

Our Lady of Fatima education committee meeting
(Amended) Minutes for September 10th, 2008

Present: Karen Aimar, Tim Provenzano, Dave Henry, Kevin Park, Fernando Vicente, Dan Smith, Lori Smigel, 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:

- All in favour, motion carried

3.0 Approval of the minutes from August 27th, 2008:

- Add "PEC" to mention of retreat in section 5.1 under Miscellaneous
- Add Rob's office to wording about floor replacements in section 5.4 (Maintenance)
- Removed line under maintenance about flooring which was based on speculation and not fact.
- All in favour, motion carried

4.0 Business arising from minutes:

- Job description for maintenance/custodian to be created
- Rob, Maria and Nicole to provide a prioritized list of maintenance jobs.
- Mastercare need to get cleaning of furniture completed
- Parent participation refunds for leaving families to be sent out next week.
- Ventilation system turned on and filter was changed prior to school starting.

5.0 Reports:

5.1 *Principal (Rob Wood)*

Catering

- Catering people have requested that hot lunches be prepaid by cheque.
- People would prepay for 3 months worth of hot lunches.
- At issue for the catering people is the difficulty in dealing with coins that are scotch-taped to the order forms.
- It was suggested that prepayment by cheque be used as an option rather than as the only form of payment.
- It was also suggested that it be requested that coins be put into a Ziploc type bag instead of taping to the order forms making it easier to deal with receiving and counting the payments.

CRC Policy from CISVA

- CISVA passed a policy in May 2008 requiring criminal record checks for any parents performing any activity in the school where they are un-supervised.

Teacher Computers

- Rob put forth a proposal to have thin-client computers for all teachers to allow for easier communication for teachers as well as word processing capabilities.
- Teachers would be able to have their own @fatimschool.ca email address
- The system would involve 22 thin-client computers plus a server.
- The server would also replace the current aging servers, one of which has a failed 16 GB hard drive that will cost \$400 to replace.
- The thin-client computers aren't full computers so their cost of ownership is less than a regular PC.
- Quote provided for review by PEC members which includes a Standard option and Performance option.
- The Standard option is sufficient for email and word processing while the Performance option is the better option if graphic intensive processing or media streaming is required.

5.2 Vice-principal (Maria Anzulovich)

- Positive comments have been received about the new teachers this year.
- Odd maintenance jobs still required to be planned. Will provide a list.
- Discussion required on ventilation for the upper classrooms.

5.3 Vice-principal (Nicole Legal)

Sports

- Volleyball starting for girls in Grades 5, 6, and 7 with games beginning next week.
- Boys' soccer also starting next week. There will be 2 teams - one for grades 4/5 and one for grades 6/7.
- Cross country starting over the next 3 weeks with a meet being held on October 8.

Miscellaneous

- Mme. Legal and Mme. Falias rescheduled their "meet the teacher night" to Sept. 15 @ 7:00.
- Staff retreat is planned for Sept. 25 & 26.

Walkathon

- Walkathon will be held on Oct. 3.
- Route will be to Como Lake again.

- Should determine where some of the monies from Walkathon should be directed.
- Suggested that we can use some of the funds for the new sport court.

5.4 Maintenance (Kevin Park & Dan Smith)

Aug 30 – Impromptu Work Bee

- Mowed the grass.
- Replaced rubber feet on the desks
- Fixed loose trims
- Music portable was dusted.
- All of the boards on the windows were removed.
- Front door needed to be repaired. Had someone come in to fix it but it is still not fixed properly. Dan to follow up.

Electrical

- Electrical work needed.
- Patrick had approached Tina & Tony Benedet last spring about getting some of the work done.
- Father to follow up with Patrick to see if there was any pending work not yet completed.

Maintenance Miscellaneous

- It was suggested to create a template that would be used to list items to be done under maintenance.
- There should be some organizing and planning for maintenance and small jobs.
- Litter – teachers and kids could perhaps go and do cleanup periodically.
- More frequent sweeping around the school is required. Perhaps we could book people in to sweep in between regular sweeping.
- Work bees planned through December.

Purchasing Supplies

- Questions were raised about how supplies are purchased.
- Jack has a Home Depot card for parish maintenance expenses. Can request to borrow it when needed.
- Suggestion that supplies may be purchased on personal credit card and invoiced to the school.

5.5 Parent participation (Karen Aimar)

- Approvals for parent participation hours must come through the PEC.
- It was suggested to put participation hours online to show where people are at with their participation obligations.

5.6 Financial (Dave Henry)

- We haven't received the financial statements for July and August yet but there are no major surprises.
- We received the government grant at the end of August for \$60,000
- There was a large deposit at the beginning of September of \$170,000.
- Flooring cost over \$8,000
- Next month the final budget will be prepared.
- Father to follow up on changing the gas rate to a fixed rate which will make it easier to set the budget.
- The budget will be discussed at the next meeting.

5.7 Pastor (Fr. Tepoorten)

CISVA Reserve Monies

- When Independent Schools Act was introduced, the first grants from the government were put on reserve.
- Those reserves have been gaining interest with some of that interest being paid out to school at the beginning of each year.
- Reserve is intended as a safety net in case the government decides to discontinue the Independent Schools Act.
- There has been a motion by a pastor to access money from the first grants.
- This will be presented to pastors on October 15 and put up to a vote by the CISVA board.
- If the motion is successful after voting, all schools may access those initial reserve monies.
- If the CISVA board votes to allow the request, it will affect how much interest is paid since there will be less money to generate that interest.

PREP

- There was some uncertainty as to which classrooms are being used for PREP classes.
 - 3 classrooms in old building upstairs + the religious ed. room cupboard + all of downstairs classes in old building + classes on main floor of the Fatima Centre.
- Communication to occur between teachers and Linder so that issues can be dealt with directly instead of via notes between classes.

Miscellaneous

- Father has arranged for Amador Apacible to mow the grass along the boulevard.

6.0 New business

Viola

- Pre-K room wasn't being cleaned at one point but is now being cleaned.
- Raised issue of a smell in boys' bathroom by the Pre-K & Kindergarten classrooms which has been an ongoing issue.
 - Rob Wood will call to have someone come in and fix it.

Mr. Wood's Retirement

- Tim read out a letter from Rob Wood announcing his retirement at the end of June 2009.
- Father thanked Rob for his contributions to the school.
- We need to now profile the school.
- The process involves a superintendent from the CISVA who will come and lead the profiling process.
- Every sector in the school must be represented (teachers, students, parents, PEC, etc.)

BBQ

- For the BBQ on October 9, Rob has arranged for smokies and hot dogs, drinks, music, etc.
- The BBQ will be under the canopy in case it rains.

Sport Court

- There will be a meeting on Monday at City Hall.
- Lori has a person in Engineering on board which will help with her proposal.
- A proposal is being put forth for an encroachment agreement to allow us to build the sport court on that land.
- If it is approved, things can move forward.
- Lori will provide an update at the next meeting.

Miscellaneous

- Fernando suggested that we hold a planning type of meeting to set goals and objectives for the year.
- A date will be set at the next meeting.
- The ring on the playground has a metal piece that is falling out. This exposes a sharp edge which could result in children getting hurt. Recommended that it get looked at and removing the metal part if it is unsafe.

7.0 Closing prayer by Fr. Tepoorten

Meeting adjourned at 9:05pm.

Next meeting: October 8th, Wednesday at 7pm in the School Staff Room.