

Our Lady of Fatima Education Committee Meeting

Minutes for June 10, 2010

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

Recorder: Martin Mroz

Meeting called to order at 7:11 pm.

1.0 Opening prayer by Father Tepoorten.

2.0 Fernando welcomed Lisa, the new PEC member.

2.0 Approval of Agenda

- Motion to accept the agenda as amended – Gordon
- Motion seconded – Dan S
- Motion carried.

3.0 Approval of April 14, 2010 Minutes

- Motion to accept minutes – Marisa
- Motion seconded – Dan V
- Motion carried.

Action Items:

- Martin to have minutes posted to the website.

4.0 Approval of May 12, 2010 Minutes

- Motion to accept minutes – Gordon
- Motion seconded – Dan V
- Motion carried.

Action Items:

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

5.0 Approval of May 26, 2010 AGM Minutes

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

Action Items:

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

6.0 Old Business / Previous Minutes

- School Front Doors
 - No update.
- Letter to board (15% non-Catholic ratio)
 - No update.
- Int'l Students – Contact Lisa Williamson
 - No update.

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Action items:

- Father to follow-up on the letter and International Students.

7.0 Principal's report

- Bathroom sinks are leaking in the school causing a potential hazard. The water pools in both boys and girls washrooms.
- Balls from children playing are hitting the neighbour's house. Maria K has asked them to be patient as the school year is almost over; however it happens after hours by outside people who use the yards as well.
- Jack will be starting at the school between 8am and 9am in the morning to ensure there is no glass on the playground. Father will write Jack a letter to ensure the instructions are clear. It will go into his contract.
- A copy of a rental agreement has been forwarded to Fernando. It does not need to in place in the summer. Fernando will send it out to the PEC.
- Outings are planned for several classes. For all their preparation for Grade 7 evening Maria K wishes to thank Mrs. Lulic and Mrs. Santa Rossa.
- Fun day tomorrow! Thank you to Nicole for your help in preparation.

Action Item:

- Father to follow-up with Jack as per above (write letter and change contract).
- Fernando to send out rental agreement to the PEC.

8.0 Vice Principal Report – Nicole Legal

- School Safety Handbook Presentation
 - Parents had concerns that there was no specific bully/safety program in place and approached the PEC in the 2008/2009 year. A committee was formed and they began working on it. In 2009/2010 it continued with only staff members on the committee as it was more convenient to schedule. A simple and easy program was made to make it feasible and useful.
 - The program was presented.
 - Teachers will be asked to have a school safety program in every classroom.
 - On a website a parent program guide, the program goals and themes will be available as of Sep. 2010
 - A policy will be added to the school handbook

9.0 Financial Report

- Financials statements were distributed.
- Marisa walked the PEC through the reports.
- The budget is tracking as anticipated.
- Expecting grant money in June, which will complete our revenues.
- A second package was distributed that shows the change in enrolment over the past 5 years. The current enrolment is 337 students. The budget was prepared expecting 342 students. There are some outstanding registration packages still out, so there may be more students joining.
- We should collect information on why people are leaving the school. We could find out what other schools do. This was brought up at the AGM by parents in 2008/2009 and 2009/2010

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10.0 Maintenance Report

- Report distributed.
- May was a good workbee turn out. There is a workbee in June.
- Gordon walked through the report.
- The hand sanitizer refills are missing. Maria K. will follow-up with Gordon.
- The windows will be boarded up after the long weekend at the end of June. It will be done after the last workbee. We should also put up boards for the kindergarten classes for the summer.
- The network cabling will be done at the next workbee. After this there will be network cabling at all the classrooms. A computer use policy needs to be developed to ensure safety from virus, security and appropriate use.
- The staff room fridge has been moved to the Fatima Centre. The old fridge has been disposed of. The floor underneath was in bad shape and needs to be repaired.
- Dan V and Gordon will meet over the summer to draft communications to the school community. The goal will be to leverage skill sets and company connections among the parents.

Action Items:

- Maria K will follow-up with Gordon on the hand sanitizer refills.
- Fernando to add computer use policy to future meetings.

11.0 Parent Participation Report

- 70 families have not completed their parent participation hours.
- An email was sent out to all families under 30 hours saying that they needed to have completed their hours by the end of May. There may be some hours that have not been entered yet, so this weekend a reconciliation will be done.

12.0 Chair's Report

- The year-end get together is June 24th at 5:00. There are several families in the parish that could potentially do catering.
- A PEC retreat should happen in the fall of 2010.
- A planning meeting should be arranged for Nov 2010.
- Gifts should be purchased for staff that are leaving at the end of this year. The gifts are handed out at the year end get together.
- A back to school BBQ in Sep needs to be arranged. For next year we need to consider having a shorter evening.
- Fernando read a nice letter from Mrs. Dumas who wishes to return part time when she returns from her maternity leave.

Action Items:

- Father will follow-up on the catering, and see if a local brewing company will donate wine.
- Fernando and Maria K will coordinate getting appropriate gifts.
- Fernando and Maria K will coordinate the dates for the back of school BBQ and the "Meet the Teacher" evening.

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13.0 Pastor Report

- Alarm system issue of who to call is being resolved. Also some “phantom alarms” have happened. Jack has quotes for new systems. Father would like some input from the school as well.
- Jack is available to do some jobs over the summer, such as painting. There is a parent who is a professional painter who needs some additional hours. Common areas could be done.
- The pre-school assistant teacher is a parent and requests that her hours are waived, similar to OLF teachers. This will be discussed at a future meeting.
- There has been some confusion around the cut off dates for PPH.

Action Items:

- Father will ask Linda to send the quotes to Dan who will compare and analyze them further.
- Dan V will walk around the school with Maria K to determine the areas that need painting. Father and Maria K will coordinate Jack and the parent-painter.
- Fernando will add the waiving of PPH for pre-school teachers to a future meeting.

14.0 Closing Prayer by Father Tepoorten (9:22 pm)

- Meeting adjourned. Next meeting is TBD and will consist of the 2010/2011 PEC.