

Our Lady of Fatima education committee meeting
(Amended) Minutes for August 27th, 2008

Present: Kevin Park, Karen Aimar, Dave Henry, Fernando Vicente, Dan Smith, Fr. Tepoorten, Nicole Legal, Maria Anzulovich, Rob Wood

Recorder: Fernando Vicente

Meeting called to order at 7:10pm.

1.0 Opening prayer by Fr. Tepoorten.

2.0 Approval of agendas:

3.0 Approval of the minutes from June 11th, 2008:

- Correct “byh” to “by” in section 5.2
- Requested to include minutes from extraordinary meeting regarding the maintenance company being hired to replace the previous company (Don & Donna) that was let go.
- All in favour, motion carried

4.0 Business arising from minutes:

- Update was requested on the status of the sport court proposal that Lori Smigel had presented at the meeting on June 11th.
- Status is that the funds raised are not far off what’s required and there is probably room in the maintenance budget.
- An obstacle to the proposal has come up in that the land that the sport court is to be built on is a right of way.
- Lori was to be meeting with officials at Coquitlam City Hall to request permission and see what the options are.
- A status update will be provided at the next meeting.

5.0 Reports:

5.1 *Principal (Rob Wood)*

Immunizations

- The Health Authority is recommending a new immunization for the Human Papilloma Virus (HPV) for girls in Grade 6 & 9.
- A package will be sent out with information for parents including a consent form during the first week of September.
- Immunizations would occur in October.
- There will be an information session at Queen of All Saints on September 17th.
- A notice will be added to the next Communiqué.

Miscellaneous

- Little Flower Academy has filed a petition with BCGEU to become unionized which may have implications for other independent schools.
- A suggestion to have a PEC retreat during the year sometime was made to discuss issues and ideas that don't usually come out in meetings due to lack of time.
- BBQ on October 9 proposed with a suggestion to ask for involvement from the Knights of Columbus.
- Rob Wood accepted responsibility for booking of the gym.

Maintenance

- There is a very long list of outstanding issues requiring maintenance attention.
- No one is tending to some of these maintenance tasks since the previous cleaners were let go. They used to take it upon themselves to take care of some maintenance tasks.
- There was a suggestion for Jack to take on some of the work but, after a meeting with him, he does not have the time and can only respond to emergencies.
- Rob Wood will prioritize the list of maintenance issues, focussing on the immediate needs for first day of school.
- Mastercare has not done the cleaning satisfactorily according to some complaints.
- Rob Wood will email Mastercare with a list of concerns and they will be asked to complete the work in a satisfactory manner.
- It was suggested that a maintenance company is still required to do some of the work that cannot be completed by the work bees.

5.2 Vice-principal (Maria Anzulovich)

- Cleaning concerns were mentioned.
- A copy of the cleaning contract will be provided to the teacher so they will know what the expectations are.

5.3 Vice-principal (Nicole Legal)

- Nothing to report

5.4 Maintenance (Kevin Park)

- The floors were replaced in the music portable and Rob's office.
- Boards were taken off the windows
- Mastercare claims that all floors were waxed but it appears some were not done or not done satisfactorily (i.e. empty shelving could be moved in order to wax and clean underneath yet it wasn't).
- Mastercare agreed to come back and fix anything not done satisfactorily and will be provided with a list of the issues.

- Ongoing maintenance issues require a part-time person that we will look at hiring.
- Much of the flooring will need to be replaced eventually.
- Planning for flooring replacement will begin in the fall.
- A suggestion was made that painting should be done on a regular basis and needs to be planned.

5.5 Parent participation (Karen Aimar)

- Parent participation cheques will be sent out next week to 4 parents who left in June.

5.6 Financial (Dave Henry)

- No red flags.
- Accountant is finishing his audit of the financials to send out to the auditors.
- The amounts for the parent participation refunds are not on the books, as the refunds were not done yet.

5.7 Pastor (Fr. Tepoorten)

- Nothing to report.

6.0 New business

- The recommendations and conclusions report from Modern Systems Management who did the ventilation improvements was read out and copies circulated.
- Rob Wood will contact Modern Systems Management to have the system turned on in time for school and also to find out about changing the filters.

7.0 Closing prayer by Fr. Tepoorten

Meeting adjourned at 8:35pm.

Next meeting: September 10th, Wednesday at 7pm in the School Staff Room.