

OUR LADY OF FATIMA PARISH EDUCATION COMMITTEE MEETING

November 1, 2017

6:45pm

Attendees: Adeola Adeyemi, Alejandro Rodriguez, Alejandro Vargas, Byron Ritchey, Carol Kay, Yurika Sawyer, Zobeida Slogan, and Sonia Cook

Absent: Maria Katsionis, Father Chisholm, Nathalie Magel and Rasha Battista **Recorder:** Zobeida Slogan

Guest(s): Erika Flores

Meeting called to order at: 6:45pm
Opening Prayer and Reflection by Yurika Sawyer

Minutes

Agenda item: **Approval of November 1, 2017 - Agenda**

Motion to accept the agenda as amended – Carol Kay

Motion seconded – Adeola Adeyemi

✓ Motioned carried – Yes

Agenda item: **Approval of October 4, 2017 - PEC Meeting Minutes**

Motion to accept the minutes as amended – Yurika Sawyer

Motion seconded – Adeola Adeyemi

✓ Motion carried - Yes

Agenda item: **Review outstanding responses to Oct. 4 Action List** **Presenter:** Zobeida Slogan

Discussion:

- The Action Items list was updated. See updated list at the end of the minutes.

Agenda item: **Booster Seats** **Presenter:** Yurika Sawyer and Sonia Cook

Email:

Discussion:

- The 30 school owned booster seats have expired. These booster seats are necessary for skating, swimming and nearby field trips where parents drive the children. Some parents don't have booster seats, or are big. Booster seats are required for children up to 9 years old or 80 lbs.
- The original request from staff was to replace all 30 booster seats.
- The PEC asked administration to reconfirm the number requested to ensure all booster seats purchased would be used and there was concern for the lack of storage space
- Sonia Cook confirmed with staff that on average, approximately 8 booster seats are used per classroom.
- It was motioned by email, to buy 16 booster seats and staff would monitor if more needed.

Motion to purchase 16 booster seats to be used on school field trips where parent volunteers' drivers are required to transport children – Carol Kay

Motion seconded – Alejandro Vargas

✓ Motion carried - Yes

Agenda item: PEC Reports – Finance

Presenter: Alejandro Rodriguez

As per Report submitted by Alejandro Rodriguez.

2017-2018 Budget

- Budget was completed and discussed with John Pavich.
- On October 17th, Carol Kay, Maria Katsionis, John Pavich, Father Chisholm and Alejandro Rodriguez met to understand and analyze the budget in detail.
- Budget was sent to Father Chisholm and PEC members for last review and feedback.
- Carol Kay and Zobeida Slogan requested clarification on specific budget lines.
- On Oct 27th and 29th, Alejandro Rodriguez and John Pavich had input the budget in the CISVA budget template which includes the new chart of accounts.
- On Oct 29th, Father confirmed and found the budget ok.
- On Oct 30th, John Pavich, Father Chisholm and Alejandro Rodriguez signed budgets and will be waiting final voting at the PEC meeting, before submitting to CISVA.

In addition, it was discussed:

- The 2018 budget was completed on time.
- The Budget was completed in the new format requested by CISVA.
- The budget was reviewed in detail by Father Chisholm, Maria Katsionis Carol Kay, and Alejandro Rodriguez.
- Thank you to Alejandro Rodriguez and John Pavich, for the detailed analysis of the school budget.
- The total revenues and expenditures for the 2017-2018 are balanced at \$2,930,000.00
- Father Chisholm has approved the budget.
- Next step is for administration and PEC to improve visibility, understanding and management of the budget.

Agenda item: Motion to approve the 2018 budget as prepared by Alex, John, Father Chisholm

Motion to accept the minutes as amended – Yurika Sawyer

Motion seconded – Adeola Adeyemi

✓ Motion carried - Yes

Agenda item: PEC Reports - PPH

Presenter: Adeola Adeyemi

As per Report submitted by Adeola Adeyemi.

November 1st, 2017

- All appear to be going well with the OnVolunteers website.
- Yurika Sawyer has provided list of 2018 Carnival Volunteers team.
- The Carnival coordinator Emily was provided the School list for the sole purpose of contacting volunteers.
- Teachers have all been updated to the Activity Coordinator level on ONVOLUNTEERS and I am working with Mme Magel to support and encourage them to use the software as fully as possible.
- All Walkathon hours have been entered and approved.
- Clarification needs to go out to parents with regards to how many total hours per year they get for Parish related work as well as classroom help, and all other activities not listed in the Activities Category in OnVolunteers.
- Some confusion with names in OnVolunteers...aliases and legal name making it difficult to credit hours properly.

Action Items:

- Tom has volunteered to conduct the training session for the Parent Coordinators and any Teacher who would like to attend as a refresher. I will confirm a date that works for us to invite the coordinators to a “snack-and-learn”.
- OnVolunteers Instructions for Parent Handbook...backburners for now...
- Follow up on the number of no-shows at the Workbees: I would need a report from the Maintenance Team, and I can exempt the family from being able to sign up in the future.
- Halloween task force - shifts to be added to OnVolunteers: Done, 21 volunteers signed on as of Oct 30, at 9pm

- Approach a family to see if there are interested to become volunteers to loosen up the pea gravel. Report back to Carol Kay: I did not get a response back from them, however, there have been glitches with the mail forwarding.

In addition, it was discussed:

- It's has been two months since the launch of the PPH system and with time people are getting used to it. Most questions have been answered.
- Adeola Adeyemi is working with Mme Magel to instruct teachers how to set up tasks and use the ad hoc function, which can be repeated year after year.
- Walkathon was set up as a task and parents were not able to sign up for the correct task, there will be a recount of the hours and tasks to make sure everything is correct.
- For the next Work bee, maintenance will test the iPad function of OnVolunteers.
- Maria Katsionis will check on OnVolunteers at the beginning of the week to see if there are any spots that haven't been covered. Every day she will go out and check that parking lot volunteers are in attendance.
- Activities will be removed for families that repeatedly sign up for activities but miss or do not complete task.

Agenda item: PEC Reports - Maintenance

Presenter: Alejandro Vargas and Byron Ritchey

As per Report submitted by Alejandro Vargas and Byron Ritchey.

Work bee

- Work bee went well - around 35 people participated and all of them had work to do.
- Completed from Action List items: finished painting the music portable, cleaned carpets in the music portable and cleaned teachers' and staff room chairs and chairs outside Principal's office.
- We fixed the falling retaining wall and put in some sleeper joists.
- Cleaned filters for window air conditioners.
- Painting tripping hazards was done, recheck if a spot was missed.
- Raked leaves.
- Changed lightbulbs and ballasts.
- Checked the emergency exits to make sure they were all working properly, did teacher requests.
- Talked to a parent about clearing snow around the school pathways with his quad - 5 ft. blade. The family close to school and he is available during the winter.

Agenda item: PEC Reports - Administration

Presenter: Report read by Zobeida Slogan

As per Report submitted by Maria Katsionis and Sonia Cook.

WALKATHON

- Total amount in pledges \$21,423.85 (more money is still coming in).
- Thank you to Mrs. Haddad and Mrs. Laut for spending a full day at the school counting the money.
- Staff debriefed regarding walkathon and all felt that it was a successful event.
- The grades 1 – 7 will continue to walk to Como Lake (kindergarten students will remain at the school).
- We will be looking at changing the route to Como Lake to make it safer for the children.

P-Wave

On October 18th, the siren rang 4 times in all of our CISVA schools. The children immediately went under their desks, covered their heads with one arm and held onto the leg of their desk. The children then counted to 60 and listened to the

blow horn. We did not evacuate because it was raining heavily. We will have another practice in a couple of weeks with a full evacuation.

School Wide Write

The students have begun their school wide write. The theme this year is "story telling." The teachers were asked to pick their own theme for story writing. The teachers will begin with brainstorming and throughout the week prepare their children for the writing process.

Professional Development

The staff attended various workshops on October 20th. Most of the staff attended the Super Conference, some attended a math conference and a few attended other conferences that would help support them in the classroom.

Administration Report by Sonia Cook – Vice Principal

November 1st, 2017

Nothing to report October, only updates to the Action Items list.

Agenda item: French Immersion Lead

Presenter: Report read by Zobeida Slogan

As per Report submitted by Rasha Battista.

- **Canadian Parents for French:**

Our French Book Fair will take place sometime in January, dates to be confirmed.

There has been some discussion regarding a French magician brought in by other French Immersion Schools, Fatima French staff will need to discuss.

- **Immersion Staff Meetings:**

French Oral Language:

- Our first activity, the French DPA was successful. A boot camp style workout was led by Mme Mulholland
- Some oral language games were purchased at the Super-conference by French staff
- Drama classes for Grades 1-7 are now confirmed to take place at the end of November
- French Science workshops for grades 2, 3 and 4 will take place on November 7th
- Our next joint activity will be Christmas caroling with each class leading a song. This is scheduled for end November

Scope and Sequence:

- At our October meeting French grammar was discussed. Format has now been determined alongside a rating scale which begins with oral development leading into written work.
- Super Conference incorporating APPIPC organization: It was a very busy but interesting conference full of workshops and resources
- Please note: The scope and sequence originate from two documents previously in place by Fatima staff. We are currently working in the department to review and revise the document.

Resources:

- Teachers received catalogue to review for science and socials. They will communicate what they are interested in to order sample copies.

Agenda item: Staff Representative

Presenter: Report read by Zobeida Slogan

As per Report submitted by Nathalie Magel.

- PPH site meeting/discussion with 8 staff over several dates (Oct 16, 17, 19, 25). Nathalie will continue to meet with staff as they have questions about how to create tasks and/or approve ad hoc items.

- PPH Parent Hours for Walkathon given to Tom Giannelli and Adeola Adeyemi for entry, on October 18.
- Class blogs: Teachers have been advised that the same functionality is available on the standardized blogs as on wordpress. Teachers are waiting for username and password to log-in to their grade level site. Recognition to all teachers who had taken on the work of creating their own websites for the sake of communication and who now will transfer the content onto the standardized site on the Fatima server. Nobody has come forward as a power-user to date.
- CISVA Sexuality and Your Child Evening: Maria Katsionis and Nathalie Magel have met to review the roles and responsibilities in increasing promotion and parent attendance at this evening. Maria Katsionis has a tentative date of March 5 to have Signal Hill present the sessions to Grade 4/5/6/7 parents. Parent attendance at this important evening is a priority, in order to support our families in teaching their children about human sexuality. CISVA Head Office does indicate significant attendance when the evening is promoted well.

Agenda item: Policy Update

Presenter: Yurika Sawyer

As per Report submitted by Yurika Sawyer.

Anti-Bullying Policy Report

- Pending status: staff subcommittee (Maria Katsionis, Sonia Cook, Lara Martini and Rasha Battista) to submit their comments, changes and additions (protocols and procedures) to the first draft submitted by Shawn Johnston on September 11th.
- New date to finalize policy needs to be set by the staff subcommittee in order for them to comply with it.

Social Media Policy Report

- The CISVA policy 430 – Personal Electronica Devices (PEDs) and School-based Technology outlines in detail the rules for staff, and in general users (students, parents and volunteers) the rules for the use of Personal Electronic Devices and also privacy in posting information online (photos, comments, etc.).
- It is recommended that the administration make sure that all teachers at our school are knowledgeable of all CISVA policies, and that even though our school does not have a particular policy in place, CISVA has all the policies in place staff should follow as employers of CISVA.
- A new PEDs and School-based Technology incorporating CISVA rules has been written and it is ready for PEC approval.

In addition, it was discussed:

- Yurika Sawyer is currently working on eight policies and the goal is to have all the policies in one stored place.
- Currently policies are in different formats and revision dates (or no revision at all), PEC members did not have copies of policies.
- Yurika Sawyer recommended;
 - To have a Policy Manual that compiles all OLF policies in one place and in one format.
 - Have a sub-committee responsible for the policies. To review them on yearly basis before the new school year starts and update information in Parent Handbook and website.
- Currently there are three policies under review: Anti-Bullying Policy, Field Trip Policy and Technology Policy.
- Anti-Bullying Policy – Shawn Johnston, a school parent and lawyer, initially approached administration, offer help in reviewing the school’s anti-bullying policy. He prepared and sent a detailed Anti-Bullying Policy to the administration. The staff subcommittee is currently reviewing the proposal. The PEC is committed to ensure the policy is compliant with CISVA and have transparent and clear procedures in place.
 - Yurika Sawyer will discuss new timeline with Maria Katsionis and meet again with Shawn Johnston.
 - We are very thankful for Shawn Johnston’s contribution.
 - Yurika Sawyer and Sonia Cook will discuss with Maria Katsionis to make it a priority for next week and finalize it by the end of November.
- A new Pet Policy was created at the request of staff. Dogs are no longer allowed on school premises. It was announced on the Communique in early September. The video in the school website has been deleted to reflect the new rule.
- A Nut-aware Policy is currently being discussed with administration. It will include guidance for parents of what food the can send to school and for the school to be aware of their choices when offering rewards to children.
- The policies will be made available to families when they have been approved.

Agenda item: Project Update

Presenter: Carol Kay

Discussion:

- Website Upgrade -
 - There is a plan in place to re-launch main site (non-secure portion) by December.
 - Denny Pagtakhan has stepped up as the parent lead on re-design with Alejandro Vargas as support.
 - Zobeida Slogan and Carol Kay are coordinating the content with Administration, as well as images.
- It has been a struggle to get any interest from paving companies to quote the repairs of the school campus. Next step is to submit notification in the Communique
- There is no update on the Fatima Centre Security and Lock and Release Upgrade as we are waiting for quote and meeting with Guardian Security
- Pea Gravel Replacement – Byron Ritchey has measured the area and will send to Yurika Sawyer to level ground and the quote for the unit.
- Yurika Sawyer has contacted the company.
- Emergency Storage Unit - Byron will contact Peter Wheatley on estimates.
- Snow Removal
 - Parish has purchased a snow removal tractor and Paul will clear and salt parking lots (up to the portables).
 - The school will be charged a rate of \$110/hour (2 hours/day, approximately 15 days). Alejandro Rodriguez included this service in the budget.
 - Carol Kay will follow up with Father to define expectations on the outcome job and write it down.
 - Byron Ritchey to provide a description of the services.
 - Snow task force will need to be required for areas not covered by Paul.
 - Once the PEC has a written description of the services and has final estimate, it will review and motion the cost of snow removal by Parish Services.
- Wine and Dine
 - Olga Alves and Sabrina Roman are planning another event for 2018, the theme is “Diner Noir”.
 - This is a fun fundraising revenue allocation for the school.
 - Date requested was Feb. 7, but to be changed due to lent season.
 - PEC recommended a date after lent. Carol Kay will follow up with Olga Alves and Sabrina Roman.
- Education Committee Conference - Wednesday, November 22nd, 2017 at 7:00pm – 9:00pm at Our Lady of Sorrows Parish

Agenda item: Classmates.com IT Support Discussion

Presenter: Carol Kay

Discussion:

- Tabled.

Agenda item: PPH for Parish and Coordinator Positions

Presenter: Adeola Adeyemi

Discussion

- There is a need to clarify the maximum number of hours/year for specific jobs and tasks, as well as to define job descriptions.
- Hours for parish activities that have been submitted have been exceeding 5 hours.
- Currently there are no records on the time it takes to collect bulletins and deliver flower arrangements and volunteers are submitting ‘promised’ hours.
- Moving forward, Bible camp will be included in OnVolunteers.
- Yurika Sawyer and Carol Kay will confirm with Father Chisholm a maximum of 5 hours for parish activities.
- Yurika Sawyer will create a policy that will include clarification of the number of hours and jobs/tasks descriptions.
- Adeola Adeyemi will follow up with Nathalie Magel regarding the allocation of hours by teachers.

Agenda item: MunchaLunch

Presenter: Erika Flores

Discussion:

- Erika Flores, the hot lunch coordinator explained that the current program is time consuming, not efficient and prone to human error.
- Currently there are 13 volunteers participating and it takes approximately 18 hours to organize, prepare and distribute lunch.

- The last lunch 227 kids collecting approximately \$1,300.00 – counted cent by cent.
 - The problems with the current system include:
 - incomplete/incorrect forms;
 - incomplete/incorrect payment;
 - manual entry: verification is required for every single order – counting cents and manually inputting data on a spreadsheet;
 - food waste: extra food is ordered to cover for wrong orders;
 - missed items and late orders;
 - teachers spend time organizing and distributing lunch instead of teaching.
 - Mrs. Flores presented the spreadsheet she created to organize and track orders and money, as well as examples of the forms parents sent that are either incorrect, incomplete, money is missing or not complete.
 - Mrs. Flores researched MunchaLunch, a cost-effective online system designed to help schools run their hot lunch programs.
 - The benefits of MunchaLunch are:
 - online lunch program created in a couple of hours with preset dates;
 - easy-to-use system: parents can create an order in 5 minutes - and receive a e-receipt;
 - automated lunch reminders emailed the day before;
 - environmentally friendly – eliminating paper and plastic bags;
 - eliminates ineffective and time-consuming steps, as well as human error; and
 - automated payment reminder system.
 - This year Mrs. Flores implemented pre-packaged lunch (done in the parish kitchen), teachers no longer have to spend time putting lunches together during class time.
 - The PEC asked about data security, credit card security, and if there is additional cost to process payments.
 - Adeola Adeyemi will ask Dionisio if we it's a possibility to use OnVolunteers, as a lunch program.
 - Mrs. Flores will ask what the full processing payment fee is and if there is a percentage per transaction and who will pay this fee. She will ask MunchaLunch for their proposed implementation: process, timeline etc.
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Next PEC Meeting: Monday, November 27th, 2017 or Wednesday, December 6th, 2017

Meeting adjourned – 9:23 pm

Table of Action Items

Action items	Person responsible	Deadline
Tom Gianelly and Adeola will do the training session "snack and learn" for Parent Coordinators and Teachers. Date TBC by Adeola Adeyemi	Adeola Adeyemi	November
Follow up if the school has a skid of salt - Father said it was bought	Carol to follow up with Linder	Before Dec. PEC meeting
Provide an update on the liabilities report to Catholic Mutual: only item left is to install the glow-in-the dark exit signs	Byron Ritchey, Alejandro Vargas and Father Chisholm	November
The Photo Gallery Blog will go live with the new website. To send information to parents	Sonia Cook	When the website goes live
Staff subcommittee to send back comments/changes asap to Fatima's anti-bullying policy, and provide a final copy	Maria Katsionis, Sonia Cook, Lara Martini, Rasha Battista	November
To send an update and final copy to Shawn Johnston, meet with him	Yurika Sawyer and Maria Katsionis	November
Website revamp - send photos and content to Denny Pagtakhan	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	Zobeida Slogan	November
Follow up on the number of no-shows at the Workbees; Maintenance team to send report for Adeola to block repeat offenders	Byron Ritchey and Alejandro Vargas, and Adeola Adeyemi	January PEC meeting
Follow up on the alarm at Fatima Centre (Carney)	Alejandro Vargas	Before Dec. PEC Meeting
PPH power-user for class blogs to help transition other teachers - nobody has come forward	Nathalie Magel	Revisit once staff gets usernames & password
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 Dec. 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
Add weekly pea gravel job to OnVolunteers	Zobeida Slogan Adeola Adeyemi, Alejandro Vargas and Byron Ritchey	November
Send measurements of soft landing	Byron Ritchie	Before Dec. PEC Meeting
At the beginning of every week check if there are parking spots not covered. In addition, everyday go out and check parking volunteers are in attendance	Maria Katsionis	Everyday
Extra storage Level the ground and purchase the unit. Contact Peter Wheatley	Byron Ritchie	Before Dec. PEC Meeting
Create a policy on the Parish jobs and number of hours	Yurika Sawyer	Before Dec. PEC Meeting
Follow up with Nathalie Magel regarding clarification of the allocation of hours/task awarded by teachers	Adeola Adeyemi	Before Dec. PEC Meeting
Ask Dionisio if we it's a possibility to use OnVolunteers as a lunch program	Adeola Adeyemi	Before Dec. PEC Meeting
To contact Peter Grimm to confirm he will remove snow around the school (for PPH) until the Parish tractor is in operation. Linder has indicated that Mr. Grimm	Byron Ritchey and Alejandro Vargas	Before Dec. PEC Meeting
To put Mr. Grimm and Paul in contact with each other to formulate an execution plan - Mr Grimm can continue to help clear snow once the tractor has arrived as this will help Paul and speed up the clearing	Byron Ritchey and Alejandro Vargas	Before Dec. PEC Meeting
To confirm areas that will be managed by the task force with Maria	Byron Ritchey and Alejandro Vargas	Before Dec. PEC Meeting
To send to Alejandro and Bryon the list of people who were interested in snow removal	Adeola Adeyemi	Before Dec. PEC Meeting
Maintenance to contact volunteers, coordinate and communicate expectations, instructions and where to find shovels, salt ect...	Byron Ritchey and Alejandro Vargas	Before Dec. PEC Meeting