

Our Lady of Fatima Education Committee Meeting

Minutes for May 10, 2017.

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

Absent: Mary Abraham

Guests: Natalie Magel

Recorder: Carol Kay

Meeting called to order at: 7:03pm

1. Prayer – Father Chisholm
2. Approval of agenda
 - Motion to accept the agenda as amended – Byron Ritchey
 - Motion seconded – Peter Wheatley
 - Motion carried – Yes
3. Approval of PEC minutes – April 5, 2017 minutes
 - Motion to accept the PEC minutes as amended – Peter Wheatley
 - Motion seconded – Byron Ritchey
 - Motion carried – Yes
4. Approval of AGM minutes – May 3, 2017 minutes
 - Motion to accept the PEC minutes as amended – Yurika Sawyer
 - Motion seconded – Gordon Lemire
 - Motion carried – Yes
5. AGM Feedback – All
 - PEC members discussed the low attendance of the AGM on May 3, 2017 and what can be done to improve it moving forward. Potential ideas include: Distributing the registration package at the AGM, offering PPH hours for attendance and adding content in the presentation. It was suggested that Maria Katsionis add content on specific school activities, such as School Wide Write, French Immersion Week and activities involving the theme for the school year.
 - Motion to move AGM to coincide with the hand out of the registration package and that 1 PPH will be awarded to each family in attendance – Peter Wheatley
 - Motion seconded – Byron Ritchey
 - Motion carried - All
 - Action:
 - Peter Wheatley will send letter to families explaining the change.
 - Gordon Lemaire will add the motion to the OLF local policies.

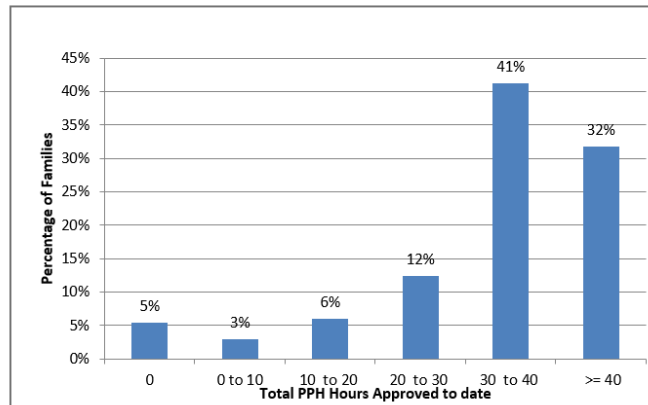
6. PEC reports

6.1 Finance – Report by Adeola Adeyemi

- Profit and Loss Budget Report for April 2017 indicates that income is slightly higher than the YTD budget and expenses are slightly lower than the YTD budget which is due to timing. The school is expected to be at a zero balance by the end of the year.
- Expense 4670 – Renovations has a budget of \$25,000. Expenses to April 30, 2017 total \$6,624.12 with renovations still to be completed (Exterior pressure-washing and painting of the main school building). Any surplus after the final budget reconciliation will be deposited into the Chancery Savings.
- Expense line item 4980 - Miscellaneous Admin Exp appears to be over by \$3,123.71. Adeola Adeyemi will ask Susan Hagedorn to clarify expenses.
- The preliminary budget for 2017/2018 school year was presented. The budget was presented and discussed working towards a zero balance. The revenue including the grants per student and special education funding was estimated based on anticipated enrolment of 375 students. The preliminary budget will be submitted to CISVA as soon as it is endorsed by Fr. Chisholm.

6.2 Parent Participation Program – Report by Yurika Sawyer

- Yurika Sawyer asked for clarification of the budgets for Staff Appreciation), Mother's Day and Father's Day. Can funds be reallocated between events? In principle, yes, as many of the events are new and costs were estimated. Mother's Day event should come in lower as much of the food was donated.
- Classroom event budget is under which code and what is the total budgeted amount for the 2016/2017 school year? Can we create a new category for classroom events? 2017/2018 budget will be set based on this year's actuals.
- The Grade 3 classroom parents have asked for some direction from the PEC on the event. The budget of \$1,000 limits the options. It was suggested that parents look at creating a pub night or BBQ event to watch a sports event such as Stanley Cup Playoffs or Champions League Final.
- Tom Giannelli and Eddie Soriano have been working extensively to produce the total PPH report necessary for the reconciliation deadline of May 31st 2017.
- Tom Giannelli and Yurika Sawyer are looking ahead and planning how to manage the information for next PPH year (after June 1st). Updating family status and emails, adding and deleting families.
- There are 201 participating families, total hours approved vs. % families to date is as follows:



- Coordinator Positions from the PPH forms submitted for the 2017/2018 school year are as follows:
 - Classroom parent positions are filled except for Grade 7E. Most of the classroom parents are returning from this year.
 - Carnival has 12 coordinator positions filled with the exception of the classroom parent from Grade 7E.
 - The remaining 40 PPH coordinator positions (8) have been filled, most positions are returning coordinators.
 - There are 4 parents interested in coaching positions of the 16 positions available.
 - Vacant positions are as follows:
 - New Uniform Coordinator (20 PPH) has 9 families interested
 - Walkathon Coordinator (15 PPH) has 11 families interested.
 - Communication Parents has 4 positions available
 - Carnival Ambassadors has 4 positions available
 - It was recommended that the New Uniform Coordinator position be removed due low turnout at the New Uniform Sale. Neat Uniforms is no longer offering a 10% discount for purchases made at the sale and most families are ordering on-line.
 - Motion to remove the New Uniform Coordinator as a position next year due to low turnout at the sale – Carol Kay
 - Motion seconded – Adeola Adeyemi
 - Motion carried - All
 - Yurika Sawyer will notify interested parents that the position has been removed.
 - Yurika Sawyer is planning to invite future classroom parents to attend May and June events so they can gather information from current classroom parents and see the event in action.

- It will be difficult for some parents with small children to fulfill their mandatory parking lot supervision next year. The possibility of Grade 7 students was discussed but it was deemed not safe for the children. The school cannot have staff watch the children of parent's supervising. Parents fulfilling their parking lot supervision hours will need to find alternative childcare during that time.

6.3 Maintenance – Report by Byron Ritchey

- The gym lights were changed except for the dimmers. There are 4 lights that still need to go up, extra wire is required. Remaining lights will be installed before the end of the school year.
- One of the volunteers that was installing the lights dropped one and damaged the gym floor. Peter has contacted Jordan's for a repair quote.
- Gym painting will be finished before the end of the school year if qualified volunteers are available.
- The April workbee had a good turnout of approximately 20 people.

7. Administration reports

7.1 Principal's report – Maria Katsionis

- **FIRST COMMUNION:** The First Communion mass and reception was a success. Thanks was given to Father Chisholm, Pere Claude, Mrs. Ciulla and Mme. Jallad for preparing the students for their First Holy Communion.
- **LITERACY WEEK AND FRENCH IMMERSION WEEK:** Thanks was given to all the teachers who made Literacy week such a success. In particular: Mrs. Hobson, Mrs. Wald and Mrs. Finnigan. The theme was "Your Hero." The students wrote beautiful stories about their hero and shared them in the gym in front of the whole English Stream. French Immersion week was a success. Thanks was given to Madame Battista and the French Immersion stream. The children attended the French mass at Our Lady of Fatima parish on Monday. Café Fatima was a huge success. There were many activities that were held in the classroom with their buddy class.
- **CHANCELLOR'S FESTIVAL:** The two choirs participated in the Chancellor's Festival at Our Lady of Mercy School. The Performance choir won Gold and the Chamber choir won Silver. Thanks was given to Ms. Magis, the choir director.
- **VIDEO SURVEILLANCE:** Guardian Security was contacted regarding the addition of four cameras around the exterior of the school. There would be two cameras on either side of the gym entrance and two cameras on either side of the music portable. Capacity would be upgraded to allow up to 16 cameras and storage increased to 30 days. The video surveillance footage is secured as it is store locally in the school and not in the cloud.
 - Motion to upgrade the video surveillance system to 16 channels with an additional 4 cameras and additional storage for 30 days from "Guardian Security Systems" – Peter Wheatley
 - Motion seconded: Byron Ritchey
 - Motion carried: All

7.2 Vice Principal's report – Sonia Cook

- On Friday, April 7th the annual talent show took place. There were two different shows, a morning and afternoon show where students were able to display their talent to the school.
- The girl's juvenile and senior soccer teams both made it to the playoffs. The girls played with excellent determinations and spirit, they showed great sportsmanship. Both teams placed fourth overall in all of the CISVA schools.
- **2017 Holy Week-** The school started off the week with a Para liturgy hosted by the grade 7 classes focusing on the events of Palm Sunday. Tuesday the school went to the church to pray the Divine Mercy Chaplet and on Wednesday the grade 6F and 4F shared the Stations of

the Cross in shadow form. The week ended by having a Holy Thursday retreat were classes participated in a variety of different activities within the class and the grade 7 students re-enacted the Last Supper.

8. PEC Elections – Gordon Lemaire

- Information on the 2 available PEC positions has been posted in the communiqué and parish bulletin. Elections information has been posted around the school.
- No nomination forms have been received to date.

9. Fundraising Protocol – Carol Kay and Adeola Adeyemi

- See attached presentation.
 - Motion to accept the fundraising protocol as presented on May 10, 2017 – Peter Wheatley
 - Motion seconded – Gordon Lemaire
 - Motion carried – All
- Action: Gordon Lemaire and Carol Kay will add the Fundraising Protocol to the OLF local policies.

10. Field Trip Policy – Peter Wheatley

- Maria Katsionis stated that the staff is concerned with the lack of available buses for field trips and the added cost associated for families. The cost for 3 field trips per class would reach \$25,000 or more.
- Peter Wheatley advised that parents were not expected to cover the cost of the buses, the Spring Dinner Dance fundraising event would cover costs incurred for the current year and the costs for next year would be added to the budget.
- The guideline of when buses are to be used was discussed and complexity of travel should also be considered in addition to distance. Buses are the safest mode of transportation for the children.
- Teachers will need to plan field trips in advance to secure buses for field trips over 25 kilometers and/or with added complexity.

11. Project Update – Peter Wheatley

- Painting – Wolfgang Painting contacted Peter Wheatley to ask if the painting could start earlier than July. The painters would not run equipment during recess or lunch or when students were outside. Wolfgang Painting is meeting with Maria Katsions to discuss. The school will be pressure-washed and stucco repaired prior to the painting. Peter Wheatley will contact a contractor for a quote on repairing the windows on the east side of the building in Grade 1F and 1E. There is also a leak in the Principles office.
- Access Control Security – Citiloc has not responded to numerous requests for a quote therefore Peter Wheatley has contacted 3 other companies: Guardian Security Systems, Tyco Security Systems and Integrated Security Systems. Peter Wheatley will have a proposal available at the June Meeting.

12. Meeting adjourned – 10:10