

Minutes August 18, 2016  
Safeguard the Children Committee

Present: Lary Chiles, Donella Sotelo, Patricia Plescia, Frank Montejano, Elizabeth Fagan, Ann Garland, Colette Villegas and Dawn Ponnet

Absent: Jacqueline Wagner, Sunday Preschool Rep., Toddler Co-Op Rep, Religious Education Rep., Girl Scout Rep

Upcoming S.T.C. Meeting Dates:

- Feb 9th at 12:30- 2:00 P.M.
- June 22nd at 12:30- 2:00 P.M.
- August 17th at 12:30- 2:00 P.M.

Virtus Sessions,

Patricia will get together with the facilitators for the set up of more Virtus sessions.

Holy Family School Drop in Date, August 30th,

Patricia, Donella and Beth will be present on H.F.S. Drop-in-Day to assist H.F.S. Parents in confirming Virtus and Live Scan Compliance, provide literature for Safeguard the Children training locations and Live Scan Fingerprinting locations, to promote and recruit volunteers to help assist with onsite Safeguard the Children Training and Live scan Fingerprinting at Holy Family Church (by providing a Signup Genius Link and sheet to be posted on the school website) and provide Safeguard the Children, Archdiocese of Los Angeles Policies, Programs and Resources Brochures.

Holy Family Church Ministry Fair, September 11,

S.T.C. will be inside the Connolly Hall during the day of the ministry fair, Donella will send out a Sign-up Genius, to get recruits to staff the table.

Family Spirituality Ministry,

A discussion insured about compliance—we need more information about this ministry. Patricia and Donella will make the determination—based on: if the children will be present without parent—then we need to have complete compliance, Guidelines, Virtus and Live Scan  
If children are always will their families, then Guidelines and Virtus only

HFS Principal Report,

- Safeguard the Children, Archdiocese of Los Angeles Policies, Programs and Resources will be in the Holy Family School Parent/School Handbook 2016-2017
- New Families—Frank will follow up with families and Patricia will share information with Frank of the incompliant family members
- Coaches/ Co-Curricular leaders—Athletic Director, Coach Buzz knows of all the requirements; He will follow up with his coaches. Patricia may email Coach Buzz directly

to double check compliancy. Frank asked Patricia to copy him on the emails. Note: Compliancy includes being Live Scanned by both CYO and Archdiocese; We need to look and check compliancy for the co-curricular leaders: Mock trial, Spirituality Retreat Leader, Golf Club, Drama, Academic Decathlon Parent Coaches...

- Vendors-- i.e., the Hot Lunch Employees /or Owner/s that remain present during Hot Lunch, Chess Club, Science through LA Country Museum, we need to look and check compliancy for outside groups, vendors.
- Theater Program, will be discussed by the HF School for discussion and any changes necessary particularly involving safety and supervision. The HF School Board (President, Michelle Escobar) will make recommendations and policies regarding the program. Based on the letter given to the Safeguard Committee Chair, the committee suggests that the School Board places safeguards based on our Safeguard the Children Charter.
- Teen Helpers in the Holy Family School Theater Program and all teen ministries, need to have the Teen Guidelines signed by teen and parent, and copies given to Patricia.
- Parent Driver/ and Field Trip Volunteers, Marie has been monitoring the parents in collaboration with Patricia.
- Hot Lunch Program: A staff person to escort children into the bathrooms in Connolly Hall. The adult standby in the vestibule, to keep the outsiders out of the bathroom. Frank will look into assigning a staff person to stand in the vestibule of Connolly Hall to protect HF School students.  
Frank will follow up with Hot Lunch people: they cannot accept volunteers from the outside who are not Virtus and/ or Finger Scanned compliant.
- HFS Front Office Personnel will put out a reminder, anyone subbing for the HFS Parent (grandparents, nannies, etc.), they need to be compliant.
- Patricia is working with Marie to make sure all the subs/aids/ teachers are compliant
- Frank will insure that the Safeguard the Children Guidelines stated by the Archdiocese of Los Angeles are posted on the sign-in sheet at the H.F. School front desk.
- HFS Front Office Personnel will remind volunteers to sign in and read the Safeguard the Children Guidelines stated by the Archdiocese of Los Angeles.

New Business for next meeting,

How is the new security system and improvement going in regards to our Safeguard the Children Policies and Procedures Guidelines?

Actions:

- Donella will get the minutes to Dawn to post on the HF Church website
- Patricia will book the room for the upcoming S.T.C. Meetings
- Patricia and Anne will look for meeting for Protecting for Sept. and Oct.
- Patricia will ask Lydia to do a Keeping for Sept. and Dec.
- Donella will talk with Michelle Escobar, about posting a Sign-Up Genius to ask people to help with refreshments etc., for the two kinds of events Virtus Sessions and Live-Scan Fingerprinting
- Donella will set up a Sign up Genius for the Holy Family Church Ministry Fair

- Patricia will follow up with Joan, ADL Handbook, Safe Environment, 9.3.3 Parish Personnel and vendors. “What are the exemptions” they are talking about? Soda Machine, Chess Club, Hot Lunch Employees?
- Patricia will update the Holy Family School Safeguard the Children Notebook at the school's front desk before the start of the 2016-17 school year to Frank of the school families who are not compliant.
- Patricia will update the HFS compliancy notebook.
- Beth will continue to hound the diocese, can we sign the S.T.C. Guidelines, using docuSign or some other service.
- Patricia will talk with Onica Cole, (2016-17 Fair Chair of Volunteers) about the S.T.C. Compliance with the fair.
- Dawn will send a copy of the memorialize to Lary.