

Annual General Meeting 2017

École Notre Dame de Fatima

Our Lady of Fatima School



2017 AGM Agenda

- Opening Prayer
- Approval of AGM Meeting Agenda
- All about the PEC
- School Facts
- Finance Report
- Maintenance Report
- PPH Report
- Frequently Asked Questions
- Closing Prayer



About the PEC

- **The Parish Education Committee is;**
 - A parish organization comprised of elected and appointed members.
 - 7 members – 5 elected, 2 appointed
 - The Pastor is an ex-officio member.
 - The Principal acts in an advisory capacity
- **Mandate**
 - To assure proper functioning of the school in all respects.



About the PEC

- **Committee Member Roles**
 - Chairperson
 - Vice-Chairperson
 - Secretary
 - Finance Chairperson
 - Parent Participation Liaison
 - Maintenance Chairperson
 - Maintenance Co-Chairperson



About the PEC

- **Education Committee responsibilities:**
 - Committee members work for the benefit of the students, parents, parish and staff.
 - Meet monthly to discuss school operations and make decisions in accordance with CISVA policy
 - Minutes are taken of every meeting. General meeting minutes are posted on the school website (1 month delay)
 - Further details around PEC responsibilities can be found at www.cisvabc.org



About the PEC

- Am I Qualified to be on the PEC?
 - PEC members are elected or appointed in a volunteer capacity with no monetary compensation.
 - Most portfolios (except Finance Chair) require little or no prerequisite experience other than a willingness to commit time and effort as an active member of the parish community.
 - The Finance Chair should have an accounting or business background



About the PEC

- Chairperson – Peter Wheatley – 5 yrs
- Vice-Chair – Gordon Lemaire – 8 yrs
- Treasurer – Adeola Adeyemi – 2 yr
- Secretary – Carol Kay – 1 yr
- PPH Coord. – Yurika Beltran Sawyer – 1 yr
- Maintenance Chair – Byron Ritchey – 5 yrs
- Maintenance Co-Chair – Mary Abraham – 6 yrs



School Facts

- Our Lady of Fatima is one of 49 Catholic schools under the umbrella of CISVA.
- We are the third largest elementary (K – 7) school with a student body of 380 students and 31 staff members
- Full French and English curriculum streams.
- One of the lowest tuition rate structures for dual stream independent schools in BC.



School Facts

	<u>2015/2016</u>	<u>2016/2017</u>
Enrollment	382	380
Teachers	25	25
Aides	12	12

Budget Performance

Revenues	2,730,997	2,817,539
Expenses	<u>2,736,155</u>	<u>2,817,539*</u>
	5,158	0

* Forecast



School Facts

Recent Improvements

- **2012**
 - SMART boards
 - Special needs playground
 - All day Kindergarten begins
 - Window shutters
- **2013**
 - Renovated bathrooms
 - Classroom projectors
- **2014**
 - iPad implementation,
 - Earthquake early warning system installed
- **2015**
 - New gym floor
 - security cameras
- **2016**
 - New computer workstations, server and back-up
- **2017**
 - New gymnasium lights
 - Re-painting of gymnasium
 - Re-painting of main building
 - Proposed new cameras & security access



Finance Report

Category Highlights

	<u>ACTUAL</u> <u>2015/2016</u>	<u>BUDGET</u> <u>2016/2017</u>
Salaries/Benefits		
Teachers	1,458,016	1,441,660
Aides	392,903	378,380
Benefits	269,012	309,080
Professional Development	19,072	15,000
Cleaning/Maintenance		
Janitor Salaries	83,864	70,000
Janitor Supplies	10,362	15,000
Repairs and Maintenance	21,504	63,046
Technology		
Computer Equipment Lease	26,540	26,496
IPAD Lease	21,149	24,000
Computer Network Maintenance	16,029	36,000



Finance Report

Budget & Financial planning

- **2017/2018 Budget under final review**
- **Includes 2-1/2% increase in tuition to cover anticipated increases in;**
 - Operating costs (gas, electricity, maintenance, etc.)
 - Staffing salaries (current contract obligations include 1.2% salary increase for teaching & support staff)
 - Curriculum changes and required resources



Finance Report

Fundraising this year

- **Donations with registration**
 - Meant to replace numerous small fundraisers. **\$14,318 raised**
- **Walkathon**
 - Proceeds allocated to technology (iPads) **\$22,500 raised**
- **Carnaval / Silent Auction**
 - Proceeds allocated to Gr. 7 Outdoor Ed. and Grad. Evening **\$13,903 raised**
- **Wine & Dine**
 - Proceeds allocated to school painting and using busses for field trips at a distance greater than 25 km. **\$6,451 raised**
- **\$57,172 raised in 2016 / 2017 or 2% of total revenue**
 - \$45,772 raised in 2015 / 2016



Maintenance Report

■ Work Bees

- This year's accomplishments
 - General school maintenance and up-keep
 - Ongoing replacement of fluorescent ballasts
 - Seismic restraint of ceiling fixtures and fans
 - Painting of the gymnasium
 - Installing new gymnasium lighting

Thank you for your help!



PPH Report

- 239 participating families for 2016/2017
- 7,330 hours have been logged to date on the PPH website
- Approximately 93% participation rate by families present at our school



PPH Report

2016 / 2017 Changes to PPH

- Increased volunteer hours from 30 to 40 per family
 - 40 hours x 239 participating families = **9,560 hours.**
- Mandatory hours for supervision added this year
- Opt-out fee for mandatory supervision hours is \$100 (\$20 per hr.)
- 2 hours mandatory for classroom event per child

What impact did these changes have?



PPH Report

■ Work Bees

- Up to 25 spots available each month (this varies)
- 4 hours per spot = 100 hours each month
- 100 h / month x 10 months = 1,000 hours
- Percentage of Work bee hours to overall – 9.4%

■ Total Work bee participation

- 2014/2015 - 793 hours (80% of what is needed)
- 2015/2016 – 946 hours (95% of what is needed)
- 2016/2017 - 820 hours (1 month to go)
 - Projection: 900 hours (90% of what is needed)



PPH Report

■ Playground supervision

- 3 parents per shift (morning / afternoon), 2 parents at noon – total 8 parents per school day
- 0.5 hours available / shift (morning / afternoon), 0.75 hours available (noon) = 4.5 hours
- 178 school days in the school year x 4.5 hours = **801** hours per year (avg. 3.5 h / family)
- Percentage of Playground Supervision to overall – 8.8%

■ Total Actual Playground Supervision performed by parents

- 2014 / 2015 - 550.25 (74% of what is needed)
- 2015 / 2016 – 424 (57% of what is needed)
- 2016 / 2017 – 730 (91% of what is needed – with 1 month to go)



PPH Report

■ Parking lot supervision

- 3 parents / shift (morning / afternoon) – total of 6 shifts / day
- 0.75 hours available / shift
- 6 parents / day x 0.75 hours = 4.5 hours available per day.
- 178 school days x 4.5 hours = **801 hours per year** (3.5 h / family)
- Percentage of Parking Lot to overall available hours = **8.8%**

■ Total actual parking lot supervision performed by parents;

- 2014 / 2015 - 169 hours (**21% of what is needed**)
- 2015 / 2016 – 32 hours (**4% of what is needed**)
- 2016 / 2017 – **410 hours** (**1 month to go**)
 - Projection: 450 hours (**56% of what is needed**)



PPH Report

■ Carnaval

- 2014/2015 - 793 hours
 - Raised \$12,000 (approx.)
- 2015/2016 – **415 hours**
 - Raised \$9,000 (approx.) **lowest in recent years**
- 2016/2017 – 891 hours

\$13,903 Raised!!

One of the best ever!



PPH Report

PPH Totals

- **2015/2016 – 7,571 hours (266 families)**
 - Avg. hours / family = 28.5 (total required was 30 hours)
- **2016/2017 – current total = 8,542 hours (239 families)**
 - Avg. hours / family = 35.7 (total required is 40 hours)
 - Projected total hours for 2016 / 2017 = 9,500
- **The vast majority of additional hours for this year came in Carnaval and mandatory supervision hours**



PPH Report

When we work together

We can achieve great things!



Frequently Asked Questions

- **Q. “Should families be allowed to contribute more than 40 hours?”**
- **A.** Some families already contribute more than their required amount. There is currently no rule against over-contribution. There are far more hours available than parents can satisfy under a 40 hour per year model.



Frequently Asked Questions

- **Q. “I have contributed over 100 hours to the school. Can I get an exemption for the mandatory supervision hours?”**
- **A. No**
 - Mandatory hours are in place to;
 - 1. encourage all parents to engage in the importance of the safety of our children
 - 2. provide an economic solution to a critical safety need.
 - *To hire professional traffic control company for parking lot supervision would cost the school over \$120,000 / year*



Frequently Asked Questions

- Q. “Where can I find a list of all coordinator positions?”
- A. Check your registration package*
 - Check with the PPH coordinator
- **Some coordinator roles do not come available every year. Coordinators receive 1st right of refusal for subsequent years*



Frequently Asked Questions

- Q. “I have more than one child in the school. Am I required to provide more mandatory hours for classroom events?”
- A. Yes. Each parent is required to contribute a minimum of 2 hours towards each child’s classroom event. Some of the available hours will be for work that can be carried out from home.



Frequently Asked Questions

- Q. “Why should PEC members and coordinators be exempt from supervision hours?”
- A. PEC members and coordinators typically commit well beyond the 40 hour requirement.
 - These positions will always be exempt from other PPH requirements as recognition of their contribution to the school community.



Frequently Asked Questions

- Q. What happens if I miss a mandatory supervision shift?
- A. If you sign up for a supervision shift, you are responsible for arranging for another parent to take your place if you cannot be present. No-shows will be charged \$20 per hour.
 - If you obtain coverage by another parent, the parent who performs the shift receives credit for the hours.
 - You will need to sign up for another shift to ensure your mandatory requirement is met.
 - **Parents are not permitted to trade mandatory supervision shifts.**



Frequently Asked Questions

- **What other options are there for getting hours?**
 - PEC and Coordinator positions
 - *(Most coordinator positions receive 100% exemption for volunteer hours)*
 - Classroom events
 - Parent drivers
 - Parent readers
 - Fundraising events
 - Fun Day
 - Special Events
 - Parent Support Group

 - *Connect with your classroom parent*

 - *Watch the Communique for more opportunities!*



Frequently Asked Questions

- **Are there other ways I can contribute to the school community?**
- The PEC is always open to suggestions for community events, fundraisers, classroom events, etc.
- Connect with the PEC at;
 - 'Meet the teacher night'
 - 'Back to School BBQ'
 - AGM.
- If you have an idea and would like to set up an event, the PEC would love to hear from you!



Thank you!

Still more questions?

Contact us at:

pec@fatimaschool.ca

Good Night!

