

Our Lady of Fatima Education Committee Meeting

Minutes for August 3, 2016

Present: Peter Wheatley, Gordon Lemaire, Byron Ritchey, Mary Abraham, Yurika Sawyer, Carol Kay, Father Chisholm, Maria Katsionis, Sonia Cook

Absent: Adeola Adeyemi

Recorder: Carol Kay

Meeting called to order at: 7:04

1.0 Opening prayer

2.0 Approval of agenda

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

3.0 Approval of PEC minutes

- Approval of the June 8, 2016 minutes
 - Motion to accept the agenda as amended – Gordon Lemaire
 - Motion seconded – Mary Abraham
 - Motion carried – yes
- Approval of the June 8, 2016 Nominations and Elections minutes
 - Motion to accept the agenda as amended – Peter Wheatley
 - Motion seconded – Gordon Lemaire
 - Motion carried - yes
- Approval of the June 8, 2016 In Camera minutes
 - Motion to accept the agenda as amended – Byron Ritchey
 - Motion seconded – Peter Wheatley
 - Motion carried – yes

4.0 2015-2016 Fiscal year end review

- OLF accountant, John Pavich, released the Profit & Loss Budget Performance report for the 2015-2016 school year and has advised that there is a minor deficit of \$5,157. 61
- Income totaled \$2,730,997.36 vs. a budget of \$2,718,882.00, expenditures came in at \$2,736,154.97 vs. a budget of \$2,178,882.00
- Revenue and expenditures were higher than anticipated: Computer system upgrade, janitorial fees, new text books and a new photocopier identified as key factors in deficit
- Father Chisholm suggested that there is a need to tighten up the budget for the 2016-2017 school year. Suggestions included: Clean up categories, simplify categories (10-15 standard categories identified) and add more detail as necessary. Budgets and expenditures need to be coded and allocated into the correct categories. It was suggested that there be a

standard reporting form used for the upcoming 2016/2017 school year (provided by Mike Donaldson at CISVA).

- Actions:
 - 1) Father Chisholm will set up a meeting with John Pavich and Adeola Adeyemi to review the 2016/2017 budget
 - 2) Maria Katsionis will review the costs associated with the new photocopier as costs should have come down with the new lease

5.0 Priorities for the 2016-2017 school year

- \$35,000 has been budgeted for school improvements plus an additional \$2,000 has been budgeted for a storage container to hold earthquake supplies
- Prioritization of the school improvements has been based on cost and complexity:
 - 1) LAC Partitions: Create 2 offices. Estimated cost = \$3,000
 - 2) Storage Container: Hold earthquake supplies located at the sandbox near the Kindergarten classrooms. Ground will need to be prepared. Container size 8ft x 20ft vs. 8ft x 40ft. Estimated cost = \$2,000
 - 3) Exit Sign Lights: Ensure all classrooms have illuminated signs and bring all exit signage up to building code. Estimated cost = TBC
 - 4) Exterior Painting of Primary Building: Repair stucco (2 days), pressure wash (3-4 days) and paint (4-5 days). Estimated cost = TBC (based on previous tender). Carol Kay asked if the presence of mold found had been found in the school in previous years. The school was inspected approximately 10 years ago and mold mitigation had taken place. No mold has been found since and there is no evidence that mold is in the school today.
 - 5) Paint inside the Gym: Finish work started in 2015/2016 school year. Estimated cost = TBC
 - 6) Installation of Smart Boards: Mount and wire boards into classrooms. Complexity will vary per room. Estimated cost = TBC
 - 7) Replace Gym Lighting: Replace lighting with new LED tracks. Estimated cost = \$18,000
- Actions:
 - 1) Peter Wheatley to tender the school painting and stucco repair
 - 2) Peter Wheatley to contact bin suppliers to source the storage container
 - 3) Peter Wheatley to contact Buy Rite to source the partitions for the LAC room
 - 4) Maria Katsionis to contact the Fire Marshall to complete a review of the exit signage in the school
 - 5) Maria Katsionis to follow up with the teachers who have requested a smart board to be installed in the classroom and identify location to be mounted
 - 6) Byron Ritchey to email the parent community to find volunteers with IT experience who can help with the smart board installation

6.0 Back to school barbeque: Friday, Sept 23rd – 5-7pm

- Gordon Lemaire will send out evite to the families this week and will report the number of attendees by August 31st
- Grade 2 classroom parent coordinators are aware of the event and are meeting Yurika Sawyer Aug. 23rd to discuss the planning

- Daniel Abraham has been contacted and has confirmed the use of the grill and warming trays (Knights of Columbus will cook)
- Budget for event = \$1,600
- Carol Kay to provide the hot dogs and smokies – approximately 600 required at a 50/50 split
- Parish Hall has been booked by Maria Katsionis
- PEC and Grade 2 parents will serve at event
- Actions:
 - 1) Gordon Lemaire will send the evite out to families
 - 2) Carol Kay will order the hot dogs and deliver to the parish hall for storage on the week of event
 - 3) Yurika Sawyer will update PEC on event details after the August 23rd meeting with the Grade 2 classroom parents

7.0 Meet the teacher night – Sept 8th Kindergarten parents at 6:15 and all parents 7:00-7:30

- Maria Katsionis will open with prayer, introduce staff, and cover off a brief presentation on uniform standards
- Jennifer Johnston will provide a presentation and overview on Supervision and Parking Lot (assisted by Yurka Sawyer)
- Peter Wheatley will provide a presentation from the PEC
- Actions:
 - 1) Peter Wheatley, Maria Katsionis, Jennifer Johnston and Yurika Sawyer will set up a meeting to review agenda and presentations
 - 2) Peter Wheatley will send a reminder email to families ensuring all criminal checks are up to date and submitted to Susan Hagedorn before the start of the school year (Criminal checks are valid for 2 years from date of issue)
 - 3) Maria Katsionis will review the approval process of families with valid criminal checks who sign up for Supervision with Susan Hagedorn
 - 4) Yurika Sawyer will check with Susan Hagedorn on the week of August 23rd the status of the criminal check by all the families
 - 5) Gordon Lemaire will add the event into the calendar on the website (and all September and October events)

8.0 PEC reports

8.1 Maintenance – Report by Byron Ritchey

- School windows have been boarded up for the summer, boards will come down at the next work bee, Saturday August 27th
- Other projects at work bee will include: Clean class room carpets, display handicapped parking signs and painting new lines for the handicapped stalls
- Actions:
 - 1) Byron Ritchey will contact Tom Gianelli regarding uploading the work bees on to the PPH site
 - 2) Byron Richey will prepare the signs for mounting
 - 3) Gordon Lemaire will change the names for the family parking spots before school commences

8.2 Parent Participation Program – Report by Yurika Sawyer

- Parking lot and Supervision parent participation improved from 20% in May to 71% in June
- Lou Boisjolie has not been advised if he will be needed for the upcoming 2016/2017 school year. Lou Boisjolie will be needed to provide consistency and support for the parent supervisors
- Yurika Sawyer asked if we could add 15 minutes to the morning supervision so that parents who block off a week of Supervision can complete the 5-hour requirement in 5 days vs. 7 days.
- New jobs need to be entered into the PPH site to allow parents to plan their hours for the upcoming year
- All classroom coordinator positions have been allocated with the exception of grade 3 (Father's Day) and grade 7 (Carnaval)
- Grade 3 parents are unclear on event details and reluctant to sign up and the grade 7 parents are wary of signing up for Carnaval
- Grade 3 parents would have the creativity to come up with the event, examples include: BBQ or Golf
- Grade 7 parents would have the support and leadership of the Carnaval coordinator
- More discussion required regarding the details for each of the classroom events
- Knight of Columbus have a 9 hole putting green that could be used at the Carnaval
- New teachers to OLF will need to be briefed on the PPH system
- Classroom parents can assist teachers in approving hours to minimize work for teachers
- There is no need to post all field trips on the PPH system as teachers can coordinate via permission slips
- Actions:
 - 1) Peter Wheatley will follow up with Tom Gianelli to enter new jobs into the PPH system
 - 2) Maria Katsionis will contact Lou Boisjolie to advise that his services will be needed for the upcoming 2016/2017 school year
 - 3) Peter Wheatley and Jennifer Johnston will assemble a call list of parents who would like to complete extra supervision hours
 - 4) Maria Katsionis will contact Tom Gianelli (copy to Yurika Sawyer) to set up the new teachers into the PPH site
 - 5) Maria Katsionis will contact Innovation Networks to confirm the email addresses have been set up for the new teachers
 - 6) Maria Katsionis will communicate the classroom parent participation activities and the responsibility of approving hours with teachers
 - 7) Yurika Sawyer will approve pending PPH hours on behalf of the retired teachers
 - 8) Peter Wheatley will attend the staff meeting before the school year begins to present the PPH new system to the teachers and answer any questions

9.0 Administration reports

- Principal's report
- Walkathon – 2 children have won the T-shirt contest

- The Grade 7 evening was excellent, Domani Barrow (Grade 7 parent) has expressed interest to come back and help with next year's event
- Staff has asked the PEC to consider moving the Carnival Date back to pre-Lent (February 24th), need to ensure parish hall would be available
- Maria Katsionis advised that she has the completed school calendar for the 2016/2017 school year
- Actions:
 - 1) Maria Katsionis to discuss the use of blogs with staff for the upcoming 2016/2017 school year
- Vice Principal's report – n/a

10.0 Closing Prayer – 9:50