

Our Lady of Fatima Education Committee Meeting

Minutes for April 5, 2017.

Present: Peter Wheatley, Mary Abraham, Carol Kay, Sonia Cook, Byron Ritchey, Adeola Adeyemi, Maria Katsionis, Gordon Lemaire

Absent: Yurika Sawyer, Father Chisholm

Guests: Rasha Battista, Alejandro Vargas

Recorder: Carol Kay

Meeting called to order at: 7:05pm

1. Prayer – Peter Wheatley
2. Approval of agenda
 - Motion to accept the agenda as amended – Gordon Lemaire
 - Motion seconded – Mary Abraham
 - Motion carried – Yes
3. Approval of PEC minutes – March 8, 2017 minutes
 - Motion to accept the PEC minutes as amended – Byron Ritchey
 - Motion seconded – Gordon Lemaire
 - Motion carried – Yes
4. AGM Planning – Gordon Lemaire
 - Gordon Lemaire asked the committee to set a date for the AGM in May. Two dates were discussed as options: Wednesday, May 3, 2017 or Wednesday, May 24, 2017
 - Agenda topics should include an update on the New PPH system, Maintenance, Finance and the New Curriculum. Peter Wheatley will review the presentation from last year and update accordingly.
 - Action: Sonia Cook will contact Father Chisholm to confirm the date and will follow up with Peter Wheatley by April 7, 2017.
 - The annual OLF Planning Meeting date needs to be set. The PEC will discuss the vision for the school 1 to 3 to 5 years out. Proposed date has been set for Wednesday, June 7, 2017.
5. PEC reports
 - 5.1 Finance – Report by Adeola Adeyemi
 - Adeola Adeyemi needs to meet with Father Chisholm, John Pavich and Maria Katsionis to prepare a preliminary budget for the 2017-2018 school year.
 - Maria Katsionis communicated that enrollment for next year looks strong and will update at the next PEC meeting.

- John Pavich recently attended a workshop and is working on a new template for next year. Adeola Adeyemi will update details at the next meeting.
- Adeola Adeyemi clarified that expense code 5765 R&M Bldg included the new gym lights and the final payment for the gym floor. The gym floor should have been charged to the 2015-2016 R&M- Bldg budget but due to deficiencies and delays, the school held back \$5,000 up to the 1-year warranty expiry. Gordon Lemaire will forward the email from John Pavich that clarifies expenses coded to 4670, 4680, and 4980.
- Profit and Loss Budget Performance identifies that the expenses spent YTD are ahead of budget driven largely by timing. Income and expenses are expected to come in on budget at the end of the year. Also noted is there is a large utilities payment that is due at end of the year. Fundraising revenue is ahead of budget and will finish favorably at the end of the year.
- Action: Adeola Adeyemi will forward to the Profit and Loss Statement to PEC monthly via email. Gordon will follow up Michael Donaldson regarding the monthly approval of the budget report.

5.2 Parent Participation Program – Report by Yurika Sawyer

- There is confusion in the community about the Mandatory Supervision hours for the 2016-2017 school year and for the next school year. Clarification from the PEC still needs to go out.
- Mrs. Katsionis, in conjunction with the staff, suggested that the Staff Appreciation Day event take place on Monday, May 29th at 4:00 pm. Confirmation of the budget for this event is necessary for classroom parents to start planning.
- Carnival proceeds are final: Income \$16,523.70, Expenses \$2,620.44 and Profit \$13,903.26. This amount should be published in the next Communiqué.
- PPH coordinator is updating the documents Appendix A – Parent Participation document and the Parent Handbook to reflect consistent documents. Updates will be sent for approval.
- Eddie Soriano spoke to Tom Gianelli and commented that he will not be able to work on the PPH reporting of the website for the deadline of May 31, 2017. He will be able to work on the PPH site over the summer. Tom Gianelli will work to produce the information by this deadline.
- PPH coordinator recently received the PPH forms for the 2017-2018 school year given at registration. They are being processed and positions for next year will be reviewed. The information will be available for next meeting. The goal is to have all the positions filled by June 29th 2017.
- Action: A deadline of June 7, 2017 was set for families to submit PPH. A report will be run based on the hours submitted at that point. Any hours submitted after that date will count for next year. Communication needs to go to families.

5.3 Maintenance – Report by Byron Ritchey

- 15 people came to the March workbee which was fewer than expected. There was some confusion on the date which may have led to the lower than expected attendance.

- The replacement air conditioner in 4F is still leaking. Byron identified that the main air conditioner was fixed on the previous workbee. Sonia Cook is going to test it out and advise if anything else needs to be done.
- The gym lights were not completed over Spring Break as the storage was broken into and the light were stolen. The leaf blower and the weed trimmer were also stolen. Byron Ritchey has re-ordered the lights. The school's insurance will cover the replacement lights and landscaping equipment. Replacement lights are due to arrive on Friday, April 7th and will be stored in the main building. The scaffolding and electrician has been coordinated and work is set to begin this weekend.
- There have been other attempted break-ins at the school this year, and it is recommended to add more recording time to the video surveillance and that additional cameras be installed to cover Kindergarten and gymnasium doors.
- Action: Maria Katsionis will contact Guardian Security regarding extending the time and the addition cameras and will update the PEC at the next meeting.
- All members of the PEC should have been informed of the break-in at the time of the event. In future, communication will be sent to all members immediately following any incident at the school.

6. Administration reports

6.1 Principal's report – Maria Katsionis

- On Wednesday, March 28th, Our Lady of Fatima had a monitoring inspection from the Ministry of Education. The inspection went very well. There were no outstanding challenges. Everything was completed as per Ministry rules and regulations. The inspector was impressed by the amount of work that was done to prepare for this meeting.

6.2 Vice Principal's report – Sonia Cook

- No report

7. Fundraising event – Peter Wheatley, Sabrina Roman and Olga Alves

- Sabrina Roman and Olga Alves reported on the Dinner Dance fundraiser held in March, 2017.
- Ticket pricing was higher than similar events in recent years, but the event was well attended with 154 tickets sold.
- Volunteers were difficult to find, likely based on Carnival scheduled the week prior.
- 250 tickets were printed but it was felt that the target should be 175 - 200 people given the size of the hall.
- Set-up took 13 hours on the Friday prior to the event. Clean up was done the night of the event. Total time taken to plan and execute the event exceeded 40 hours each for Olga and Sabrina.
- Total revenue was \$14,840. Expenses were \$9,469. Total profit was \$5,372.21
- Huge thank you was given to Sabrina Roman and Olga Alves for a very successful event!

8. Old Business

- Peter Wheatley will send an email out to families and post a message in the communique clarifying the mandatory hours for the 2017/2018 school year.

9. Meeting adjourned – 9:15