health questionnaires made up to sign at every shift.

Parish Council Update

No report

New Business

Mrs. Maureen Moorehead shared that there was a funeral this past Friday for Mr. Fernando Hip. Due to the current restrictions of the PHO, only a maximum of 10 people were permitted inside the parish. The Grade 4 class was able to send their love and respect during the funeral from across the parking lot. Mia, in Grade 4, is getting support from her classmates. This is an especially difficult time for the family. Please join us in keeping Mia, Joselina, and their family in our prayers.

The meeting was adjourned at 7:42 pm with a closing prayer.

Next meeting: Tuesday, January 12th, 2020 at 7:00 pm.