

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

December 6, 2017

6:45pm

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

Absent: Alejandro Vargas

Recorder: Zobeida Slogan

Guest(s):

Meeting called to order at: 6:48pm

Opening Prayer and Reflection by Yurika Sawyer

Minutes

Agenda item: Approval of December 6, 2017 - Agenda

Motion to accept the agenda as amended – Carol Kay

Motion seconded – Alejandro Rodriguez

✓ Motioned carried – Yes

Agenda item: Approval of November 1, 2017 - PEC Meeting Minutes

Motion to accept the minutes as amended – Carol Kay

Motion seconded – Alejandro Rodriguez

Motion carried - Yes

Email Item: Approval of the date for the Wine and Dine Event

Motion to approve the date of April 7th, 2018 for the 2nd annual Wine and Dine event at the Parish Hall presented by parent volunteers Sabrina Roman and Olga Alves – Carol Kay

Motion seconded – Yurika Sawyer

Motion carried – Yes

Email Item: Approval of Policies

Motion to approve the Fieldtrip Policy, Pets Policy and PED's and Technology Policy – Yurika Sawyer

Motion seconded – Alejandro Rodriguez

Motion carried - Yes

Agenda item: Review outstanding responses of November 1 Action List Presenter: Zobeida Slogan

Discussion:

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

Agenda item: PEC Reports – Finance

Presenter: Alejandro Rodriguez

As per Report submitted by Alejandro Rodriguez.

- Alejandro and John Pavich are fine tuning the comparison between the new chart of accounts and the old one. Currently, it is difficult to compare them since the new chart of accounts includes new categories that didn't exist before, numbers belonged to a different category the year before or the numbers are broken into more than one account.

- More accurate comparisons between the old chart and the new chart will be assessed in the next meeting to see how the numbers line up. Several items must be identified to explain and predict the budget.
- The numbers for October show a deficit, but the expected inflows will be dispersed to the school in December, and early next year.

In addition, it was discussed:

- Alejandro Rodriguez will remodel the budget to better understand the timing of expenses and miscoding; and to identify what we can do to improve numbers. More work will be accomplished once John Pavich is back and Alejandro Rodriguez will report back to the PEC.

Agenda item: PEC Reports - PPH

Presenter: Adeola Adeyemi

As per Report submitted by Adeola Adeyemi.

- All appear to be going well with the OnVolunteers website.
- Tom Giannelli and Adeola Adeyemi are still working with teachers and coordinators to use the website correctly.
- About 33% of parents are yet to access the website for the first time.
- Adeola Adeyemi has been meeting with Nathalie Magel to get more structure with the classroom category, in terms of determining how much help/time teachers need in the classrooms.
- On December 15, Adeola Adeyemi will send email to parents notifying they've done less than 20 hours.
- There's been confusion with aliases and legal names in OnVolunteers, it makes it difficult to credit hours accurately.

In addition, it was discussed:

- Adeola Adeyemi will:
 - include in the Communique that the deadline has moved to the end of January and all the parents that haven't logged on into OnVolunteers
 - Create a no-show report and contact the no-show families.
 - Adeola Adeyemi to reach out to Carnaval coordinators and ask what needs to be done.
 - To reach out to Dionisio and ask how parents register at other schools regarding legal names, aliases, etc.
 - Check the use of the OnVolunteers faculty to sign in and out people volunteering for the Carnaval shifts ONSITE with the use of iPads so that approval of hours will be easier

Agenda item: PEC Reports - Maintenance

Presenter: Byron Ritchey

As per Report submitted by Alejandro Vargas and Byron Ritchey.

Work bee

- Maintenance had a good workbee: 28 people showed up
 - moved and turned pea gravel
 - cleaned classrooms
 - raked leaves
 - worked on the teachers request list
 - checked under the music portable for inventory of what we have for winter season
 - found we have 5 bags of salt left over from last winter and shovels have all disintegrated
 - planned for December work bee
- Installed two dimming lights and help set up the stage for the Christmas concert with Mme Magis.
- Removed the grate covering to the storm drain, emptied out five buckets of material and placed it in the garden along the Belvedere fence.
- Checked the lighting outside the school and fixed the timing to 4:00pm (some have light sensors). One person mentioned it was too dark, nevertheless, all lights were on in the center, west side and at the back of the school, as well as light coming from the Belvedere complex on the west side

In addition, it was discussed:

- Maria Katsionis will communicate to Paul that the pathways need to be salted when the temperature goes down to 2 degrees Celcius.

Agenda item: PEC Reports - Administration

Presenter: Maria Katsionis and Sonia Cook

As per Report submitted by Maria Katsionis – Principal.

- Maria Katsionis thanked the PEC for supporting her attendance at the Leadership Conference for Principals in Harrison Hot Springs. The guest speaker was the author Ann Garrido, one of the books discussed at the meetings is “Redeeming Conflict.” In attendance as well were all the superintendents, Archbishop Miller, Bishop Joseph and Father Chisholm. Mass as well as prayer services were celebrated each day.
- Reading Comprehension – On Tuesday, December 5th the staff met as groups (K-3 English, 4-7 English, K-3 French Immersion and 4-7 French Immersion. They compared their reading comprehension evaluations, their concerns and what they need to work on to improve reading comprehension in their classroom. This will be followed up in a staff meeting in a couple of weeks.
- Father Tony visited Our Lady of Fatima School. He is very charismatic, and the children enjoyed him. He is a widely sought speaker who specializes in talks for youth and youth ministers. He also has been giving major presentations to the faculty and staff of several Catholic school districts in Canada.

As per Report submitted by Sonia Cook – Vice Principal.

- School Wide Write - on the afternoon of Thursday, November 30th teachers got together to mark the stories that students wrote for this year’s baseline assessment of their writing. Marks are now being tabulated to see how each class did and what areas of writing we need to focus on.
- Band Concert – On November 22nd Ms. Magis held her fall Band concert were the beginner, junior and senior bands were able to perform a few of the pieces that they have been working on this year and share their amazing talent.
- Advent – The school has begun to celebrate the advent season with their first Advent Paraliturgy on Tuesday, December 5th hosted by the grade 4 students and Pere Claude came to bless all of the Advent wreathes.
- Curling – Mr. Martinek has arranged for the grade 6 and 7 classes to each go curling on the ice at Poirier Sports complex. He has also brought in a company to teach the students from Kindergarten to grade 7 how to curl, this is being held in the church basement from December 4th – 15th.

Agenda item: French Immersion Lead

Presenter: Rasha Battista

As per Report submitted by Rasha Battista – French Immersion Lead.

- Canadian Parents for French:
 - “Savoir”- French Book Fair, will take place January 19th in the church basement.
 - French Magician Alex Vander is being brought in for a show in March, the CPF will pay half the cost (\$200).

- Immersion Staff Meetings:

French Oral Language:

- French in-class drama sessions were well received, most staff members seemed happy with the program and students were engaged.
- Our next joint activity will be Christmas caroling with each class leading a song. The original date of end November was moved to December 19th due to scheduling conflicts.

Scope and Sequence: We are continuing to develop our Scope and Sequence.

Resources:

- Saunders book orders for samples have been ordered, waiting for teachers to receive and determine if they are useful to new curriculum.
- Adrian Gear’s Reading Power and Writing Power was ordered in French for the library as a shared teacher resource; Books in French already exist in the library that connect to this program.
- Rosa Venetsanos shared resources from workshops she attended at our last staff meeting.

- Rasha Battista and Gretta Chidiac will be visiting the Conseil Scolaire in December to meet their head resource person and obtain resource ideas for Fatima.

Additional Assistance: The French department is appreciative of the additional assistance allocated to the department. Discussion at our last meeting, led by Teresa Ribeiro, focused on how we can better use our aids.

Agenda item: Staff Representative

Presenter: Nathalie Magel

As per Report submitted by Nathalie Magel.

- A few staff members attended a “Lunch’n’Learn” session hosted by Nathalie Magel, on using digital portfolios with the app “SeeSaw”. This app helps them build into their teaching, the Catholic principle of parents’ “inalienable” right to be involved in their children’s education. This app can help parents to see not only their child’s finished work (product), but if used well, also their child’s thinking (process). Teachers already using this app include Mme McBride, Ms. Santos/Mrs. Lemire and Mme Magel.
 - There has been discussion and an informal arrangement in the Grades 1 – 4 classes, to split out the 30 iPads into 3-4 iPads in each classroom to enable periodic use of technology, during ‘centres’ time, for instance. The SAMR model of introducing technology, as seen below, goes from the simplistic use of technology where a device merely substitutes for a paper worksheet, to the innovative use of technology where a device redefines the learning experience. The staff is looking to use technology in innovative ways to redefine the learning experience, rather than simply substitute a paper worksheet with an electronic one.
 - During staff meetings on November 29 and December 6, teachers have been working on building Catholic principles explicitly into their teaching plans. This follows the CISVA strategic priority of Vision4Learning, for all CISVA schools. Nathalie Magel is the teacher designate to the CISVA pro-d for Vision4Learning. She led a mini-retreat in the Nov 29th staff meeting in order to put first their own faith formation. Then, on Dec 6th, she led a planning activity for the staff, to “imbue Catholic principles” into the planning. This language supports teachers in planning with the redesigned curriculum, incorporating the CISVA goals, in preparation for the school’s next Ministry evaluation.
 - Teachers continue to adjust to using the PPH system. There has been discussion between Adeola Adeyemi, PPH Coordinator, and Nathalie Magel about how to streamline the PPH system while providing flexibility for users. In order to minimize teacher time used on PPH reporting, using ad hoc task verification works well. This is a way to report on the hours that have been worked, without requiring the teacher to use the program to create and manage the task. Although creating a task doesn’t take much time, the process of managing who comes, who said they’d come but didn’t, who came but didn’t necessarily have the skills to come, all are management items that complicate the task for teachers. Adeola Adeyemi and Nathalie Magel will organize a time to meet and collaborate on how to satisfy the needs and desires of all stakeholders in the program.
 - Class blogs – With report cards as the after-hours focus for November, nobody has inquired about creating their class blog. Now, with the Christmas concert taking teachers’ time, this will probably not be investigated until January. We are still waiting for information on teacher log-in and password process.
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Agenda item: Policy Update

Presenter: Yurika Sawyer

As per Report submitted by Yurika Sawyer – Vice Chair Person

- The Fieldtrip, PED’s and Technology and the new Pets Policies have been passed for approval to the PEC. They will be posted in the Parent Handbook and the community will be advised about the change in the Communique.
- A policy subcommittee should be created to review the policies on a yearly basis before the new school starts and update the necessary information.
- From the eight OLF local policies that Maria Katsionis had provided, six will be part of the policy manual that will compile all the policies. The other two are not considered local policies: the Athletics agreement (not a policy) and the Special Education Manual which is only for internal use.
- Seven (7) current local policies: Fieldtrip, PED’s and Technology, Pets, Tobacco and Vapor, Drinking Water Testing, Anti-Bullying and Special Leave Request - Support Staff. All of them have been adjusted to one format.
- In the management plan of the Drinking Water Testing Policy it stipulates that there should be a weekly drinking water flushing record and a yearly water sampling and assessment prior to the start of each school year. Confirmation that this is being done is necessary. All findings, according to the policy, need to be communicated to school staff and parents via email or newsletter. Maria Katsionis will confirm in the next meeting what the current policy.
- The Anti-Bullying policy should comply in its definition with the CISVA Antibullying policy 408. Mr. Shawn Johnston will

no longer help with the revision and drafting of this policy. A new policy based on the CISVA policy 408 has been drafted by the staff. The new PEC policy subcommittee should start another review of the latest draft to make sure that it complies with the protocols that should be included under the elements that the CISVA policy 408 underlines.

In addition, it was discussed:

- In past years, the PEC motioned a maximum of 5 hours for parish activities and Children’s liturgy, and 10 hours for the coordinator of Bible camp. It will remain this way and Adeola Adeyemi will send a note to be included in the Communique and the Parish Bulletin.
- In June 2018, the PEC will strike as subcommittee to review policies, this will be done on a yearly basis.
- Michael Donaldson at CISVA has approved the antibullying policy as amended by the staff group. The policy will be approved once all parties have agreed on the content. Yurika Sawyer has still some comments to do about the policy.
- Maria Katsionis mentioned that a policy doesn’t prevent bullying.
- Maria Katsionis will review and revise the Water Monitoring Policy (water testing).
- Gordon Lemaire shared with Yurika Sawyer the Electronic Communication Policy which the school did not have copy, it will be reviewed and added to the general Policy School Manual.
- Maria Katsionis will review all the local policies in the school and will communicate back to the PEC.

Agenda item: Project Update

Presenter: Carol Kay

Discussion:

- Website Upgrade:

Plan in place to re-launch main site by December.

Denny Pagtakhan has the draft of the main site working:

- Content has been added but still needs to be formatted.
- Photos have been sent to Denny Pagtakhan for upload but still need parent approval before site goes live.
- Hosting site update – Alejandro Vargas will update on the next meeting.
- Secure site – January 2018 target.

- Pavement Repair:

Submitted a notification in the Communique but there was no response.

PEC is waiting on the quote from Westcoast Home Improvement.

Carol Kay will contact WinVan Paving for quote.

- Fatima Centre Security and Lock and Release Upgrade: Guardian has come down to campus and the PEC is waiting on a quote.
- Pea Gravel Replacement: the dimensions have been taking and the PEC will ask for a quote.
- Emergency Storage Unit: during the next work bee the area will be leveled and prepared. Byron Ritchey will ask for estimates on the cost of the container. The target to buy the container and have it ready is January 2018.

Next PEC Meeting: Wednesday, January 10, 2018.

Meeting adjourned – 8:50 pm

Table of Action Items

Action items	Person responsible	Deadline
Provide an update on the liabilities report to Catholic Mutual: to install the glow-in-the dark exit signs. To follow up to get an electrician to do the job	Maria Katsionis	December
To contact Denny regarding 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	December
To send a final copy to Shawn Johnston	Yurika Sawyer and Maria Katsionis	December
Website revamp - send photos and content to Denny Pagtakhan	Carol Kay, Zobeida Slogan, Alejandro Vargas	Before Nov. PEC Meeting
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
Gym uniform to match the logo of the sweater	TBD	Next year
Add weekly pea gravel job to OnVolunteers, Byron to describe position	Adeola Adeyemi	December
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 and Alejandro Vargas	Before Dec. PEC Meeting
Create a policy on the Parish jobs and number of hours	Yurika Sawyer	Before Dec. PEC Meeting
To meet with Nathalie Magel regarding clarification of the allocation of hours/task awarded by teachers	Adeola Adeyemi	January
To coordinate a specialist to asses the window in 1E	Rasha Battista	December
To communicate to parents in the Communique to put names on the uniforms	Rasha Battista and Nathalie Magel	December
To include approved policies in Parent handbook	Zobeida Slogan	December
Send an email to parents that have done less than 20 hours	Adeola Adeyemi	Dec. 15
To include in the Communique that the deadline has moved to the end of January and all the parents that haven't logged on into OnVolunteers	Adeola Adeyemi	December
To contact the no-show families	Adeola Adeyemi	December
To reach out to coordinators what needs to be done, protocol in place, to be the Treasurer, runners Ask what PEC members can do as well as staff.	Adeola Adeyemi	December
To reach out to Dionisio and ask how parents register at other schools regarding legal names, aliases, etc.	Adeola Adeyemi	December
To buy more shovels for under the stairs	Byron Ritchie and Alejandro Vargas	December
Communicate to Paul to salt pathways when temperature goes down to 2 degrees Celcius	Maria Katsionis	December
To review Drinking Water Testing Policy, send back to Yurika and and communicate back to PEC to vote on it	Maria Katsionis and Yurika Sawyer	January meeting
To review all the local policies in the school and report back to the PEC	Maria Katsionis	December
To send a note to be included in the Communique and the Parish Bulletin that there is a maximum of 5 hours for parish activities and Children's liturgy, and 10 hours for the coordinator of Bible camp.	Adeola Adeyemi	December