

Our Lady of Fatima Education Committee Meeting

FINAL Minutes for Jan 13, 2010

Present: Fernando Vicente, Gordon Lemaire, Janet Tng, Marisa Ruggier-Andrews, Dan Vasicek, Dan Smith, Maria Katsionis, Nicole Legal, Maria Anzulovich Father Tepoorten

Recorder: Martin Mroz

Meeting called to order at 7:00 pm.

1.0 Opening prayer by Father Tepoorten.

2.0 Approval of Agenda

- Motion to accept the agenda – Gordon
- Motion seconded – Dan S
- Motion carried.

3.0 Approval of Minutes

- Amendments noted by Martin to Dec. minutes.
- Motion to accept minutes as amended at the meeting – Gordon
- Motion Seconded – Janet
- Motion carried.

Action Items:

- Martin to amend minutes and have posted to the website

4.0 Old Business/ Previous Minutes

4.1 Review Action Item List

- Action item changes noted on spreadsheet. These include:
- Network connectivity
 - Dan V meeting with Adrian to discuss moving forward with networking of classrooms.
- Gym Floor re-finishing
 - Review email from floor refinishing company that outlines some alternatives including trying a new product.
 - Maria can call the principal at Holy Cross and ask if they are happy with the product they have put on the floor, how much it cost them and how long it lasts. Maria to call Fernando.
 - Fernando to contact Albert to find out what sort of warranty there is and whether the new product has been tested on the gym floor as suggested.
 - PEC will need to decide how to proceed over email very soon, as the floor is not in good shape and needs attention.

Action Items:

- Maria to call the principal and ask if they are happy with the product they have put on the floor, how much it cost them and how long it lasts. Maria to call Fernando with the information.
- Fernando to contact Albert to find out what sort of warranty there is and whether the new product has been tested on the gym floor as suggested.
- Fernando email the PEC as necessary to get this resolved in a timely manner.

Our Lady of Fatima Education Committee Meeting

FINAL Minutes for Jan 13, 2010

- Rental Agreement
 - Tabled to a future meeting.

- Booster seats
 - Fernando was in touch with a supplier and found out that the costs are \$17 each plus freight, however he was not able to find out what the freight cost is. He is getting automated emails that the supplier is “away”, so has not been able to get more info.
 - It was suggested at the meeting to purchase 30 seats.
 - The school will need a process and procedure for expiry dates, and checking recalls.
 - Principal will designate someone to take care of recalls.
 - Teachers will need to see the seats going into the car.
 - It is the driver’s responsibility that the seats are in properly.
 - No additional insurance is required.
 - The maintenance portfolio will look into clearing space to store the seats in the in the boiler room.

- Motion: We purchase 30 booster seats at a maximum of \$1500 cost. - Dan S.
- Seconded - Dan V
- Motion carried.

4.2 Review Action Item List

- Heating issue
 - Covered in Maintenance report

- School front doors
 - Front doors are damaged and do not operate properly.
 - Fernando received a quote for repairing the doors.
 - Luke (the original installer) needs to come in and check out the situation and provide information on course of action and his estimate of costs.
 - Dan S is trying to find the original quote to help determine if there is a warranty.

Action Items:

- Dan S to find the original quote to help determine if there is a warranty.
- Marisa will get the original bill for the door to pass to Maria K.

5.0 Tuition Grid

- OLF needs to determine the tuition costs for next school year. It is suggested to raise tuition to increase revenues so as to counter rising costs.
- Tuition rates need to be determined very soon, as registration packages need to be done by end of month and due back early March.
- Cost drivers include: salary increase, benefits are going up (no hike last year), higher compensation levels for a number of staff due to many years of service.
- John did an analysis and the initial finding is that we need to increase our tuition by \$40 if we want to break even.

Our Lady of Fatima Education Committee Meeting

FINAL Minutes for Jan 13, 2010

- Examples of ways to recover costs: Holy Cross increasing tuition by \$15 for all children; close the gap on the second child.
- There are many things to consider: tuition per category and per # of children; what surrounding schools are doing, what the maximum willingness or ability to pay is for our families
- PEC discussed if there is a formula that we need to follow in order to determine school rates.
- The question on the interaction of PPH and tuition was mentioned. Would increasing our hours affect our budget situation next year?
- It was decided that we do not have enough information at the meeting. We will compile more information and send out via email for further discussion either via email or at PEC meeting held a week earlier, on Feb 3rd.

Action items:

- Father, Maria K, Marisa and Martin to coordinate compiling the following, tuition and Fatima census per categories and number of children per family. Also what are the situations and numbers at surrounding schools.
- Martin to send out tuition grid for OLF to review various scenarios.
- Maria to phone Doug to determine whether registration is moved up before spring break this year.

6.0 All day kindergarten

- The OLF application was accepted for the pilot of all day kindergarten starting in 2010.
- 24 out of 28 of the CIVSA schools were accepted, CISVA accepted on our behalf.
- Concern was expressed about the process. It was not known at the time of preparation and submitting of the application that it was a commitment.
- We need information to convey to parents who will attend the March 4th meeting that all day kindergarten will begin 2010.
- A sub committee will be formed to determine next steps.
- Dan V, Martin and Fernando will be the initial planning members of the committee.

Action items:

- Dan V, Martin and Fernando to connect and meet to begin planning.

7.0 School agenda/Handbook

- Agenda hand book tabled until next meeting

8.0 Principal reports

- Thanks to Gordon for all of his help with the maintenance.
- Gordon, Martin, Fernando will attend the CIVSA budget/financial planning workshop to be held Jan 18th.
- Arch Bishop came through the school and visited the Grade 7s.
- The school and children are getting excited about the Olympics.
- 10 teachers are going to Kelowna for a 2 day conference. April 22nd and 23rd . April 23rd will be professional development. April 22nd will cover by substitutes. Nicole is offering her house in Kelowna for housing.

Our Lady of Fatima Education Committee Meeting

FINAL Minutes for Jan 13, 2010

- Mrs. Park, head of the Parent Support Group is investigating providing computers for the classrooms.
- Maria is working with the CISVA on project preparing kids for grade 8. Maria is giving a workshop with all grade 7 teachers in lower mainland and will be talking to all Grade 8 teachers.

9.0 Vice Principal Report

- Festival DuBois is celebrated every year at OLF. It will not be going on this year due to Olympics and the closing of the schools. Information will go out in the communiqué.

10.0 Financial Report

- Financials statements were distributed
- Most lines are on target, and the budget and actuals are as we expected. R & M Buildings and Grounds is high, however we knew that was going to be the case. We are being very careful on where we spend the money, however there were many expenses.

11.0 Maintenance Report

- Report distributed.
- Last work bee was successful.
- Gordon is still investigating in floor heating issues in Fatima Centre and still gathering quotes. It appears that previous work done was over engineered. More information is still being gathered before decisions will be made.
- School lighting is an issue that is arising. The current lighting is being discontinued as it is considered obsolete and wastes energy. We would need to replace all lighting. BC Hydro has a rebate program for fixtures that ends April. We will need to consider how to proceed.

12.0 Parent Participation Report

- Nothing to report. It was clarified that when a family joins part way through the year their hours are prorated.

13.0 Pastor Report

- Building committee formed for OLF and Carney.
- Father is committed to continuing the pre-school. The Building Committee will continue looking at possibilities such as a portable or new building.
- He is looking into the feasibility of after-school care.
- Cannot facilitate pre-school in the school as we do not have enough room. Stop gap is to use the parish hall. We will have close to zero use of the hall for parish or school events.
- Marisa suggested Father look at what is done at Como Lake Preschool.

14.0 Correspondence

- 2 letters came in expressing concern over all day Kindergarten. The PEC unfortunately has no influence over government policy in this regard.

Our Lady of Fatima Education Committee Meeting

FINAL Minutes for Jan 13, 2010

Action items:

- Fernando will provide a response to the parents who wrote in, suggesting who would be more appropriate to contact.

15.0 Closing Prayer by Father Tepoorten (10:55 pm)

- Meeting adjourned
- Next meeting: Wednesday Feb 3rd 2010 at 7pm in the School Staff Room. **NOTE CHANGE IN DATE.**