

Our Lady of Fatima Education Committee Meeting

Amended Minutes for Mar. 10, 2010

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

Regrets: Maria Katsionis

Recorder: Martin Mroz

Meeting called to order at 7:07 pm.

1.0 Opening prayer by Father Tepoorten.

2.0 Approval of Agenda

- Motion to accept the agenda – Fernando
- Motion seconded – Dan V.
- Motion carried.

3.0 Approval of Minutes

- Amendments noted by Martin to Feb. minutes.
- Motion to accept minutes as amended at the meeting – Dan
- Motion seconded – Gordon
- Motion carried.

Action Items:

- Martin to amend minutes and have posted to the website

4.0 Old Business/ Previous Minutes

- Action item list
 - All outstanding items on the list were tabled to the planning meeting.
- Booster seats
 - Booster seats have been ordered. Delivery date is not yet known. Space in the school will need to be determined. Teachers will let parents know that \$2 will be collected for trips for K to grade 4 (Dec).

Action Items:

- Teachers will let parents know that \$2 will be collected for trips for K to grade 4 (Dec). – Maria A. and Nicole

- Front door repairs.
 - Dan S has received the quote for the front door repairs. He will clarify certain items before further comment.

Action Items:

- Dan to clarify the quote.

- Rental Agreement
 - Tabled until a future meeting. Maria K. is required for this discussion.

Action Items:

- Fernando to include on future agenda.

Our Lady of Fatima Education Committee Meeting

Amended Minutes for Mar. 10, 2010

5.0 Correspondence

- A business offered to provide a percentage of revenues derived from the school community. Concerns were raised about aligning with fundraising and also particular business and tax implications. This needs to be looked at in the context of fund raiser. The response to the letter is “not at this time”.
- This brought up the issue of fundraising. Increased operational costs for 2010/2011 may mean that we need to reassess our fundraising program for next year. We will revisit at the planning meeting.

Action items:

- Fernando to respond to the letter from the business.
- Fernando to add the topic of fund raising to the planning meeting.

6.0 Uniform code

- The PEC received a letter complaining about the state of the uniforms, the uniform policy and the enforcement of the uniform policy.
- Fernando suggested we create a process for the uniform discussion.
 - A few people to form a sub committee
 - Identify the issues
 - Get feed back
 - Present back to the PEC
- There were several questions on the magnitude of the issue. Is it just the shoe issue? Is it a sock issue? Is it broader? What is in scope? Is there consideration of different mandate for special functions? How do you police policy?
- It was decided to form a sub-committee to review and report back to the PEC with suggestions.

Action items:

- Fernando and Gordon to form the sub committee.
- Fernando to respond to letter. Thank her for the letter and let her know that the issue is being researched by a sub committee of the PEC that will report back to change or advise on policy, if necessary

7.0 Principal reports (as relayed via Father)

- Maria K has been working hard with the school emergency preparedness.
- The school received an anonymous donation from a parent as a “Principal discretionary gift”. An option may be to apply this money to the costs associated with fixing the heating.
- The school was approached by a group that wanted to rent classrooms. School rental (use of classroom) is an option for raising revenue.

8.0 Vice Principal Report – Maria A. and Nicole

- 46 applications for kindergarten were distributed. 25 applications French, 21 for English. There were 13 new applications for grades 1 to 7.
- **Teachers are happy** with the janitorial services.

Our Lady of Fatima Education Committee Meeting

Amended Minutes for Mar. 10, 2010

9.0 Maintenance Report

- Report distributed.
- 18 parents attended the last work bee – it was a great turnout and got most work done.
- We should factor the costs of the in-floor heating into next year's budget.
- Playground "doughnut" needs to be repaired. Dan V to add this to the next workbee.
- More network wiring was done at the workbee.

10.0 Financial Report

- Financial statements were distributed.
- Marisa walked the PEC through the reports.
- No surprises
- Under "Instructional" there is an increase in costs due to new government rates, and changes in salary.
- It was suggested that a sub-committee be struck to review salaries of support staff.
- Marisa is looking into a budget discrepancy in the Janitorial. The line item was over budget for Feb.
- It was noted that the amount raised this year for Carnival was \$13,458. Last year the school raised \$10,046.

Action Item:

- Sub committee will be setup to review salaries of support staff. Fernando, Marisa, Martin, Maria K., Dan S., as members. Fernando to organize.

11.0 Parent Participation Report

- 400-500 PPH entries from Carnival were received. Proper PPH forms were not used, which made the data entry difficult.
- There were bugs in the website data entry system causing problems.
- Approximately 44 families are currently short on hours.
- Janet, Dan and Fernando have spent a lot of time entering, verifying and reconciling the hours.

Action item:

- Check with CISVA on policies on who should be getting PPH for liability reasons. – Fernando.

12.0 Pastor Report

- Carney Pastor's grade 8 meeting is tomorrow. Father is presenting 21 students. There are 18 spots so Father is trying to get more people into the school.
- Parent Support Group has come up with \$5000 of grant money for the students of the school.
- Father T suggested Patrick Singh does a promotional video (as he does so professionally) in exchange for some hours.
- Outdoor lights are still not working.
- Erosion happening on the east boulevard is causing concern. State of playing field is also a concern.

Our Lady of Fatima Education Committee Meeting

Amended Minutes for Mar. 10, 2010

- Need to plan for news signs for reserved parking spots due to March 2 accident.
- Parish Screening Coordinator is Mary Jo Dawe for our parish.
- Lisa Williamson from District 42 at Carney is a contact for the topic of international students. She is willing to talk to us about how to organize.
- Father is doing 2 fund raisers. Santa Cruzan in May 8. Italian Night June 5. Father is hoping to raise \$5000 each. Father would like to renovate the boy's washroom. Parents can get up to 5 hours PPH at these events for work done on the day of the event.
- Father has money available for tuition assistance for families. Father is interested in getting speakers at the masses to promote Fatima School. Father expressed concern on the promotion efforts of the school.

Action Items:

- Marketing/Promotion sub committee will reconvene and report back to Father and the PEC with suggestions for moving promotion for enrolment purposes forward. – Fernando to organize.

13.0 Closing Prayer by Father Tepoorten (9:21 pm)

- Meeting adjourned. Next meeting is on April 14th 2010 at 7pm in the School Staff Room.