

# OUR LADY OF FATIMA PARISH EDUCATION COMMITTEE MEETING

October 4, 2017

6:45pm

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

**Absent:** N/A

**Recorder:** Zobeida Slogan

**Guest(s)** Gordon Lemaire

Meeting called to order at: 6:52pm

Opening Prayer and Reflection by Yurika Sawyer

## Minutes

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**Agenda item: Approval of October 4, 2017 - Agenda**

Motion to accept the agenda as amended – Carol Kay

Motion seconded – Alejandro Rodriguez

✓ Motioned carried – Yes

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**Agenda item: Approval of August 30, 2017 - PEC Meeting Minutes**

Motion to accept the minutes as amended – Carol Kay

Motion seconded – Alejandro Rodriguez

✓ Motion carried - Yes

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**Agenda item: Old Items**

**Presenter:** All

**Discussion:**

- The Action Items list was not updated prior to the meeting, because some members did not reply to email requests.
- Moving forward, PEC members and administration will have to update their Action Items list prior to the meeting.
- Some of the Actions Items discussed in “Old Items” have been moved to their appropriate Agenda Item below and the Action Items list was updated.

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**Agenda item: 2017-2018 PEC Priorities and Project Review**

**Presenter:** Carol Kay

**Discussion:**

- The PEC members reviewed the goals we will try to accomplish this school year. This is the way the PEC will be measured at the end of the school year: OnVolunteers, Website Upgrade, Anti-Bullying Policy, Fatima Policy Review, Pavement Repair, Fatima Centre Security, Lock and Release Upgrade, Emergency Storage Unit and Pea Gravel Replacement
- The PEC needs to focus on what we are going to accomplish this year and be realistic on how much more we can or can't “add to the plate” to be able to move the projects to completion. Currently, the completed initiatives include the launch of OnVolunteers and the updated Parent Handbook.

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**Agenda item: PEC Reports - Finance**

**Presenter:** Alejandro Rodriguez

**Discussion:**

- The initial budget was provided by John Pavich/CISVA on May 2017.
- Alejandro Rodriguez is working on the final numbers (based on known data and history). The budget will be reviewed by Maria Katsionis and Carol Kay, to later present it to John Pavich.
- Budget is due Oct. 15. Once submitted, the results will be available publicly.

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**Agenda item:** PEC Reports - PPH

**Presenter:** Adeola Adeyemi

**Discussion:**

- The PPH Coordinator confirmed that all the jobs up to December are in the system for parents to sign up, except the classroom events that will be added soon.
- As per Adeola Adeyemi, the transition to the new Parent Participation Program, OnVolunteers, have been “tears free”. She’s been responding to parents’ questions one by one (i.e. login with wrong email address, specific questions), instead of having a group session. She’s been talking or meeting with teachers as well.
- In addition, Mme Magel has volunteered her time to help teachers that are having problems with the system.
- Nevertheless, Adeola Adeyemi has encountered problems that she has never seen before, but as time goes by, she gets fewer calls.
- During the meeting, Adeola Adeyemi sent an email to Dionisio to organize a webinar with parent’s coordinators and teachers.
- Adeola Adeyemi and Tom Gianelli finalized updating the family profiles on OnVolunteers based on a list of parents who have a current criminal record check and drivers’ abstract.

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**Agenda item:** PEC Reports - Maintenance

**Presenter:** Alejandro Vargas and Byron Ritchey

**Discussion:**

- September Work-bee, 25 attended, 6 no-shows, 23 registered using the website and 3 dropped-in.
- Task completed: softening the pea gravel, classrooms cleanup, raking of fallen leaves, sweep the doorways facing the alley (outside of KF), fix railway tie around garden (KF), trim plans outside of KF, clean air conditioner filters in all classrooms (partially done to be completed on the next work-bee) and checked lights in 5E. the main requests by the teachers were accomplished.
- Still pending:
  - clean staff room chairs, teacher’s chairs, and chairs outside the Principal’s office, clean carpet in music portable. The cleaner was unavailable, but it will be done in the next two weeks.
  - To paint yellow line outside the kindergarten’s entrance.
  - To paint the bottom of the music portable – scheduled for the next work-bee.
- At the last workbee, several parents sign up for the job but didn’t show up. This created a problem because, while other parents wanted to participate, all volunteer positions for that day were taken. Therefore, the parents that could go, didn’t get the chance to do the job and log in hours, and the parents that sign up took the spots but didn’t show up.
- The PEC will continue to monitor the workbee’s no-shows and if this becomes an every-month recurrence, in January 2018, based on that number, will make a decision: either they won’t be able to sign up again for any workbee for the rest of the year or the no-shows will be charged a levy for the day.
- Adeola will ask if OnVolunteers can log up to no-shows and after three of them, parents won’t be able to sign up for the same activity, you won’t be able to sign up again – follow up done: has to been done manually, therefore not possible.

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**Agenda item:** PEC Reports - Administration

**Presenter:** Sonia Cook, Maria Katsionis, Nathalie Magel and Rasha Battista

**Discussion:**

**Principal’s Report**

- On October 2<sup>nd</sup>, the staff of Our Lady of Fatima School participated in a workshop called “True Colors” to understand how different personalities can work together, build rapport, and motivate positive behavior in personal and professional relationships.
- On September 22<sup>nd</sup>, the staff participated in a spiritual retreat and staff community building prepared by the Religion Committee (Mrs. Cook, Mme Magel, Mme Ribeiro, Mrs. Katsionis, Mr. O’Toole and Mme McBride) at Our Lady of Fatima Parish. It was a time to reflect and build a relationship with God. After the retreat, the staff headed to Rocky Point to go dragon boating, walk or canoe.
- On September 26<sup>th</sup>, the school had the Terry Fox Run. Thank you to the organizers: Mme Mullholand, Mrs. Martini and Ms. Magis.

- The Walkathon will be this Friday, and currently the school has raised approximately \$18,000! There will be at least 33 parents volunteering throughout the day.
- One teacher asked about introducing Google Chrome in her class for research assignments (\$259 each) After further discussion, the PEC did not find this favorable since it should be available to all teachers. Carol Kay will follow up with Maria Katsionis on Oct. 13.

### **Vice-Principal's Report**

- On September 14<sup>th</sup>, the school had its Walkabout where Mrs. Hobson introduced behavior expectations based on the *Fatima Five*.
- The students learnt about proper behavior in the hallway, bathroom, playground, walking through the gym and office.
- On September 20<sup>th</sup>, the staff took part in "Discovery Day". Teachers presents to the staff students that have medical conditions or concerns. A photo of the child along with a description of the condition, and the action to take in the event of an emergency is presented and given to the staff.
- During September 27-29, the grade 7 students attended "Outdoor Ed" at Loon Lake in Maple Ridge. They took part in a variety of different activities from canoeing, rock climbing, low ropes, team building, arts and crafts, religious formation, hiking, etc. Father Chisholm came up on Thursday to celebrate Mass out on the dock.

### **French Immersion Report**

- Canadian Parents for French:
  - A welcome email was sent to encourage all French Immersion Parents to join the group.
  - The school will have a French-books-only Book Fair directed by French book company "Savoir".
  - Verbathon will continue, Oratoire (a speech fair) was suggested for older students.
  - Looking into Festival Du Bois Tickets and into developing connections with local French Immersion schools.
- French Immersion Staff Meetings - Goals:
  - (1) Improving French Oral Language throughout the French stream by:
    - Activities (outdoor games instructed and played in French), French Drama classes (1hr/each per class with French Theater - submitted).
    - French should be an expectation (no awards).
    - French Only Recesses was also declined as difficult to regulate outdoor free-time play and enforce French
    - French Science workshops as an inhouse field trip (some classes only).
  - (2) To develop a French Immersion Scope and Sequence:
    - Developed on a monthly basis by French staff.
    - October's focus is: grammar curriculum.
- Professional Development - the French staff will be attending a Conference incorporating APPIPC organization, and will be able to participate in French workshops.
- Resources – it's been difficult to find resources focused in Science and Socials under the new curriculum. Samples resources will be ordered for teachers to review.

### **Staff Report**

- This is a new position that was requested by the new PEC. Nathalie Magel is the Staff Representative.
- This month the main questions and concerns from staff, were:
  1. Use of blogs - the agreement at the meeting was that teachers will have the freedom and flexibility to use their preferred method to communicate with parents: newsletter, blogs, email, OnVolunteers, etc. to arrange safe and cooperative field trip supervision.
  2. For the Walkathon, the classroom teachers will email Nathalie their list of parents, after Walkathon, Nathalie will forward this information to Tom Giannelli and Adeola Adeyemi for entry into the site.
  3. Inquiry about Social Media Policy for staff - privacy in posting information online (photos, comments, etc.). Carol Kay will meet with Yurika Sawyer to produce a Policy on Social Media for staff.
  4. Dogs on school property - Even when a dog is on a leash, this does not eliminate the risk involved in children crowding around and many hands petting the animal. For supervisors, it is difficult to protect the

children's safety in this situation. No dogs allowed in the school grounds will be included in the next Communique and in the Parent Handbook and in the next Communique.

5. Food drives for St. Vincent de Paul - to ask volunteers not to include peanut butter for donation. Maria Katsionis to communicate to staff where to store the food.
  6. To look for people in the community to present at school sexual education based on catholic teachings. Maria Katsionis and Father Chisholm will look for people in the community and Nathalie will support.
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**Agenda item: On-Call Volunteer Task Forces**

**Presenter: Carol Kay**

**Discussion:**

- The Halloween Task Force will be required for Tuesday Oct. 31:
    - 3 shifts of 2 hours blocks (7:00pm – 9:00pm, 9:00pm – 11:00pm, 11:00pm – 1:00am)
    - 4 volunteers at each shift
    - Gordon Lemaire will be providing an outline of responsibilities
  - The Snow Task Force:
    - 8-10 volunteers required to be available on call to clear snow before and after school.
    - 1 coordinator to organize the crew into 2 shifts: 7:00 am and 2:30pm – 4 volunteers at each shift.
    - Volunteers will receive 5 PPH for being on call and will earn additional hours when called upon.
    - Coordinator's hours to be determined by PEC for organizing and contacting task force when needed.
    - 5 PPH will be assigned to volunteers after March 1<sup>st</sup> and only to volunteers who actively participated in the task force.
  - The school will buy a skid of salt now to be prepared – Paul to be contacted.
  - The PEC will research the option of having an on-call service, along with the Snow Task Force. Professional snow removal is based on temperature: if it goes down to 2 degrees Celsius, they clean the snow and salt the roads. Byron to contact Bill to get a quote for snow removal.
  - PEC to readdress on October 14.
  - One problem we have is that the city doesn't prioritize Walker street because it's not a main road.
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**Agenda item: Classroom Event Budgets**

**Presenter: Yurika Sawyer**

**Discussion:**

- Last year's Welcome BBQ was managed differently than the rest of the events: parents received cash upfront for the items to be bought for the BBQ. This created more work for the parent coordinator (reconciliation), but parents didn't spend more than what the budget required.
  - What has been previously done is for the parent to pay upfront and then get reimbursed by cheque after the event.
  - The PEC discussed the best way to move forward and after explaining pros and cons, the Treasurer's recommendation was to continue the way it's been done before, it is the 'cleanest' way, from an accounting point of view, to manage the reconciliation of events.
  - If there are parents that need to upfront a dollar amount that they don't feel comfortable with, it will be dealt on a per-case basis.
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**Agenda item: Anti-Bullying Policy**

**Presenter: Yurika Sawyer**

**Discussion:**

- The revised anti-bullying policy was submitted by Shawn Johnston and reviewed by Yurika Sawyer.
  - The policy will include an addendum on Project Respect.
  - The next step is for the staff subcommittee (Rasha Battista, Lara Martini, Sonia Cook and Maria Katsionis) to review and send back policy to Yurika Sawyer and Shawn Johnston on the second week of October.
  - After the second week of October, all people involved in the policy will meet to review and finalize.
  - The target date to finalize the policy is November 1<sup>st</sup>.
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**Agenda item: Pavement Repair Project**

**Presenter: Carol Kay**

**Discussion:**

- Before the meeting started, several PEC members and administration did a walk-through on school property to assess the condition of the pavement in the playground and in between building. Carol Kay will ask for a full quote

and for doing patch work on the worst places. To address the problem immediately, the maintenance coordinators will use orange paint and cones to make kids aware of dangerous areas and it will then be communicated in the Communique. Nobody has been hired for a maintenance position yet.

- Grandview Paving came down to the campus to review scope of work and provide quote for pavement repair. We are waiting for that quote. Grandview comes highly recommended having done many CISVA schools including St. Helens, Holy Cross, Our Lady of Sorrows.
- It is unlikely that we will be able to repair the pavement before Spring due to weather shutdowns. The extra time will allow the PEC to put a robust plan together and to obtain additional quotes.
- In the meantime, we will need to:
  - Review pavement areas that are unsafe and section off those areas with cones
  - Communicate to families that the work cannot be done before Spring, potentially Spring Break if the weather cooperates. Communicate areas that will be section off (if necessary) and to use with caution until the repairs can take place.

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**Agenda item: School Website**

**Presenter:** Alejandro Vargas, Zobeida Slogan, Carol Kay

**Discussion:**

- The website committee has been working on the architecture of the new website.
- The purpose is for the website to become a portal of information for current families, for recruitment and for new families interested in joining our community.
- Proposal for the new website:
  - It will be divided into protected and public pages.
  - The new look-and-feel will include high resolution images of students and school facilities.
  - The public pages will include eight tabs: About Us, Academics, Arts and Clubs, Athletics, Parish Education Committee, Parent Participation Program, School Calendar and Links.
  - The protected page will be the School Portal. This will include contact information, photos, blogs, Communiques, Resources, Parent Participation Program.
  - It will have information in French and in English.
  - The information on the website will be consistent with the Parent Handbook.
- The website committee will touch base the second week of October to initiate the development process.

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**Agenda item: School Logo**

**Presenter:** All

**Discussion:**

- During the review of the Parent Handbook, PEC members noticed that there isn't a high-resolution logo of Our Lady of Fatima School. Further research showed that there are different versions of the school logo throughout the school signs, gym floor, uniforms, printed material, etc.
- There is a need for one consistent high-resolution logo for use on the school website and other materials.
- The PEC motioned to vote on one of the current logos. The majority of the votes elected the logo on the school's uniform sweater.
- Maria Katsionis will contact Neat Uniforms to get the logo or at least the font used.
- Adeola Adeyemi will follow up with Carlos Rengifo to recreate the logo.
- PEC and Maria Katsionis to follow up on the gym uniform – the logo needs to match the uniform logo.

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**Agenda item: Field Trips and School Buses**

**Presenter:** Maria Katsionis

**Discussion:**

- The estimated cost of a bus is approximately \$500, for a mountain bus is \$900, and for the Victoria bus is \$1000.
- Classrooms are required to share bus with another classroom to keep costs down.
- Buses are expected to be booked 12 weeks in advance.
- The service should be to the event and back to school, versus taking the kids to the event and parent picking up the kids after the event (i.e. cross-country meet).
- One conflict with big busses is that most of them are not available after 1pm because they need to be able to do their regular scheduled pick up. One option is to get a smaller bus.
- The school will make more phone calls to see availability, but if we cannot find options, the PEC will have to discuss in the next meeting.

- The cost of the outdoor education buses increased and the PEC needs a comparative table from the previous prices before and now. Maria Katsionis and Sonia Cook will present the table at the next PEC meeting.
- The PEC will review all PE and sports events requirements, to identify additional funding requirements. Maria Katsionis and Sonia Cook will present the requirements at the next PEC meeting. Ideally for next year, the PEC would like the school to hire a bus for all the CISVA meets. In that case, the bus needs to be booked in June 2018.

**Meeting adjourned – 9:42 pm**

**Table of Action Items**

Action items	Person responsible	Deadline
✓ Adeola to set up a WebEx with Dionisio for parents coordinators and teachers' training (45 mins.)	Adeola Adeyemi	Before Nov. PEC Meeting
Outstanding maintenance: 1) Finish painting the music portable 2) Clean carpets in the music portable 3) Teachers and staff room chairs, chairs outside Principal's office 4) Contact Paul to buy a skid of salt	Byron Ritchey and Alejandro Vargas	Oct. 28 and for the painting - waiting for good weather
✓ To include instructions for OnVolunteers in parent handbook	Adeola Adeyemi	WIP
✓ Provide an update on the liabilities report to Catholic Mutual: only item left is to look for glow-in-the dark exit signs and install them	Byron Ritchey, Alejandro Vargas and Father Chisholm	Before Nov. PEC Meeting
✓ Waiting for publishers to be able to purchase resources for 5E and waiting to receive resources for 1E	Sonia Cook	Before Nov. PEC Meeting
✓ To discuss four Google Chrome books research assignments	Maria Katsionis and Carol Kay	Oct. 13
✓ Meeting to finalize budget to be presented to CISVA by October 15th	Alejandro Rodriguez and Maria Katsionis	asap
✓ The final Photo Gallery Blog to go live, link it to the school website and to send information to parents	Sonia Cook	Before Nov. PEC Meeting
✓ Review Fatima's anti-bullying policy and final copy for November 1st	Yurika Sawyer, Maria Katsionis, Sonia Cook, Lara Martini, Rasha Battista	Ready by Nov. PEC meeting
✓ Finalize plan to revamp website	Carol Kay, Zobeida Slogan, Alejandro Vargas.	Before Nov. PEC Meeting
✓ Contact Mr. & Mrs. Rengifo to create a high resolution logo based on the logo of the sweaters	Adeola Adeyemi	Before Nov. PEC Meeting
✓ Follow up on the number of no-shows at the Workbees	Adeola Adeyemi, Byron Ritchey and Alejandro Vargas	January PEC meeting
✓ Follow up on the alarm at Fatima Centre (Carney)	Alejandro Vargas	Before Nov. PEC Meeting
✓ Send a spreadsheet with a comparative table of the cost buses (before and now) and PE and sports	Maria Katsionis and Sonia Cook	For Nov. 1
✓ Send a list of all PE and sports events requirements, to identify additional funding requirements for buses	Maria Katsionis and Sonia Cook	For Nov. 1
✓ To ask staff if anyone wants to be a power user for the blog to help transition other teachers	Nathalie Magel	Before Nov. PEC Meeting
✓ Allocate a central storage space to store the food for St. Vincent de Paul to minimize the likelihood of mice in the classrooms. Communicate to Nathalie Magel	Maria Katsionis	asap
✓ To contact community members for the Sexuality and Your Child evenings	Maria Katsionis and Father Chisholm	Before Nov. PEC Meeting
✓ Contact parents that indicated they want to volunteer in the snow task force, after getting quote from a 3rd party service	Byron Ritchey and Alejandro Vargas	On hold until estimate is received and reviewed by PEC
✓ Inquiry about a Social Media Policy for staff - Carol to talk to Yurika about Produce a Policy on Social Media	Carol Kay and Yurika Sawyer	Before Nov. PEC Meeting
✓ Halloween task force - shifts to be added to OnVolunteers	Adeola Adeyemi	Before Nov. PEC Meeting
✓ Communicate to parents the pavement repair project cannot be done before Spring. Once patch work is completed (dangerous areas), include information in the Communique	Carol Kay	TBD based on repairs
✓ Gym uniform to match the logo of the sweater	TBD	Next year