

Our Lady of Fatima Education Committee Meeting

Minutes for Sept 14, 2016

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

Absent: Father Chisholm

Guests: Natalie Magel, Alejandro Vargas

Recorder: Carol Kay

Meeting called to order at: 7:02

1.0 Opening prayer

2.0 Approval of agenda

- Motion to accept the agenda as amended – Mary Abraham
- Motion seconded – Gordon Lemaire
- Motion carried – yes

3.0 Care for our Common Home – Gordon Lemaire

- Gordon Lemaire reviewed the theme for the 2016/2017 school year, Care for Our Common Home
- Read introduction and opening prayer
- Round table discussion on what it means to us, attitudes toward nature and what actions we can take as a community to embody this vision in our lives.
- Each PEC meeting throughout 2016/2017 school year will begin with this prayer and discussion.

4.0 Approval of PEC minutes

- Approval of the Aug 3, 2016 minutes
 - Motion to accept the agenda as amended – Byron Ritchey
 - Motion seconded – Adeola Adeyemi
 - Motion carried – yes

5.0 Project Update

- LAC Partitions – Peter Wheatley
 - Partitions have been installed but came in higher than budgeted, cost was \$3,500 vs. budget of \$3,000. The higher than anticipated cost was due to layout adjustments at the west side of the classroom. Two panels did not fit the original plan but were relocated to other areas of the school.

- Exterior Painting - Peter Wheatley
 - 2 contractors were contacted regarding the tender. None of these contractors responded. Peter Wheatley will follow up with them and ask for another tender.
 - There is a short window to complete this project (1 month) due to weather. If this cannot be completed by mid-October then this project will have to wait until Spring 2017.
 - Action: Peter Wheatley to follow up with contractors and update the PEC

- Storage Container – Peter Wheatley
 - Prices were obtained on 2 sizes of containers: A 40 ft used container cost is \$2,600 + delivery (\$350) = \$2,950 + tax, the 20 ft used container was only \$300 less in cost.
 - Additional costs will include grading the location (sandbox near Kindergarten room) which could bring cost in closer to \$5,000.
 - Action: Peter Wheatley will inquire into excavation costs and dependent on quotes, PEC may have to look into another area of placement.

- Exit Signage – Maria Katsionis
 - Maria Katsionis reviewed requirements on signage and it appears that the school is in compliance.
 - The Fire Marshall was contacted to confirm but has not responded.
 - Action: Maria Katsionis will follow up with the Fire Marshall.

- Smart Board Installation – Byron Ritchey
 - There is no update.
 - Action:
 - 1) Byron Ritchey will need to contact parents with IT tech support to help with installation
 - 2) Maria Kastionis will discuss with teachers and view classrooms on accessibility of smart board installation

- Paint Gym – Byron Ritchie
 - Painter was contacted and not able to finish painting the gym.
 - Action: Byron Ritchey will follow up with painter on upcoming availability

- Gym Light Replacement – Byron Ritchey
 - There is no update due to constraints in the budget, it was discussed that the budget could support ½ of the replacement but not all.
 - Action: Byron Ritchey will inquire on a price reduction and if the school can do 3 of the 5 circuits now and replace the additional 2 at a later date.

6.0 Back to School BBQ – Gordon Lemaire

- 385 coming 189 adults 196 kids
- The Knights of Columbus have been contacted regarding the use of the BBQ. They will not be able to cook at the event themselves. PEC will need to make arrangements to have

someone cook at the event. It was suggested that event parents (grade 2) and/or PEC members will cook at the event.

- Preschool staff indicated that they will attend but families of the preschool will not.
- OLF school staff have been invited by Maria Katsionis, Gordon Lemaire will send evite to general teacher email address
- The grade 2 parents will make the event as environmentally friendly as possible and will utilize recyclables and existing kitchen supplies from the parish kitchen.
- Yurika Sawyer reviewed the budget provided by the grade 2 parent which totaled \$1913.39
- There are 4 families that are not able to participate with this classroom event. Parents that do not participate will be charged \$40. It was decided that parents who are unable to help at the classroom event will have the option to make up the hours at the Carnaval. This will be dealt with on a case by case basis.
- Actions: Gordon will contact Daniel Abraham to coordinate the BBQ

7.0 Carnaval 2017 – Open discussion

- February 24th or April 28th were discussed as potential dates for the Carnaval given the timing of Lent and other events at the school and parish.
- There are no coordinators for the event and there are no grade 7 classroom parents that have signed up for the role
- There is no manual for the event and 4 months is needed to plan for the event.
- A final decision on the date will be made at the October PEC meeting.
- Actions:
 - 1) Maria Katsionis will book the hall for both dates
 - 2) Danielle Hearn and Berenice Estrada will be contacted regarding putting the event manual together
 - 3) Yurika Sawyer will put a message in the Communique: Listing the coordinator positions available (40 hours) and that the Carnaval committee and grade 7 parents would plan the event together.

8.0 Correspondence – Fund Raiser proposal – Peter Wheatley

- Peter Wheatley received a letter from Margaret Houston on behalf of Sabrina Roman and Olga Alves about putting together a dinner and dance to raise funds for the school in February or March of 2017. The theme is TBC and this would be an adult only event.
- The PEC is supportive of the idea but needs more information such as theme, budget and what the funds raised would support.
- Maria Katsionas suggested fundraising efforts could go toward supporting new school resources with the new curriculum
- Actions:
 - 1) Peter Wheatley will follow up with the Roman and Alves families to ask for a proposed theme for the and establish what the proceeds of the event will go to. Peter will update the PEC at the October meeting.
 - 2) Upon approval, a date would need to be chosen outside Spring Break (March 13-24) and the parish hall would need to be booked.

9.0 Field Trip Policy – Carol Kay

- Carol Kay asked about the field trip policy regarding the use of school buses vs. parent drivers. Is there a guideline in place? When is a bus used and when is a parent driver be used on a field trip? Is distance or complexity of the field trip a factor?
- Maria Katsionis advised that the high cost of bus rental was the factor in the use of parent drivers.
- Gordon Lemaire notified the PEC that CISVA policy had recently changed and that there were new guidelines in place
- New guidelines including, Youth Safe Outdoors: Off-site Experience Safety for BC Schools, needs to be reviewed prior to October meeting to ensure field trip policy is in compliance
- Actions:
 - 1) Maria Katsionis and PEC will review and update at the October meeting

10.0 PEC reports

10.1 Finance – Report by Adeola Adeyemi

- There has been a reduction in the Chancery account at the start of the year by \$100,000.
- The school had \$500,000 in the Chancery account in 2015 and \$400,000 was deposited in 2016
- Details on the government funding is expected to come in October. Funding was identified at \$380 per student Meeting is still TBC with father
- Actions:
 - 1) Adeola Adeyemi will update accounting to PEC at October meeting
 - 2) Adeola Adeyemi will speak to Father Chisholm about setting up the meeting with John Pavich to review the 2016/2017 school budget.

10.2 Parent Participation Program – Report by Yurika Sawyer

- 1) Hot Lunch - Coordinators have set the menu for lunches from October to December. They will be making lunches in house. Coordinators have their food and safety certification. PEC could pay for out of pocket expense for food and safety certification. It was discussed if teachers would pay for hot lunches this year. It was decided that the hot lunches would remain at no cost for teachers for the upcoming school year. The additional costs for the free lunches is absorbed in the cost of the hot lunch fee.
- 2) Supervision – The Sallay Family, new to Fatima, will take over the management of the parking lot as of Sept 23rd at both before and after school. Sign in of parent supervisors will transition from the teacher on duty to Mrs. Sallay.
- 3) Mother's Day Tea – Date has been set for May 12, 2017
- 4) PPH Hour Exemptions – It was asked if preschool staff were exempt from PPH hours. As this is run by Parish, Father Chisolm needs to approve. Part time teachers are exempted on a prorated basis but still need to complete mandatory hours which will be pro-rated.
- 5) OLF Staff Training – Yurika Sawyer met staff to discuss and answer any questions regarding the new PPH system. Staff asked that the appointments application be deleted as it will not be used.

6) Actions:

- 1) Peter Wheatley will follow up with Eddie Sorriano, the webmaster, to remove the appointments application on the PPH site.

10.3 Maintenance – Report by Byron Ritchey

- The August work bee had 44 parents in attendance
- It was recommended that work bee jobs on PPH site be entered as “general” and that exact jobs would be allocated at the time of the work bee.
- Mary Abraham will help Byron Ritchey approve work bee hours in PPH system
- Actions:
 - 1) Mary Abraham will gain approval access in PPH system and work with Byron Ritchey to approve completed jobs

11.0 Administration reports

11.1 Principal’s report – Maria Katsionis

- 3 staff member have proposed an Eco Kids Club which is based on OLF Care for Our Common Home. Ms. Simone, Mme. Ziemnicki, and Mme Battista would prepare Vegetarian Take Away meals with the Grade 4-7s to raise funds for a community garden. Meat Free Friday dishes would cost \$20 / dish. Order form would be online, accepting cash only through office or weekly Sunday offering. All 3 teachers have their food safety certification. Food preparation would take place every 2nd Wednesday and every 4th Wednesday from 3:00pm – 4:30pm in Parish Hall. Peter Wheatley asked that there a plan be put in place for the garden, including location.
 - Motion to approve Eco Kids Club – Byron Ritchey
 - Motion seconded by Gordon Lemaire
 - Motion carried – yes
- Walkathon – the T-shirts launched in the school this week. Mr. O’Reilly emailed the parents who helped out with the walkathon last year and has all the volunteers needed for the event.
- Pro-D day is September 16th. Mr. Hamilton will be providing First Aid training to staff in the morning. The French and English teachers will separate in the afternoon for workshops
- Pere Claude blessed all classrooms this week
- A hiring subcommittee is required. Peter Wheatley – Chair, and 1 other PEC member is needed, Adeola Adeyemi has volunteered.

11.2 Vice Principal’s report – Sonia Cook

- There are 2 juvenile boys’ soccer teams and 2 senior boys’ soccer teams
- There are 3 girls’ volleyball teams, one for each grade 5, 6, 7
- Cross Country has started

12.0 Closing Prayer – 9:50