

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

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

Additional guests present: Dan Moric (Associate Superintendent CISVA), Lori Smigel, Lisa Morandin, Angela Schoenfelder, Susan Rutherford

Absent: Dave Henry, Maria Anzulovich

Recorder: Fernando Vicente

Meeting called to order at 7:05 pm.

1.0 Opening prayer by Father Tepoorten.

2.0 Approval of agendas:

- Tim moved to approve the agenda as distributed. Father seconded. All in favour, motion carried

3.0 Approval of the minutes from Feb. 11th meeting:

- Amended Dan Moric's title to Associate Superintendent CISVA
- Amended line under 4.3 Maintenance Issues to read as follows: 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.
- Amended line under 5.2 Vice Principal Report - Professional Development Day to correct spelling of Adrienne Gear's name.
- Amended line under 5.3 Maintenance – Miscellaneous to specify the boys' bathroom by Kindergarten in the Fatima Centre.
- Amended line under 5.5 Financial – January Statement to specify that the Conferences & Workshops line was over budget by \$4,401 not under budget.
- Amended line under 5.5 Financial – January Statement to specify that the Repairs & Maintenance line was over budget by \$4,500 not under budget.
- Dan moved to accept minutes as amended. Tim seconded. All in favour, motion carried

4.0 Letter from the Playground Improvement Committee (Lori Smigel)

- Lori had prepared a letter to the PEC that she read aloud.
- Her letter explained that the PIC is awaiting for the final papers of the lease agreement with the City of Coquitlam and is expecting them to arrive within the next week or two.
- The PIC is seeking clarification of the funds that will be allocated towards the Sport Court and playground improvement projects.
- The PIC is asking for a written agreement from the PEC for the funds promised so that they do not need to go back and forth to get verbal answers.

- The PIC is also seeking more transparency surrounding the fundraising proceeds from Carnaval.
- Lori attached quotes for the sport court to the letter for review by the committee.
- She also mentioned that she needed some help in deciding which quotes were best to go with due to some large discrepancies between the different companies that provided the quotes. One of the quotes was for \$11,340 for paving while the other was for \$26,750 + GST for paving.
- Lori was thanked for her presentation at the meeting and received explanation that we would discuss the letter later in the meeting and provide a response to her.
- In the discussion later in the meeting, it was decided that a sub-committee be formed to research the quotes a bit more to ensure that we're comparing like products and quality in installation.
- Karen and Tim formed the sub-committee. Since Dave and Dan were absent at this time, they would be asked after the meeting if they would like to be part of the sub-committee to research the quotes. The sub-committee will also look at getting put on a list in order to begin work early in the summer after school's out.
- The sub-committee will propose the best quote to the PEC in order to allocate the funds to the project.
- Karen will respond to Lori's letter.
- There was some discussion around some of the history and how things have evolved with the sport court. The PIC was formed as a sub-committee of the PEC that would take on this project. The PIC had applied for a grant from the City of Coquitlam and one of the stipulations for being eligible for this grant was that there needed to be an account set up separate from the school. This is how the PIC's parish account had been set up.
- There was some discussion around what was promised to the PIC in terms of funding from the Carnaval. The recollection was that there was \$4,000 from last year and about \$4,500 from this year to put towards the sport court.
- Dan Moric provided some information regarding the accounting and how to access the \$4,000 from last year's Carnaval. That money could have been restricted to be used in this year's budget at the end of the fiscal year. Since it wasn't, it goes into retained equity. In order to access those funds, a budget deficit of \$4,000 must be submitted with the explanation that it is to be used for the sport court.
- Dan Moric suggested that we commit the funds to the sport court project as agreed. He also commented that it would not be wise to commit a set amount on an annual basis as requested. After some discussion, it was agreed that we're committed to reviewing and assessing our support on an annual basis for playground improvements.
- Father mentioned that there is a man at Belvedere who is a grandfather of one of our students. He would like to donate \$2,000 to the school and would like it to go to something for the kids. He wanted to show his appreciation for the school and the visits from the students. Father suggested that this could also be put towards the sport court.
- Rob brought up that some of the young children who currently play in the area where the sport court will be located would be displaced after the sport court is built. He suggested that we should come up with ideas for dealing with this issue. Rob also pointed out that the sport court will probably not hold all of the intermediate students as there is not enough room.

- It was suggested that these issues with the sport court be brought up at a staff meeting for discussion also.
- There was some discussion that this could be dealt with after the sport court was built. Fernando suggested that now is the best time to plan for this issue and be proactive rather than wait for the problem that will definitely be there and deal with it later.

5.0 Letter from Lisa Morandin

- Lisa Morandin brought forward concerns from a group of parents regarding the fundraising fee collected with registration.
- She read her letter aloud asking several questions on behalf of a group of the concerned parents.
- The following questions were asked:
 - o How much is currently in the fundraising account?
 - o What is the intended purpose of fundraising and the annual fundraising fee?
 - o How has the fundraising revenue been spent in the previous years?
 - o Could the allocation of fundraising fees, walkathon and Carnival revenues be regularly communicated to the parents?
 - o Could the intended use of fundraising fees be decided on through communications in advance of annual collection?
 - o Could there be a communications officer position on the PEC?
- Lisa also included a letter that was circulated to parents. The letter is written in such a way that parents could sign if they are in agreement with the statements. This letter states that the person signing it declines to pay the fundraising fee for 2008/2009. The letter wants to be assured that the funds are specifically distributed to certain programs outside of the school's general fund. It also requests an accounting of last year's allocation of the fundraising fees.
- Lisa, Angela Schoenfelder and Susan Rutherford were thanked for their attendance and presentation and informed that the PEC would provide a response to their questions.
- There was some discussion regarding the questions. It was felt that it was best to get accurate details through the finances and to consult Dave (Treasurer).
- Due to not having held a planning meeting to propose the allocation of fundraising for the upcoming year, it was decided that questions surrounding the intended use for the upcoming year could not be answered at this time but would be communicated after a planning meeting is held.
- A planning meeting was set for Saturday April 4 from 8:00 AM – 12:00 PM to discuss the allocation of fundraising fees for the upcoming year. Karen will bring an estimate for the fundraising fees and the expected enrolment to that meeting.
- It was discussed to get input from the PSG on what plans they have for the upcoming year regarding their funds so that we can align projects to be able to support their efforts if possible.
- Karen will respond to Lisa's letter answering the questions that can be answered now.

6.0 Business arising from minutes:

6.1 PEC Retreat

- Last month, Father had suggested that we hold the retreat in April but decided that it would be best held in the Fall, early in the school year. The feeling is that there is too

much going on at this time of year and a retreat would work best near the beginning of the school year.

- Father will choose a date by the April 8th PEC meeting.

6.2 Job Description – Maintenance Position

- George Scott is no longer available on a daily basis as he has received a new work contract. It was suggested that a sub-committee be formed to revise the job description to specify that the maintenance job is part-time, for 2 days per week. There would be a proviso included also for additional hours when needed.
- The sub-committee would put out an advertisement, interview prospective people and hire one.
- Karen moved to form a sub-committee to set a salary, job description, and hire a new maintenance person.
- Tim seconded the motion and all were in favour.

6.3 Maintenance Issues

- Kevin and Dan did not have quotes for flooring for this meeting and will provide quotes at the next meeting.
- Nicole suggested that perhaps they speak to Dan Legal to source out people and companies for quotations.
- Kevin and Dan did not have quotes on the painting for this meeting either. They will follow up with Dan Legal for companies that can do the painting also.
- Upon discussion with Cheyanne Brinson, it appears that Cheyanne does not do quotes such as what is needed for improving the classroom ventilation in the Fatima Centre. Tim will follow up with Dan Legal also to get quotes for the April meeting.
- Kevin and Dan have not received any message from George regarding the work form template. Karen will follow up for the April 8th PEC meeting.
- The pea gravel for the playground ring has not yet been delivered. Dan will order the pea gravel to be delivered for March 27th. Dan will get a dollar figure for the delivery and Rob will arrange to have a cheque ready for the driver when the pea gravel is delivered.
- The patching that had been done to parts of the gym floor will require coating. Rob will speak to George to have this done and completed.
- Dan S. was waiting on George to get quotes for the front doors for this meeting but has not received any response from him. Dan will follow up with Dan Legal on getting quotes for the front doors instead of going through George now.
- Rob said that we have brackets that can be used to support the new A/C units that have not yet been installed. All that's needed is for shelves to be built and the A/C's can be installed. This will be done at the next regular work bee.
- Tim will get quotes for a covered walkway between the school buildings and have that for the next meeting.
- George did not provide a quote for the furnace and ventilation work. Tim will speak with Father and Rob in order to source a company to provide a quote.

6.4 Hot Lunch Program

- Rayleen Zanatta of the Catering Committee submitted a letter to be read out during the meeting.

- As per her written proposal to the PEC late in 2008 and the subsequent discussion with Tim Provenzano, she understood the “Lunch Lady” program was approved and moving forward. During this same meeting with Tim, it was agreed that the OLF ‘Hot Lunch’ program would remain on the regular Wednesday schedule and the ‘Lunch Lady’ would provide service on Thursdays.
- She wrote that she was instructed by Tim to prepare a letter to all OLF families to inform them of the new initiative with the ‘Lunch Lady’ and that the OLF ‘Hot Lunch’ program was restarting. This letter was emailed out February 12, 2009 to Karen Aimar and Tim. At this time, she contacted the ‘Lunch Lady’ and began developing the program for OLF. The new program was to start March 5, 2009.
- At or around the middle of February she spoke with Mrs. Anzulovich and informed her that the ‘Lunch Lady’ was coming to see the layout of the school. Mrs. Anzulovich told her at that time the OLF teachers had not been informed of the new program with the ‘Lunch Lady’ and that she (Mrs. Anzulovich) would have to meet with them for their approval. Rayleen wrote that she was quite surprised that the school teachers had not been informed of the new program with the ‘Lunch Lady’.
- She wrote that she is disappointed that this level of poor communication exists between the teachers and the PEC. She requested clear instruction on how to proceed with the ‘Lunch Lady’ program as this has now become a personal embarrassment for her. Rayleen enclosed with her letter all the documentation regarding the new program and the details provided by the ‘Lunch Lady’.
- There was some discussion about the letter and it was decided that Karen and Rob will ask Rayleen to present the Lunch Lady program and explain the process to the teachers at a staff meeting.
- Karen will communicate with Rayleen on how to proceed with the Lunch Lady proposal.

6.5 Parish and Community

- Fernando attended the previous parish council meeting on February 17. He commented on how it was worthwhile to meet some of the people and to be aware of the work being done by various groups in our parish community. It also provides an opportunity for the PEC to inform other people in the parish of the things going on at and around the school.
- Father informed the committee that the next parish council meeting will be held on March 24 at 7:30 PM in the church library.
- Father suggested that it might be difficult to include a “school corner” in the parish bulletin as space is at a premium in the bulletin. There was some discussion and a suggestion that perhaps an insert can be included when the school has special notices to be included in the parish bulletin. Karen will speak to Susan about the details.
- Tim has been looking into starting a Fatima youth group. Father suggested that we include Linder and speak to her as she has been involved with the parish youth group. Tim will speak to Linder and provide an update for the next meeting.
- An item that was discussed during the planning meeting in November was to have quarterly messages from the PEC to the parents. For Easter, Karen will write a message on behalf of the PEC. The message will include some information about the fundraising fee concerns that have been brought forward in this meeting.

6.6 Parent Participation Hours Policy

- A meeting date has not yet been set by the sub-committee.
- The sub-committee will set a meeting date and an update will be provided in the May PEC meeting.

6.7 School Cleanliness

- A letter was sent out to Mastercare with the concerns about the deficiencies in cleanliness.
- Karen and Rob met with Shawn and Chris from Mastercare.
- They too received a letter from Mastercare. Mastercare indicated that we weren't letting them know the deficiencies either.
- There is a log book which will be used to record any issues with the cleaning and any areas that need to be addressed.
- It was noted that communication needs to be improved between the school and Mastercare going forward. The log will be used to let the cleaners know of any issues with respect to the cleaning.
- There had been some concerns in a prior meeting that the cleaners were unaware of about proper alarm procedures and that they perhaps need to be instructed. This has been done.

6.8 Computer Server

- The server has not yet been replaced.
- Fernando asked what the risk would be if the old server broke down tomorrow. Rob replied that the school would be able to get by until the server was replaced and that there is nothing critical that the server is required for.
- An update on the server replacement will be provided for the next PEC meeting.

6.9 Gym Floor Care Policy

- Rental agreement was provided by Dan Moric to Rob.
- Dan thanked Archbishop Carney Regional Secondary School for allowing us to use it as a start for revising our own.
- The rental agreement is used by ACRSS so some of it pertains more to a high school.
- Much information can be gleaned from this agreement template and used by OLOF.

6.10 Miscellaneous

- Karen confirmed that the fundraising fee wording has now been updated in the 2009/2010 parent handbook. Karen will speak to Susan about having the website copy updated.
- Rob will invite Bill Hamilton to an upcoming staff meeting to discuss the emergency preparedness of the school. Bill will then be invited to a future PEC meeting. An update will be provided at the April 8 PEC meeting.
- There had previously been some discussion around researching snow blowers to assist with snow removal in the winter. It was decided by the committee that this is not a high priority and that we should put it on hold for now and revisit it at an alternate time.

7.0 Reports:

7.1 *Principal (Rob Wood)*

Maintenance Person

- The school is in need of a part-time maintenance person. George has been filling the role for several months but he has a new contract and can only do one day per week now.
- More details about this discussion is found in section *6.2 Job Description – Maintenance Position* of this document.

Teachers for 2009/2010

- Teachers must have their letters of intent in by April 15.
- We will need a teacher for Grade 6/7 French. Mme. Mannavarayan has been working out well but she was a retired teacher who agreed to help us out until the end of the year only.
- We will also need to hire someone for Grade 5 as Mrs. Mazzuca will be going on maternity leave.

Outdoor Ed

- The Grade 7 outing will be at Loon Lake at the end of March and 1st of April.
- They've hired Pinnacle Pursuits which is a company specializing in outdoor and team-building learning activities.
- Approximate cost will be \$3,256.

Spring Art Show

- The Spring Art Show being put on by the Parent Support Group will be held on May 22nd.
- As part of the preparation for this event, they will be having an Art Creation Day on April 30th. This will involve professional artists working with the kids to create art in various forms, media and materials.

7.2 *Vice-principal Report (Nicole Legal)*

Café Fatima

- Would like to have it during literacy week.
- Hoping to hold it in April on a Wednesday. Perhaps April 20th.
- They would like to make it nut-free.

Madame Loretan's Bulletin Board

- Her bulletin board outside her classroom was taken down in November for painting but never put back.
- She uses it every year during Lent so she would like it to be replaced or put back as soon as possible.
- Rob mentioned if the old bulletin board cannot be found, that it should be easy to find the same material 1/2" thick at a hardware store and replace it.

Miscellaneous

- The boys' toilet in the gym has its flusher broken. A string has been rigged in order to flush but the flushing mechanism needs to be replaced.
- Mme. Falias had some parents who were picking up recycling and taking it to the recycling depot for parent participation hours but they're not doing it anymore. Anne will follow up and speak to Mme. Falias.
- There used to be a 6-foot ladder upstairs in the main school building that was used to put up displays, etc. It has somehow gone missing now. Father will follow up with Jack to replace the ladder.
- The stair railing at the back of the main school building is really shaky and needs to be tightened. Rob will fix this on Friday.

7.3 Maintenance (Kevin Park & Dan Smith)

Work Bees

- For the work bee that had been cancelled in January, a replacement work bee has been set for March 21st. The focus for that work bee will be on cleaning and sanitizing the school.
- March 28th will serve as the regular work bee scheduled for March.

Miscellaneous

- The side gym door that was letting in water has now been repaired.
- Kevin and Dan will be working on getting ballpark figures for the upcoming planning meeting on where to direct some of the fundraising money on necessary school improvements and upkeep (flooring, painting, etc.).

7.4 Parent participation (Karen Aimar/Anne Lee-Young)

- Karen hasn't had a chance to review the parent participation hours from the Carnaval as of yet. She will have an update next meeting.
- There seems to be an issue of people marking in supervision hours when they are not there for their shift or when they are not on time for their shift. Karen will ask if the teacher that is on supervision can note who is there and who is not.
- There was some discussion around whether to allow or disallow hours for work done in the pre-school. Currently, the hours are capped at 5 hours. For hours done this year, Father felt that they should be grandfathered in. The discussion revolved around the fact that the pre-school is not associated with the school but is considered a Parish pre-school. The question is should people be able to claim hours for work done in the pre-school? Further discussion is found under the Pastor's report (*section 7.6*).
- The sub-committee has not yet met to begin revising the parent participation hours policies. Date will be set by next meeting for sub-committee to begin discussions on updating the parent participation policy.

7.5 Financial (Dave Henry)

- Dave was not present but had sent some information prior to the meeting.
- Under Fundraising Revenue, the item "Hot Dog Day Sales" was changed to read "Hot Lunch".

February Financials

- We did not have a copy of the statement on hand but Dave had sent the following summary information.
- Investments of \$600,000.00 made after Jan 31 government grant
- French grant received \$18,533
- Carnaval raised over \$10,000. Carnaval expenses, funding for outdoor-ed program and the grade 7 evening still to be determined.
- Conference/workshops monthly amount \$2126 due to Catholic Educators' Conference in February
- Repair and Maintenance is high at \$8,056, bringing R&M to \$12440 over budget as of Feb 28.
- Breakdown of major R&M payables during February is as follows:
 - o Gordon Latham \$ 1,155.84
 - o Chuck Auclair \$ 570.00
 - o Executive Building Maintenance \$ 2,530.75
 - o OLOF Parish \$ 822.93
 - o Progressive Services \$ 176.02
 - o VG Scott and Associates \$ 1,112.50
 - o J Line Woodworking \$ 1,425.00
- An area of concern that Dave pointed out in an email was with regard to an invoice recently received from the Parish for over \$10,000 charged against our Repair and Maintenance account. This will appear on the March 2009 statements.
- What appears strange is that there are 19 separate Home Depot transactions (not sure who is going to Home Depot or why it is so many times).
- Also, two charges for Lathams are \$2148.41 and \$3604.03. This seems like an extraordinary invoice that needs attention.
- Dan and Rob were going to review these invoices together and provide an update at the next meeting.

7.6 Pastor (Fr. Tepoorten)

Miscellaneous

- Father congratulated the hiring committee on the work done in hiring the new principal Katsionis.
- Maria K. proposed holding the staff retreat early in the school year at Whistler. Not sure if that will work and if everyone will be on board with having it in Whistler.
- The next Parish council meeting will be held on Tuesday March 24 at 7:30 PM in the church library.
- Father wanted to bring it to Anne's attention that Rosetta de Stefano has a special arrangement with the PEC in regards to parent participation hours. Rosetta organizes the photos for First Communion and Confirmation from photography to collecting money, etc. Father wanted Anne to be aware of this special arrangement.
- Father had proposed replacing the lighting throughout the school in the last meeting, stating that it would save approximately 30% in our lighting costs. This proposal has been cancelled due to the feeling of the committee that there are more pressing needs at this time. Father conveyed this message to George Scott and Fred de Marchi.

- Father suggested that we need to schedule a date for the Annual General Meeting. We need to set it by next meeting. Karen will choose a date and begin advertising in the Communique.

Pre-school / School Separation

- Due to the separation of the pre-school from the school, we continued the discussion around the claiming of parent participation hours for work done in the pre-school.
- In order to keep the pre-school separate, Father suggested that the policy be changed so that parents can no longer claim parent participation hours for work done in the pre-school.
- Father also suggested that hours already done this year be grandfathered in and be allowed but not for subsequent years.
- Father motioned to change the policy to no longer grant parent participation hours for pre-school activities.
- The decision on this motion was tabled until next month where it will be discussed further.
- John Pavich is now arranging for the pre-school to be billed for cleaning.
- Father asked what procedure should Viola Punchak follow when the pre-school is not cleaned adequately?
- The discussion that followed was that she should maintain a log the same as the school is doing. The pre-school will maintain its own separate log.

Slope on South Side of Playground

- There have been ongoing discussions with the new owner of the property on the south side of the playground (Burns and Alderson) regarding the condition of the slope above her property.
- The new owner is the niece of the gentleman who resided in the house for approximately 70 years and she wants the situation addressed.
- Father will be involving Dan Legal of our Parish Building Committee when he meets with the neighbour officially.
- The Parish may need to build a retaining wall in order to address the concerns surrounding the slope of the land.
- Father will provide an update at the next meeting.

Archbishop Carney Applications

- Father was only able to provide placements for 22 out of 23 students who attended Our Lady of Fatima this year.
- It's been difficult as we are only granted a certain number of spots.
- It is a very complicated scenario involving the rights of regional parishes over non-regional parishes.
- 5 grade seven students have been accepted into St. Thomas More, among them a non-Catholic student from Our Lady Of Fatima.

Fatima School Youth Group

- This idea originated in the November planning meeting which Father missed.
- Father feels that any suggestion along these lines must involve the Parish youth coordinator, Linder Spasuik.

- She is half-time youth coordinator and half-time PREP coordinator.
- Linder has attempted a junior youth group in the past but the parental support wasn't really there.
- She is open to this in the future, and would be agreeable to meeting with PEC members who would like to discuss this.
- We already have the Challenge teen girls group on Friday nights, run by Tami Comuzzi, the French Scouting movement for francophone children and young teens, and the Parish youth ministry.
- Tim will speak with Linder about this.

Flooring

- Father was looking at the flooring in Mme. Falias' Grade 2 classroom. He suggested that we ought to look at re-doing the entire first floor, if possible.
- Father suggested that we could get a quote from Maxwell Floors who had done an excellent job on the upper floor. Apologies to Kevin for being late in getting the information to him.
- Father suggested that perhaps a 50-50 arrangement could be made with the Parish finance committee.

8.0 New business

8.1 Uniform Sales

- Leona Vandergulik sent in a letter requesting to have the uniform sales held at the school again this year.
- There has been a desire by Neat Uniforms to conduct their focus week sale only at their store for one week instead of holding it at the school as has been done in the past.
- Some of the concerns raised are that children need to try on the uniform to get the right sizing and the children are in school during Neat's regular business hours.
- This would make it difficult for parents to take advantage of the reduced pricing.
- We suggested that perhaps Neat Uniforms can be asked to have their focus week in June or in the summer sometime with extended hours to make it easier for parents to bring their children in for fitting.
- Some of the feeling was that the timing is too short in order to change it this year so such a change should be planned for next year as a trial.
- Karen will respond to Leona reflecting these opinions.
- Karen will also request that Neat Uniforms continue the sale at the school for this year and that an alternate option can be planned for next year.

8.2 Miscellaneous

- Dan Moric indicated that this would be his last regular PEC meeting for a little while but that he may be back in the future.
- Father thanked Dan for his attendance at our last few meetings and for his guidance and direction.

9.0 Closing prayer by Father.

Meeting adjourned at 11:20 pm.

Next meeting: Wednesday April 8th, 2009 at 7pm in the School Staff Room.