

Our Lady of Fatima education committee meeting
Amended Minutes for February 11th, 2009

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

Additional guests present: Dan Moric (Associate 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 Jan. 8th meeting:

- Amend minutes to correct spelling of Anne Lee-Young's name.
- Motion to accept amended minutes, all in favour, motion carried

4.0 Business arising from minutes:

4.1 *PEC Retreat*

- Father suggested sometime in April but he will have a date set for next meeting and a suggested plan.

4.2 *Job Description – Maintenance Position*

- PEC members will review the job description draft prior to the next meeting.
- Any necessary amendments will be made and then approved.

4.3 *Maintenance Issues*

- It was discussed that floor replacement must be planned for the summer as it can't be done during school time. Kevin and Dan will provide quotes and a plan will be created. Quotes will be brought to next meeting.
- Kevin and Dan will also provide some quotes on painting for next meeting.
- Tim spoke to Cheyanne Brinson about getting a quote to improve the upper classroom ventilation. He will have a proposal for the next meeting in March.
- George is working on a work order form template for maintenance tasks. The work order form template will be reviewed at the next meeting.
- More pea gravel will be delivered on February 20 to be spread around the playground ring area for safety.

- There are a few repairs necessary on the gym floor. George had hoped to commence work on the repairs prior to Carnival but won't have time now. The work will be as soon as possible sometime after the Carnival.
- Still having trouble getting quotes on replacing the front doors. George will have a quote for next meeting in March.
- New A/C units need supporting shelves built. Work will commence on these shelves on Feb. 21.
- The furnace in the main building is quite old and needs some work or replacement. Tim will be following up with George on getting a quote.

4.4 Hot Lunch Program

- Tim met with Rayleen Zanatta of the catering committee to discuss the hot lunch proposal.
- It was decided that hot lunches provided by the catering committee would resume in March as they were run previously.
 - o The catering committee was not able to get guarantees on ingredients from suppliers on nut-free products. Therefore, the catering committee will not guarantee nut-free in the hot lunch program.
- As an additional, it was suggested that the Lunch Lady service be used to provide nut-free lunches so that children with allergies could also participate.
 - o The Lunch Lady program would run every Thursday instead of bi-weekly and would be in addition to the regular hot lunch program.
- There was some concern from the staff about the additional work and disruption in the gym that this would create. Karen will meet with the staff to explain the Lunch Lady service proposal.
- She would suggest a pilot until the end of year to then be reassessed.
- Communication will be provided in the Communique.

4.5 Parish and Community

- In the November planning meeting, it was suggested that PEC members attend a parish council meeting in the future in order to build a better relationship with some of the other parish groups and the parish community. Father will let us know when the next parish council meeting will be held.
- It had also be suggested that we provide some information about the school and what's happening in the parish bulletin (a "School Corner"). Tim was working on this and will have an update on status for the next meeting in March.
- There was also a suggestion at that November meeting about starting up a youth group. It was necessary to find an organizer. Tim was going to speak to Sister Beth-Ann. He will have an update at the next meeting in March.
- It had been suggested that it would be a good idea to have a "quarterly message" from the PEC to the parents and school community in the Communique. Karen was working on this and will have an update for the next meeting in March.

4.6 Parent Participation Hours Policy

- With Anne Lee-Young taken on the parent participation hours role, she has been added to the sub-committee to revise the PPH policy.

- There was some discussion on being able to provide a count of hours for certain jobs. Dan Smith said that he would prepare some information on work bee hours and send it to Anne.
- There will be an update on the status at the next meeting in March.

4.7 School Cleanliness

- The letter that was supposed to be sent out last month had gotten lost in the shuffle and was subsequently not sent out.
- Karen will send out the letter on February 12 and also follow up with Mastercare.
- There has been some turnover of the cleaners and some concern that Mastercare is subcontracting out and that the cleaners are not aware of all of the responsibilities as per the Mastercare agreement.
- Tim and Dan will look at alternatives for hiring other cleaners should we decide that we wish to terminate the contract with Mastercare.

4.8 Computer Server

- Adrian Anzulovich will be looking to replace the server soon.
- A status update will be provided at the next meeting in March by the administration.

4.9 Gym Floor Care Policy

- At the last meeting we discussed how the gym floor needs regular care which includes proper cleaning so that dirt does not wear away the finish to extend the life of the floor.
- A policy must be set for external parties using the gym.
- The rental agreement must be revised to include the policy and requirements for cleaning of the gym floor once done.
- This has not been completed and a status will be provided next meeting.

4.10 Playground Supervision

- There have been issues with playground supervising not performing their duties as needed and specified by the supervision policies.
- Karen contacted and spoke with the playground supervision co-ordinators to set out a plan to deal with these issues.
- The co-ordinators sent out letters of infractions to people who were not following the policies. A couple of people were also terminated from supervision.

4.11 Miscellaneous

- Karen had worked on changing some of the wording around the Fundraising Fee for the parent handbook so that it could include some explanation of what it is and the history around how it came to be.
- At the planning meeting in November, we had discussed emergency preparedness of the school. Dan will be inviting Bill Hamilton to the meeting in March to speak on this.
- The financial statements currently say “Hot Dog Day” and need to be changed to read “Hot Lunch Program”. This should be done by next meeting.
- Father has set the date for Rob’s Farewell celebration for June 6 and will be coordinating the arrangements.
- Fernando has been going through old PEC minutes to dig out policies that had been decided on but not documented anywhere else. The purpose is to create a PEC policy

manual. Fernando indicated that there is lots to go through and will set a deadline to have this completed for the next meeting in March. Rob mentioned that he may have an old book of policies that could serve as a starting point.

5.0 Reports:

5.1 Principal (Rob Wood)

- “Pink Day” will be on the last Friday in February. A notice will be included in this week’s Communique.
- Jason Brouillette completed trophy case and will be installing shoe boxes in 2nd floor hallway.

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

Professional Development Day

- Our January Pro-D Day with Adrienne Gear was very informative and teachers are including the strategies discussed to enhance the teaching of reading.
- Mr. Wood has applied for a Literacy Innovation Grant to help purchase additional picture books to use in our implementation of the Reading Power strategies.

Kindergarten Application Meeting

- Scheduled for next Thursday evening.
- Parents attending will be asked to complete an application form.
- On Friday, Feb. 20, Mrs. Hagedorn and Mrs. Anzulovich will verify the information and sort the forms according to CISVA acceptance policy.
- Parents of those students to be accepted will be asked to pick up and complete a registration package the following week.

Registration Packages

- Mrs. Hagedorn is in the process of preparing packages.
- She is expecting information regarding tuition rates and other fees to be provided to her Thursday, February 12.
- Information regarding parent participation hours has not yet been provided.
- Parent participation hours policy will be revised over the course of the next year by the parent participation hours sub-committee.
- A meeting to provide information to new families regarding the parent participation program should also be scheduled (per the discussion last Fall).

School Cleanliness

- Teachers have communicated that there is increasing frustration regarding the lack of cleanliness in the school.
- Conditions appear to be further deteriorating.
- A list of concerns that have been submitted by staff is once again being provided to the PEC.
- Prospective parents will want to tour the facility, and no upgrading in/of the building is visible either.

Events

- On February 23rd we will be having Fetons L'Hiver (Winter Fest) all day from 9:00 am to 3:00 PM.
- Festival DuBois will be held on the afternoon of March 5 in the church basement. This is mainly just the French immersion kids but maybe 6/7E will also be invited to attend.

5.3 Maintenance (Kevin Park & Dan Smith)

Work Bees

- The January Workbee was cancelled last minute due to George's unavailability. Dan and Kevin are working with George to reschedule the cancelled work bee. The exact date is TBA.
- A specific job will be planned. Kevin and Dan will have a date set by the March meeting.
- The February workbee is scheduled for February 21st 2009. Dan and Kevin have had a meeting with George to arrange / plan the tasks.

Miscellaneous

- Boys' bathroom by the Kindergarten classroom in the Fatima Centre has been fixed and no more foul odor is emanating from there. Broken toilets and sinks were replaced.
- Brackets/shelves are needed for A/C installations on the second floor. This is planned to be done at the February work bee.
- We have requested that George obtain quotes and proceed with the front door replacement ASAP.
- We need to look into either getting a green waste bin or composting for yard waste generated at work bees. This was tried in the past but it became overrun with rats due to things such as apple cores being thrown in the bin. Kevin and Dan will investigate further.
- Parish finance committee is going to pay for electrical panel upgrades in the Fatima Centre. These will be scheduled over a weekend as the power will need to be shut off. George will look into connecting a generator for the other building while this work is being done.

Gym Floor

- Damaged parts of the gym floor have been patched.
- George was going to be preparing the floor for Carnival but there is no time to complete this now.
- The door must be repaired because there is water getting in underneath the floor coating, which will damage the floor.
- Dan will follow up with George to get this done before any real damage happens to the floor coating.

5.4 Parent participation (Karen Aimar)

- Anne will be taking on this role going forward.

- Karen worked with Susan to revise some of the wording surrounding the parent participation hours in the parent handbook. PEC members will review over the next day or two and email Karen by Friday morning Feb. 13 if there are any concerns.
- There was some discussion on providing parents with an explanation of what they are signing up for when they sign up for things that they claim for parent participation hours. This would include the time commitments that are signing up for. This will be considered when the parent participation policy is revised for next year.

5.5 Financial (Dave Henry)

- The December and January financial statements were reviewed.

December Statement

- There was a question about the Provincial Government Grant being under budget by \$20,000. This grant is expected in the spring.
- Over budget by \$6,336 on Repairs & Maintenance. This came from the expenses to refinish the gym floor.

January Statement

- The investments line is missing in the balance sheet. This was due to the investments maturing and being deposited into the bank account (as seen in the large amount on the Chequing Bank Account line). These will be reinvested again so next month, the bank account line will be much lower and the investments amount will be added back.
- The Conferences & Workshops expense line is \$5,601, over budget by \$4,401. This was due to the amount spent for the Catholic Educators' Conference.
- Repairs & Maintenance line was listed as \$6,500 and went over budget by \$4,500. The amount was to cover furnace repairs as well as George's invoices.

5.6 Pastor (Fr. Tepoorten)

- Father suggested that the Parish would be willing to buy a floor cleaning machine that could be used for the church hall, in the church aisles and also for the gym floor. The Parish would then charge a nominal fee to the school for use of the floor cleaning machine.
- Father mentioned that the Parish Finance Committee would like to support some improvements at the school. George suggested that the lighting in the school could be replaced with new lighting. This lighting would save 30% in lighting costs. There was some discussion around this. Before making a decision on this, the PEC would like more information, particularly since there have been numerous other improvements already discussed in the past.
- Father will be asking for more information and providing that to the PEC.
- The Parish is willing to cover half of the cost of the front doors.

6.0 New business

6.1 Tuition Fees for 2009/2010 School Year

- The CISVA had recommended an increase of \$10-12 for category 1 families (parishioners) a general guideline for a tuition increase.
- There are some known increases in operating expenses for the upcoming school year. As part of their contract, teacher salaries are increasing by 2.5% as well as the cost in the benefits package. The CISVA increased their levy by \$3.00 per child.
- It was suggested that the tuition fees be increased by 5% to offset these costs.
- There was a motion to accept the increase in tuition by 5%. All in favour and accepted.
- In addition to the above decision, it was noted that the other fees paid out by families for registration (fundraising, application/re-registration, etc.) would remain the same as last year.
- There was a request to have more information up front before deciding on tuitions next year. In order to make informed decisions, it is necessary to know what the costs mean before voting on whether to increase and by how much.

6.2 Pre-School

- Dan Moric clarified the status and position of the pre-school in relation to OLF. He noted that the pre-school is not a CISVA pre-school and will, therefore, function on its own under the RCAV banner.
- OLF will function as a school that includes K through grade 7.

6.3 Custodial

- Kevin and Dan requested help from the teachers to prioritize what work is needed for the school so that they know what is most important to do first.
- Kevin & Dan requested to have approval to allocate some of the funds from Walkathon and the fundraising fee towards beautifying the school.
- Kevin and Dan need to get ballpark figures on the work to be done.
- There were some concerns raised that George's role isn't clear at the moment so some work is being done that may not be necessary. It was discussed for Rob & Father are to speak to George to clarify his role.
- There was some discussion about the maintenance person Job Description that was created by Tim and Maria.
 - o The PEC members are asked to review it before next meeting so that it can be amended (if need be) and approved.
- It was noted that George currently has picked up a new contract to the end of the year so he is only able to now do approximately 15 hours per month. We may need to hire someone else in order to get the jobs done around the school since George's time is now much more limited.

7.0 Closing prayer by Father.

Meeting adjourned at 10:15 pm.

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