

**Our Lady of Fatima education committee Planning meeting**  
**Minutes for April 4<sup>th</sup>, 2009**

**Present:** Kevin Park, Karen Aimar, Tim Provenzano, Dave Henry, Fernando Vicente, Dan Smith, Anne Lee-Young, Rob Wood.

**Absent:** Father Tepoorten, Maria Anzulovich, Nicole Legal

**Recorder:** Fernando Vicente

Meeting called to order at 8:10 am.

**1.0 Opening prayer by Tim Provenzano.**

**2.0 Approval of agendas:**

- Added painting quotes to the agenda
- Added PSG plans to the agenda
- Fernando suggested discussing and setting the goals and objectives for the meeting and a review of the goals and objectives at the end of the meeting.
- Fernando moved to amend the agenda as noted.
- Tim seconded the motion
- All in favour.

**3.0 Goals & Objectives**

- There was a suggestion was made to focus on projects that improve the school.
- Also, there was a desire to establish clear communication plan between us and the school community.
- A suggestion was made that we should plan for the future, perhaps 5 years out with an agreement that this plan could be amended as different needs arise.
- Rob pointed out that it is important to remember that we are a sub-committee of the CISVA Board and, as such, we are not answerable to the parents of this school but to the CISVA board itself.
- He went on to add that if a motion is made and passed, everyone must support it, even if they don't agree with it as it is a committee decision.
- At the end of the discussion, the goals and objectives that were decided on were the following:
  - o Develop a short-term immediate plan for this year's funds
  - o Develop a plan for allocating next year's fundraising monies.
  - o Develop a communication plan in order to inform the school community of the spending of the fundraising money.

**4.0 Financial Overview**

- It was stated that last year we lost a few more students but this upcoming school year it remained similar to the current school year (4 students leaving with 3 new students enrolling).

- This year, we are at \$71,000 under budget for revenue so far. Gov't grant is about the same as last year while Operations & Maintenance is approximately 31,000 over.
- Overall, we're tracking well for the budget of this year and look to have approximately \$55,000 to spend on improvements.
- A question came up regarding what the break-even point is for enrolment. We're looking at around 361 students: 334 full-time equivalent (FTE)
- There are other factors, not just the overall enrolment. We need to also look at the make-up of class. If there are special needs, it increases the cost since aides need to be hired to cover those situations.

## **5.0 Financial (Expenditures)**

- Extra-curricular
  - o About \$1,000 Grade 7 evening
  - o \$3,400 Outdoor Ed.
  - o Originally the intent of Carnaval was for Grade 7 activities and was run by the Grade 7 families. Then it became a bigger event so parents from the school helped out. Some of the funds raised over and above what was needed by the Grade 7's was used to give back to the school in the form of a gift.
- Computers: Install about \$27,000
- \$8,000 went to flooring in the music portable
- This year we have approximately \$55,000 available.
- There were some questions and discussion around savings and retained equity and what it all means for the budget and finances of the school. One of the questions that came up was how the savings account is managed.
- Dave explained the significance of the savings account for our school. Because of the timing of when we receive the grants, we need large amount of savings. We'll typically be in an operating deficit near the end of the calendar year due to this situation. To offset the operating deficit that we fund with savings, we put back some the money used to cover operations once we receive the grant.
- Questions then arose around the difference between savings account and retained equity. No one had a full clear understanding of this to provide a definitive explanation. The discussion was tabled until we can get more details about this. Dave will ask CISVA and John Pavich about how it all works and explain it at an upcoming meeting..

## **6.0 Projects**

Main projects to discuss:

- Sport Court & Fencing
- Front Door
- Ventilation
- Furnaces
- Flooring
- Painting
- Awning

### **6.1 Miscellaneous**

- There was some discussion about the thin-clients proposal from earlier this year. Decision was tabled until May meeting.
- Painting & Flooring are the priority at the moment to improve the look of the school.
- There was some discussion around the janitorial situation.
- Maintenance is approximately \$16,000 over budget excluding the summer.
- It was suggested that we take our time because we will soon not be needing someone soon on a regular basis because of summer.
- In May we will review our situation and where we're at financially. We will consider what our options are at that time.
- School operation is where the budget is fluctuating typically. Salaries and administrative costs remain fairly constant from year to year.
- There was a suggestion that George be officially let go as he is not able to commit more than one day per week to the maintenance.
- Fernando motioned to inform George that he is no longer needed. Dan seconded and all were in favour.
- Rob along with Father will communicate with George.

## **6.2 Sport Court**

- Anticipated cost for the sport court is \$15,000.
- Karen and Tim went out to the companies who provided quotes to take a look at the paving and fencing.
- Fencing for Burns Road will be approximately \$8,000
- Karen will talk to Father to see if Parish will cover part of the cost for the fencing.
- Karen will negotiate with Father to cover a portion of some of the expenses.
  - o Front doors \$4,000
  - o Sport Court \$15,000
  - o Fencing \$8,000
  - o Total cost is \$27,000
- Approximately \$29,000 left to spend after the above costs are covered.

## **6.3 PSG Planning**

- Fernando had met with Judy Park of the PSG on Wednesday April 1
- The PSG has created a Playground Work Plan which is a long-term plan for improving the playground. This plan spans several phases for improving the playground and were outlined in a document provided to the PEC.
- Phase 1 is the development and completion of the Sport Court project.
- Phase 2 involves replacing the doughnut ring with an Orbiter Spinner and some other small additions such as a stand-up spinner, spring pods and a drop-shot. Judy had not yet received an estimate on these pieces but believes that they can be covered by the PSG's government grant.
- Phase 3 involves some landscaping in the intermediate area between the swings sport court and grade 1 area. The PSG hopes to pay for by applying for and receiving the Toyota Learning Grounds grant.
- Phase 4 would be the installation of an intermediate Spacenet climber toy where the purple climber currently sits. The purple climber could be moved to another area of the playground. In addition to the Spacenet, two gliders on a track would be installed and a tetherball. A quote received on this piece in 2007 was for \$30,000 so it would likely be

higher than that now. Due to the high cost, the PSG would like to have some help from the PEC although it would attempt to hold some of their grant funding over a period of time (3 years perhaps) in order to provide much of the funding for it. This would be dependent on their written request and receiving approval to do this.

- Phase 5 is the replacement of the high bars (leaving the rings) with a new piece that is lower to the ground (which is safer) and would also incorporate two upright stationary cycles with turning bar and a jump touch for fitness. The PSG has not yet received a good quote on this. They estimate that it would cost anywhere between \$18,000 and \$25,000.
- Phase 6 involves the implementation of a green space work plan. This involves using the annual Toyota Learning Grounds grant to fund further green improvements around the school. This is based on the assumption that they will receive this grant. As part of the green space work plan, the PSG requires some help from the PEC to provide an ongoing maintenance plan for upkeep of the green areas.
- Early phases for the playground improvements can be covered by the PSG's grant funding but the PSG is hoping to receive some assistance from the PEC for some of the later phases.
- It was stated that the PEC has supported playground improvements in the past would continue to do so. It was suggested that the PSG they firm up quotes and submit proposals for each of those phases where they require financial assistance from the PEC.

#### **6.4 Flooring**

- We also had the floor tested by Astech Consultants and were informed that they contain asbestos.
- We were informed that as long as the tiles are not disturbed, there will not be any problem due to the asbestos. We will be fine if we install new flooring over the existing. Otherwise, we will need to pay for an abatement service and that is very expensive. The abatement service involves sealing the area (that contains asbestos) with plastic and vacuumed as the tiles are removed.
- We received quotes from two separate companies: Benefit Flooring and Cut n Tuc Flooring Installations.
- Each company provided two quotes for the flooring. One was for vinyl composite tile (VCT) and the other was for marmoleum.
- VCT is cheaper but it isn't as durable as marmoleum. One point made was that with VCT, one tile can be lifted at any time when repairs are needed. Marmoleum on the other hand, is installed by sheet so we either need to cut a piece out or pull up the previous layer when repairs or maintenance is required. This will most likely not look as nice since it will be more obvious than replacing a tile.
- In reviewing the quotes, some questions arose regarding what was included and excluded in the quotes.
  - o Did they include the storage room?
  - o One quote explicitly stated that it did not include the removal of furniture while the other was worded strangely so we are unsure.
- The office & photocopier room was not included in one of the quotes.
- The washrooms have newer flooring so they may not need any replacing.

- Cut n Tuc: quote includes labour and materials and also includes the office and photocopier room.
- We had received a quote back in January for \$8,000 that covered the main entrance and stairs. Some questions were asked if this new quote included that as well.
- Kevin will go back to both companies to clarify what the quote covers and what it doesn't.
- It appears that the flooring in the main entrance may need to be pulled up. Kevin will follow up to clarify if we need abatement service at the entrance and how much it will cost.
- We used Cut n Tuc previously for the flooring in the music portable and were happy with the results. Kevin said that they are available in the summer to install the flooring.
- A decision was made to go with the VCT flooring quote from Cut n Tuc based on our previous experience with them. Prior to allocating any funds towards the flooring project, we first need to get the answers to provide clarity in the quote.
- Looking at the quote, it appears to be approximately \$25,000 for flooring with VCT.
- Some additional preparation prior to the flooring being done is needed however:
  - o Do teachers need to pack loose things into boxes?
  - o Coordinate with janitors when the work will be done
- Earmark \$25,000 in upcoming budget (2009/2010)

#### **6.5 *Painting***

- There's an official quote from J&D Painting coming on Monday.
- They've provided a verbal quote of \$18,000. This includes prep work (patching & sanding) and painting of the old building. The quote does not include washing walls.
- Areas covered by the quote include the entrance, staff room, office, hallway and classrooms.
- They will be using high performance paint from General Paint - primer and 2 top coats.
- J&D Painting warrants the paint itself (the manufacturer's warranty).
- They've also done work for St. Francis De Sales.
- Dan said that he is hoping to get another quote next week.
- There was a suggestion that maybe we could set up a sub-committee to come up with the colour scheme.
- A suggestion was brought forward about perhaps having parents to do some of the painting.
- The general opinion is that a big job such as this one is best handled by a company due to the time constraints around completing the job in the summer. When there are smaller painting tasks, it is better suited for parents of the school children.
- Dave will ask John Pavich to include \$20,000 for painting in preliminary budget to be on the safe side.

#### **6.6 *Awning***

- Tim received a quote from Awnings West for an awning between the two buildings for approximately \$19,000.
- This is for a 6 foot wide walkway either straight across or diagonally.
- Alpha Awning was going to come in but couldn't time it.
- Hoping to have them come in next week.

**6.7 Communication**

- There was some discussion around what would be a clear method of communicating how the fundraising money is spent.
- The following chart was created:

*From 2008/2009*

	<b>Fundraising Fee</b>	<b>Walkathon</b>	<b>Carnaval</b>
Computers & Lab	\$ 13,000	\$ 9,000	\$ 3,000
Trophy Case			1,500
Extra Curricular*			800
Classroom Furniture	2,300		
Flooring (music room)	8,000		
Sport Court **		15,000	
Grade 7 evening/outdoor ed/gift to school			5,500
Higher Fencing for Burns Road	4,000		
Replace Front Door (school building) ***	4,000		
<b>Total:</b>	<b>35,000</b>	<b>24,000</b>	<b>9,800</b>

- A quarterly communication will include similar chart
- This chart and a copy of answers to parents’ questions will go out in the Communique as an insert. Some of the wording will be adjusted.

**6.8 Furnace and Ventilation**

- No quotes as of yet.
- Tim will get a quote on the ventilation and furnace.

**7.0 Meeting Review**

**7.1 Short Term Immediate Plan**

- Funds will be allocated as per chart in section 6.7.

**7.2 Next Year Plan**

- Proposed projects: Flooring & Painting
- \$45,000 worth of projects for next year’s budget.

**7.3 Communication Plan**

- Portion of the letter will be included. How fundraising is being spent and proposed projects.
- Discussion around how to provide communication at the following times during the year:
  - o After the finalized budget in October.
  - o In Spring
  - o Final one at the end of the year.
- This discussion on how to communicate going forward was tabled to continue at the next meeting.

Meeting adjourned at 12:10 pm.

Next meeting: Wednesday April 15<sup>th</sup>, 2009 at 7pm in the School Staff Room.