

Our Lady of Fatima Education Committee Meeting

Minutes for March 8, 2017.

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

Absent: Peter Wheatley

Guests: Nathalie Magel, Alejandro Vargas

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 – Yurika Sawyer
- Motion seconded – Mary Abraham
- Motion carried – Yes

3. Approval of PEC minutes – February 2017 minutes

- Motion to accept the PEC minutes as amended – Adeola Adeyemi
- Motion seconded – Yurika Sawyer
- Motion carried – Yes

4. PEC reports

4.1 Finance – Report by Gordon Lemaire

- Clarification is required on what expenses have been cleared on the following expense budgets:
 1. Expense #4680 Emergency Preparedness
 2. Expense #4980 Miscellaneous Admin
 3. Expense #5330 Miscellaneous
 4. Expense #5765 R&M Bldg
- Expense #4670 Renovation expenses YTD are zero. Acoustic panels and lighting have been purchased and should be itemized under Renovations. These expenditures may have been allocated to an incorrect budget such as #5339 or #5765.
- Adeola Adeyemi will contact John Pavich to clarify expenditures and will follow up with PEC committee via email.
- Renovations budget of \$25,000 was earmarked for school improvements as per August 3, 2016 PEC meeting minutes. Renovation expenses must balance by the end of the school year. Unused funds do not carry forward to next year, all planned work will need to be completed in the budgeted year.

- Substitute teacher salaries are over budget YTD but will be offset by teacher leave of absences in Expense #5610 Instructor Salaries.
- Action needs to be taken on preliminary budget for the 2017/2018 school year by Adeola Adeyemi, John Pavich and Father Chisholm for discussion at May 10, 2017 PEC meeting.
- Adeola Adeyemi will distribute a copy of the Actual vs. Budget Performance report either via email or hard copy at all meetings moving forward.

4.2 Parent Participation Program – Report by Yurika Sawyer

- Clarification is needed on how to proceed for families that are under 20 PPH between June 1 – December 31, 2016. Cheques have not been cashed as the PPH system does not have a report to generate identifying families who are under 20 PPH. Cheques have been cashed for families that had 0 hours logged on PPH site as of December 31, 2016. Gordon Lemaire advised that it was too late to cash the cheques for the December 31st deadline as 3 months have passed and this would cause confusion with families. The school will forgo cashing cheques for families under 20 PPH hours as December 31, 2016 and will reconcile PPH at the year end cut off of May 31, 2017.
 - Motion strike the deadline of December 31, 2016 for families with more than 0 but less than 20 PPH for the 2016/2017 school year. Cheques will not be cashed until after May 31, 2017 for those hours still delinquent. Exception has been made this year to accommodate modifications to PPH website. – Gordon Lemaire
 - Motion seconded – Adeola Adeyemi
 - Motion carried - All
- Follow up action required is as follows:
 - Gordon Lemaire will draft notice that will go into the communique outlining the reporting issues on the PPH site and decision to note cash cheques for families under 20 PPH this year. Questions from families will be directed to Gordon Lemaire.
 - Gordon Lemaire will advise Susan Hagedorn that cheques for families under 20 PPH will not be cashed but will be reconciled after May 31, 2017.
 - Peter Wheatley and Yurika Sawyer will follow up with Eddie Soriano to fix PPH program. The PPH program needs provide accurate auditing and reporting before the May 31, 2017 deadline.
- There is some confusion in the school community about the Mandatory Supervision hours for 2016-2017 school year and for the next school year. Clarification is required and needs to be communicated to the families ASAP.
 - There are documents in circulation including, “It take a village” from 2016 that clearly indicates that both parking lot and playground supervision will be included in the mandatory supervision shifts required by all families.
 - It was clarified at the February 15, 2017 PEC meeting that mandatory supervision in the 2017/2018 school year will be parking lot only and will not include

- playground supervision as the school is not getting enough volunteers in parking lot.
 - There was confusion among PEC committee of what was communicated to families regarding mandatory supervision: Parking lot only or both parking lot and playground.
 - The OLF Parent Handbook does not have any information in regards to the mandatory supervision hours required by families. Yurika Sawyer will edit PPH sections in the manual and follow up with Susan Hagedorn with any revisions required in the registration package.
 - Gordon Lemaire advised that Peter Wheatley will send a letter to families to clarify what is required for mandatory supervision for both this year and next.
- Maria Katsionis, in conjunction with the staff, suggested that the Staff Appreciation Day event be a luncheon on June 1st as there is a half day school on that day as the staff have an afternoon workshop. Classroom parents find that it would be difficult to volunteer to serve this event as they will have to look for alternate childcare.
 - Maria Katsionis will discuss with staff and find a new date that is convenient for both the parents and staff. Evenings would be a better for the parents.

4.3 Carnaval - Report by Yurika Sawyer

- There was only one basket and a few donated gift certificates that did not receive a bid. 60% of the total action bids were collected on the night of the Carnaval. There are still a few items to be collected from the office. There is a parent volunteer helping to contact the winners.
- Food coordinator hours were underestimated. This position should have 40 PPH for the amount of work it demands.
 - Yurika Sawyer will contact the coordinator to provide documentation on how many hours were spent in the role. Mrs. Sawyer will present at the April 5, 2017 PEC meeting for approval.
- The shift coordinator will be approving all related PPH Carnaval hours in the next 3 weeks. There were a few parents that did not show up for their shift.
 - Yurika Sawyer will proceed with cashing cheques for families that did not complete their mandatory classroom event hours. Mrs. Sawyer will provide documentation that hours were not complete and advise affected families prior to the cheque being cashed.
- It is suggested that “thank you” letters be sent to donors from the school as the “thank you” note in the Communique may not have reached all of the donors.
 - Gordon Lemaire advised that Peter Wheatley would draft the “thank you” letter to be signed from Maria Katsionis to be completed by March 31, 2017.
- Final fundraising totals less expenses have not been finalized therefore we will hold off on reporting in the Communique until the final report comes from Yurika Sawyer.

- Maria Katsionis and the PEC committee congratulated Yurika Sawyer and all of the Carnaval coordinators and volunteers for a very successful 2017 Carnaval.

-

4.4 Maintenance – Report by Byron Ritchey

- There were 19 volunteers at the last workbee. Low attendance was likely due to it being the day after Carnaval. Most of the jobs were completed except gym lighting. Byron Ritchey was able to test some of the new lights and they are very bright.
- Scaffolding will be arriving Friday, March 10th. Mr. Ritchey has planned for plywood to be used to protect the gym floor. There are two electricians that have been secured during spring break to complete the installation of the new gym lights. It will take 2-3 days to complete.
- Painters have also been secured to paint the top portion the gym and backboards during Spring Break.
- Byron Ritchey has marked the area for the storage container in the proposed area on the field adjacent to Burns Street. It would take some space from soccer field but soccer posts could be adjusted.
- There are 2 bags of salt left for snow removal.
- Workbee dates are confirmed for March 11, April 29, May 27, June 24th. Mary Abraham will follow up with Tom Gianelli to correct the dates in the PPH system.
- Maintenance will cancel the March 25, 2017 workbee in the PPH site and contact any parents that have signed up for the event.

5. Administration reports

5.1 Principal's report – Maria Katsionis

- There will be a monitoring visit by the Ministry of Education on March 28th, 2017. A representative from the Ministry of Education will be visiting the school. There is a lot of work to be done for this evaluation with only a few days notice was given before spring break.
- Maria Katsionis spoke with the staff regarding cleanliness of the school. There are some concerns with the janitorial company as follows:
 - Carpets are not being vacuumed every evening
 - Sinks are not being cleaned every night
 - Floors are not being washed properly
 - Desks are not being cleaned
 - Computer wires and teacher desks have been altered (They have been asked not to touch)
 - Maria Katsionis will follow up with the janitorial company with the complaints and ask that a deep clean including floor waxing be done over Spring Break in lieu of the daily clean as there is no school.
- The Wine and Dine event was excellent, the organizers Sabrina Roman and Olga Alves did an amazing job. The event raised \$5,372.21 to go towards the painting of the primary building.

- The 50/50 draw proceeds were earmarked for the use of school buses for field trips in the 2017/2018 school year. \$1,080 was raised thanks in part to the winner who donated the money back to the school.

5.2 Vice Principal's report – Sonia Cook

- No report

6. PEC Elections – Gordon Lemaire

- PEC elections will be held in May 2017 and there needs to be a subcommittee set to facilitate the election process. There are 3 positions that are available, 2 elected and 1 pastor appointed.
- Carol Kay and Gordon Lemaire volunteered to lead the subcommittee.

7. iPad Lease – Gordon Lemaire

- The iPad lease will be renewed for another 15 months. Payments will have dropped down to 1,272.21 per month starting April 1st, 2017. This new lease payment will need to be adjusted in the budget.
 - Adeola Adeyemi will follow up with John Pavich to adjust lease payment in the budget.
 - Gordon Lemaire will forward the lease agreement extension to Peter Wheatley to sign.
 - The lease extension will expire in another 15 months which takes us to the end of the 2016/2017 school year. The PEC will need to decide on whether to extend it further or look at upgrading the equipment.

8. Meeting adjourned – 9:15