

Our Lady of Fatima Education Committee Meeting

FINAL Minutes for Apr. 14, 2010

Present: Fernando Vicente, Janet Tng, Marisa Ruggier-Andrews, Dan Vasicek, Maria Anzulovich, Dan Smith, Father Tepoorten, Maria Katsionis.

Regrets: Gordon Lemaire, Nicole Legal.

Recorder: Dan Smith

Meeting called to order at 7:10 pm.

1.0 Opening prayer by Father Tepoorten.

2.0 Approval of Agenda

- Motion to accept the agenda as amended – Marisa
- Motion seconded – Janet.
- Motion carried.

3.0 Approval of Minutes

- Amendments noted by Dan to Mar. minutes.
- Motion to accept minutes as amended at the meeting – Marisa
- Motion seconded – Janet
- Motion carried.

Action Items:

- Dan to amend minutes and have posted to the website.

4.0 Old Business / Previous Minutes

- School Front Doors
 - No update on the front doors.
- Booster seats
 - Booster seats have arrived.
- AGM will be May 26th this year.
- PEC planning meeting is scheduled for April 28th.
- School Marketing campaign
 - The sub-committee made up of Janet, Marisa and Fernando developed a speech that was read at all Sunday masses, organized some of the administrators to speak at the masses the following week and have placed ads in the local papers promoting the school.
 - There will be an ad in the upcoming BC Catholic and also we have placed information in the bulletins of local parishes that do not have schools.

Action items:

- Fernando will develop an agenda for the upcoming planning meeting.

5.0 Correspondence

- Lori Smigel wrote to request information on the direction of funds raised from Carnival.

Action items:

- Fernando and Marisa to respond to the letter from Lori.

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- Fernando will put info into the Communique for parents regarding this issue.

6.0 Principal's report

- Maria K. would like to discuss the new report card format at the AGM.
- She also advised that she is working with a parent to develop a 10 min video presentation to be used to promote the school. She will have this ready for the AGM in May.
- Grade 7 class attended mass at Carney on April 13th
- Archbishop Miller will be visiting Fatima on May 6th.
- Maria K. has invited the St Pat's show choir to sing at Fatima on April 20th.
- Grade 7 class will be attending the upcoming Carney production of "The Wizard of Oz".
- Anti-bullying day was April 14th.
- Maria K. thanked her staff and the PEC for their support during the past few weeks as she was dealing with the death of her father.
- Maria K. will be speaking to Dan Moric regarding the rental policy April 15th and will update the committee at the next meeting.
- Catholic educator's conference April 23 & 24. The teachers not attending the conference will be receiving 1st aid training on the 24th at the school.
- Track and field season has begun and this year we have 130 children participating.

Action Item:

- Maria will update the committee on the gym rental policy at the next PEC meeting.

7.0 Financial Report

- Financials statements were distributed.
- Marisa walked the PEC through the reports.
- Tuition fees are tracking on target.
- Expecting \$100K Gov't grant in June.
- The French Grant structure has changed, which may result in the school getting a smaller amount this year.
- Preliminary budget is due in May. Marisa briefly explained the budgeting process that she was undertaking with John Pavich.
- Enrollment is increased by 12.5 students for next year.
- There are 2 non-catholic children on the waiting list for next year for KF. They cannot be accepted as we are currently at the maximum for non-catholics in that class.
- Dan S. motioned that Fr. Tepoorten and the PEC should write a letter to the CISVA Board of Directors to ask permission to accept these 2 non-catholic students, which would put the KF class over the current 15% non-catholics ratio.
- Motion was seconded by Dan V.
- Motion carried.

Action Item:

- Fr. Tepoorten will write a letter to the board to ask permission to exceed the 15% non-catholic ratio in KF.

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8.0 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” could not be repaired, but it is safe to use.
- All the classrooms have network cabling done. This leaves only the music portable. Dan V. will try to have this one completed at the April workbee. Cables still need to be terminated in each room. Adrian Anzulovich will complete this.
- All peeling doors on the main floor were completed. Upstairs will be started next workbee.
- The new booster seats were tagged, numbered and put away.
- Dan V. is making a “tow rake” for the playing fields.
- The old staffroom fridge will be moved to the gym next workbee.

9.0 Parent Participation Report

- The PPH website data entry system is still experiencing technical problems.

Action Items:

- Janet will notify the website Administrator and Fernando as soon as she has an issue.

10.0 Pastor Report

- 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 will make the initial contact with her in regards to setting up a program at OLF
- Father brought up the issue of succession planning for the PEC. He reminded all members who were at the end of their term that they would need to declare their intention to Fernando in the next few weeks, to either run for election again or not.
- Suggested that a sub-committee be struck to manage the elections.
- Sub committee consisting of Dan S. and Gordon was formed.
- Father informed us that Carney had recently hired a new Vice Principal.
- Carney has 19 openings for the upcoming year.
- Parish building committee is continuing to plan for a new home for the Fatima pre-K – looking into a modular structure - which will be necessitated by the provincial move to mandated all day Kindergarten in Sept 2011.

Action Items:

- Father and Maria K. to make initial contact with Lisa Williamson.

11.0 Closing Prayer by Father Tepoorten (9:30 pm)

- Meeting adjourned. Next meeting is on May 12th 2010 at 7pm in the School Staff Room.