

Our Lady of Fatima education committee meeting
Minutes for November 12th, 2008

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

Additional guests present: Rayleen Zanatta, Maria Ferrato, Elizabeth Croft, Raymond Barreto, Jack Kaczmarzyk, Lui Di Cicco, Janet Tng, Russell Barad, Silvana Letteri

Recorder: Fernando Vicente

Meeting called to order at 7:07 pm.

1.0 Opening prayer by Rob Wood.

2.0 Presentation on Food Allergies – Silvana Letteri

- She would like to help raise awareness on food allergies.
- She would like it if hot lunches were available to everyone
- Prevent incidents through teaching and education
- How do we make it safe for everyone?
- Educate parent body & staff – show due diligence and inform
- She is willing to provide an in service for parents to educate them.
- Silvana was thanked for coming in.

3.0 Presentation by Catering Committee – Maria Ferrato

- Maria read out her letter on hot lunch program and her concerns.
- There was an issue where she was approached by an angry parent of a food-allergic child.
- She explained how there are many new guidelines to follow in preparing and serving the food which results in lots of additional work for the catering committee.
- They've had to purchase new equipment and supplies. They've been forced to raise prices as a result.
- Main issue came from a hot dog bun bag label which stated that the buns may contain traces of nuts. The label is now standard practice to absolve bakeries from liability.
- She phoned different bakeries & suppliers to see if she could find nut-free buns. None can guarantee it.
- There was some discussion around the price increases. She agreed to communicate with office regarding price increases in the future.
- The catering committee was thanked for their presentation and both they and Silvana were informed that the PEC would discuss the issue of food allergies and come up with a plan to deal with the issue from both sides.

4.0 Presentation on bullying – Grade 5 parents

- Parents asked to know more about the bullying policy
 - o What is the bullying policy of the school? They were informed that the policy is in the parent handbook.
- They are concerned that bullying and aggressive behaviour is not dealt with swiftly enough. They feel that it is allowed to continue without enough firm action. They want it stopped immediately.
- One of the parents have a child who does not want to go to school
 - o They feel that nothing is being done.
- They want serious action to be taken.
- They want the policy to be laid out, to make everyone aware of it.
 - o Follow through on this policy
- They want zero tolerance.
- Parents thanked for coming in and bringing their concerns. They were informed that the PEC would discuss it and get back to them.

5.0 Approval of agendas:

- All in favour, motion carried

6.0 Approval of the minutes from Oct. 8th, 2008:

- Remove preschool report into a separate document.
- All in favour, motion carried

7.0 Business arising from minutes:

7.1 *Thin-Client Computer System Proposal*

- Special attendance by Adrian Anzulovich to answer questions.
- Thin-client computers run on Windows CE. No need for additional licences for Windows XP or Antivirus software.
- Would still require MS Office licensing (7-8 additional licenses). Each license costs \$80 each.
- Performance would be able to handle streaming media while basic package would not.
- New server contains 4 CPU's.
- Benefits of computer system:
 - o Accessing student records
 - o Doing report cards
 - o Checking emails
 - o Convenience
- George has received information from Adrian on the wiring requirements.
- The thin-client computers that could be hard-wired would have better network bandwidth.

7.2 *Sport Court*

- The request has been approved by city council. We have been granted a license to occupy the right of way where the sport court will be built.
- Need to get quotes so that it will still fall in budget.

- Lori Smigel will be getting a quote on the chainlink fence

7.3 Maintenance Person

- Karen and Maria will complete the job description prior to the next meeting.

7.4 Upper Classroom Ventilation

- Tony Benedet will show up on the weekend to do the wiring and so on.

8.0 Reports:

8.1 Principal (Rob Wood)

Boys' Soccer

- Gd. 7 Boys won the CISVA elementary school championship
- Gd. 5 Boys placed 3rd

Hot Lunch Program & Bread Products

- Almost all current labeling on bread products indicates that the producers cannot guarantee that the product does not contain or has not come in contact with tree nuts, etc. The catering group is looking for a company that manufactures a product that is free from this disclaimer. Apparently Dempsters has one bakery it claims is completely free from any nut products or nut contamination.
- We have also looked at the specs on Subway breads and Pizza Hut dough.
- Add hot lunch program as an agenda item for planning meeting on Nov. 15.

Ministry of Education, Independent Schools Branch

- Ministry of Education, Independent Schools Branch, monitoring visit on Friday, Oct. 31.
- Ed Vanderboom, Asst. Inspector carried out the inspection. (see checklist).
- The school passed without any suggestion for change either in program, policy or facility.

Teacher's Aide

- A teacher's aide was hired part-time to assist in Grade 3 classroom.

Contact Lists

- A parent in Grade 2 French requested the staff to circulate a sign-up sheet for an email contact list.
- Due to privacy laws, we can not do this. They would need to approach other parents in order to produce a contact list for distribution.

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

Provincial Professional Development Day

- French Immersion team went to the APPIPC Conference which is the provincial conference for teachers of French.
- They attended a variety of workshops on such topics as Language Arts, Math, Learning Assistance.

- Resources were also available and some additional resources from LA, reading in Primary and verbathon were purchased for our school.
- English Team went to various workshops and conferences.
- They were in-serviced in the areas of Math, Writing, and Reading Comprehension, as well as Fine Arts.
- Our specialists each participated in a conference – Music, P.E., F.S.L.

After School Supervision

- There are still a few students who are not being picked up by 3:30 p.m.
- Names have been listed in the booklet.
- A personalized reminder will be sent out and then action will be escalated from there.

Volleyball, Soccer, and Cross Country

- The seasons for volleyball, soccer and cross country have ended.
- Six teachers were involved with coaching volleyball. A number of teachers were involved in refereeing games.
- Mr. Bouchier coached and supervised our two soccer teams. When he was at a game, often other teachers volunteered to supervise a team practicing here at school.
- Three teachers coached our cross country team and they are continuing to coach the running club.

Band and Choir

- Mrs. Magis continues to work very hard with her band and choir. The band will be performing on November 26.

8.3 Maintenance (Kevin Park & Dan Smith)

- Workbee held on October 17th was a success. George helped coordinate the workbee projects in advance.
 - o Dirt patch area by the kindergarten entrance was covered with cement.
 - o Fallen chain post by the kindergarten entrance was also uprighted by reinforcing the post base with cement.
 - o Installed door sweeps on all Fatima centre doors (keep pests out).
 - o Filled hole by water main in Fatima centre with new cement (this was dug up last year during the flood).
 - o Cleaned up garden bed between pre-k and preschool. Discussed with Father regarding re-design and changes to this garden - planning for late winter/spring workbee.
- Areas around the school was power washed by a parent volunteer (Ferdinand Du). He is willing to do power washing on regular basis for PPH. We would like to have him do regular power washing (every two or three months) since it really improved the appearance of the school. Since he is supplying his own equipment and gas, I would like to propose awarding him 2X hours for his volunteer hours.
- One of the parents (Jason Broulliette) will be making shoe shelves/boxes for the upper hallway of the school to help keep the children's shoes neat/organized and off of the floor so that they can be cleaned easier. We can have him send the invoice to the school for the materials.
- Dan and I would like to propose compensating George for workbee supervision.
 - o Rob informed us that this is already happening.
- In the future, George will be communicating with Dan and me to plan workbee projects in advance.

- I have called Tony Benedet asking him to check out the wiring in the second floor French classrooms to see what needs to be done to provide dedicated circuits for the proposed A/C units. George is looking into obtaining the A/C units for the second floor classrooms without A/C (two French classrooms and the learning assistance room). The A/C units are \$189/each plus flat \$125 delivery fee (total cost of \$692+GST). George will measure the windows in the classroom to ensure that the units will fit prior to placing the orders.
- We are still waiting for the second quote for the front doors.

8.4 Parent participation (Karen Aimar)

- Karen will be going through the parent participation hours.
- Lisa has been totalling up the parent participation hours at the moment.
 - o We will be keeping the task on overseeing parent participation hours within the PEC.

8.5 Financial (Dave Henry)

- All finances in order

8.6 Pastor (Fr. Tepoorten) – sent in via email

- Preschool has been deemed a low-risk facility.
- The establishment of a new board for the preschool has been determined to be redundant.
- Licensee on the preschool will be switched to Viola instead of Rob.

9.0 New business

9.1 Hot Lunch Program

- To be discussed at the planning meeting on Nov. 15.

9.2 Agression/Bullying

- To be discussed at the planning meeting on Nov. 15.
- Staff will discuss this topic once per month during a staff meeting.
- The staff will discuss progress
- Look into a template.

9.3 Correspondence

All-Day Kindergarten

- Some parents voiced their concerns about the possibility of all-day Kindergarten.
- No decision has been made yet by the government.
- We need to wait until the end of the month for the announcement.
- Karen will reply.

Aluminum Recycling – Michele Pielak

- Concerned about aluminum containers being thrown away.
- Would like to set up recycling.

Follow up Letter from PSG

- PSG sent a letter requesting a reply to the previous letter.
- Karen will respond.

9.4 Snow Removal

- Discussed the need to have plans in place for dealing with snow.
- Kevin will ask Jack if there is anything in place.
- George will look into snowblower.
- Perhaps parents who live close to the school could be recruited to clear snow. Kevin will put an announcement in the Communique requesting volunteers.
- Rob to arrange for a pallet of salt.
- Karen will check with Father if we still have a standing contract for snow removal or look at storage company for rates.
- When it is icy, teachers will guide parents to stop and walk kids to classrooms.

9.5 Policies (Fernando)

- Questions raised about school policies and where they are accessible.
- Rob responded that the policies are reviewed annually and distributed in the parent handbook. As well the handbook is available on the website.
- Questions also regarding documented PEC policies.
- Policies should be available in the past meeting minutes. Fernando will go through past PEC minutes to dig out policies.

9.6 Communication (Fernando)

- Questions raised about communication from the PEC both external and internal.
- Request to have the letters that are sent out on behalf of the PEC should be sent to PEC members for review.
- Concerns about email communication (to PEC members) that is not responded to.
- Email may not be secure for sensitive communication.
- Suggestion to have sensitive communication forwarded to PEC members via letters left at the office or sent home with oldest child in the school.

10.0 Closing prayer by Tim Provenzano.

Meeting adjourned at 9:45 pm.

Next meeting: December 10th, Wednesday at 7pm in the School Staff Room.