

Our Lady of Fatima Education Committee Meeting

Minutes for June 8, 2016

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

Guests: Alejandro Vargas, Yurika Beltran-Sawyer, Carol Kay

Recorder: Mary Abraham

Meeting called to order at 7:06 pm

1.0 Opening Prayer

2.0 Approval of Agenda

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

3.0 Approval of Minutes

3.1 Approval of the May 11, 2016 minutes

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

3.2 Approval of the June 1, 2016 Planning Meeting minutes

- Motion to accept the minutes as amended - Adeola
- Motion seconded - Byron
- Motion carried

4.0 Business:

4.1 PPH Website update

- The families were entered into the new website. There are a few issues with some email addresses that have not yet been solved. Currently about 95 percent of people have been able to get onto the system.
- Coordinators and teachers still need to be linked to the system. A link needs to be set up so that Tom Giannelli can take care of issues and field questions directly.
- There have been a numerous PPH opportunities entered into the system but they are all run together. Peter will ask if different sections can be created so that it is not necessary to page through all the listings.
- The Johnston's have had 30 people sign up for training for Parking Lot Supervision. They are planning to hold monthly training sessions
- A PPH website training night will not be held. Instead the system has a built-in training manual and a tabulated on-line training session.

4.2 Carnival fundraising report

- The total money raised was \$9,470.06. This is about \$3,000 short of the costs of the grade 7 activities. Part of the deficit is due to larger grade 7 classes the last few years. The costs for the Grade 7 retreat and Grade 7 evening were also higher this year.

4.3 Back-to-school BBQ

- The Back-to-school BBQ has been tentatively scheduled for September 16th.
- Gordon will send an email to the parents of the incoming grade 2 classes to advise them that their classes are responsible for this event. He will provide a manual to the Class Parents.
- Maria will ensure availability of the Parish Hall for this date.

Our Lady of Fatima Education Committee Meeting

Minutes for June 8, 2016

5.0 PEC Reports

5.1 Maintenance

- Only a few parents came to the last work-bee.
- Some light ballasts were replaced.
- The exit signs are unlit because there is no electrical wiring in place for them. It needs to be determined whether the current signs can be brought up to code without requiring the acquisition of permits. If a permit is required, new green exit signs will need to be purchased.
- Patrick will be running next work-bee.
- Boarding of windows will be done after July 6th.

5.2 Finance

- To date the school has recorded an income of \$2.54M and expenses of \$2.43M.
- It looks like this will be a break-even year.
- Fundraising revenue was budgeted at \$50,000. Actual fundraising revenue is \$46,000.

5.3 PPH

- As of June 1st all submitted PPH has been entered. It is expected that more forms will straggle in. June 15th will be given as the deadline for submitting hours for the 2015-2016 school year.
- It was asked whether the emergency parent positions should be part of the classroom parent job. A stipulation for the emergency parent position is that they must be available to receive and make emergency calls at all times.
- Families have already started to log their hours into the new system.
- Coordinators and teachers need to be linked to the system so that they can approve the hours.
- Current coordinators will be given the opportunity to continue serving as coordinator if they so choose.
- The old PPH database will be shut down once it is backed-up and spreadsheets are created.
- It was suggested that the link to the PPH system on the school website be made more prominent.

6.0 Administration Reports

6.1 Principal's report

- A movie night was held. \$1,800 was raised and forwarded to a Catholic Organization to help Syrian refugees.
- Grade 6F class held a bake sale at the movie night and raised about \$350. They raised another \$150 dollars selling the leftover baked goods on Monday.
- Sonia and Maria attended a theme planning day. The theme for next year is "Care for Our Common Home". They are working on incorporating this theme into the school.
- There is a small area of the gym floor that is lifting up and some paint is peeling. There is still a \$5,000 holdback owing to the contractor. A walk-through to ensure the floor is deficiency free has not yet been done. Peter will inform the company about the floor lifting and the peeling paint.

7.0 Pastor's report

- Father Nguyen, the Vicar General, has been appointed Bishop of Kamloops. Archbishop Miller assured Father Chisholm that the Bishop-elect will be still be able come to our Parish for Confirmation on June 21st.

Our Lady of Fatima Education Committee Meeting

Minutes for June 8, 2016

8.0 Closing Prayer

Meeting Adjourned at 8:13 pm