

## Holy Family Safeguard the Children Committee Minutes

Tuesday December 10, 2013 - 7:00- 9:00 p.m.

1. Welcome /Opening Prayer by Dawn Ponnet
2. Volunteer to Record Minutes – Lydia Banales and Elizabeth Fagan
3. Schedule Meeting Dates for Rest of Year (Tuesdays are not good dates.)
  - January meeting – agreed on January 22, (subsequently cancelled)
  - Elizabeth Fagan will send out a doodle for March 30 at 11 a.m., April 6 at 11 a.m. April 8 at 7 p.m. and April 10 at 6:30 p.m.
4. Confirm New and Recertification Virtus Class Schedule:
  - a. Dec – No Classes
  - b. January 25: Keeping – Lydia Banales
  - c. January 26: Protecting – Ann Garland
  - d. February – Keeping – Lydia Banales
  - e. March – Protecting – Anne Garland
  - f. April – Keeping – Lydia Banales
  - g. May 24:- Protecting – Dawn Ponnet
  - h. May – Keeping – Lydia Banales
  - i. June – Protecting– Dawn – 6/3
  - j. July – no classes
  - k. August – 2 Keeping (L), 2 Protecting. Dawn, Lydia, and Anne
  - l. Sept – 2 Keeping, 2 Protecting. Dawn (P) and Anne (P)
  - m. Oct – 1 Keeping, 1 Protecting
  - n. Nov – 1 Keeping, 1 Protecting
5. Approval of Minutes from April, November – deferred
6. Status/Follow-up with Fingerprint/Virtus/Guidelines Compliance Performance Measures/Tracking– Patricia Plescia
  - Need PR Program- It was suggested that Elizabeth Fagan contact Parish Commission and Heads of Administration and Education Commissions to collaborate on PR/people to assist?
  - Strategy for Non-Compliance of HFS parents – The Committee agreed to the strategy mapped out by Dr. Montejano, Patricia Plescia, Elizabeth Fagan and added additional:

- Compliance letter (including Opt out) to HFS parents sent out in early January; once we have the responses back from the Opt out, we will be able to measure current performance and work towards full compliance; require full compliance by April 1 or not able to volunteer or drive field trips, etc.
- Dr. Montejano will send letter to parents whose Virtus has expired so that they know and can attend a Keeping class in January.
- Schedule Protecting and Keeping Classes for later in January
- Safeguard Materials in Registration Packet, including Parent Commitment Letter, by January
- Add Virtus/Fingerprinting/Guidelines Requirements to Parent Handbook by March
- Safeguard Speaker at HFS New Parent/Orientation, Drop-In Day, Kindergarten Orientation and Prospective Kinder and other New Families
- No parent goes on overnight trips such as Cimi Trip without fingerprinting– Dr. Montejano Perhaps ask Room Parents to ensure fingerprinting and Virtus compliance before field trips?
- Dr. Montejano has appointed Mrs. Nancy Weyermuller to administer systematic compliance and follow-up at the school to ensure compliance with fingerprinting for field trips and Virtus for Volunteers, obtain a list of coaches and drama parent volunteers from last year for May play, Hot Lunch volunteers, and Meet the Masters
- Toddlers Compliance – what percentage compliance of Fingerprinting and Virtus - nearly 100% - a couple of families are waiting to comply and then will be able to participate
- Preschool Compliance - nearly 100% - Donella Sotelo is working with Patricia Plescia
- Boy Scouts/Girl Scouts? – Not all Boy Scout leaders have fingerprinted. Elizabeth Fagan will contact Cambria Smith re ensuring compliance in leaders who have failed to fingerprint after numerous request over a number of years. Girl Scouts we believe are at 100%, but Elizabeth will speak to Michelle Gardner to coordinate compliance with Girl Scouts to ensure we have all new leaders names and that they are in compliance.
- Mission Haiti – we do not know who is going and they are not complying. Mission is in February. Lydia Banales will call Mary Nally to ask for full compliance with fingerprinting for all who go to Haiti
- Edge – 100 % compliance
- Youth Ministry – compliant
- Confirmation – Compliant

- Video Ministry – need to check on compliance
- Ministry of Word for the Children - Elizabeth Fagan will contact Cambria Smith re ensuring compliance in leaders who have failed to fingerprint after numerous request over a number of years.
- Youth Choir – 100% compliance
- Lectors – youth Lectors are supervised by

7. Budget for 2013-14 – We do not need one

8. Child Abuse Month Activities Planning – will address at next meeting:

- Confirmed Speaker Tracy Webb Set for Sunday, March 23 at 2 p.m., Parish Hall
- Steering Committee Members/Volunteers?
- Parish Highlights are scheduled for both March 9 and 16
- Bulletin Cover– have March 23
- Article written for HFS ENews?
- Suggestions for Liaisons with HF Guild and other ministries?
  - Men’s Club and Video Ministry requested. HFS has already agreed
- All Ministries will be requested to forward flyer to membership
- Any other publicity???? Who will handle?
- Highlights page with speaker flyer – date? – who will design ?
- Ministry Outreach/Welcome Center date?
- Liturgy date? – Blessing for all at 9:30 mass – be sure to stand up!
- Anything else???

8. Possible Parenting Series of Classes - Marsha Aguirre offered – Volunteer to Chair?

- First do Survey
- January/February ? or February/March?

9. Security Task Force Update to Evaluate Security and Make Recommendations

- Kick-Off Meeting Held on December 2 – very productive
- Subcommittee meeting on Friday the 13<sup>th</sup> to do Threat Assessment and will report to full Task Force by January 15
- Task Force Made Some Immediate Recommendations
- Goal to complete report by June 1, 2014

12. Continue discussion (table) to next meeting - Subcommittee on Virtus Compliance/Efficiency by ministry:

- FAQ on why fingerprinting and Virtus are necessary, and all of the questions that get raised over and over again (who reviews records, why do teachers, etc.

have to live-scan even though do it for their jobs already, why is 100% live-scan necessary, will it be reported to immigration, etc.)

- Set up Sub-committee for late Spring/Summer to review prioritized Draft Excel Sheet of ministries and subcategories and improve website

Adjourn