

Our Lady of Fatima Education Committee Meeting

Planning Meeting Minutes for March 31, 2015

Present: Peter Wheatley, Mary Abraham, Byron Ritchey, Patrick Singh, Danielle Hearn, Fr. Chisholm (late), Maria Katsionis, Sonia Cook

Absent: Gordon Lemaire

Recorder: Mary Abraham

Meeting called to order 6:30pm

1.0 Opening Prayer

2.0 Approval of Agenda

- Motion to accept the agenda - Byron
- Motion seconded - Patrick
- Motion carried

3.0 Prioritizing projects.

- The needs of the school have been prioritized as follows.

3.1 Gate for Kindergarten Area.

- For the safety of children who may be potential flight risks, a gate needs to be installed closing off access to the fire lane by the kindergarten entry.
- The gate would have to be wide enough to allow vehicle access. A smaller walk-through gate would be installed as well. This project would not be too expensive.

3.2 Security Cameras

- A closed circuit TV system with motion activated security cameras is what is recommended to start with.

3.3 Gym floor replacement

- Byron has obtained samples of flooring material Global Flooring. It is estimated that replacing the floor would cost between \$60,000 and \$100,000.
- A scope of work needs to be developed and tendered to potential flooring companies.
- It was suggested to contact some of the schools, such as Saint Matthew's, who have recently replaced their gym floors, to get information on the type of flooring and their satisfaction with the product installed.

3.4 Kindergarten Washrooms

- The kindergarten washrooms are in need some refurbishment.

3.5 Kindergarten floors.

- The kindergarten floors are in need of an update. Materials and costing will be explored for budget purposes.

3.6 The kitchen in the gym

- It is suggested that the kitchen in the gym be re-purposed for use as a calming room for special needs students.

4.0 Other Business

4.1 School floors

- Wood-Wyant had come in and determined the wax used was too soft. They buffed the floors and restored the shine, which did not last. The mistake was not theirs, however

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Wood-Wyant offered to replace the left over wax with the harder wax and to give a discount on the purchase of the proper product.

- The proper wax will be applied over the summer. In the interim the floors can be buffed more often.
- Patrick looked into getting a used buffer and reported that it would cost between \$800 and \$1,500 for a used buffer that would have no warranty.

5.0 Budget

- Father presented information about this year's budget.
- For the 2013-2014 year, the school lost \$64,000. Because of the loss last year, savings have been depleted and they need to be brought back up.
- In forming a preliminary budget for this year, John Pavich had used very conservative numbers. There are 30 more students this year, and numbers needed to be adjusted to better reflect actual values.
- By Father's calculations there is about \$86,000 not allotted yet this year. \$60,000 could be allotted for the gym floor, and \$20,000 for security cameras. Father will meet with John Pavich for a final run through of the numbers and the budget will be submitted to CISVA on Thursday.
- Proper financial statements should be available for next meeting.

6.0 Meeting Adjourned at 8:10pm