

Our Lady of Fatima education committee meeting
Amended Minutes for January 8th, 2009

Present: Kevin Park, Karen Aimar, Tim Provenzano, Dave Henry, Fernando Vicente, Dan Smith, Father Tepoorten, Nicole Legal, Maria Anzulovich, Rob Wood.

Additional guests present: Dan Moric (Vice-Superintendent CISVA)

Recorder: Fernando Vicente

Meeting called to order at 7:05 pm.

1.0 Opening prayer by Father Tepoorten.

2.0 Approval of agendas:

- All in favour, motion carried

3.0 Approval of the minutes from Nov. 12th and Nov. 15th meetings:

- Amend minutes to change noted meeting start time from pm to am (Nov. 15th meeting minutes).
- All in favour, motion carried

4.0 Business arising from minutes:

4.1 Front Doors

- The door frame is not currently standard size.
- We can make the door opening larger to bring it up to a standard size and then buy standard size doors including the frame.
- George needs to go back to get a quote on the door frame so we can make a decision.

4.2 PEC / Teacher Get-together

- PEC / teacher get-together planned for Jan. 15th from 4-6 PM in the school gym.
- Maria will arrange for the food and beverages.

5.0 Reports:

5.1 Principal (Rob Wood)

Anti-bullying sub-committee meeting

- An initial planning session was held in December with the newly formed anti-bullying sub-committee.
- The sub-committee includes Kevin Park, Fernando Vicente, Ellen Hobson, Sharri Testani, Nicole Legal, and Rob Wood.
- Mrs. Hobson has compiled a lot of the information and is taking a lead role. A lot of the information will be used as input for setting the policies and implementing the program.

- The next meeting for the sub-committee will be held on Jan. 20, 2009 when they will start to form the implementation plan.

Catholic Educators' Conference

- The Catholic Educators' Conference is being held on Feb. 16 and 17 this year.
- There is a dinner/dance held on the evening of Feb. 16.
- Last year the parish paid for the teachers admission to the dinner/dance.
- This year, the parish cannot contribute the funds required to cover this cost (\$45 per person).
- A question came up if the cost could come out of the school budget.
- Estimated attendance would make the total cost approximately \$1,000.
- There was some discussion on the value to the teachers for this event. It was noted that attending the dinner/dance provides much benefit, as the teachers are able to network with other teachers and discuss issues that they normally do not have the chance to during conferences or other events.
- Motion to accept the expense of the ticket for teachers to attend the dinner/dance.
- One person abstained from voting. Remainder accepted and motion was carried.

5.2 Vice-principal Report (Maria Anzulovich & Nicole Legal)

Registration Forms

- Registration forms need to be sent out soon.
- There was some discussion on modification of the parent participation policy.
- There was a suggestion that a subcommittee should be formed to look at this.

School Cleanliness

- A letter from the staff was read outlining a list of issues related to cleaning of the school.
- We've talked to Mastercare previously about the cleaning issues but nothing has changed.
- Up to now it's been mostly verbal communication as well as some emails.
- We need to put it in writing and formally send out the list of issues.
- Tim and Rob will draft a letter by January 15. It will be signed by the Karen and Father Tepoorten and sent out. Karen will issue a response to the staff to inform them of the actions being taken.
- In the meantime, in order to be proactive in case we need to switch companies in the future, we need to get quotes from other janitorial companies.
- Rob will speak to George to ask him to come up with a proposal.

5.3 Maintenance (Kevin Park & Dan Smith)

Gym Floor

- The gym floor was finished by George with help from some parents. There are a couple of repairs that are still required.
- George said that the coating should last approximately 2-3 years provided it is well-maintained and cleaned regularly. He sent Dan some information about cleaning machines. A used one costs about \$5,000 while a new machine costs \$8,000.

- All groups using the gym will be asked to dry mop each time after they are done their specific activity.
- There is some concern about damage to the floor by the hockey group. Rob will speak to Paul (from the hockey group) about the concerns. He will get the total cost of refinishing the floors to use as information for his discussion.
- There was some discussion around rental agreements and how they should be handled. Dan Moric stated that many schools have a rental agreement that is renewed every year. He will send a copy to Rob Wood.
- Archbishop Carney school has mats that they use to cover the floor in order to protect it (for things like workshops, conferences, meetings, etc.).

Miscellaneous

- Still looking into additional quotes for the front doors.
- Air conditioning units were purchased and are in the process of being installed. Tony Benedet did all of the wiring, charging for materials but not for labour.
- There was some graffiti over the Christmas break near Pre-K that needed to be cleaned up.
- Some discussion on the good job by the snow removal committee, commenting on how most of the main areas around the school had been kept clear.
- Discussed purchasing a snow blower to aid in snow removal. Snow blowers that can handle wet, heavy snow are expensive to purchase. Kevin and Dan will research more.
- We received a quote for the flooring in the front stairwell and entrance for \$8,100.
- Need to formalize the job description for the custodial position. A final draft will be completed by January 16 and emailed to the PEC members.

School Lockup Concerns

- Alarm is not set properly at times as the new cleaning people did not know the procedure.
- School is being left unlocked at times. Last person leaving must lock up, even if they are expecting someone to be at the school shortly after.

Workbees – Nov. 15

- Inventory done of all desks and chairs, including the stored inventory. Stored chairs were sorted by size and labeled – storage areas re-organized for easy access.
- Britco storage container was cleaned up.
- The school and Fatima Centre gutters were cleaned out.
- Outside clean up of grounds was done.
- Grade 7 play area was washed down.
- Various repairs to classroom lights and ballasts.
- Some drywall repairs and painting was done in the Fatima Centre hallways.
- Extra snow shovels, scrapers and salt purchased and placed in the re-organized Britco storage container.
- New blinds were installed in the music portable.
- Latham's was in to do some safety related work on the boiler.
- Broken toilet stall door was repaired in the boys' washroom in the school.

5.4 Parent participation (Karen Aimar)

- Karen will be going through the parent participation hours this weekend.
- She will send out a review to the PEC members.

5.5 Financial (Dave Henry)

- All finances in order
- Special Education Grant is \$8,000 under budget but the remaining \$8K is expected to come in January.
- Over budget on Repairs & Maintenance by \$2,254 which is mainly due to George's bill. Overall under Total Operation and Maintenance expenses we are under budget by \$575.
- Under Fundraising Revenue, the Hot Dog Day Sales item needs to be changed to read Hot Lunch instead.

5.6 Pastor (Fr. Tepoorten)

- We have a new Archbishop (Archbishop Miller). He has taken over for Archbishop Roussin who retired. His inaugural Mass will be held on January 25 at the Cathedral.
- There is a vacant position on the CISVA forum.
- Looking to get key areas of the school painted. Rob will talk to Jack to ensure that it is properly patched and painted.
- Father informed Jack that he is the first contact to deal with issues at the school that require immediate attention.
- There has apparently been a breakdown in communication between George and Jack. It was noted that Jack has stopped responding to George.
- Because dates near the end of the school year fill up quickly, we should come up with a date for Rob's farewell. We should do this at February's meeting and set a time to begin planning this event.

6.0 New business

6.1 PSG Proposal – Art Show

- A letter from the PSG was read out about a proposal for holding an art show in the spring.
- As part of the proposal there was a request to approve parent participation hours.
- Rob will check with Louise in the church office to ensure that there will be a free date.
- There was a motion to approve the participation hours proposed. Motion was seconded and approved.
- Karen will respond to the PSG regarding the approval of the parent participation hours.

6.2 Vacant PEC position

- Some discussion around whether to leave the position vacant to enable us to work through some issues, with people stating their opinions.
- A motion was raised to appoint Anne Lee-Young to the committee. Motion was seconded. Motion carried with a majority vote.
- Karen will communicate to Anne.

6.3 *Thin-Client Proposal*

- There was some concern raised about the down-turn in the economy, considering the cost of the going ahead with the proposal.
- Rob stated that it was not a burning issue for the teachers.
- Decision on the thin-client computer system will be deferred until we work on the new proposed budget.
- There is still the issue of the computer server that has had some parts break down requiring the server to be replaced. As discussed in the prior meeting, it is more cost-effective to replace the server with a new one, rather than replacing the older parts that are relatively expensive.
- A motion was raised to authorize the cost of replacing the existing server as per the quote (HP Proliant server for \$5,805 plus tax). Motion was seconded with all in favour. Motion carried.

Playground Supervision

- The playground supervision co-ordinators have been having some problems with people supervising the playground appropriately.
 - o People chatting on their cell phones when they're supposed to be supervising
 - o Supervisors chatting with other supervisors while on duty
 - o Etc.
- Karen and Tim will work on solutions
- Some people may need some training.
- Karen will contact the playground supervision co-ordinators tomorrow to discuss.

Hot Lunch Program

- A sub-committee will be formed to work on it.
- Karen and Tim will form the sub-committee.
- PEC members will email Tim questions regarding the hot lunch proposal which was submitted in December by the catering committee.

6.4 *Action Items*

- Request to go over the action item list in order to mark completed items as complete and get updates on outstanding items.
- Went through some of the action items and updated their status.
- As it had become late and it was going to take a while to go through all of the outstanding items, a decision was made to have everyone review the action item list prior to the next meeting. For the next meeting, updates will be provided by the appropriate people on the status of the action item.

7.0 Closing prayer by Tim Provenzano.

Meeting adjourned at 10:30 pm.

Next meeting: Wednesday February 11th, 2009 at 7pm in the School Staff Room.