



# OUR LADY OF FATIMA PARISH EDUCATION COMMITTEE

January 10, 2018

6:45pm

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**Attendees:** Adeola Adeyemi, Alejandro Rodriguez, Byron Ritchey, Carol Kay, Yurika Sawyer, Sonia Cook, Maria Katsionis, Father Chisholm, Father Hawkswell, Nathalie Magel and Alejandro Vargas

**Absent:** Rasha Battista, Zobeida Slogan

**Recorder:** Yurika Sawyer

**Guest(s):**

Meeting called to order at: 6:48pm

Opening Prayer and Reflection by Yurika Sawyer

## Minutes

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**Agenda item: Approval of January 10, 2017 - Agenda**

Motion to accept the agenda as amended – Carol Kay

Motion seconded – Yurika Sawyer

Motioned carried – Yes

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**Agenda item: Approval of December 6, 2017 - PEC Meeting Minutes**

Motion to accept the minutes as amended by email – Zobeida Slogan

Motion seconded – Carol

Motion carried – Yes

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**Agenda item: Review outstanding responses of December 6 Action List**    **Presenter:** Yurika Sawyer

**Discussion:**

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

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**Agenda item: PEC Reports – Finance**

**Presenter:** Alejandro Rodriguez

**As per Report submitted by Alejandro Rodriguez.**

- The November Year-to-Date is negative \$177,000. The deficit is due to timing differences on revenue (i.e. mainly grants) vs. recurring operation costs which are higher. The objective is to break-even or to improve at year end.
- Against the Budget we are doing better due to lower deficit than planned. Revenue vs Budget +\$71,000:
  - Tuition are better than expected – Alejandro Rodriguez will discuss with John and check final students' enrolment.
  - Expected inflows have been dispersed to schools in Nov/Dec 2017 & Jan/2018
- Expenses variances (+16,000) across all categories are minor, including salaries & benefits.

**In addition, it was discussed:**

- The budget deficit is due to a difference in timing on revenue and expenses as they vary month-to-month. Alejandro Rodriguez will review the next budget.
- Discussion with John Pavich will include: to start analyzing the year to date spend changes vs budget and the timing, overall income vs expenses, the reason for the tuition to be higher than budgeted, year to date financials and tuition increases for the next school year.

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**Agenda item: PEC Reports - PPH**

**Presenter: Adeola Adeyemi**

**As per Report submitted by Adeola Adeyemi.**

- Adeola Adeyemi reached out to Caroline Eve and Emily Aguelles with regards to the Carnaval, they reassured all is going well. They have met with all the coordinators to update the most current list of activities.
- A subgroup of Grade 6 & 7 parents in OnVolunteers was created, to channel faster communication by using the portal. They have reported that this is quite helpful. Queries from parents who wish to participate but who do not have kids in those grades were answered
- Outstanding actions items from the Maintenance Committee haven't been addresses, therefore some positions haven't been posted in OnVolunteers.
- An update of the website was completed in December, and the "How To" section was expanded. This information will be included in the Communique.

**In addition, it was discussed:**

- Tom Gianelli updated the hours for coordinators in the system.
- Adeola Adeyemi will meet with Carnaval coordinators to see what needs to be done before the Carnaval day.
- Adeola Adeyemi will review the protocol to handle the Carnaval money. She will identify all the runners and the people handling the money, specially the 50/50 draw. It is important to give parents that manage the money a briefing of what is expected.
- Reach Maggie Vasicek to be the money runner for Carnaval.
- iPads will be used at Carnaval for parents to sign in and out. Adeola Adeyemi will instruct the shift coordinator.

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**Agenda item: PEC Reports - Maintenance**

**Presenter: Byron Ritchey**

**As per Report submitted by Alejandro Vargas and Byron Ritchey.**

**Work bee**

- 8 people attended the December work bee to take down the Christmas concert stage.

**In addition, it was discussed:**

- The next work bee jobs will include: leveling the surface for the metal container and finish painting the gym. The gym doors will have another coat of paint.
- The gym dim lights will need to be checked as they do not dim properly.
- More people are showing up to Work bees without signing up.
- There is no clear record in OnVolunteers for the no-show shifts, nevertheless, the no-show cases will be managed directly by the PPH coordinator and the action will be based on each case.
- Patrick Sing is interested in doing the pea gravel volunteer position.

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**Agenda item: PEC Reports - Administration**

**Presenter: Maria Katsionis and Sonia Cook**

**As per Report submitted by Maria Katsionis – Principal.**

- CHRISTMAS CONCERT – All our Christmas concerts went very well this year. We have had a lot of positive feedback from the parents and the staff. Thank you to Mrs Comuzzi, Ms Magis and the staff of Our Lady of Fatima for all their hard work. The was a lot of cooperation and help from the staff. The students did an excellent job, especially our cast. Thank you to the maintenance committee for the extra workbee to get the stage set up. The parents who did photography did a great job. It would be great to ask if any parent next year could videotape the concerts. Congratulations to all involved.
- PROJECT RESPECT – On Tuesday, we are launching our new and improved PROJECT RESPECT. Project Respect is the umbrella term for our school-wide code of conduct. It is a proactive approach system to preventing and responding to classroom and school discipline problems. Emphasis is directed toward developing and maintaining safe learning environment where teachers can teach, and students can learn. At Our Lady of Fatima, we are implementing the system based on the Fatima Five: BE KIND, BE RESPONSIBLE, BE COOPERATIVE, BE RESPECTFUL, BE SAFE. At an

assembly we introduced the new program to the children. The program was revamped by Mrs Hobson, Mrs Katsionis, Mrs Martini, Mrs Camara and Mrs Cook. We are planning to focus on one on the Fatima Five behaviors per month. Students will be recognized during assemblies and at the end of a school mass. T-shirts have been ordered for the staff and the staff of Our Lady of Fatima will be wearing these during assemblies and other times when we are trying to promote these behaviors.

**As per Report submitted by Sonia Cook – Vice Principal.**

- Project Respect - A new committee was formed that consists of Mrs. Hobson, Mrs. Katsionis, Mrs. Cook, Mrs. Camara, and Mrs. Martini. The goal of this committee is to take our existing Project Respect Program and to revamp it. The committee has met on several occasions to discuss that purpose of project respect, what is working and where we can improve. As a school we will be focusing on one of the Fatima Five characteristics (Responsible, Respectful, Kind, Safe and Cooperative) each month where will be having a kick off assemble to introduce the Fatima Five and then within the classroom and around the school we will be further focusing on it. Teachers will now be handing out Fatima Fleur de Lis Certificates to students who have demonstrated any one of these characteristics and these students will be recognized at the end of school masses or at assemblies. Our first assemble will be was on January 9th where we introduced the revamped Project Respect Program and discussed that our focus for the month of January is the characteristic to Be Responsible.

**In addition, it was discussed:**

- The administration will look for someone to video record next year’s Christmas concert. It was proposed to have the videos for sale as a fundraiser.
- January’s theme is: Be responsible. Staff members will wear the new blue shirt and promote the Fatima five.

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**Agenda item: French Immersion Lead**

**Presenter:** Rasha Battista

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

- Nothing to report for the period.

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**Agenda item: Staff Representative**

**Presenter:** Nathalie Magel

**As per Report submitted by Nathalie Magel.**

- Nothing to report for the period.

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**Agenda item: Policy Update**

**Presenter:** Yurika Sawyer

**As per Report submitted by Yurika Sawyer – Vice Chair Person**

- No report provided. Next report for the next meeting.

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**Agenda item: Project Update**

**Presenter:** Carol Kay, Yurika Sawyer, Byron Ritchey, Alejandro Vargas

**Discussion:**

Website Upgrade:

- The test page is running. Feedback from PEC members is necessary. Parents will have access to secure information such as classroom blogs, Communiques, PEC meetings, photos, bulletins, etc. in the secure portion of the website.
- Alejandro Vargas proposed a more economical new Canadian hosting site. The hosting site we use now is USA based. For the new Canadian hosting site is necessary to buy a certificate to make it more secure (encrypted information providing an extra layer of security).
- Moving the OLF website to new host site will take two days. There will be an overlay until October with the new hosting site as the other one expires in October.
- The school domain is still under Adrian Anzulovich. It should be registered under the Parish or Principal, not a person that is not at the school anymore.

Paving:

- A comparison of the paving quotes was provided by Carol Kay. All bidders were in the same range. Peter Wheatley will be contacted to ask for his suggestion regarding these companies and contract to be used.
- No contractor was chosen.
- One of the companies will be approached to include in their bid better grading for the kindergarten area (to help reduce the slope).

Access control:

- A quote has been requested from the same company that does the alarm and the video. The quote should include how many fobs will be provided and how much extra they will be.
- It was discussed at the December 2017 Staff meeting, further impact to Susan Hagedorn needs to be discussed. The peak of traffic is at the start and end of the school day, it was suggested that at those specific times, the system can be unlocked. Interruptions maybe necessary for the safety of the students as they enter the buildings.
- It was suggested to create a PPH position to help at the office in peak times to operate the access control or even a parent runner with the fob. Also, it was suggested to enclose a part of the office with a partition for privacy of other people entering the office (parent volunteers).

Pea Gravel Replacement:

- Comparison of the quotes to change the pea gravel for rubber surface was presented.
- There is a grant from the BC Tire Stewardship that is possible to get if some conditions are followed, such as making the playground wheelchair accessible. The grant is a maximum \$30,000.
- More information and discussion continue while exploring the options for the replacement of the pea gravel.

**Agenda item: Approval to move the current website host to a Canadian provider**

Motion to approve to move the actual school website host from HostMywebsite.com to CanadianWebhosting.com – Alejandro Vargas  
 Motion seconded – Byron  
 Motion carried – Yes

**Agenda item: Wine and Dine Event Update**

**Presenter:** Carol Kay

**Discussion:**

- Sabrina Roman and Olga Alves have updated the PEC on the 2<sup>nd</sup> annual Wine and Dine event April 7<sup>th</sup>, 2018.
- The plan is to use the same caterer, Austin Gourmet, and the same bartending service.
- Tickets will be \$65.
- The PEC recommended that the tickets be reduced to become more accessible to families.
- Carol Kay will follow up with the coordinators.

**Agenda item: Registration Documents and AGM Date**

**Presenter:** Carol Kay

**Discussion:**

- The date for the AGM will be changed to April 4<sup>th</sup> or 25<sup>th</sup>, the new date will be updated in the school calendar.
- Registration document revisions need to be done by January 31<sup>st</sup>. They will be reviewed by Carol Kay, Yurika Sawyer, Maria Katsionis and Adeola Adeyemi.
- The April 18<sup>th</sup> PEC meeting needs to be changed to April 11<sup>th</sup>.
- The PEC elections will be on May 26<sup>th</sup>.
- Adeola Adeyemi and Zobeida Slogan will be part of the subcommittee for the PEC elections.
- The staff appreciation event needs to set a date and type of event.

Next PEC Meeting: Monday, February 5th, 2018.

**Meeting adjourned – 9:25 pm**

**Table of Action Items**

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