

Our Lady of Fatima Education Committee Meeting

Minutes for February 15, 2017.

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

Absent: Gordon Lemaire

Guests: Rasha Battista

Recorder: Carol Kay

Meeting called to order at: 7:04pm

1. Prayer – Father Chisholm

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 – January 11, 2016 minutes

- Motion to accept the PEC minutes as amended – Peter Wheatley
- Motion seconded – Adeola Adeyemi
- Motion carried – Yes

4. PEC reports

4.1 Finance – Report by Adeola Adeyemi

- The budget is on plan, the school has received \$1.3M in grants with 1.47M expected. Extra funds have been placed in chancery savings.

4.2 Parent Participation Program – Report by Yurika Sawyer

- Cheques have not been cashed for families under 20 PPH between June 1 and December 31st 2016 as the PPH reports contain unreliable information. Tom Giannelli is working on a fix.
- The PPH website is now reflecting the generic categories to help parents log their volunteer hours. Each classroom has general categories included such as Fieldtrip, Carnaval etc...
- PPH forms, FAQ and PPH description of tasks have been updated to be included in the registration packages. Carnaval positions were added to PPH forms. Mandatory Supervision will be in Parking Lot only at 5 shifts. Grade Events have been updated and Carnaval Event Coordinator has been added.

- Coordinator positions that have been added to the registration package include: Recycling, website maintenance, blog maintenance, PPH site maintenance, and team sport coaches. Each position is allocated for 40 hours parent participation
- Maria Katsionis suggested that the Mothers Day Tea be sponsored by the school's administration and Grade 7 students so that all mothers from the school can enjoy the event. Grade 4 Classrooms can manage the Back to School BBQ.
- Yurika Sawyer suggested that both the Grade 6 and 7 classrooms manage the Carnival as it requires more volunteer hours. The Grade 6 and 7 students benefit from the funds raised for Outdoor Education.
- It has been suggested that parents prepare 10 cheques of \$80 for better reconciliation of money at the end of each semester. Yurika Sawyer will follow up with Susan Hagedorn and Maria Katsionis regarding making a change to the number of cheques prior to package going out to families.
- PSG or Parent Support Group Coordinator receives 40 hours PPH. Peter Wheatley will follow up with coordinator to get clarification of the work being completed.
- Parking lot supervision has been low since January. The Sallay family have not been able to volunteer for the month of January and part of February.
- Total hours of supervision to date: 832.75 PPH hours (30% Parking lot and 70% Supervision).
 - Total Participating families: 202
 - Families that have done their 5 shifts of supervision : 86 (43%)
 - Families with less that 5 shifts : 62 (31%)
 - Families with no supervision shifts: 54 (27%)
- Mandatory hours need to be utilized in parking lot as we are not covering enough day to day. This will be clarified in the registration package and FAQ.
- Next manual to be produced will be Mother`s Day Tea. Mrs. Katsionis to provide detailed information about the planning, purchases, contacts, etc. to Mary Abraham.
- Staff Appreciation Day still not set yet on calendar. Budget needs to be discussed.
- The Grade 7 classroom parents and PPH coordinator met to discuss the Grad 7 night planning. Classroom parents requested an earlier time for mass and event by moving up by 1 hour (Mass at 5:00)
- The Grade 1 classroom parents and the PPH coordinator met to discuss in detail the First Communion Event. Planning is on the way. A detailed manual was given to them.
- Shifts for March fundraiser will be posted in PPH website soon (17 volunteer jobs).
- PSG requested a coordinator position to look after the inventory of the new sports uniforms. They will need to submit a formal request in writing.
- Mr. Martinek would like to know if there should be a charge for the jerseys that are not returned. Lost or damaged uniforms will need to be replaced by students. This will be added to the participation form that goes home with the student.

- Carnival Update:
 - The Auction Coordinator quit last week with no work completed. Caroline Eve was contacted for advice and has asked for help from parents to canvass for donations. Caroline Eve will help with the set up of the auction.
 - Classroom donations have been extended for 1 more week. Grade 2E, 5E and 6F have only collected \$20 - \$25.
 - There will be 15 Carnival games which include 4 new games, Mini Golf and Tumble Bus.
 - The Tumble Bus has been contracted. The 3rd party liability insurance and the Indemnity Agreement have been signed.
 - Karaoke in the basement church will have wifi installed by the parish. No extra cost for this activity.
 - There are 180 volunteer jobs for Carnival that have been posted on to the PPH website. So far there are 48 volunteers that have signed up. The second shift needs more volunteers. Sonia Cook will contact Carney and STM for student volunteers.
 - Grade 7 (38 students total) volunteers includes all parents and students with the exception of 3 non-participating.
 - Grade 6 (39 students total) volunteers includes 13 parents and 7 students.
 - Treasurer (Adeola Adeyemi) needs to be present at the closing of 50/50.
 - Gordon Lemaire and Maggie Vasicek will count money but there should be another PEC member shadowing.
 - 2017 Carnival budget is totaling \$2302.
 - Parking Lot Stalls, Christmas Seats and Hip Hop Seats (added for 2018) need to be produced for the Auction.

4.3 Maintenance – Report by Byron Ritchey

- There was a small turnout at the last workbee with 18 volunteers. Most of the lighting was completed in the KF classroom. Most of the classrooms were cleaned, chairs and tables were disinfected and wiped down. The outdoor work was completed, games for Carnival were fixed and the outdoor light was fixed in front of the main office.
- The next workbee will be held on February 25th. The gym foyer light has burned out and will be fixed at the next workbee.
- Gym lights are arriving this week. Light installation needs to be expedited ASAP as the gym is dark and there have been some complaints from families. Electrical was been taken down to prepare the new lighting installation. Remaining work will be completed over spring break.
- The gym painting will be completed over spring break.

5. Administration reports

5.1 Principal's report – Maria Katsionis

- Catholic Educator's Conference took place last Thursday and Friday with OLF teachers in attendance. The highlight of the conference was Father Tony Ricard, he was an amazing and inspiring speaker. Maria Katsionis has asked him to come to Fatima to speak with students in November of the 2017/2018 school year. Father Chisholm and Maria Katsionis had lunch with the teachers.
- The open house went well during Catholic Schools Week. There were not as many parents as in previous years but the school has received many phone calls inquiring about the school. Some tours of the school took place on other days.
- The Kindergarten applications went well. The school received over 50 applications. Father Chisholm and Maria Katsionis have gone through all the applications are in the process of calling those that have been accepted.
- Signal Hill is presenting tonight to our grade 4 – 7 parents. The Ministry of Education allows the Catholic Schools to deliver the concerned health curriculum by equipping the parents to have these sensitive discussions with their child/children rather than delivering it in a classroom setting.

5.2 Vice Principal's report – Sonia Cook

- As part of the gym program grade K- 7 took part in skating. Each grade went with their buddy class. Students enjoyed their time and experience on the ice.
- The Eco Kids Club along with Mme Battista, Ms. Simone and Mme Ziemnicki have been working hard in planning and preparing meatless meals that they sell through pre-orders on the last Friday of the month. Each meal costs \$20 and serves 4 people. With some of the profits that the club has made they have purchased compost bins for each classroom and three larger ones for the school. The Eco Kids hosted an assembly on Tuesday about composting and the school will begin our composting program on Monday.

6. iPad Lease – Peter Wheatley

- In review of the report and presentation on iPad usage by Natalie Magel at the January 11, 2017 PEC meeting, it is recommended that the school continue to carry the lease for another 15 months.
- Gordon Lemaire will outline details of iPad lease and any applicable rate changes at the next PEC meeting. The current iPad lease is effective until April 1, 2017.

7. School Painting – Peter Wheatley

- Peter Wheatley requested quotes from (3) painting contractors and (2) quotes were submitted: Wolfgang Commercial Painters and Alma Building and Renovation. Complete quotes were obtained with equal scope of work to be completed. Quote included full prep work with handrails, doors and gutters included. Window frames, awnings and stucco work are not included. The project will take 2-3 weeks to complete during the summer holidays.
- Wolfgang Commercial Painters quoted \$12,420 +tax with incentive of \$820 off if contract is signed before Feb. 28, 2017. Alma Building and Renovation quoted \$13,000 +tax.

- Father Chisholm asked if the leaking windows would be repaired prior to the painting. Peter Wheatley indicated that repair work would increase the scope and cost of the project. Leaking windows will need to be removed, new flashing installed and stucco around windows will need to be repaired. Peter Wheatley will contact a stucco repair contractor to obtain a quote.
 - Motion to approve the quote from Wolfgang Commercial Painters for \$11,600 and to procure a renovation contractor to fix windows prior to painting being completed with a preliminary budgeted \$5000 – Peter Wheatley
 - Motion seconded – Byron Ritchey
 - Motion carried - All

8. School Security – Peter Wheatley

- There has been no follow up with Citi Loc regarding an assessment for a door lock release system for the Primary and Gym buildings.
- Peter Wheatley will forward Citi Loc contact information to Adeola Adeyemi to set up an appointment at the school.

9. Storage Container – Peter Wheatley

- There is no update.

10. Meeting adjourned – 9:15