

OUR LADY OF FATIMA PARISH EDUCATION COMMITTEE MEETING

August 30, 2017

7:00pm

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

Absent: N/A

Recorder: Zobeida Slogan

Guest(s) N/A

Meeting called to order at: 7:02pm

Prayer by Father Chisholm

Minutes

Agenda item: Approval of August 30, 2017 - Agenda

Motion to accept the agenda as amended - Carol Kay

Motion seconded – Adeola Adeyemi

✓ Motioned carried – Yes

Agenda item: Approval of August 2, 2017 - PEC Meeting Minutes

The PEC meeting minutes from August 2, 2017 were approved by email on September 17, 2017.

Motion to accept the minutes as amended – Carol Kay

Motion seconded – Alejandro Vargas

✓ Motion carried - Yes

Agenda item: Review of List of Action Items

Presenter: Carol Kay

Discussion:

- The list of action items from the meeting on August 2nd was reviewed. Fully executed items were removed, new and outstanding items are recorded on the table found at the end of this document.
- The most important matters are: maintenance priorities, 2017-2018 budget, Meet-The-Teacher and Welcome Back BBQ.

Agenda item: PEC Reports - Finance

Presenter: Alejandro Rodriguez

Discussion:

- Alejandro Rodriguez (Alex) met with John Pavich (CISVA's accountant) to review the accounting processes and the preliminary budget for 2017-2018.
- The outstanding expenses to be incorporated into the budget are the salaries of the new teachers and temporary teachers (salaries are 90% of the budget). Alex and Maria Katsionis will meet mid-September to address the expenses and will report back to the PEC on the next meeting. Alex will meet with John again to indicate specific salary brackets to run the final budget. It will be reviewed and approved by the administration and the PEC before it goes to CISVA.

Agenda item: PEC Reports - Maintenance

Presenter: Alejandro Vargas, Byron Ritchey

Discussion:

- Approximately 15 people showed up for the first Workbee. The maintenance team accomplished everything they could do with the number of people that attended: carpets are clean and front stair and railing of the music portable have been painted.

- Maria Katsionis reported three priority items that need to be addressed before school starts: fix lights in the boys' washroom, a desk to be removed in the gym foyer and to the dump (truck needed), new parking lot signs (from auction) and handicap signs.
- Other outstanding items for the second week of September are: pathway trimming (Burns St.), paint new boards/stairway and wash carpet in the music portable. Adeola Adeyemi will include these new tasks in OnVolunteers.

Agenda item: PEC Reports - PPH

Presenter: Adeola Adeyemi

Discussion:

- On Volunteers went live on Aug. 23 as planned. A letter was sent to all families. The PPH Coordinator addressed problems with the passcodes.
- The list of parent-users has been created. The list of staff power-users will be created after the training on September 5th.
- OnVolunteers has a functionality that shows parents who have a current criminal record check and drivers' abstract. The list of parents that have all their paperwork up-to-date is ready to be uploaded to OnVolunteers. Safety is a top priority at Our Lady of Fatima school and the new PPH program enables matching volunteers with jobs that require these documents. Parents that do not have up-to-date documents will not match certain volunteer jobs. The PPH Coordinator will update the profile of families based on the list.
- On Sep. 5, the OnVolunteers teachers training will take place at the school. Questions that are not answered during training will be answered later by email ("parking lot questions").

Agenda item: PEC Reports - Administration

Presenter: Sonia Cook and Maria Katsionis

Discussion:

- The summer cleaning has been completed. Staff will follow up if they had any concerns.
- All staff hiring is now complete. Louise Salvino has been hired for 5F during Sep – Nov to fill in for Gretta Chidiac 5F. Mme Chidiac will return to her position as SEA once Mme Hoyer-Wright returns from her maternity leave.
- Staff has been in the school preparing their classrooms over the past few weeks.
- Administration continues to interview new students as few registrations have come in.
- On September 15th, the staff will have a spiritual retreat in the afternoon following by some fun activities/community builders.
- Administration is still waiting for resources of French Immersion and for the English classes.

**Agenda item: Meet-The-Teacher Night Agenda -
Welcome Back video montage**

Presenter: Yurika Sawyer

Discussion:

- Yurika Sawyer created the video montage to be shown during the Meet-The-Teacher night. It includes photos of all the events that took place in the 2016-2017 school year.
- It was difficult to find photos. An events' photo library will be created. Grade 7 students, and their teachers, will create a blog with a dedicated email where parents, students and staff will be able to send photos from school events.
- The Grade 7 teachers will discuss the blog initiative.

Agenda item: Meet-The-Teacher Night Agenda – Presentation

Presenter: Carol Kay and Maria Katsionis

Discussion:

- Carol Kay (PEC Chairperson) and Maria Katsionis (Principal) will present.
- The presentation will include: introduction of the new PEC members and roles, the new PPH website (OnVolunteers), new PPH deadlines, classroom event changes, new parent handbook, thank you to past PEC members and introduction to staff.

Agenda item: Carnival and AGM dates

Presenter: Carol Kay

Discussion:

- Carnival will be on Friday, February 2, 2018.
- AGM will be on Wednesday February 28, 2018.

Agenda item: Anti-Bullying Policy**Presenter:** Yurika Sawyer**Discussion:**

- One of the parents at Our Lady of Fatima School reviewed, researched and developed a more comprehensive anti-bullying policy.
- The next step is for the Principal and two staff members to review it, make comments/changes and approve.
- The final policy will be presented at the October PEC meeting.

Agenda item: School Website**Presenter:** Carol Kay**Discussion:**

- The school website is part of the technology innovation at Our Lady of Fatima. The PEC members discussed several upgrades, including adding security measures.
- To develop the plan and resources, the PEC formed a Website Sub-committee: Alejandro Vargas, Carol Kay, and Zobeida Slogan.

Motion to strike a sub-committee to revamp the school website and adding security measures – Carol Kay

Motioned seconded - Adeola Adeyemi.

✓ Motioned carried – Yes.

Agenda item: Maintenance Priorities**Presenter:** Carol Kay**Discussion:**

- The top maintenance priorities for this school year are based on the safety of the students, parents and staff:
 - 1) Alarm and new locks for Fatima Centre and Main building.
 - 2) Re-pavement between the two buildings (middle corridor).
 - 3) Lock-and-release doors for Fatima Centre and Main building.
 - 4) More storage for the school
- Carol Kay and Father Chisholm will follow up with the previous lock-and-release estimates and how many keys of the school are in hands of people outside the Parish, administration, staff and PEC members.

Agenda item: Off-site PEC Meeting**Presenter:** Yurika Sawyer**Discussion:**

- The PEC members will meet on September 14 for dinner and an activity to get to know each other better.

Agenda item: Parent Handbook**Presenter:** Zobeida Slogan**Discussion:**

- The 2017-2018 Parent Handbook is now available on the school website.
- To upload the PEC meeting minutes and updates to the Parent Handbook on the school website in a timely manner, the Secretary will be trained to use the back-end of the website. This task will be included in the responsibilities of the role of the Secretary.
- There isn't a high-resolution logo of Our Lady of Fatima School. Yurika Sawyer will contact parishioners of Our Lady of Fatima that are graphic designers to create one.
- When the PPH Coordinator is unavailable, a second administrator for OnVolunteers will be assigned. Alejandro Vargas will be the PEC member that will have full administrator privileges.

Table of Action Items

<ul style="list-style-type: none"> ✓ Outstanding maintenance that needs to be address before school starts: 1) Fix lights in the boys washroom 2) Desk to be removed in the gym foyer and to the dump 3) New parking lot signs (auction) and handicap signs 	Byron Ritchey and Alejandro Vargas	Sep. 1-4
<ul style="list-style-type: none"> ✓ Outstanding maintenance that needs to be address before school starts: 1) Pathway trimming (Burns St.) 2) Finish painting the music portable 3) Clean carpet in the music portable 	Byron Ritchey and Alejandro Vargas	Sep. 9
<ul style="list-style-type: none"> ✓ OnVolunteers teacher training by Dionisio (45 mins.). To use parking lot questions and send answers by email 	Adeola Adeyemi	Sept. 5 @ 1:00pm
<ul style="list-style-type: none"> ✓ Online parent coordinators training (45 mins.) 	Adeola Adeyemi	TBD
<ul style="list-style-type: none"> ✓ To include instructions for OnVolunteers in parent handbook 	Adeola Adeyemi	WIP
<ul style="list-style-type: none"> ✓ Decide on school maintenance priorities for 2017-2018 school year based on budget 	All	Oct. PEC meeting
<ul style="list-style-type: none"> ✓ Provide an update on the liabilities report to Catholic Mutual 	Byron Ritchey, Alejandro Vargas and Father Chisholm	September
<ul style="list-style-type: none"> ✓ Follow up with Sonia Cook regardin emergency exit and report back to Catholic Mutual 	Byron Ritchey	1st week of Sept.
<ul style="list-style-type: none"> ✓ Workbee events from August – December added to PPH site 	Adeola Adeyemi	WIP
<ul style="list-style-type: none"> ✓ Contact parents for 7F and 2E to fill classroom parent positions 	Adeola Adeyemi	1st week of Sept.
<ul style="list-style-type: none"> ✓ Contact Knight of Columbus to secure BBQ 	Yurika Sawyer	1st week of Sept.
<ul style="list-style-type: none"> ✓ Provide quantity of hotdogs and smokies required for BBQ to Carol Kay 	Adeola Adeyemi	1st week of Sept.
<ul style="list-style-type: none"> ✓ Order hotdogs, follow up with PPH Cordinator 	Carol Kay	1st week of Sept.
<ul style="list-style-type: none"> ✓ Contact Linder to ask about the fridge for the BBQ 	Adeola Adeyemi	1st week of Sept.
<ul style="list-style-type: none"> ✓ Add Welcome Back BBQ onto OnVolunteers site under annouements 	Adeola Adeyemi	1st week of Sept.
<ul style="list-style-type: none"> ✓ Purchase remaining resources required and provide update at the next PEC meeting 	Sonia Cook	Oct. PEC meeting
<ul style="list-style-type: none"> ✓ Follow up meeting with John Pavich on budget and maintenance priorities and report back 	Alejandro Rodriguez	End of Sept.
<ul style="list-style-type: none"> ✓ Meeting to address outstanding expenses (salaries) on the 2017-2018 budget to be presented to CISVA in October 	Alejandro Rodriguez and Maria Katsionis	Mid Sept.
<ul style="list-style-type: none"> ✓ Resend Aug. 2/17 PEC meeting minutes 	Zobeida Slogan	Sep. 4
<ul style="list-style-type: none"> ✓ Set new task on OnVolunteers to address the outstanding maintenance items before school starts and for Aug. 9 	Adeola Adeyemi	Aug. 31
<ul style="list-style-type: none"> ✓ Create an events photo library and follow up with Sonia Cook 	Yurika Sawyer	September
<ul style="list-style-type: none"> ✓ Contact Innovations to set up an email for parents, students and staff to send event photos and follow up with Sonia Cook 	Carol Kay	1st week of Sept.
<ul style="list-style-type: none"> ✓ Contact grade 7F teacher to develop blog initiative 	Sonia Cook	1st week of Sept.
<ul style="list-style-type: none"> ✓ Buy "thank you" and gift cards for outgoing PEC members 	Carol Kay	September
<ul style="list-style-type: none"> ✓ Review Fatima's anti-bullying policy. Two staff members are required to review it as well 	Yurika Sawyer, Maria Katsionis, Sonia Cook and two staff members	Ready by Oct. PEC meeting
<ul style="list-style-type: none"> ✓ Reach out to current parent volunteers in charge of the website to communicate the plan of revamping and adding security measures 	Carol Kay	September
<ul style="list-style-type: none"> ✓ Follow up with John Pavich on the amount available to undertake the maintenance priorities for 2017-2018 	Alejandro Rodriguez	September
<ul style="list-style-type: none"> ✓ Follow up with Peter Wheatley regarding estimates on Lock-and release doors 	Carol Kay and Father Chisholm	September
<ul style="list-style-type: none"> ✓ Follow up with the OLOF Parish regarding how many copies of the school keys are available to people outside the Parish, administration, staff and PEC members 	Carol Kay and Father Chisholm	1st week of Sept.
<ul style="list-style-type: none"> ✓ Follow up with Gordon Lemaire regarding PEC policies 	Carol Kay	September
<ul style="list-style-type: none"> ✓ Contact Dionisio at OnVolunteers to give administrative permission to Alejandro Vargas 	Adeola Adeyemi	1st week of Sept.
<ul style="list-style-type: none"> ✓ Update family profiles on OnVolunteers based on the list of parents who have a current criminal record check and drivers' abstract to be uploaded. Follow up with Susan Hagedorn. 	Adeola Adeyemi	1st week of Sept.
<ul style="list-style-type: none"> ✓ Contact Mr. & Mrs. Rengifo to create a high resolution logo 	Yurika Sawyer	September

Meeting adjourned – 9:40 pm