

**OUR LADY OF FATIMA
PARISH EDUCATION COMMITTEE MEETING**

August 2, 2017

7:00pm

Attendees: Adeola Adeyemi, Alejandro Rodriquez, Alejandro Vargas, Byron Ritchey, Carol Kay, Maria Katsionis, Sonia Cook, Zobeida Slogan, Father Chisholm

Absent: Yurika Sawyer

Recorder: Zobeida Slogan

Guest(s) N/A

Meeting called to order at: 7:05pm

Prayer by Father Chisholm

Minutes

Agenda item: Approval of August 2, 2017 - Agenda

Motion to accept the agenda as amended Carol Kay

Motioned seconded - Alex Rodriguez

✓ Motioned carried - Yes

Agenda item: Approval of June 14, 2017 - PEC Meeting Minutes

Motion to accept the PEC minutes as amended - Carol Kay

Motioned seconded – Zobeida Slogan

✓ Motioned carried - Yes

Agenda item: Primary School Painting Completion

Presenter: Carol Kay

Discussion:

- The school painting is now complete.
- Yurika Sawyer and Peter Wheatley did the final walkthrough.
- There is an issue with pieces of stucco falling off the wall at the entrance of the school. It was suggested to be included in the next work bee to be chipped off and repainted.

Agenda item: OnVolunteers PPH Website

Presenter: Adeola Adeyemi, Alejandro Vargas

Discussion:

- The motion to update the 2016-2017 PPH program to the new system “OnVolunteers” was motioned and approved by email and is moving forward.
- The old PPH program has been sold to a U.S. company and as of today, it has been discontinued to all OLF users and the data has been transferred to OnVolunteers.
- OnVolunteers will go live on Aug. 23 along with a letter from the Chairperson to parents, introducing the new PPH website and indicating the reasons for change and an invitation to the Welcome BBQ.
- The hours parents worked during June 2017 will be pre-loaded to the program.
- The parent coordinators training will be online and dates will be set.

Agenda item: 2017-2018 Parent Handbook

Presenter: Zobeida Slogan

Discussion:

- The 2017-2018 parent handbook has been revised and updated.
- It now includes: school safety program/field trip policy (buses), CISVA's and OLF's anti-bullying policies, discipline and code of conduct policies, responsibilities and job descriptions for all PEC's positions, as well as PEC sub-committees and a more detailed section on Parent Participation Hours (PPH).
- The parent handbook was outdated and incomplete. The rules, processes, policies, PEC roles and responsibilities and the PPH program were not clear. The PEC's intention is to have a handbook where families can look for guidance and follow processes and procedures.
- The new parent handbook will be regularly updated, with a minimum of once a year.

Agenda item: PEC Reports - Finance

Presenter: Alejandro Rodriguez

Discussion:

- Year end results were positively received by PEC members. For the period ended June 2017, income and expenses were all better compared to the same period last year. Improved financial results reflect higher domestic tuition fees, non-recurring income from the parent participation program in connection to families that did not fulfill their annual hours of work required to support the school and extra provincial grants which combined with lower incurred teacher salaries/benefits expenses and timing on important other capital expenditure that were done last year, not present in the period ended in June 2017.
- The school budget was exceeded due to the higher than anticipated provincial grants and parent participation charges and lower school maintenance and repair costs and utilities.
- Outstanding expenses include final payment for school painting and new curriculum classroom resources. Final budget performance expected by September.
- The coming school year (2017/2018) preliminary budget was commented in the meeting. This drafted version is prepared by CISVA and is expected that a detailed version will be completed before October 31st. The expectation will be to boost income through tuition domestic fees and provincial grants, as well as find efficiencies in the recurring school operations and maintenance annual costs which will fund incremental staff salaries and instruction materials needed.

Agenda item: PEC Reports - Maintenance

Presenter: Alejandro Vargas, Byron Ritchey

Discussion:

- There was no work bee last month.
- Catholic Mutual has provided a liabilities report to the school and has asked Father Chisholm to provide a status update.

Agenda item: PEC Reports - PPH

Presenter: Adeola Adeyemi, Alejandro Vargas

Discussion:

- The transition of data from the old PPH program to new one is in progress (see OnVolunteers PPH Website above).
- All classroom parent positions have been filled with the exceptions for Grades 7F and 2E. The PPH coordinator will contact parents of grade 7F and 2E to fill the positions before the beginning of the school year.
- The Welcome back BBQ is scheduled for Friday, September 22 from 5:00 – 7:00pm. Classroom parents for grade 3 need to be contacted to ensure the event planning has begun.
- The Parish Hall has been booked. Knights of Columbus (Daniel Abraham) needs to be contacted to secure the BBQs. Classroom parents need to provide number of hotdogs and smokies required by Aug. 29th to PEC.
- Event will be added to the OnVolunteers site for families to RSVP.

Agenda item: Welcome-back-to-school letter from PEC

Presenter: Carol Kay

Discussion:

- The letter from the PEC Chairperson will include: PPH deadline, OnVolunteers website, classroom event changes, parent handbook, introduction to PEC members and roles, and welcome back BBQ invite.

Agenda item: PEC Reports - Administration

Presenter: Sonia Cook

Discussion:

- Resources have been purchased for the classrooms that will help support teachers in teaching the new redesigned curriculum.
- Approximately \$12,800 has been spent for the French Immersion stream and \$8,000 for the English Stream. Orders need to place orders for 2E, 5E, and 6E.

Agenda item: Meet-the-teacher Night Agenda

Presenter: Carol Kay and Maria Katsionis

Discussion:

- Date of meet the teacher night is confirmed for September 7 at 7:00pm.
- The presentation will include high content that has value to families and will be limited to 20 mins:
 - 1) Begin with a video montage of 2016-2017 school year activities
 - 2) Opening prayer and comments by Father Chisholm
 - 3) Overview of school theme and initiatives, new curriculum, walkathon by Maria Katsionis
 - 4) Introduction of all staff including SEAs. Any staff missing will be presented on video screen

Agenda item: August 29, 2017 - PEC Meeting Agenda

Presenter: Carol Kay

Discussion:

- Local policy approvals
- On Volunteer update
- Parent Handbook update
- Anti-Bullying policy
- Maintenance priorities
- 2018 AGM date
- School Website
- Thank you for outgoing PEC

Meeting adjourned – 9:05 pm

Table of Action Items

Action items	Person responsible	Deadline
✓ Walk through to address falling stucco	Byron Ritchey and Maria Katsionis	Aug. 2
✓ Remove stucco and repaint	Byron Ritchey and Alejandro Vargas	Next work bee
✓ Finish painting preschool portable	Byron Ritchey and Alejandro Vargas	Next work bee
✓ OnVolunteers go live date	Adeola Adeyemi	Aug. 23
✓ Communication to families	Carol Kay	Aug. 23
✓ OnVolunteers training for administrators (1.5 hrs)	Adeola Adeyemi	TBD
✓ OnVolunteers teacher training by Dionisio (45 mins.)	Adeola Adeyemi	Sep. 5 @ 1:00pm
✓ Create a list of power users	Adeola Adeyemi	Sep. 5
✓ Online parent coordinators training (45 mins.)	Adeola Adeyemi	TBD
✓ To include instructions for OnVolunteers in parent handbook	Adeola Adeyemi	Aug. 7-14
✓ Upload the final parent handbook on OLF website	Zobeida Slogan	Aug. 23
✓ Review final budget performance for 2016-2017 and preliminary budget for 2017-2018 with John Pavich	Alex Rodriguez	Aug. 29
✓ School maintenance priorities itemized for 2017-2018 school year	All	Aug. 29
✓ Provide an update on the liabilities report to Catholic Mutual	Byron Ritchey, Alejandro Vargas and Father Chisholm	Aug. 29
✓ Workbee events from August – December added to PPH site	Adeola Adeyemi	Aug. 23
✓ Communication sent to families on the Aug 26 Workbee	Byron Ritchey, Susan Hagedorn	Aug. 21
✓ Contact parents for 7F and 2E to fill classroom parent positions	Adeola Adeyemi	Aug. 29
✓ Contact Knight of Columbus to secure BBQ	Adeola Adeyemi, Classroom parents	Aug. 29
✓ Provide quantity of hotdogs and smokies required for BBQ	Adeola Adeyemi, Classroom parents	Aug. 29
✓ Add Welcome Back BBQ onto OnVolunteers site	Adeola Adeyemi	Aug. 23
✓ Draft letter and send invitation to parents and staff to the Welcome BBQ	Carol Kay	Aug. 23
✓ Invitation to be sent from OnVolunteers	Adeola Adeyemi	Aug. 23-27
✓ Purchase remaining resources required and provide update at the next PEC meeting	Sonia Cook	Aug. 29
✓ Video montage of photos to music	Yurika Sawyer	Aug. 29
✓ Draft powerpoint presentation	Carol Kay, Maria Katsionis	Aug. 29
✓ Create agenda and send to PEC members	Carol Kay	Aug. 22