

Our Lady of Fatima Education Committee Meeting
(Amended) Minutes for April 15th, 2009

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

Absent: Kevin Park, Karen Aimar.

Guests: Patrick Nam

Recorder: Fernando Vicente

Meeting called to order at 7:14 pm.

1.0 Opening prayer by Rob Wood.

2.0 Approval of agendas:

- Added agenda item of correspondence from Tina Suraci.
- Added PEC upcoming elections and forming a Nominating Committee.
- Added agenda item for Teacher Appreciation Night.
- Dave moved to approve the agenda as amended.
- Dan seconded the motion
- All in favour.

3.0 Approval of Minutes (March 11, 2009):

- Dave moved to approve the minutes as written.
- Fernando seconded the motion.
- All in favour.

4.0 Business Arising from the Minutes

4.1 *Maintenance Person*

- It was suggested that we come up with a dollar amount for a maintenance person for the May budget.
- One question that came up was will we be paying for benefits for a maintenance person? Additional questions that arose are what rate of pay and how many hours are required and on which days would this person work.
- It was decided that we need to put out advertisements by next month
 - o In Parish bulletin
 - o Also an ad outside the parish.

4.2 *Maintenance – Flooring & Painting*

- Kevin is working on clarifying the flooring quotes. He will have details for the PEC meeting in May.
- Dan is waiting for 2 more quotes on painting and will have the details for the PEC meeting in May.

4.3 Thin Client Computers

- A decision on thin client computers has been tabled until PEC meeting in May.

4.4 Upper Classroom Ventilation

- Tim had a brief discussion with Dan Legal but they have not yet discussed this issue in detail.
- Tim will meet with Dan L. and will either provide a quote or have an estimate of the costs for the May PEC meeting.

4.5 Pea Gravel

- The pea gravel was delivered on March 27 and was spread out at the work bee that weekend.

4.6 Gym Floor Refinishing

- There are some patched areas on the gym floor that still need coating.
- Rob will speak to Jack about getting the coating applied to the patched areas in the gym and provide an update at the May PEC meeting.

4.7 Front Doors

- The original quote that we had received back in October has now increased slightly. The quote is \$8,200 including installation.
- We received an additional quote for \$7,000 not including installation.
- Dan S. will obtain the cost of installation for this second quote and provide it at the May PEC meeting.

4.8 Parent Handbook Update - Website

- Fernando will follow up with Susan regarding updating the website with the latest parent handbook updates.

4.9 Covered Walkway

- Due to the other priorities in the budget (painting and flooring), it was decided that the covered walkway between the two buildings will not be pursued at this time.

4.10 Furnace

- Rob had contacted Lathams to come inspect the furnace.
- With all of the work done on the boiler lately and its age, Lathams suggested that it may be time to replace it.
- There is currently a grant available from BC Hydro for a discount on new furnaces.
- Tim and Rob will follow up and provide an update at the next PEC meeting.

4.11 Emergency Preparedness

- Rob had arranged for Bill Hamilton to attend a staff meeting.
- Bill was unable to attend and told Rob that he would let him know his availability.
- Rob has not heard back from him yet and will follow up with him.

4.12 Hot Lunch Program

- Rayleen Zanatta presented the Lunch Lady proposal at a staff meeting.
- The Lunch Lady program has now been implemented and people seem generally pleased with the program.

4.13 Parish School Corner

- From the November planning meeting, a suggestion was made to distribute children's liturgy sheets to the children at the school as a means to foster faith and encourage the school children to attend Mass on a regular basis.
- Tim had brought the sheets into the school at one time but they were never distributed.
- Tim will bring in sheets to Rob by next PEC meeting for distribution.

4.14 Youth Group

- Father Tepoorten had not been around when this was originally suggested (at the Nov. 15 PEC Planning Meeting).
- While Father feels that it is a noble idea, it is not in our area of responsibility.
- As such, this will not be pursued by the PEC.

4.15 Quarterly Message from PEC to Parents

- This will be an agenda item for the June PEC Meeting.

4.16 Computer Server

- Rob has not yet heard from Adrian Anzulovich regarding the installation of the new computer server.
- An update will be provided at the next PEC meeting.

4.17 Parent Participation Hours Policy

- The sub-committee has begun planning for updating the parent participation policy.
- The sub-committee is looking to set up a meeting with the PPH coordinators to get input on the issues as well as suggestions for improvements.
- The meetings have not been held yet but an update on progress will be provided at the May PEC meeting.

4.18 School Cleanliness

- 2 weeks ago, Shawn (from Mastercare) and Tim P. walked around the school to inspect it. They didn't see a problem during that inspection.
- Tim opened the log book and noted that there weren't very many entries in it.
- There were some points made regarding the log book and that it should be used for illustrating the exceptions, not to point out every single detail.
- The teachers pointed out that there are many corners with dust bunnies, piles of dirt in the hallways, sticky substances on walls that are not wiped clean and more.
- It was felt that the teachers should not need to be writing the same things in the log book on a daily basis for many of these things are stated in the contract with Mastercare and are part of what the cleaners should know is their responsibility.

- Tim will send a letter out to Mastercare on Monday April 20th. The letter will inform Mastercare that we are not satisfied with their performance and request that they improve the cleaning as expected by April 30th or we will be terminating contract.
- Tim, Dan, and Anne will form a sub-committee to look at alternative cleaning companies.
- On April 30th, if the cleaning has not improved, Mastercare will be given immediate notice and the sub-committee will bring forward some potential cleaning companies that we can investigate with the intention of hiring the best option.

4.19 Gym Rental Contract

- A new version of the rental contract will be drafted by Rob for the next PEC meeting.

4.20 Updating Policy Manual

- In going through the old minutes Fernando hasn't had much luck in researching policy decisions.
- He hasn't gone through all of the minutes yet but is continuing to work on researching past policy decisions.
- Due to the lack of information, this may become a task that is worked on through the summer.

4.21 Maintenance Invoices

- In the previous meeting, there were concerns brought forward regarding an invoice received from the parish for \$10,000.
- A bulk of the invoices was for repairs to the boiler (approximately \$6,000).
- The remainder were primarily supplies for refinishing the gym floor.

4.22 Response to Uniform Sales

- There was some question regarding if a letter had been written in response to Leona Vandergulik.
- Karen will let us know if the response went out.

4.23 Parent Participation Hours - Preschool

- As this had been tabled at the previous meeting, we need to make a decision. After a brief discussion, it was decided that we don't have enough input at the present moment to make a good decision.
- To follow up, Anne will speak to Viola and Father will speak to Dan Moric to get their opinions.
- A decision on this has been tabled until the May meeting.

4.24 South Slope of Playground

- The neighbour on the south slope of the playground had pulled out the bushes.
- As a result, the slope is eroding and will continue to erode.
- Father T. stated that this is a Parish problem and he and Dan Legal will be following up with the neighbour.
- Father will provide an update in May.

5.0 Vice-Principal Report (*Maria & Nicole*)

- Track & Field has started and has had a great turnout of about 110 Students
- Ms. Magis and the choir will be attending the Chancellor Festival once again this year on May 4.
- Verbathon will be held on May 8. This date falls on one of the track meet days so there is a possibility that we will lose some children for both events.
- Literacy Week is happening next week with the focus this year on Fairy Tales. There will be an Open House on April 22nd.
- Café Fatima will be held on April 22nd in the afternoon.

5.1 *New Students for 2009/2010*

- We've accepted 4 new students for the 2009/2010 school year.

6.0 Maintenance Report (*Dan*)

- There were two workbees held in March.

6.1 *March 14 Workbee*

- This workbee was intended as a make-up workbee for the one that was cancelled in February.
- The focus was on thoroughly cleaning the school (wiping down desks, chairs, and walls; vacuuming and steam cleaning of the rugs).

6.2 *March 21 Workbee*

- This was the regularly scheduled workbee
- In addition to school cleaning (wiping of desks and chairs; vacuuming and steam cleaning of the rugs; floor sweeping and mopping), the delivered pea-gravel was spread out on the lower playground.
- Areas around the school were swept and the grassy areas were trimmed.

6.3 *Air Conditioning Units*

- George installed an A/C unit in Madame Mulholland's classroom on March 14.
- She sent in a card thanking the PEC for getting this done.
- There are 2 more A/C units left to install. These will be installed at the next work bee on April 25.

6.4 *Miscellaneous Maintenance*

- The flooring quotes for the first floor of OLF have come in.
- One 'verbal' quote for interior painting has come in and a second contractor has been in to look at the job (no quote from them yet).
- Dan and Kevin have met to discuss the desired qualifications for a custodian from the maintenance committee's perspective. They have come up with some suggestions/recommendations and will forward them to Tim.
- There was a power outage that took out the phone system. There was some discussion about acquiring an uninterruptible power supply (UPS). Dave will get quotes and pricing.

7.0 Parent Participation Hours (*Anne*)

- There are some families that haven't completed their hours for the year and Lisa Fyfe was wondering what to do regarding re-registration for these families.
- There are many that have now started to do hours.
- Some families owe money from previous years where their hours weren't completed.
- There are 5 families who haven't responded to communication from Lisa Fyfe.
- Anne will follow up with Karen.

8.0 Financial Report (*Dave*)

- Since the next PEC meeting will be for setting a preliminary budget, John Pavich will be invited to attend.
- Dave had asked John about our questions around retained equity versus deferred revenue. John will provide more detail around these two items.
- There were some questions about the OLOF Preschool line item under Assets on the Balance Sheet. John will provide an explanation at the May PEC meeting.

9.0 Pastor's Report (*Fr. Tepoorten*)

- The Archbishop Carney school auction is happening this weekend.
- Board of Directors has been talking about the pension plan for teachers. The subject is mainly around the ability for teachers to have control over the employer portion of their pension.

10.0 New Business

10.1 Elections for PEC

- Father T. suggested that members should let Karen know in advance if they are planning on running in the election.
- The Nominating Committee for the elections was formed and will include Fernando, Anne and Tim.
- We need to follow up with Louise on who is eligible to be on the voters' list. Children who are of age weren't on the list last year so they need to be added for the upcoming elections.
- The elections must be published by May 4.

10.2 Correspondence from Rayleen Zanatta (Hot Lunch)

- Rayleen brought forward an issue regarding the hot lunch volunteers dropping out once they have reached their 30 hour parent participation hours requirement.
- As they face a shortage of parent volunteers for the final 3 months of school, the hot lunch committee suggested that we come up with a solution/penalty be put in place as other schools do.
- She suggested that an information booth/table be set up on the first day of school to inform or recruit participants to the hot lunch program.
- She also suggested that Silvana Letteri be given an opportunity to speak to the parents to
- Tim will speak to Rayleen regarding the 1st day of school.

10.3 Correspondence from Tina Suraci

- Tina sent in a letter explaining how her father had come to the school and made pasta for the hot lunch on March 11. He had wished to donate the supplies and ingredients needed to make the pasta that day. Her father passed away from a massive heart attack just a few days later. It was his wish to have the funds go towards building up the music program.
- Tina is requesting that it go towards something more permanent to support the music program and that Ms. Magis be consulted.
- It was decided that, due to the special circumstances in this situation that we would allow this to go ahead.
- Maria will ask Lisa how much money this comes to and talk to Ms. Magis.
- Dan & Karen will speak to Tina with our response.

10.4 Teachers' Appreciation Night

- Some important dates were mentioned that are unavailable to hold a teachers' appreciation night
 - o June 25 is the date for the staff get together with Rob.
 - o June 14 is the date of Rob's farewell party.
- It was suggested that perhaps we hold it midweek, possibly June 17th or 18th at Father's place.

10.5 Annual General Meeting

- Last year's AGM was held in May.
- The general opinion was to hold the AGM after the preliminary budget meeting on May 13.
- After several suggestions, the date of June 3rd was decided.
- It was suggested that we ask parents to submit questions that they would like to have addressed at the AGM so that we can have responses prepared and ready.
- A suggestion to invite Chuck Lutrell as a guest speaker was made.
- Tim & Fernando will prepare an advertisement for the Communique.

10.6 Correspondence from Lisa Morandin (Fundraising Fee)

- The PEC received correspondence from Lisa thanking us for providing the communication requested.
- She said that in light of the response and information attached to the Communique, she would be advocating to the parents to pay the fundraising fee.

10.7 Booster Seats

- Fernando had suggested that perhaps we purchase a class set of child booster seats.
- Many field trips did not happen this year because of the requirement to have booster seats for every child and the expense of renting a bus (particularly for shorter field trips).

- There were some issues pointed out regarding liabilities if we provide booster seats for field trips.
- Some of the liabilities include ensuring that the booster seats are not part of a recall, the expiry date on the booster seats, responsibility of securing a child properly in the booster seat, etc.
- Fernando will follow up on the liabilities and provide an update for the next meeting.

10.8 New Principal

- There was some discussion about Maria Katsionis and how to introduce her to the school community.
- There was a suggestion that we hold a barbecue at the beginning of school that would provide a good opportunity for parents to meet her.

11.0 Closing Prayer by Father Tepoorten

Meeting adjourned at 10:30 pm.

Next meeting: Wednesday May 13th, 2009 at 7pm in the School Staff Room.