

**Our Lady of Fatima Education Committee Meeting**  
**Minutes for May 13<sup>th</sup>, 2009**

**Present:** Karen Aimar, Dave Henry, Fernando Vicente, Dan Smith, Anne Lee-Young, Kevin Park, Rob Wood, Maria Anzulovich, Nicole Legal, Father Tepoorten.

**Guests:** Maria Katsionis, Lori Smigel, Bill Hamilton

**Absent:** Tim Provenzano

**Recorder:** Fernando Vicente

Meeting called to order at 8:15 pm.

**1.0 Opening prayer by Father Tepoorten.**

**2.0 Approval of agendas:**

- Karen moved to accept the agenda.
- Fernando seconded the motion
- All in favour.

**3.0 Presentation: Emergency Preparedness (*Bill Hamilton*)**

- Bill provided some information on the emergency preparedness program.
- He stated that two of the most important things as part of emergency preparedness are information and supplies.
- The program is concerned with preparing for surviving the first 24-72 hours in an emergency situation.
- All of the supplies are stored in the back of the rectory in a bin that is very dry.
- We share the bin with the francophone scouts of Maillardville. They have tents, stoves, etc. that they have put inside the bin.
- Some of the items in the bin include extra food, water, lights, gloves, prying bars in case we need to go into a structured area.
- Volunteers collect the small snack pack that we send in each year for the children for each classroom. These are labelled with child's name and class
- Some of the planning that goes on is:
  - o What to do? Teachers & Students need to know what to do in an emergency.
  - o Where will release the children?
- Info cards with contact info are kept with the teacher in a folder in alphabetical order.
- The info cards would be clipped with lanyards until the child's release when it would be returned to school.
- When kids leave the school, the office shreds their info cards.
- Teachers keep a small first aid kit and a clipboard with all kids' names on it.
- Bill thanked Mike Blackstock and Michelle Pielak for a lot of work that they did in helping with emergency preparedness.

#### **4.0 Presentation: Sport Court (*Lori Smigel*)**

- Lori Smigel presented an update on the sport court.
- Lori, together with Tim and Karen, reviewed several companies and quotes.
- Rainbow Paving was highly recommended from Surrey.
- Lori said that they will be “prettying” up the fencing around the sport court (i.e. like the fish along the playground fencing).
- They’ve decided to use 6 gauge fencing since it is harder to cut through for vandals.
- The basketball portion of the court will be half court as there is not enough room to put in 4 hoops. They will be going with 2 hoops.
- In order to prevent balls going over the fence from shots, they will be installing higher fencing behind the hoops.
- They will probably have the work done in August.
- Karen moved to approve up to \$17,000 to go towards the sport court.
- Fernando seconded.
- All in favour.

#### **5.0 Approval of Minutes (April 15, 2009):**

- Changed heading to change title to read Meeting instead of Planning Meeting.
- Added clarification in section 4.2 to specify the quotes were for painting.
- Removed some details from section 5.1 which were of a sensitive nature and put them in the closed minutes.
- Fixed typo in section 10.2
- Dave moved to accept the minutes as amended.
- Dan seconded the motion
- All in favour.

#### **6.0 Business Arising from the Minutes**

##### **6.1 Maintenance Person**

- Tim was going to put an ad in the BC Catholic.
- Karen will talk to Tim to provide an update in June’s PEC meeting.

##### **6.2 Maintenance – Flooring & Painting**

- Dan will speak to Kevin to get the clarification on the quotes for the flooring.
- Perhaps we will need to hold an extra-ordinary meeting to decide on the flooring.
- Dan received 2 more quotes for the painting and is waiting for another quote.
- The company with the first quote (approximately \$18,000) declined afterwards.
- The 2<sup>nd</sup> quote came in at over \$41,000 while the third quote came in at over \$16,000.
- Dan will email the last quote when he receives it.
- Dan commented on how it will be a big job to prepare for these summer projects. The teachers will need to pack up their things, the walls will need to be stripped.
- Dan suggested the book shelves may need to be moved as well but Rob said that they are screwed to the wall so the painting can be done around the shelves.
- We may need to hold an extraordinary meeting to come up with solutions to coordinate the jobs.

**6.3 Thin Client Computers**

- It was decided that the thin-client computer system be deferred for the time being with so much money going towards other important projects such as the flooring and painting.
- Rob inquired about internet access for teachers who have laptops.
- Fernando and Dave will look into the possibility of wiring to the Fatima Centre and/or providing wireless access.

**6.4 Upper Classroom Ventilation**

- Tim was go meet with Dan Legal and provide either a quote or an estimate of the costs for this meeting.
- Karen will follow up with Tim to get an update.

**6.5 Gym Floor Refinishing**

- Jack has not yet been spoken to regarding completing this job.
- Father will speak to Jack by the next PEC meeting and provide an update on when will be completed.

**6.6 Front Doors**

- Dan received 2 quotes for the doors.
- One quote would re-use the existing door frames. The cost would be \$8,633 which includes installation, locks, weather stripping and removal of old doors. This does not include any repairs to the door frames should repairs be needed. Repairs would be charged at \$85 per hour.
- The second quote came in at \$7,100. The quote includes the doors and new door frames. The quote does not include removal of the existing doors and door frames. It is estimated that this would be a 2-day job so we would potentially need to hire a security guard to secure the school during that time.
- Since the quotes are similar, Dan to make a decision on which company to go with for installation. He will schedule the doors to be installed provided that they come in around the original quote amount.

**6.7 Adding A/C Units**

- The last 2 A/C units were installed during the work bee of April 25.

**6.8 Furnace**

- Dan received a quote on replacing the furnace.
- The quoted cost is \$34,830 + GST for a new boiler.
- There was also an additional \$12,000 + GST for removal of existing asbestos and abatement service.

**6.9 Computer Server**

- The computer server has now been installed.

**6.10 School Cleanliness**

- Letter to Mastercare was sent out Friday, April 24.
- Mastercare received the letter on Monday April 27.
- There was some discussion about whether the cleaning improved.
- A comment was made also that there is a social justice issue involved as well. How are they handling their employees? If Mastercare is not charging us a lot, that means that their employees are not being paid very much either. They also can't put in the necessary hours since they are working two jobs to make ends meet.
- Father moved to give Mastercare 30 days notice and terminate their contract. Motion was seconded, all in favour and motion passed.
- A sub-committee was formed to choose another janitorial company. The sub-committee consists of Karen, Dan, Tim, Fernando, Father and Maria A.

**6.11 Gym Rental Contract**

- Father mentioned that the parish has a floor cleaning machine that can be used on the gym floor. Perhaps an arrangement can be made for rental of it.
- The discussion on this has been tabled until the June PEC meeting.

**6.12 Parent Participation**

- Karen has completed review of the PPH from Carnaval.
- Anne and Father will work on proposing a policy on whether to allow for PPH from the pre-school. An update will be provided in June.

**6.13 Response to Uniform Sales**

- A response was sent to Leona Vandergulik.
- Mrs. Vandergulik is working on having Neat Uniforms open for longer hours next year.

**6.14 South Slope of Playground**

- No new update yet. Father will provide an update in June.

**6.15 Miscellaneous**

- Karen will follow up with Tim to find out if a response was sent to Rayleen Zanatta from her letter last month.
- Dan responded to Tina Suraci about her letter from last month. Maria A. will speak to Ms. Magis regarding needs for the music program as discussed. Karen will look into verifying the dollar amounts.
- A date of June 18 was chosen for the teacher's appreciation night.
- Tim and Fernando had AGM Announcements placed in the Communique. They will continue until the last Communique before June 3.
- Fernando had followed up regarding the liabilities around booster seats and his proposal from last month about the school acquiring some for field trips. Due to time constraints in the meeting, this will be discussed in the June meeting and Fernando will send the results of his research via email to the committee members.

## **7.0 Principal Report**

- All teaching positions have been filled except for grade 6/7 French.

## **8.0 Vice-Principal Report (Maria & Nicole)**

- Verbathon went really well with 4 of our 5 teams that were competed in the Verbathon won 1<sup>st</sup> place.
- Paraliturgie today – It was well done by the students and there were many comments on how well the English speaking kids prayed in French.
- Literacy Week – Went well as well attended.
- Track & Field has been going strong. The kids competed well recently at the St. James meet and there were several positive comments about how the students really encouraged each other and represented our school.

## **9.0 Maintenance Report (Dan)**

- Last 2 A/C units were installed at the April work bee.
- The April work bee focused on cleaning once again.
- Obtained quotes on the following:
  - o Janitorial (1)
  - o Painting (3)
  - o Boiler replacement (1)
  - o Front door replacement (2)

## **10.0 Parent Participation Hours (Anne)**

- There was some discussion regarding families who are leaving the school and the need to send out participation cheques once their hours are complete. Anne will follow up with Lisa and Susan to get a list of those families so that Dave can send out the cheques. There is a desire to send out the cheques earlier this year as last year they were sent out late.
- Anne provided an update of the work that the sub-committee has been doing in order to revamp the PPH program.
- The sub-committee met with the teachers as well as with some of the parent participation coordinators (hot lunch, supervision, etc.) in order to get an understanding of the issues.
- Some of the issues presented were
  - o Communication. It needs to be better so that people knew what they were signing up for and their duties.
  - o People need to be aware that they are signing up for a year-long commitment with respect to some of the jobs (i.e. playground supervision).
- An idea presented was that it would be good to have email addresses on the website for respective areas to aide in communication (i.e. [catering@fatimaschool.ca](mailto:catering@fatimaschool.ca), [parent\\_participation@fatimaschool.ca](mailto:parent_participation@fatimaschool.ca), [supervision@fatimaschool.ca](mailto:supervision@fatimaschool.ca)).
- There was a question regarding the limit of email addresses that we have available for OLF. Fernando will follow up with Adrian Anzulovich to determine what the limit is and if it is possible to add more addresses.

- It was also suggested that it would be good to have booths or tables set up on the first day of school for the different areas of parent participation. Coordinators could answer questions and also accept people signing up for participation.
- Another suggestion was that a meeting be held in June for new families to Our Lady of Fatima to explain the PPH program. This would include not only Kindergarten families but also families that are in grades 1 through 7 but new to our school.
- A universal recording sheet was proposed that would be downloadable from the website. The person would fill it out, have it signed by an authorized supervisor and then submitted for entry. With this, it would require the ability for parents to see where their hours are at whether that is online or posted somewhere near the office as it currently is in the book. A solution will be worked on by the sub-committee.

### **11.0 Financial Report (*Dave*)**

- Finances are inline. No red flags.
- John Pavich was asked to explain the difference between deferred revenue and retained equity.
- He went on to explain that all income is put into operating revenue in the financial statements. A few years back, the school had a surplus at the end of the year and that money had been put on reserve for future spending. This is what became deferred revenue. Typically, there must be a purpose to deferring revenue (i.e. that it is being held back for a specific project or that there is a specific plan for it). Questions will be raised by the auditors if the deferred revenue is carried forward for too long without being spent.
- Retained equity has to do with the government grant that we receive per student. We receive the grant in January, March and then in June. The CISVA withholds a portion of the grant money received as schools typically operate at a deficit during the months of September through December. In order to cover that period of the school year, the CISVA gives us the grant money that was withheld over those months in order for the school to operate.
- The amount withheld is based on the budget that the school sets.
- There were some questions regarding how we know how the grant money is being accounted for by the CISVA.
- It was explained that CISVA provides a summary to the school and this is presented at the AGM.

### **12.0 Pastor's Report (*Fr. Tepoorten*)**

- The 10<sup>th</sup> Anniversary for the first grad class of Archbishop Carney is being held on May 23.
- The CISVA board has been holding lots of discussions around support staff guidelines. This has caused a stir. They are trying to move towards industry standards to ensure fairness for support staff.

### **13.0 New Business**

- No new business other than the earlier presentations.

**14.0 Closing Prayer by Father Tepoorten**

Meeting adjourned at 10:33 pm.

Next meeting: Wednesday June 10<sup>th</sup>, 2009 at 7pm in the School Staff Room.