

## Our Lady of Fatima Education Committee Meeting

Minutes for November 9, 2016

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

Absent:

Guests: Nathalie Magel

Recorder: Carol Kay

Meeting called to order at: 7:04

1.0 Prayer – Father Chisholm

2.0 Approval of agenda

- Motion to accept the agenda as amended – Gordon Lemaire
- Motion seconded – Byron Ritchey
- Motion carried – Yes

3.0 Approval of PEC minutes

- Approval of the October 12, 2016 minutes
  - Motion to accept the PEC minutes as amended – Byron Ritchey
  - Motion seconded – Mary Abraham
  - Motion carried – Yes

4.0 PEC reports

4.1 Finance – Report by Adeola Adeyemi

- The 2016/2017 Budget Performance statement, to the end of October 2016, is on track. The school expenses are slightly ahead of plan and income slightly behind leaving a total of \$12,580 surplus year to date. The small surplus is due to phasing of income and expenses which is expected to balance by the end of the school year.
- John Pavich, the school's accountant, has made some adjustments to itemization of the budget to assist with projections. This has allowed for more detailed description to be added to the budget report.

4.2 Parent Participation Program – Report by Yurika Sawyer

- There are 37 families that have less than 10 hours logged, 45 families with 15 hours logged, and 20 families with more than 30 hours logged for parent participation.
- Yurika Sawyer will send a reminder out to the 37 families that have logged less than 10 hours of parent participation. They will be advised that their \$400 cheque will be cashed

in January if they do not complete the 20 hours required by December 31<sup>st</sup>, 2016. Families that have their cheque cashed in January but complete 40 hours by May 31, 2017 will have the full amount of their cashed cheque reimbursed in June 2017.

- There is a fieldtrip (to Victoria) that was posted onto PPH site that needs to be taken down. Teachers will organize supervision of fieldtrips directly with parents from the corresponding class.
- Sonia Cook is looking for Emergency Communication volunteers for the 2016/2017 school year. There are 2 parent volunteers required per class that will receive 5 parent participation hours for the position. In the event of an emergency, the Communication volunteers need to contact all the families in their classroom. Eligible parent volunteer needs to be available any time of the day. All hours will be awarded for this 2016/2017 school year. Sonia Cook will put a communication in the Communique and the interested parents will email her directly. Yurika Sawyer will add the Communication Parent position to PPH site.
- There is an issue with the November and December workbee jobs on the PPH site. There are currently only 1-2 jobs available, more need to be added. Byron Ritchey will contact Tom Gianelli to correct the issue on the PPH site.

#### 4.3 Maintenance – Report by Byron Ritchey

- Work bee was a success once again with 39 parents in attendance.
- More lighting was fixed in classrooms, hall washrooms and office area.
- There was evidence of mice in the room between Gr. 2F and 3F. The room was cleaned, swept and disinfected.
- Started cleaning AC filters and it is noted that there is one unit that will need to be replaced in March.
- All sports equipment has been removed from the low roof tops.
- Pea gravel was turned to be made soft again.
- All materials have been bought for the installation of two receptacle boxes. One for 2E and the other in LAC area. This will be completed after hours this week.
- Painting of the lower portion of the Gym is almost complete.
- Books from library were taken to the donation center and the two electronic items on the wheeled cart by the main washrooms in the school were recycled.
- Leaves in the schoolyard were raked and taken to the composting bin behind the Rectory.
- Cleaned the fire lane of all the debris and leaves that had accumulated.
- Cleared the gutters of the music portable and Pre K class and the small roof outcropping both front and back of the Fatima center.
- Checked swings for wear and tear. They are all still looking to be in good repair for now will check them again in the Spring.
- All classrooms were swept. Desktops and bookcases were cleaned.
- Next work bee is Nov 26 2016 and jobs include:
  - Finish the Gym painting and do a second coat on the doors

- Move lighting repair to the Fatima center areas that are in need of new ballasts
- Start the planning of smart board installation
- Clean out the storm drains
- Complete the receptacle installation
- Repair holes in the washroom by KF
- Rake leaves
- Check playground apparatus for loose hardware
- Change air filters located in KF and 6E
- Continue with filter cleaning for AC units in classrooms
- Set up stage for winter concert and hang blackout curtains
- Start planning for Christmas shut down.
- Lighting in Gym
  - The wrong lights were taken down in the Gym
  - Byron Ritchey is working on getting 2 more quotes and will inquire about dimmable LED lights.
  - The recommendation is to start with replacing 3 circuits but will review the final plan when all of the quotes are in at the next PEC meeting.

## 5.0 Administration reports

### 5.1 Principal's report – Maria Katsionis

#### 1. Erase Bullying Workshop

- Mrs. Katsionis and Ms. Cook attended an Erase Bullying workshop at the Vancouver School Board.
- Information from the workshop will be shared with the school staff.
- School Code of Conduct will be revised to reflect the updated information provided by the Ministry of Education.
- Two additional workshops are scheduled later this year. Mrs. Katsionis and Ms. Cook to attend.
- These workshops were mandated by the CISVA.

#### 2. Provincial Pro-d

- The French immersion staff went to Appic (a French Immersion conference).
- The English stream remained at the school where Ellen Hobson, Learning Assistance Head presented a workshop on Executive Functioning (self control).
- This workshop will be shared with the French Immersion stream on a different date.

#### 3. P-Wave

- On October 25th at 11:00 a.m. the siren rang 4 times to indicate an earthquake.
- The children knew what to do immediately, they got under their desks, held on to the desk leg and covered their heads.
- When the siren stopped ringing the children counted to 60 seconds and then evacuated the building.

4. Cristina Petruzzelli

- Ms Petruzzelli will be leaving the school at the end of November.
- Mrs Lemire will be returning to teach the kindergarten English class.

5. New Report Cards

- The school administration has put together a new template that reflects “the new redesigned curriculum.”
- Rose Pillay, CISVA Consultant came to a staff meeting to speak to the staff. Mrs. Grout from Our Lady of Mercy also attended our meeting.
- Ms. Pillay, Mrs. Grout and Mrs. Katsionis met to discuss the changes and wording for the new report cards.
- A letter will go home prior to the report cards to inform the parents of the new language.

5.2 Vice Principal’s report – Sonia Cook

1. Sports:

- The grade 5, 6, and 7 Girls Volleyball teams each made it to the first round of the playoffs.
- The Juvenile Boys blue soccer team placed 6th out of 32 schools
- The senior Boys soccer team placed 5th out of 32 schools

2. Care For Our Common Home:

- The grade 6E class has been focusing on ways of promoting this year’s school theme. Some of the things that the students have been doing are: putting together an assembly, running ads in the communique, promoting litterless lunches, making a movie about recycling, and finding ways that we can promote composting in the school.

3. Grade 7 Students:

- The grade 7 students were invited to celebrate All Souls Day mass at Archbishop Carney. After mass the students had the opportunity to visit the Robotics lab where Mr. J gave the students some hands on experience and discussion about the components of robots.
- On Monday, November 7th the grade 7 students went over to Robinson Memorial Cemetery to wash tombstones. There the students partook in their service project as well as prayed for loved ones and all the souls in Purgatory.

4. School Wide Write:

- This week the school has kicked off the fall school wide write where every student will be producing a piece of writing that will be later assessed. This year we will be focusing on story writing. The results will help the teachers and school understand the areas of writing that need additional focus.

5.3 Pastor Report – Father Patrick Chisholm

- There is confession tomorrow for the grade 7 students.

- Father Claude has visited the local member of parliament to follow up on his Permanent Residency status.
- Mass had to be moved for next week as both Father Chisholm and Father Claude will be at Harrison Hot Springs studying.

#### 6.0 School Security – Maria Katsionis

- In light of recent events at Abbotsford Secondary, Maria Katsionis has asked the PEC to review the security at the school.
- Video surveillance is currently being used to monitor activity in and around the school
- The school will re-look at adding a lock to the front door of the Primary building (where main office is located) and to the Gym main doors.
- The Primary building has double doors that may add complexity to the installation of the door lock due to the latches.
- Buzzer, video surveillance and door lock release for both the Primary and Gym buildings would need to be located in the school office. All access would be approved by staff in the main office of the Primary building.
- Peter Wheatley will contact Citi Loc for a quote.

#### 7.0 iPad Lease – Gordon Lemaire

- The iPad lease program is coming to the end of its 3-year term on February 17<sup>th</sup>, 2017 which includes a 90-day clause.
- Gordon Lemaire contacted HP Finance (CISVA Approved) to review the options available including: Continuing to lease the equipment, upgrading the equipment or purchasing the existing equipment.
- In light of school theme and reducing our carbon footprint, all options including holding on to current technology will be reviewed.
- HP Finance will be sending the detailed information to Gordon Lemaire which will be forwarded to the PEC via email.
- Maria Katsionis will discuss options and how much the iPads are being utilized with the staff.
- Maria Katsionis will contact Innovations regarding Apps purchased on iPads being pushed down to all iPads automatically.
- Nathalie Magel identified that the iPads are a very good research tool for the classroom. They are also helpful with the new BC curriculum.
- Nathalie Magel expressed concern that while doing research with her students, it was noticed that pop-up ads were evident during the web searches. Peter Wheatley noted that content filter hardware and software was installed with the school server upgrade in 2015 to block inappropriate content and may need to have the preferences reviewed. Maria to contact Innovation Networks if the problem persists.

#### 8.0 Carnaval 2017 – February 24, 2017

- A letter was sent via email to the grade 6 and 7 parents regarding the Carnaval coordinator positions that need to be filled. There were a total of 6 responses from the families.
- The Classroom Parent position has been filled for 7F but not for 7E.

- The Games, Communication and Auction coordinator positions also remain vacant.
- Mary Abraham has been working on the manual. She will be meeting Bernice Estrada with Yurika Sawyer to get more detail to complete the manual. Information will be sent to the Carnival coordinators.
- Sonia Cook will email the 7E class again to ask for a parent to volunteer for the 7E Classroom.

#### 9.0 Fundraiser Communication – Peter Wheatley

- A follow up letter was sent by Sabrina Roman to Peter Wheatley regarding the March 4<sup>th</sup>, 2017 Spring Dinner and Dance. The fundraising event will take place in the church basement and run from 6:00pm to 12:00am. The church basement has been booked for the event.
- Quotes were obtained from 3 different caterers and the recommended company based on cost and value is Austin Gourmet. They offered a great menu with all glassware, silverware, dishes, linen and serving staff included.
- There is a parent volunteer who has experience as a DJ and has all the equipment to service the event. This parent volunteer will be required for a minimum of 8 hours with set up and tear down of the equipment.
- Alcoholic beverages will be available including wine, beer and possibly a punch. All unused alcohol beverages will be returned for refund. A parent volunteer can sell alcohol tickets. Bartenders will also be needed.
- Parent volunteers can print/circulate posters and sell tickets for the event.
- Décor for the event will include the 240 seat covers that are available from the Parish center with linens being provided by Austin Gourmet. Small centerpieces can also be added.
- Photo booth would be a fun addition to the event and it is undecided if the cost will be included in ticket price or used as a fundraising option.
- Other fundraising opportunities include 50/50 tickets and a wine wall.
- Ticket prices were proposed at \$75 per person with an early bird discount of \$70 which includes wine. PEC committee recommends that the cost comes down to \$50 per person (\$100 per couple) and not include wine.
- Payment of vendors includes a 25% deposit for caterer. Pre-sale of tickets will cover deposit.
- 10-15 volunteers will be needed for the event, all parent volunteer hours for the event will be for the 2016/2017 school year. There is a maximum of 5 hours awarded for PPH hours excluding the DJ (8 hours as noted) and the event coordinators – Sabrina Roman and Olga Alves (TBD).
- Liquor license and 50/50 license will need to be obtained prior to event.

#### 10.0 Correspondence – Peter Wheatley

- There was some confusion on the volunteers required for the Book Fair.
- (6) volunteer positions were posted onto the PPH site but the Book Fair coordinator was unaware that the positions were posted and parent volunteers had signed up for the event.
- Some volunteers who signed up for the event were not required and were sent home.
- Peter Wheatley received an email from a parent who had booked the time of work to volunteer and was not needed at the event. The parent was very disappointed.

- Yurika Sawyer will allocate 2 hours of parent participation to any parent that signed up for the Book Fair on the PPH site but was not needed.
  - Yurika Sawyer will review process with the coordinators to avoid any confusion in the future. She will also follow up with Tom Gianelli to ensure that all coordinator emails are linked to the correct volunteer positions.
- 11.0 Walkathon Final Fundraising tally – Maria Katsionis
- \$22,500 funds were raised from the Walkathon event. Money will still be coming in.
  - Assembly will take place on Tuesday, November 15<sup>th</sup>
- 12.0 CISVA AGM Report – Gordon Lemaire
- Gordon Lemaire and Father Chisholm participated in the AGM of CISVA at St. John Paul Center.
  - The presentation outlined some recent trends including the increase in enrollment at CISVA schools and the increase in Special Education support and funding.
  - The increase Special Education is in line with trends in the Public School system.
  - There were 247 PEC members in attendance including 82 new PEC members.
  - Event was broadcasted to Powell River, BC
- 13.0 Storage Container / Exterior Painting – Peter Wheatley
- **Storage Container** costs will increase (potentially double in cost) if the proposed area (near Kindergarten class) is used. This location will require a significant amount of material to be removed with the excavator and trucked off site. A retaining wall would also be required adjacent to the playground equipment to prevent soil from sloughing into the container.
  - A new location for the storage unit needs to be reviewed. Location should have a level grade, not impede the view of the students and have an ease of access for the staff.
  - The southeast corner of the athletic against the fence is an option. This is a safer location to store earthquake materials in the event of an evacuation. Potential issue could be soil erosion and area may need to be reinforced. Concern was expressed over the security of the container which may be prone to break-ins.
  - There is not much of a price difference between the 20 ft. and 40 ft. container. This is extremely valuable space needed and if the unit fits the larger size would be preferable.
  - At the November workbee, Byron Ritchey will measure the layout of the container with paint (or caution tape) in the back corner of the field. Maria Katsionis will look at the area on the Monday after the workbee and advise if it will work.
  - **Exterior Painting** – Peter Wheatley has contacted 2 companies and is working on getting a 3<sup>rd</sup> quote to paint the exterior of the primary building. He will have the painters contact Maria Katsionis to book an appointment to view the school. The painting would take place in the Spring of 2017.
- 14.0 Date for February PEC Meeting – Carol Kay
- The date of the February meeting is February 8<sup>th</sup> which is the date of student led conferences and the day before the Catholic School Conferences (no school)

- Consensus was to keep the date of February 8<sup>th</sup>, 2017

15.0 Meeting adjourned – 8:50