

Our Lady of Fatima Education Committee Meeting

Minutes for December 14, 2016

Present: Peter Wheatley, Mary Abraham, Yurika Sawyer, Carol Kay, Maria Katsionis, Sonia Cook

Absent: Father Chisholm, Gordon Lemaire, Byron Ritchey, Adeola Adeyemi

Guests: Alejandro Vargas, Sabrina Roman and Olga Alves

Recorder: Carol Kay

Meeting called to order at: 7:03

1. Prayer – Peter Wheatley
2. Approval of agenda
 - Motion to accept the agenda as amended – Mary Abraham
 - Motion seconded – Yurika Sawyer
 - Motion carried – Yes
3. Approval of PEC minutes – November 9, 2016 minutes
 - Motion to accept the PEC minutes as amended – Peter Wheatley
 - Motion seconded – Mary Abraham
 - Motion carried – Yes
4. PEC reports
 - 4.1 Finance – Report by Peter Wheatley
 - Profit and Loss Budget Performance report as of November 2016 indicates that the budget is on track for the 2016-2017 school year. Income to date is slightly ahead and expenses are slightly below the budget plan.
 - Maria Katsionis has requested funding for new curriculum resources. Maria will contact John Pavich to request funds from within the 2016-2017 budget. Based on John Pavich's recommendation, a memo will be send to the PEC requesting that the funds be transferred within the 2016-2017 budget.
 - 4.2 Parent Participation Program – Report by Yurika Sawyer
 - Yurika Sawyer advised that there are 61 families under 20 hours logged on the PPH system year to date. Yurika has notified the affected families and advised that cheques will be cashed in January if the 20 hours minimum is not logged as of December 31, 2016.
 - There is a problem with the PPH website which does not allow more than 6 people to sign up for the December Work Bee. Mary Abraham will contact Tom Gianelli to correct the issue. Yurika Sawyer will have an email sent to all families requesting volunteers to attend the December 17th Work Bee.

- There has been a delay with maintenance@fatimaschool.ca emails coming down from server. The server was down for a few days which could have been source of the issue however Maria Katsionis will contact Innovations to confirm.
- Yurika Sawyer met with the Classroom Parents to review the upcoming school events. Parents were given a manual to help plan their Classroom Event, each manual outlines the standard procedure for all school events.
- There was an open discussion on how to handle substituting parent volunteers at Classroom Events and/or Supervision. Peter Wheatley will review the minutes from the AGM and advise what was discussed at the next PEC.

4.3 Maintenance – No Report

- Maria Katsionis requested that the electrical plugs in Monsieur O’tool and Ms. Mobilio’s classrooms be fixed at the December Work Bee.

5. Administration reports

5.1 Principal’s report – Maria Katsionis

- Maria Katsionis thanked the PEC for supporting her attendance at the Principal Leadership Conference in Harrison Hot Springs. The principals met on Wednesday, November 30th for their regular principal meeting. On Thursday, December 1st and Friday, December 2nd, Ann Garrido, the guest speaker, spoke about the “Spirituality of Administration.”
- The Intermediate and Primary Christmas concerts were a great success. There has been a lot of positive feedback received from the parents. Special thanks was given to the staff for all their hard work. Gratitude was given to Mrs Comuzzi and Ms Magis, the musical directors and Mrs Finnigan and Ms Wald, the cast directors for all their efforts. The sound company and equipment was a positive addition to the concert this year. Congratulations was given to all the children who did a fantastic job.
- Maria Katsionis received a few complements on the new report card. Not many changes were made this term. The administration concentrated on “what the student could do rather than what the student couldn’t do.” The staff will be looking towards whether or not we will make changes to the second term. There will be changes to the third report as students need to complete self assessments.
- The administrative team had a meeting to review areas of improvement with the focus of improving student learning. The following areas were suggested to the staff: Faith Development, Literacy, Numeracy, Technology, Behavior. Maria Katsionis reviewed the idea of professional learning communities at the staff meeting. The staff was asked to join a group/topic which they felt a passion for. In the new year, 2 staff meetings a month will be dedicated to professional learning communities and twice a month during assembly time. The students will be taken to the gym for an assembly from 10:45 – 11:20 allowing teachers to have collaboration time. The teachers were asked to consider their choice and to make a firm commitment by the first week of January.

5.2 Vice Principal's report – Sonia Cook

- Nathalie Magel and Sonia Cook are registered to attend a three session workshop: "Vision for Learning- Planning with the Principles of Catholic Education". They attended the first meeting on November 16th and began looking at and discussing the eight Catholic Principles: Christ-Centered, Apostolic, Tradition, Holy, One, Love, Inalienable, and Communion/Community. The information was shared with the teaching staff and the staff was asked to provide questions and/or feedback that will taken to the next meeting on January 9th, 2017.

6. School Security – Peter Wheatley

- Peter Wheatley provided an update from last meeting. Sandy at Citilock was contacted and will be sending an associate to the school to check on the existing hardware. Citilock will contact Maria Katsionis and advise what technology will work for the school.

7. Carnival February 24, 2017 - All

- Coordinator positions have been filled with the exception of Baskets Coordinator, Marketing Coordinator, Games Coordinator, and Grade 7 English Classroom Parent.
- Yurika Sawyer will post another note in the Communique requesting volunteers for the Carnival.
- The Grade 7 Classroom Parent role needs to be filled from within the Grade 7 English Classroom. Sonia Cook will ask the grade 7 parents to attend the next PEC meeting on January 11th, 2017 to discuss the importance of the role and what actions will be taken the role is not filled.

8. School Fundraiser March 4, 2017 – Sabrina Roman and Olga Alves

- Sabrina Roman and Olga Alves presented an update on the March 4th school fundraiser
- Ticket price has been set at \$65. This is to ensure that all costs are covered and a premium event is executed. Cindy Bruno is in charge of selling the tickets which will be available for sale every Friday in the Gym Foyer.
- Maximum tickets sales will be held 250 seats due to the size of the venue. The Parish Hall has been booked. There are 240 seat covers available, if more needed, Archbishop Carney will lend them to the school.
- There will be a cash bar for wine, beer, and soft drinks.
- Austin Gourmet was the caterer chosen. The menu will include a buffet style appetizer table, salad course, main entrée (choice of chicken breast, prime rib and a vegetarian option) and a dessert buffet. The caterer has included all silverware and table settings in the cost.
- Entertainment will be taken care of by DJ Nick Fazio. Maria Katsionis will ask John Fazio if he will play the mandolin during dinner time to appeal to the wide range of attendees.
- Maxine Gianelli is marketing the event through social media and advertising on school website, Communique and Parish Bulletin. Posters have been created and

have been posted around the school. Olga Alves will send a communication to Susan Hagedorn to get into the Communique before the holiday break.

- The caterer requires a small deposit to hold the date. Maria Katsionis will have a cheque drawn for \$1000 and will try to get it signed before Christmas break. Cheque is payable to Austin Gourmet Catering.
- Sabrina Roman and Olga Alves requested that 10 hours be given to volunteer that designed and printed the tickets.
 - Motion to approve – Peter Wheatley
 - Motion seconded – Yurika Sawyer
 - Motion carried - Yes
- Yurika Sawyer will provide a time sheet and approve hours for parent volunteer for the event.
- A wine wall and photo booth will be added to the event. Liquor and gaming licenses need to be obtained for the event.

9. Exterior Painting – Peter Wheatley

- Wolfgang Painting submitted a quote that included pressure washing, a 2-colour scheme, and minor filling of cracks. Alma Building Renovations submitted a more complete quote that also included doors, railings, stairs and landing.
- Peter Wheatley will go back to Wolfgang and ask that all additional jobs be added in to the quote.
- Painting will be completed during Summer holidays when the school is closed, job is expected to take 2-3 week to complete.
- Peter Wheatley will update in January PEC meeting.

10. Snow removal – All

- The contractor that clears the Parish parking lot has been contacted and will also clear the asphalt areas around the school. The contractor cannot clear stairs or sidewalk to Burns Street. Help is also needed to clear around corridors.
- Snow Task Force is required to clear snow and de-ice pathways and stairs where the contractor cannot. Volunteers would need to be available on call in the mornings before school opens. Volunteers would be given a minimum of 5 PPH for signing up for the task force, even if there is no snow to clear during the winter season.
 - Motion to approve Snow Task Force for 10 volunteers at 5 PPH (minimum) – Yurika Sawyer
 - Motion Seconded – Mary Abraham
 - Motion Carried - Yes
- Maria Katsionis ordered a pallet of salt which is being stored in gym foyer. Maintenance will need to find a dry place to store when school opens in January.
- School closures due to snow are decided by Father Chisholm, Peter Wheatley and Maria Katsionis. Access and the safety of the school is taken into consideration before the decision is made. The contractor does not guarantee what time he can come to the school to clear main pathways.

11. Meeting adjourned – 8:52