

Our Lady of Fatima Education Committee Meeting

Minutes for June 14, 2017.

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

Absent:

Guests:

Recorder: Carol Kay

Meeting called to order at: 7:05pm

1. Prayer – Father Chisholm
2. Approval of agenda
 - Motion to accept the agenda as amended – Gordon Lemaire
 - Motion seconded – Yurika Sawyer
 - Motion carried – Yes
3. Approval of PEC minutes – May 10, 2017 minutes
 - Motion to accept the PEC minutes as amended – Peter Wheatley
 - Motion seconded – Adeola Adeyemi
 - Motion carried – Yes
4. Old Business:
 - 4.1 Access Control Update – Peter Wheatley
 - Guardian Security advised that adding the access control to the front doors of the Primary building would require a significant investment and upgrade to the entry of the school. Cost is estimated at \$10,000 to upgrade the doors.
 - The front doors need a mag lock to install the access control electronic device. The City of Coquitlam and Fire Department would need to be contacted and a permit would need to be obtained to make any changes to the front door.
 - Action: Maria Katsionis will ask for feedback at the next Principles meeting
 - 4.2 School Painting & Window Leakage Update – Peter Wheatley
 - Peter Wheatley inspected the school painting with Wolfgang Painting and noted that the railings, doors and front stairs had not been completed. The painters will be back over the July long weekend to finish all of the work.
 - Action: Peter Wheatley will complete a final walk through after the work is completed. The final payment has been withheld until the final walk through is complete.

5. Staff Appreciation Night – Gordon Lemaire

- The date has been set for Tuesday, June 20th at 5:00pm. The Goldenboot will be catering the event for approximately 50 staff and PEC.
- Action:
 - Byron Ritchey will set up the tables in the gym.
 - Yurika Sawyer will decorate and set the tables, wine glasses will be borrowed from Parish Hall.
 - Peter Wheatley will pick up the wine for the event and for the staff gifts
 - Maria Katsionis will pick up gifts for the departing teachers

6. OLF Policy Handbook – Peter Wheatley / Gordon Lemaire

- A parent from the school inquired about the anti-bullying policy. Maria Katsionis advised that the policy was reviewed and approved by the Ministry of Education in March of 2017.
- The local policies should be added to the handbook and to the school's website. The parent handbook will need to be updated for the 2017/2018 school year.
- Actions:
 - Strike a sub-committee to update the parent handbook.
 - Review the anti-bullying policy and ensure it is in compliance with the CISVA policy.
 - Add local policies to the school's website, added security features may be required (consult with Vince Zalamea).

7. PEC reports

7.1 Finance – Report by Adeola Adeyemi

- The preliminary budget, prepared by John Pavich, has been submitted to CISVA by Father Chisholm and Adeola Adeyemi.
- The Profit and Loss Budget Report for the end of May is consistent with previous analysis that the budget is on track.
- As discussed in the last 3 meetings and voted upon at the Strategy and Planning meeting, any surplus will be applied to purchasing resource materials needed to implement the new curriculum in the 2017-2018 school year.
- The final budget balance is due into CISVA by July 21, 2017.

7.2 Parent Participation Program – Report by Yurika Sawyer

- Father's Day appreciation event was well organised and supplied. The cost of this event was \$792.69. Attendance was low due to the short notice to families. Next year the classroom parents will need to advertise it more in advance to improve the attendance.
- Staff Appreciation Day event was nicely organised and the teachers were pleased with this event. The cost of this event was \$888.59. There were not enough jobs to assign all classroom parents to the event.
- Grade 7 graduation event is a dinner for approximately 220 attendees. The classroom parents are finding it difficult to get enough volunteers for this event. There are more non participating and exempt families in the Grade 6 classes. The coordinators are reaching out to the community through the Communique and have sent a letter out to each family in the school.

- The classroom coordinators bought chair sashes for the school (black) to avoid borrowing them from Carney each year which add some colour and touch to the decoration of the grad-7 night.
- It is recommended that grades 4 and 5 work together on the Grade 7 graduation event due to the size and complexity of the event.
- It is recommended that the year end deadline for PPH hours is moved to June due to mandatory classroom events taking place in June.
 - Motion to change the year end deadline for PPH hours from May 31st to the last Saturday before the last week of school – Peter Wheatley
 - Motion seconded - Byron Ritchey
 - Motion carried - All
- Action: The Parent Handbook and Peter Wheatley will send a communication to families outlining the change in the PPH deadline for the 2017/2018 school year.
- The application for the 2016 and 2017 Carnival's 50/50 draw was not closed on time (May 24th) because the treasurer and chair's signatures were not in the same application. The Carnival 2017 games coordinator, Rosa Tabares, will submit the complete applications to close the process for both year's applications.
- Date and time for Welcome BBQ needs to be set in the calendar in order for the classroom parents to start planning the event during the summer. Sonia Cook will book the parish hall for September 15th. An evite using Susan Hagedorn's list of families for the 2017/2018 school year will need before the start of school.
- A subcommittee should be put in place to evaluate the PPH website moving forward. Tom Giannelli with the PEC and other IT parents should work together to evaluate how the PPH program could fulfil the needs of our school PPH program.
- Reconciliation of PPH hours for the school year 2016-2017 is finalised:
 - 77% of families have 40 >= PPH hours (23% under 40 PPH hours)
 - 15% of families have 30>= and <40 PPH hours
 - 8% of families are <20PPH
 - 17% of families did not fulfill the supervision mandatory hours.
 - As more parents reached their 40 PPH hours they did not participate in their classroom events in particular Father's Appreciation Day and Mother's Day Tea.
- The PPH program policy needs to include the case regarding supervision hours when a family joins the school in the second semester of the school.

7.3 Maintenance – Report by Byron Ritchey

- There were approximately 20 people in attendance at the last workbee. Some volunteers left early and it should be re-communicated to families that workbees are 4 hours.
- The dimmable lights light and painting in the gym need to be completed over the summer.

8. Administration reports

8.1 Principal's report – Report by Maria Katsionis

- **Evacuation and Release** - On May 17th the staff and students practiced the evacuation and release protocol. Students and staff were well prepared for the evacuation and release test

on May 26th. Sonia Cook prepared the stations, ID tags and family groupings. Within an hour the entire student body was released to their parents.

- **Band Concert**_ Ms Magis worked hard to prepare the Senior Band, Junior Band, Performance Choir and Chamber Choir. The concert was amazing. Parents did a great job getting their children to practice early in the morning.
- **Fun Day** - Preparations are underway for Fun Day on Friday, June 16th. This year's theme is Canada's 150th birthday celebration. All the students will be wearing red and white.
- **Step-up Day** - On June 14th students were able to meet their teacher for the September 2017-2018 school year. New staff to our OLF are: Ms. Piperni, Mrs. Martini, Mrs. De Fazio and Ms. Santos.

8.2 Vice Principal's report – Prepared by Sonia Cook

- **100th Anniversary of Our Lady of Fatima** - May 8-12th. The school participated in a special activity focused around Our Lady of Fatima and the two children that became Saints.
- **Confirmation** – May 25th. The grade 7 students went on a pilgrimage downtown the day before Confirmation and celebrated mass at the Cathedral. Archbishop Miller Confirmed the students and it was great to see that he specifically addressed the letters that the parents and students wrote to him personally.
- **The Track and Field** – The season has ended, students participated in at least two track meets this year. The CISVA Track Meet was held on May 31st and June 7th, Our Lady of Fatima placed 9th out of 38 schools, Grade 7 won top spot and 2 individual aggregate awards.

8.3 Pastors report – Prepared by Father Chisholm

- There will be an information session on the building replacement plan for on Monday, June 19th at 7pm at the Parish Hall and Wednesday, June 21st at the Fatima Center
- The buildings are being prepared for a hazard material testing. All the building will need to be vacated to completed in July.

9. PPH system – Peter Wheatley

- Eddie Soriano does not have time to support the program and is looking to sell it. He has recommended On Volunteers, a system currently used by 20 schools in CISVA and over 100 Catholic in North America. The software is fully supported and data would only take a few hours to upload.
- Action – Peter Wheatley will follow up with Tom Gianelli and will follow up by email.

10. Committee Member at Large – Gordon Lemaire

- Gordon Lemaire suggested that he could support the PEC moving forward to provide insight and experience. This would be a non-voting PEC member to come support when asked.
 - Motion to have Gordon Lemaire to act as a non-voting PEC member at large – Peter Wheatley
 - Motion seconded – Adeola Adeyemi
 - Motion carried - All

11. Meeting adjourned – 9:00pm