

Our Lady of Fatima Education Committee Meeting

Minutes for May 13, 2015

Present: Gordon Lemaire, Peter Wheatley, Mary Abraham, Byron Ritchey, Danielle Hearn, Fr. Chisholm, Maria Katsionis, Sonia Cook

Absent: Patrick Singh

Recorder: Mary Abraham

Meeting called to order at 7:09 pm

1.0 Opening Prayer and Youcat Session

2.0 Approval of Agenda

- Motion to accept the agenda as amended - Byron
- Motion seconded - Peter
- Motion carried

3.0 Approval of Minutes

3.1 Approval of the April 8, 2015 minutes

- Motion to accept the minutes as amended - Peter
- Motion seconded - Gordon
- Motion carried

4.0 New Business

4.1 AGM date

- June 3, at 7:00pm has been set for the Annual General Meeting (AGM). PEC members must attend. The AGM will be advertised in the communiqué.

4.2 Teacher Appreciation dinner date

- June 19th has been chosen as the date of the Teacher Appreciation dinner subject to the availability of the hall.

5.0 Old Business:

5.1 Carnival update

- The final results for Carnival are not available yet. It appears that it netted about \$12,275. There may be a deficit after the grade 7 event costs are covered.
- Danielle was thanked for stepping up to ensure that the Carnival took place.

5.2 Gym floor quote review

- Quotes to replace the gym floor, and the floors in the basement of Fatima Centre have been received from 3 companies.
- The quotes for all areas are higher than what is available in the budget, but there should be enough money to cover the cost of replacing the gym floor.
- It is recommend to just commit to replacing the gym floor at this time. If additional funds in the savings can be found, then the other floors can be considered.
- The companies all quote on different brands of the same type of 7mm, NCAA approved flooring product for the gym floor. The quotes include incorporating the school logo in the centre of the floor, and painting of the lines.
- The floor would be very low maintenance, requiring regular dry-mopping and wet-mopping as needed.

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- The warranty needs to be confirmed. It is typically 2 years on installation and 10 years on the product.
- The lead time also needs to be confirmed to ensure it is installed and ready for use before the start of the school year.
- Parents would remove furniture and fixtures but it is recommended having the flooring company remove the old flooring. This ensures that they cannot waive responsibility, in case of an issue with the installation, by putting blame on improper prep of the floor.
- **Motion:** That we accept the quote from Jordans to replace the gym floor over the summer. – Byron,
 - Motion seconded - Gordon
 - Motion carried.
- **Action:** Peter will communicate with Thomas Martinek and have him firm up with Ian from Jordan's as to what lines, borders, logo etc. will be incorporated in the gym floor.

5.3 IT provider quotes

- 3 quotes have been received from IT providers. Two of the companies only offer full comprehensive packages with fees around \$4000 to \$6000 per month.
- One company, Innovation Networks, offered lower level packages. They gave a matrix showing 4 different service levels. The least expensive being around \$330/month with an hourly rate of \$150 per hour for any extra service that may be needed.
- **Action:** Peter will arrange to have Innovation Networks come in to get a more detailed quote based on the school's needs.

5.4 Gym kitchen re-purpose update

- The gym kitchen will remain as a functional kitchen, but it will be cleaned out to make it useable both as a kitchen and as a quiet room for students who need it.
- The fridge in this kitchen is not working and needs to be removed.

5.5 PEC Election update

- To date, only 2 people have put their names in to run for a position on the PEC. One is a current PEC member up for re-election.

6.0 PEC Reports

6.1 Maintenance

- There have been 2 work-bees this past month. The regular work-bee at the end of April was overseen by Patrick. 19 people attended this work-bee. The PPH have been entered.
- Byron held an extra work-bee, to which only 1 other person showed up. They spent 4 hours cleaning and reorganizing the kitchen and the adjacent storage room in the gym.
- It should be noted in the communiqué that the regular May work-bee is the last function for which PPH can be obtained for this school year.

6.2 PPH

- Danielle is behind in entering PPH, due to the volume from the Carnival. Entry should be up-to-date after this weekend.

6.3 Treasurer's report

- All expenses are tracking nicely.
- Currently nothing has been paid toward the insurance budget but this is normally paid in June.

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- The money in the capital expenses budget for the gym floor and security cameras, has to be deferred over before the end of this fiscal year.
- **Motion:** That we defer \$71,000 in the other capital budget earmarked for security cameras and gym floor, from the 2014-15 budget to the 2015-16 budget – Gordon
 - Motion seconded - Peter
 - Motion carried

7.0 Motion: To table the remaining items on the agenda and to proceed with In Camera business. - Gordon

- Motion seconded - Peter
- Motion carried

8.0 Closing Prayer

Meeting Adjourned at 10:00 pm