

**Our Lady of Fatima education committee Planning Meeting**  
***(Amended) Minutes for November 15<sup>th</sup>, 2008***

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

Recorder: Fernando Vicente

Meeting called to order at 7:37 am.

**1.0 Opening prayer by Fernando Vicente.**

**2.0 Approval of Agenda**

- All in favour, motion carried

**3.0 Fundraising**

- Suggested that we have a plan for fees & fundraising.
  - o Have goals for the fundraising.
  - o Tie into the budget
- Earmark funds and communicate what they will be used for.
- April budget meeting – will be included in the discussion and decisions will be made on the plans for fundraising money.
- Create a wish list so that if there are additional funds from fundraising we have something to apply it to.
- In CISVA policy manual we must state the intentions for the fundraising.
  - o Must be used for the intended purpose.
- Change fundraising fee wording in parent handbook to include the history that parents decided to not do fundraising in place of paying a fundraising fee.
- There may be increased funding requirements for the sport court since the original quotes.
- Set some items to earmark the walkathon and other fundraising activities.
  - o Maybe towards new computer system
  - o Communicate this to parents.

**4.0 Infrastructure**

- Identified some needs for infrastructure improvements
  - o Ventilation system.
  - o Furnace.
  - o Flooring, especially in front entrance by the office.
  - o Painting (falls under maintenance).
  - o Covered walkway.

- There currently is approximately \$15,000 left in maintenance budget.
  - o \$3,000 will go to replacing the front doors.
- George is working roughly 10 hours per week. This translates to roughly \$1,000 per month which will come out of the maintenance budget.
- There is some additional room in the budget but not sure how much.
- The immediate priorities for infrastructure improvements:
  - o Painting – Paint key areas for open house in the new year.
    - Authorized \$1,000 for paint.
    - Talk to George to see if he can do the painting.
    - Teachers will prioritize what needs painting first.
  - o Flooring for front entrance area – Kevin to get an estimate.
- Get quotes for a covered walkway between the 2 buildings.
  - o Tim will look into quotes.
  - o Consider snowfalls and if there is enough support.
- Stairs – there is a rubberized covering that you can get.
  - o Kevin will get a quote on covering for the stairs
- Present to parish committee for matching what school puts in for some of the necessary infrastructure improvements.
  - o Perhaps approach Father regarding 2<sup>nd</sup> collection.
- CISVA Policy – all capital expenses are the responsibility of the parish.
- Furnace and ventilation
  - o Tim and Dave will look into get consultation for pricing and what work it would involve.
  - o Both of these should be capital expenses.
- We need to consider planning for building a new school as the school is run down and won't last forever.
  - o Should start planning out a strategy for building a new school and communicate to the parish
  - o Solicit parents for support on building a new school.

## **5.0 Emergency Preparedness**

- Suggestions to look into seismic assessment and also film for windows to prevent them shattering in the event of an emergency situation.
- Rob spoke to George regard film on windows above doors
- Confirm emergency preparedness at staff meeting
- Heavy objects on top of bookshelves should be removed.
- Ceiling fans are a potential injury hazard.
- An upcoming work bee will do an inventory on what needs to be looked at.
- Involve emergency preparedness group
  - o Invite Bill Hamilton to our next meeting
  - o Build some rapport with the group.
  - o He can make us aware of what they're doing.
  - o Discuss all of that and where things are stored, etc.
- Ask George to see if he knows a seismic engineer or someone to assess the structural soundness.

## **6.0 Hot Lunch**

- General consensus that we'd like to keep the hot lunch program but not at all costs.
- There was a suggestion to go with the Lunch Lady who can guarantee nut-free products in their lunches. Price may be an issue as it is more expensive than our current hot lunch program.
- Should work with catering committee and parents of allergic children.
- Make a decision
  - o Are we doing a hot lunch?
  - o Are we going nut-free?
- We will cancel the next hot lunch. Suspend it until an agreed upon solution can be reached.
- Rob will issue the communication out to the parents and their children.

9:15 – 9:30 Break

## **7.0 Aggression Issues**

- Issues with aggression in school
  - o Seems to be specific individuals
  - o Difficult to resolve if the parents don't co-operate.
- Difficult to change behaviour at grade 5/6, should start in earlier grades.
- A Bullying Awareness and Prevention Policy document from the Toronto Catholic District School Board was distributed to PEC members.
  - o Can use some of the policies from the document to help resolve some of the issues at OLOF.
- Can have workshops periodically.
- CISVA has psychology interns that we can use.
- We need a standard policy for dealing with the problem.
- Parenting workshops for early ages.
- Can form a sub-committee to work on this issue.
- The issue will be discussed at one staff meeting per month to further help address the issue.
- Need community support.
- Parents don't feel that the current policies are effective enough.
  - o That is the perception.
- Rob working with teachers on a facelift for the prevention policy.
- Next meeting – Rob will have a report on how things are going.
  - o Staff perspective
- Decision made to form a sub-committee focussed on dealing with the issue.
  - o at least 2 staff members
  - o at least 2 PEC members

## **8.0 Make PEC More Visible**

- Prepare something for parish council meeting in January
- Improve parent involvement in school

- Desire to have more of a connection with the parish.
  - o Align with parish.
  - o Better rapport with parish and parish council.
  - o Someone from the PEC should attend the parish council meetings
- Perhaps look at starting up a Fatima Youth group.
  - o Need to get an organizer.
  - o Tim will ask Sister Beth Ann.
- Look at adding a “school corner” or insert in the church bulletin.
  - o Rob & Tim will formulate an email to Father.
- Parent participation hours.
  - o Need to make it better organized
  - o Parents need opportunities so that they’re not lost on what they can do to fulfill their parent participation hours.
  - o Inside/outside
    - Grass cutting, etc.
  - o Parent registration – sign up for their hours to commit for the year.
- Message from PEC to parents
  - o In Communique quarterly – Sept. Christmas, Easter and early June.
  - o This would be Karen’s responsibility
  - o September – introduction with maybe some pictures
  - o June – Intro and maybe some pics
    - End of year
- Set up a Casual, a social with the teachers so we could get to know them better.
  - o Maria to look to January
- Set up something in the spring to promote more of a sense of community and school spirit – “Spring Thing”
- Visibility to the community
  - o Charitable events – i.e. “homeless fundraiser”
  - o Promote more of what the school is doing in the parish bulletin
    - i.e. Belvedere visit with the children
  - o People would know more of what’s going on
- Parish Council meetings
  - o It would be good to have our attendance on a regular basis
  - o Next meeting – PEC members to attend to introduce ourselves
  - o Then a representative after that
  - o Tim will talk to Karen and Father about this.

## **9.0 Alignment to Teaching Staff Goals**

- Look at revamping Project Respect.
  - o Tie in to bullying.
- Academic goals
  - o Reading, comprehension & writing
  - o Comprehension affects the Math program. If they don’t understand it they can’t do it.
  - o Focus on literacy
  - o Support literacy week
- Hold different events – spelling bee, science fair, etc.
  - o Help raise awareness of what the kids are doing and their interests.
- Math question of the week.

- Spiritual goals
  - o Encouraging Mass attendance
  - o Social
  - o Evangelizing
  - o How can we meet people where they are spiritually
    - Where do we want to go?
  - o Being involved, not guilt-based
  - o “Parish corner” in Communiqué
  - o Inviting to help encourage to come to Mass
  - o “Massport” with the Children’s liturgy

### **10.0 Ideas to Attract More Students to School**

- Attrition of students. Need to find ways to attract more students to the school.
- Website is poorly organized.
  - o Need to make it more navigable
  - o Can make it more of a point of communication.

### **11.0 Computer System**

- There was a problem that occurred this week with the computer server.
- The computer server needs to be replaced.
- When it dies, it may be gone for good.
- Maria will put out in the next staff meeting regarding the thin clients.

### **12.0 Closing Prayer**

Meeting adjourned at 11:38 am.