

## Our Lady of Fatima Education Committee Meeting

Minutes for January 11, 2017.

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

Absent: Maria Katsionis, Father Chisholm, Gordon Lemaire

Guests: Natalie Magel

Recorder: Carol Kay

Meeting called to order at: 7:11pm

1. Prayer – Peter Wheatley
2. Approval of agenda
  - Motion to accept the agenda as amended – Byron Ritchey
  - Motion seconded – Mary Abraham
  - Motion carried – Yes
3. Approval of PEC minutes – December 14, 2016 minutes
  - Motion to accept the PEC minutes as amended – Adeola Adeyemi
  - Motion seconded – Byron Ritchey
  - Motion carried – Yes
4. PEC reports
  - 4.1 Finance – Report by Adeola Adeyemi
    - John Pavich added a column to the monthly Performance report that makes it easier to note outstanding costs.
    - Sales and expenses in Field Trips and Hot Lunch program are now easier to compare
    - Fundraising revenue appears to be about \$7,000 short of amount budgeted
    - The emergency preparedness budget has been exceeded, costs for snow removal and road salt should be coded to the Repair and Maintenance budget.
    - There is some room in the budget as \$25,000 budgeted for Renovations has not yet been used.
  - 4.2 Parent Participation Program – Report by Yurika Sawyer
    - There are 19 non-participating families and 14 families that have reported zero PPH hours by Dec 31<sup>st</sup> 2016. Their \$400 cheques were cashed on January 6, 2017.
    - PPH database has been updated and 32 families with double accounts have been corrected. The family profiles have been updated using the child's last name.

- The PPH system is showing inconsistent information for families under 20 PPH between June 1 and December 31<sup>st</sup> 2016. Eddie Soriano is working on resolving this problem. Until this is fixed there is no reliable report that can be produced to cash the \$400 fees.
- New teachers (Mrs. Lemire and Ms. McBride) have been given instructions and access to the PPH website.
- Tom Giannelli discussed ways to make the PPH system more generic, easier for parents to log hours, and to avoid the creation of too many detailed categories. Moving forward, Tom Giannelli will be the only person posting jobs and producing the categories. Teachers, classroom parents and coordinators will no longer have this ability.
- Next manual to be produced is the Mother's Day Tea. Mrs. Katsionis is to provide detailed information about the planning, purchases, contacts, etc. to Mary Abraham.
- Staff Appreciation Day date, the Kindergarten Classroom Event, needs to be set in the calendar and expectations of this event needs to be communicated. Luncheon is recommended to keep the event simple. Budget also needs to be set.
- Kindergarten registration packages are going out and the PPH Coordinators and Events list needs to be updated. Yurika Sawyer will create a list and circulate the suggestions. Coordinator positions will receive 40 hours and are exempt from parking lot supervision and grade events. The Used Uniform Coordinator and Basket Coordinator positions will each receive 20 hours and will not be exempt from parking lot supervision or grade events. Classroom basket coordinators will receive 5 hours each.
- Theme for the Carnival have been chosen: Mardi Gras. 130 volunteer positions have been identified.
- All positions for Carnival Coordinators are filled, except for the Classroom parent 7E.
- Next week, around 120 volunteer positions will be offered though the PPH website for Carnival.

#### 4.3 Maintenance – Report by Byron Ritchey

- Gym painting – the first coat is complete on the bottom half of the wall. The top half of the wall and ceiling will be completed during Spring Break. The Gym doors will receive two coats. The staff washroom in the gym and hallway were painted.
- Gym lighting – the school received an updated quote for lighting that totaled \$6,500 – \$283 for each light fixture with plugs included. Female receptacles will need to be added. Work will need to be completed when the gym is not in use. Target timeframe is September 2017. Byron Ritchey will move forward with the procurement of the light fixtures.

## 5. Administration reports

### 5.1 Principal's report – Maria Katsionis

- Catholic Schools Week begins on January 30<sup>th</sup>. The week will begin by asking the students to wear their uniforms to mass on Sunday, January 29<sup>th</sup>.

- On January 31<sup>st</sup>, the school will have an Open House from 10:30 – 12:00. Coffee and cookies will be set up in the staffroom. Mrs. Katsionis will meet with the parents in the staffroom first and then Mrs Hobson, Mme Ribeiro and some of the support staff will be taking groups of parents for tours around the school. Some families that cannot come to our open house have requested appointments.
- On February 2<sup>nd</sup>, the school will be holding a kindergarten application evening at 7:00 p.m. The school has received many calls from parents interested in registering their child at Fatima.
- On Monday February 6<sup>th</sup>, members of the B.C. Lions will be coming to the school to do a presentation on energy with the children.
- Special thanks given to Mary Abraham and family and to all the parents for coming in, clearing our steps and pathways, salting and keeping our children safe.

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

- Basketball season has begun, we have a boys' team and a girls' team from grades 5-7. Each team is being coached by a teacher and a parent volunteer. Games have begun this week. 6 teams total.
- Mr. Martinek has organized for all classes to participate in a weeklong hip hop program during PE blocks on the week of January 9<sup>th</sup> – 13<sup>th</sup>. Each class has 4 blocks of hip hop and the school will host a hip hop performance on Friday, January 13<sup>th</sup> at 1:30pm.

#### 6. iPad Lease – Natalie Magel

- Natalie Magel presented a summary report regarding the iPad usage at the school. The report outlined results from a survey that was distributed to the teaching staff. There were 19 surveys distributed and 11 were filled out and returned.
- Usage was even between the English and French Immersion stream with ½ of the respondents indicating that the iPads were used a minimum once per week. Usage was higher for the intermediate grades vs. the primary classes. Usage may increase if the process for downloading apps was better understood.
- The iPads are being used 40% for internet research and 40% for skill development, with a higher % of intermediate classes using them for research and higher % of primary classes using them for skill development. This was even between the two streams.
- The SAMR model identifies a scale of engagement ranging from **S**ubstitution, **A**ugmentation, **M**odification, and **R**edefinition. S/A is time consuming and expensive as compared to the perceived benefit. The M/R becomes more rewarding with student learning. Some considerations include: How can the school help teachers progress along the scale? Can progression be achieved utilizing existing technologies such as the computer lab?
- The staff has an interest in incorporating technology into their classrooms but the challenge is to do this without adding complexity or adding burden.
- French Immersion response was low and there are challenges with researching in French with further limitations in availability of French Apps. The French immersion stream may

not see a benefit from the iPads until the teaching staff moves up the scale of engagement.

- The iPads are being utilized in the classroom but it may not necessary to upgrade the technology. Some suggestions that would help teachers include: Adding support during collaboration time and having a team within the staff supporting the technology.
- It is recommended that the lease is extended with upgrades coming in the form of keyboards which are relatively low in cost but would help increase engagement.

7. Carnaval February 24, 2017 - All

- Three of the coordinator positions have been filled. The Grade 7 English Classroom Parent remains vacant.
- Costs for Carnaval games increased last year. The cost of tickets and how many tickets for games needs to be confirmed. It is suggested that the carnival committee goes back to using passports vs. tickets.
- Byron Ritchey will take out the games at the next work bee to clean and repair. Daniel Abraham from the Knights of Columbus will be contacted regarding the use of the mini golf game at Carnaval.
- The committee will need to evaluate the games and look at adding new games to ensure there is enough entertainment at the event. Peter Wheatley will research new games including a treasure or scavenger hunt.

8. Meeting adjourned – 8:52