

Our Lady of Fatima Education Committee Meeting

FINAL Minutes for Dec. 9th, 2009

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

Recorder: Martin Mroz

Meeting called to order at 7:10 pm.

1.0 Opening prayer by Father Tepoorten.

2.0 Approval of Agenda

- Motion to accept the agenda – Dan V
- Motion seconded – Dan S
- Motion carried.

3.0 Approval of Minutes

- Amendments noted by Martin to Nov. minutes.
- Motion to accept minutes as amended at the meeting – Marisa
- Motion Seconded – Dan
- Motion carried.

Action Items:

- Martin to amend minutes and have posted to the website

4.0 Old Business/ Previous Minutes

4.1 Review Action Item List

- Action item changes noted on spreadsheet. These include:
- Dan V meeting with Adrian to discuss moving forward with networking.
- Dan S and Dan V will get another couple quotes for floor refinishing.
- Arch Diocese is coming up with a rental agreement. Any external groups using the facility should require insurance. Maria K will get more information Dec 10, 2009.
- Fernando investigating booster seats further for January's meeting. Other PEC members to review information sent previously for next meeting.

4.2 Boiler Issue – Fatima Center

- This is discussed in the distributed maintenance report.
- Basement is cold, and heat is not turning on quick enough.
- A valve which had failed has been replaced twice. Brad from Keith Plumbing said that the part has a faulty design and he has gone with a new part from a different manufacturer that will be more reliable. It was covered under warranty.
- There was some concern over an invoice that was issued for some of the work done around the new boiler. Gordon suggested that Keith's Plumbing should have surveyed the connecting parts to ensure that they are compatible prior to installation of the new boiler.
- We don't have a clear understanding of all of the issues around the heating system in the Fatima Center.
- We need to dig in deeper to clearly identify the source of the problem and determine the solution.

Action Items

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- Fernando to let Gordon know when to meet plumber at the school on Friday, Dec 11.
- Fernando to follow up on the invoices we received and the charges for parts and/or labour.
- Gordon to dig a bit further into the issue, including talking to Mr. Legal for advice.

4.3 Sports Court

- The drainage around the Sports Court is being addressed by the Maintenance Portfolio.

4.4 Stair well down to K French

- Jack is waiting for a warm and dry day to paint it.

4.5 Junk in Britco trailer

- Junk is gone, except for drywall which will go next work bee.

4.6 Leaf Raking

- Father asked K of C to organize a leaf raking party. The knights came in and helped.

4.7 Policy Changes

- Fernando will bring forward policy change process to a future meeting

5.0 Principal report - Maria K.

- Boy in 2F wanted to meet Maria K. to discuss replacing the gravel outside with grass.
- Started Chalice program in school and raising money for under privileged people. Amount raised and what is purchased will be presented at Christmas concert.
- One class raised enough to buy a playground for a village.
- Squirrels are being aggressive around the playground. Pest control was called in.
- The School is busy getting ready for Christmas concert.
- Catering committee and K of C put on hot lunch for the students. It was a well organized event and very well received.

6.0 Vice Principal Report – Nicole/Maria

- Nothing to report

7.0 Finance Report – Marisa

- Report circulated.
- Almost all lines are on budget.
- The catering committee inquired about whether they are charging enough to recoup the costs from hot lunches. The hot lunch program is not intended to generate a large profit as it is a community builder rather than a fundraising function. Marisa confirmed that the hot lunch program is recovering all costs.
- John separated out salaries for teacher aids and subs in the financial statements. They look appropriate.

8.0 Maintenance Report - Gordon

- Report circulated.
- November work bee was a success
- Almost all jobs completed except weeding.

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- Maria K. reported that squirrels were being a nuisance.
- Salt has been brought in and placed in different locations for snow removal.
- Dan S mentioned that 4 people volunteered to shovel snow
- Faucet may be installed by Don V this weekend.
- One of the front doors is bent, causing latching problems and drafts. It is being examined by the installation company.
- PPH form needs to be reformatted as there is not enough space for parents to sign their names in a readable way.

Action Item:

- Gordon asked for additional indoor items from the school for the Dec work bee
- Father will ask Lorne Brooks about the history of the old fridge.
- Dan V will see if he can find a regular fridge to be brought into the staff room and the steel one moved to the Fatima centre.

9.0 Parent Participation Report - Janet

- Dan is helping Janet. There are about 15-20 PPH reports a day. Things are currently going well, however it needs to be stayed on top of, as it can add up. The new system helps.

10.0 Pastor's Report – Father T.

- Father spoke with Scott Desjarlais about fixing ramp and stairs. He would like to start working immediately. He is coming in on Dec 18 to give a quote.
- Father is organizing a fund raiser to pay for the steps in June. It will be an Italian night with singers.

11.0 All Day Kindergarten

- Plan on how to move forward and to find out what the status is of our application. We will need to plan either way.
- Issues to be considered in planning sessions:
 - Curriculum/instructional planning
 - Budget and financial issues
 - Physical layout of classes
 - Accommodation of special needs children
 - Class size and enrolment
 - Tuition and grant money
 - Capital start up funds
- Discussion tabled until Jan pending notification from Ministry of education on acceptance into pilot.

12.0 Correspondence – Patrick Nam and Teresa Low-Provenzano

- T-Shirts are \$3 each regardless of volume ordered
- The school can be supportive and advertise a notice in the Communiqué promoting the availability of the shirts.

Action Items:

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- Respond and follow-up to correspondence. Response will suggest that Patrick Nam and Teresa Provenzano prepare a notice to be submitted in the Communiqué – Fernando
- Investigate if there is a hot lunch program around the date that can incorporate “pink” – Maria K.

13.0 Correspondence – Mrs. Dumas

Letter submitted by Mrs. Dumas requesting

The school will not promote the Heart and Stroke Foundation due to the conflict with certain issues such as stem cell research.

Action Items:

- Follow-up with Mrs. Dumas about an alternative charity – Maria K

14.0 Closing Prayer by Father Tepoorten (10:21 pm)

- Meeting adjourned at 9:55 pm.
- Next meeting: Wednesday Jan 13th 2009 at 7pm in the School Staff Room.