

## Holy Family Safeguard the Children Committee Meeting

### Draft Minutes

February 9, 2014

Attendees: Beth Fagan, Lydia Banales, Kelly Studer, Kelly Watson, and Patricia Plescia

1. Welcome/Opening Prayer
2. Kelly Studer volunteered to record Minutes
3. Schedule Meeting Dates for Rest of Year- Beth will send out a Doodle for either March 30<sup>th</sup> at 11 AM, April 6<sup>th</sup> 11 AM, or April 10<sup>th</sup> at 6:30 PM.
4. Status of New and Recertification Virtus Classes:
  - a. March 9<sup>th</sup>- Protecting Anne Garland
  - b. March 30 - Keeping- Lydia Banales
  - c. May 24- Protecting-Dawn (Lydia may also possibly teach another one)
  - d. May ?-Keeping-Lydia Banales
  - e. June 3-Protecting-Dawn
  - f. July- NO CLASSES
  - g. August- 2 Keeping- Lydia, 2 Protecting: Dawn, Lydia and Anne
  - h. September- 2 Keeping, 2 Protecting: Dawn (P) and Anne (P)
  - i. October- 1 Keeping, and 1 Protecting
  - j. November- 1 Keeping and 1 Protecting
5. Approval of Minutes from April, November and December
6. Status/ Follow up with Fingerprint/Virtus/Guidelines Compliance Performance Measures/Tracking- According to Patricia we are 100% compliant with Liturgy of the Word.
7. PR Program- Beth will make contact with Marcy Ulrich
8. Strategy for Non-Compliance of HFS parents- The letter drafted by Dr.Montejano, Patricia Plescia and Elizabeth Fagan is complete.
  - Compliance Letter (Including Opt out) was sent out.
  - Letter from Dr. Montejano regarding expired Virtus was sent out.
  - Safeguard Materials in Registration Packet, including Parent Commitment Letter- Beth will work on this.
  - Add Virtus/Fingerprint/Guidelines to Parent Handbook by March- Michelle Gardner will work on this.
  - Safeguard Speaker at HFS New Parent Orientation, Drop in Day, Kindergarten Orientation and/or other Prospective new parent meetings- Deferred to next meeting for discussion.

- No parent goes on overnight trips for example, Cimi trip w/o fingerprinting- Dr. Montejano to ask room parents to check fingerprinting and Virtus-discuss next meeting
  - Nancy Weyermuller to possibly attend next meeting to give us an update on compliance with various groups such as, parents attending field trips, school volunteers, coaches, drama parent volunteers, Hot Lunch volunteers, and MTM.
  - Toddler Co-Op- 100% compliant
  - Sunday Preschool- 100% compliant.
  - Boy Scouts/Girl Scouts- Christina Rouno is handling the Boy Scout compliance. Beth will contact her to get status.
  - Cub Scouts- Patricia will check on compliance and report back.
  - Mission Haiti- Lydia to talk to Mission Haiti leader, Mary Nally, to get a report on compliance.
  - Edge- Need compliance report. Patricia will contact Colette.
  - Youth Ministry- Compliant but Teenager Compliance Forms need to be signed.
  - Confirmation- Compliant.
  - Video Ministry- Need compliance report.
  - Youth Choir- 100% compliant.
  - Lectors/Eucharistic Ministers/Ushers- Need to be Virtus but do not need to be fingerprinted.
  - Youth Ushers- Need to submit signed Guidelines.
9. Child Abuse Prevention Month Activities Planning- Tracy Webb is confirmed to speak on March 23<sup>rd</sup> at 2:00 PM in the Parish Hall.
- Kelly and Ken Watson will work on the Bulletin cover. It needs to include the bio of Tracy Webb and key take-away points related to the presentation. Kelly will contact Tracy to get this information.
  - All ministries will be asked to distribute flyer.
  - Ministry Outreach/Welcome Center- Beth will contact Mary S. to see if April 6<sup>th</sup> will work.
  - Blessing for all Safeguard Committee Members in April- Possibly April 6<sup>th</sup>?
10. Possible Parenting Series with Marsha Aguirre- Kelly will contact Michelle Gardner to discuss ideas and reaching out with Marsha to see her availability/interest. Possible series would start next fall? Beth also suggested a survey to parents to see interest in a parenting program. A fee would be charged for this class.
11. Security Task Force Update- The group working on this is developing a proposal/plan for review by the larger committee sometime in March. Beth hopes to see a draft by February 20<sup>th</sup>.

Adjourn

