

## Our Lady of Fatima Education Committee Meeting

Minutes for Oct 12, 2016

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

Absent:

Guests: Rasha Battista, Zobeida Slogan

Recorder: Carol Kay

Meeting called to order at: 7:05

1.0 Prayer – Father Chisholm

2.0 Approval of agenda

- Motion to accept the agenda as amended – Byron Ritchey
- Motion seconded – Adeola Adeyemi
- Motion carried – Yes

3.0 Approval of PEC minutes

- Approval of the Sept 12, 2016 minutes
  - Motion to accept the PEC minutes as amended – Adeola Adeyemi
  - Motion seconded – Peter Wheatley
  - Motion carried – Yes

4.0 Back to School BBQ – Zobeida Slogan

- Zobeida Slogan, Grade 2F Classroom parent, presented a post analysis of the Back to School BBQ highlighting what went well, what could be improved upon, and recommendations for next year's event.
- Zobeida Slogan identified that there was no event manual available for Classroom parents to plan the event. The absence of the manual and timing of the event (early in school year) added complexity to coordinate the event. It was identified by Gordon Lemaire that previous events were run by an event coordinator and unfortunately no manual was completed.
- Zobeida Slogan developed a detailed spreadsheet that outlined all the tasks required to plan the event with timelines and shift work added into the spreadsheet. The spreadsheet was reviewed with the PEC members and it was identified that it is beneficial to share with other Classroom Parents and Coordinators of future events.
- A detailed budget was created that kept track of funds, cash that was allocated (in advance). All the money was tracked and reconciled. Adeola Adeyemi identified that cash will not be advanced in future events as this is against CISVA policy. Policy states that expenditures are to be paid for by volunteers and reimbursed by Susan Hagedorn via cheque or petty cash.

- The budget was set at \$1,913.30 but final budget came in at \$1,273.31. There were some returns and cash sales at the end of the event. The budget did not include the cost of the meat as it was donated.
- The complete post analysis will be included in the event manual, some of the recommendations and / or changes include:
  - Some quantity changes needed on food purchases.
  - Food must be nut free, carefully read labels of all purchases.
  - Vegetarian options to be available.
  - Recommended that at least 1 person with Food Safety be available on site at the event.
  - Music was identified as being too loud for some attendees.
- A budget was set for next year at \$1,500 (excluding meat), if the meat is not donated next year then another \$500 would need to be added to budget.
- Approval of the 2017/2018 Back to School BBQ Budget
  - Motion to set 2017/2018 Back to School BBQ Budget – Adeola Adeyemi
  - Motion seconded – Byron Ritchey
  - Motion carried – Yes

#### 5.0 Project Update

- Exterior Painting - Peter Wheatley
  - No update
- Storage Container – Peter Wheatley
  - No update
- Exit Signage – Maria Katsionis
  - Fire Marshall Kim visited the school to review the exit signage with Maria Katsionis.
  - The fire Marshall confirmed that the school’s exit signage is in compliance.
- Smart Board Installation – Byron Ritchey
  - No update
  - Two classrooms can be done at the next workbee in November.
  - Action: Maria Katsionis will identify which classrooms would like the smart board installed, Byron Ritchey will meet with each classroom to confirm location of smart board installation.
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- Paint Gym – Byron Ritchey
  - The Painter is available to start project at the upcoming October workbee.
  - The lower part of the gym will be completed at the workbee.
- Gym Light Replacement – Byron Ritchey
  - It was confirmed that the lighting circuits can be upgraded in sections and be done over time.

- The recommendation is to start with the middle 3 rows which would be a total of 12 lights.
- Project could commence in early 2017.
- Action: Byron Ritchey will tender the purchase of 12 lights and will provide an update at the November meeting.

#### 6.0 Fundraising proposal – Peter Wheatley

- Peter Wheatley received an update from Sabrina Roman regarding a date and theme for the event and what the proceeds would go towards.
- The date requested was March 4, 2017, the theme was identified as a simple seasonal Spring dinner and dance with the proceeds going towards the repainting of the school.
- There was a question regarding silent auction donations counting towards PPH hours which was declined by the PEC committee.
- PPH hours would be available for event coordinators for hours worked and parent volunteers to a maximum of 5 hours as per PEC Meeting minutes from January 18<sup>th</sup>, 2012.
- All volunteer hours would need to be logged with detail and have prior approval from PEC.
- The PEC agreed on the date which needs to be booked and confirmed with the Parish Hall.
- The fundraising event coordinators can proceed with planning and the PEC will need to see a full proposal at the November PEC meeting.
- Approval of the proposed event date – March 4, 2017
  - Motion to approve the date of March 4<sup>th</sup>, 2017 for the fundraising event – Peter Wheatley
  - Motion seconded – Byron Ritchey
  - Motion carried – Yes
- Action: Peter Wheatley will draft a letter to the Roman and Alves families regarding next steps on the event planning.

#### 7.0 Carnaval 2017 – Open Discussion

- The 2 event coordinator positions have not been filled, 5 of the coordinator positions have been filled.
- Positions that still need to be filled are: The 2 event coordinator positions, auction coordinator, communication coordinator, games coordinator, and clean up coordinator.
- Yurika Sawyer will send a note to Mrs. Cook and Mme. Magel who will forward to the grade 6 and 7 parents requesting for coordinator positions to be filled.
- February 24<sup>th</sup> is the confirmed date of the Carnaval, Maria Katsionis will confirm that the Parish Hall has been booked.

#### 8.0 Christmas Concert – Maria Katsionis

- The sound at the Christmas concert was not very clear last year therefore the school has inquired into using sound equipment at the 2016 concert.

- A quote was obtained for both rental and purchase including a sound board and individual microphones.
- The rental for the week of November 30 – December 9<sup>th</sup> totals \$1,011 which includes a non-returnable deposit.
- Purchase of the sound equipment totals \$7,200. This expenditure has not been budgeted and will have to be reviewed in next year's budget or as a fundraising event in future.
- Approval of the sound equipment rental of \$1,011 for the Christmas concerts December 7<sup>th</sup> and 8<sup>th</sup>, 2016.
  - Motion to rent the sound equipment for the Christmas concert as quoted – Peter Wheatley
  - Motion seconded – Carol Kay
  - Motion carried – Yes

#### 9.0 Uniform – Peter Wheatley

- Neat Uniform has discontinued the current model of the OLF trousers.
- New pants were presented to the committee for approval.
- Approval of the new OLF trousers
  - Motion to approve the new style of trousers – Mary Abraham
  - Motion seconded – Yurika Sawyer
  - Motion carried – Yes

#### 10.0 Field Trip Policy – Carol Kay

- Maria Katsionis discussed the use of buses and the quantity of field trips with the staff of the school.
- The cost of buses ranges between \$300-400 which could be costly dependent on class size, buses are also sometimes difficult to book.
- The risk of having multiple vehicles participating and the distance traveled in a field trip are also factors that needs to be assessed.
- The staff agreed that 1 trip per term plus the year end field trip was the right amount of trips to do per year (3 major field trips per year).
- The PEC will look into building the cost of buses into the tuition or material fee for the 2017-2018 school year.
  - Bus fee would apply to 3 field trips that include travel outside Tri-Cities or defined by the length of the trip (TBD)
  - Bus rental would be scheduled and preplanned ahead of time to minimize cost.
- Action: Maria Katsionis will discuss with staff and present consensus including budget and distance required for bus use at the next PEC meeting.

#### 11.0 Parent Handbook – Peter Wheatley and Maria Katsionis

- The Parent Handbook for the 2016-2017 school year has been posted to the school website.

## 12.0 PEC reports

### 12.1 Finance – Report by Adeola Adeyemi

- Adeola Adeyemi and Father Chisholm met with John Pavich to discuss the 2016-2017 school budget including the re-organizing of categories and simplifying the report to 6 key areas that includes more detail.
- The government grant will be slightly less than budgeted this year as enrollment is slightly lower than anticipated (\$20,000 impact) however spend is expected to be lower which should net a \$60,000 surplus. Surplus will be earmarked for maintenance and building upgrades.
- Final budget is due at the end of October and will be reviewed at the next PEC meeting.

### 12.2 Parent Participation Program – Report by Yurika Sawyer

- 1) Walkathon and PPH system – Need to clarify with teachers, prior to event, how they will recruit volunteers to walk with class (PPH system or direct with parents). Volunteer jobs were posted on PPH system which allowed parents from different classes sign up to walk with a class.
  - Some events should go through the teacher only as they are able to control what is needed for a specific event that is unique to their classroom (i.e. field trips and walkathon).
  - It is up to the teacher on whether or not to use the PPH system or not for classroom events.
- 2) Clarification is required when a family covers a shift for another family, do the hours get granted to the family who completes the shift or the family who signs up for the shift?
  - No consensus was made. Mary Abraham is going to find the minutes from the 2015-2016 school year when this was originally discussed. This will be reviewed again at the next PEC meeting.
- 3) Supervision – The Sallay family has started the supervision of the AM and PM parking lot duties. It is a great help to the school to have them oversee the supervision daily and provide consistency and guidance.
- 4) Hot Lunch – Mrs. Fierro has inquired about the purchase of 5 new bins and if the classrooms can return the bins after the lunch. Sonia Cook said that the Grade 7s can pick up the bins and return them to the kitchen.
- 5) The grade 3 classroom parents have asked for clarification on the Father's Day event. The budget has been set at \$1,200 (same as Mother's Day Tea) and the weekend before Father's Day has been earmarked for the event.
- 6) Yurika Sawyer is going to set up a meeting with all the classroom parents to review the roles and expectations for the events.

### 12.3 Maintenance – Report by Byron Ritchey

- 1) There were some families that logged hours at the last workbee on the PPH site that did not sign in at the actual event. The families will need to be contacted to confirm their attendance.

- 2) The September workbee was successful and most jobs were completed. There were 34 people that attended.
- 3) Jobs to be completed at the next workbee include: Finish updating the plugs, replace lights under the stairs, clean the fire lane, paint the gym, weed the cement, and dredge the storm drains.

### 13.0 Administration reports

#### 13.1 Principal's report – Maria Katsionis

- Walkathon – The event went very well and there were no incidents. We need to change the hours in the PPH system from 3 to 4 as parents supervising worked from 8:00am to 12:00pm.
- Report cards will be changing this year due to the new curriculum. Maria Katsionis has a Principles meeting to discuss the changes.
- Linda O'Reilly will be coming in to work with the staff on the new curriculum.
- With the colder weather, evidence of mice has been noted in areas of the school. These areas will be cleaned, disinfected and monitored. Pest Control will be called in if the problem persists.

#### 13.2 Vice Principal's report – Sonia Cook

- The grade 7 students experienced Outdoor Education September 26-28 at UBC Loon Lake in Maple Ridge. There were 37 students that participated. Father Chisholm and Maria Katsionis attended to celebrate mass with the students. The event was a success.
- Cross Country meet was held on September 5<sup>th</sup>. OLF student from grade 7 won the race.

### 14.0 Meeting adjourned – 8:50