

Our Lady of Fatima Education Committee Meeting
(Amended) Minutes for June 11th, 2009

Present: Karen Aimar, Anne Lee-Young, Dave Henry, Fernando Vicente, Dan Smith, Tim Provenzano, Maria Katsionis, Maria Anzulovich, Nicole Legal, Father Tepoorten.

Guests: Marisa Ruggier-Andrews, Patrick Nam, Janet Tng.

Recorder: Fernando Vicente

Meeting called to order at 7:03 pm.

1.0 Opening prayer by Father Tepoorten.

2.0 Introductions

3.0 Approval of Agenda:

- Dan moved to accept the agenda.
- Tim seconded the motion
- All in favour.

4.0 Approval of Minutes:

4.1 April 4 PEC Planning Meeting

- Dan moved to accept the minutes as written.
- Anne seconded the motion
- All in favour.

4.2 May 13 PEC Meeting

- Karen moved to accept the minutes as written.
- Dan seconded the motion
- All in favour.

4.3 Annual General Meeting & Extraordinary PEC Meeting (June 9)

- Fernando did not have the minutes ready from these meetings yet.
- Minutes will be approved/amended at the August PEC meeting.

5.0 Old Business

5.1 PEC Retreat

- Father will be writing to Bishop Ken asking him to do our retreat.
- Father will send him some suggested Saturday dates.

5.2 Ventilation

- Tim spoke to Dan Legal and discovered that there were 2 options for mezzanine classroom cooling.

- One would involve a heat pump system which would act as both a cooling and heating system.
- Dan L. suggested that it is a generally accepted requirement to have 1 ton of cooling to approximately 300 sq. ft. of space. The classrooms are roughly 600 sq. ft. and would therefore require 2 tons of cooling.
- The cost per classroom is estimated to be at roughly \$7,000-10,000.
- Getting all of the classrooms done at once may bring down the price to approximately \$5000.
- Heat pump systems typically last approximately 20 years.
- The second option would be a large A/C only system which may come in slightly less expensive. This may be an alternative as the school and Fatima Center already have a heating system.
- Quotes will be presented at Aug. meeting

5.3 Gym Floor

- Father will ask Don to fill in while Jack is away.
- Father will find out if Don can repair the gym floor.

5.4 Boiler/Furnace

- Father will be speaking to Parish Finance Committee.
- We are supposed to be receiving a 3rd quote shortly.

5.5 Message to Parents

- Karen is working on a message to the parents to be included in the last Communique.

5.6 Cleanliness

- The janitorial contract with Mastercare was terminated.
- Quotes from various janitorial companies were reviewed.
- Dan moved that we accept the quote from Westcoast Building maintenance and contract them for 12 months.
- Karen will sign a 12-month contract with West Coast Building Maintenance.
- She will arrange to have them start on Monday.

5.7 Gym Floor Maintenance

- Rob will get a new rental agreement created in the next week.

5.8 South Slope of Playground

- Father intends to speak to the owner of the property.
- Dan Legal feels that it is her problem as she removed the bushes which held the soil.

5.9 Letter to Rayleen Zanatta

- Tim will respond.

5.10 Request from Tina Suraci

- Band t-shirts were purchased with that.
- Karen will send out correspondence to her.

5.11 *Booster Seats*

- Fernando will forward info to new members.
- Tabled until September.

6.0 *Summer Maintenance*

6.1 *Fatima Centre*

- Rob would provide a list of summer repairs.
- The gym floor should be fine until at least Christmas.
- We may need to speak to Westcoast Building Maintenance about getting the gym floors refinished during Christmas.
- In July the summer bible study is being held. The desks and walls should be washed by the janitors.
- Karen & Father will meet to go over the list and strike off any items that are covered under our janitorial contract.

6.2 *Summer Projects*

- Father will talk with Jack about locking up the school at the end of the day during the projects.
 - o He will be responsible for dealing with things that come up.
- Tim & Fernando will be Jack's access to the PEC if he needs to contact someone while Father's away.

6.3 *Maintenance Person*

- Put notice in Bulletin
- Need a plan on dealing with maintenance.

6.4 *Flooring Quotes*

- Scott Desjarlais from Cut n' Tuc Flooring clarified the wording in his quote. He will move furniture as necessary.
- They will not move personal objects or electronics (radios, computers, etc.). We need to move those ourselves.
- He is available when school closes and estimates about 4 weeks for the installation.
- He wants 35% of the invoice paid up front.
- He is available and does a good job.
- Rob will help choose the flooring. Ask for Scott to bring samples.
- Flooring at back where the bathrooms are located will be excluded. Maybe next summer we may renovate the bathrooms and can do the flooring then.
 - o Flooring at back is newer than what we are replacing now.
- Tim moved to accept Cut n Tuc as per quotes dated June 1 and June 2 up to a maximum of \$25,000 including taxes.
- Dan seconded.
- All in favour.

6.5 *Painting Quotes*

- The quotes covered nearly the entire building except for the computer lab.
- Chroma Decorating came in at the most attractive price of approximately \$17,000.

- Chroma has done painting for the Coquitlam School board.
- Chroma uses premium paint which is washable and durable.
- He applies 2 coats of paint and also 2 coats for the trim.
- He will do the wall paper removal in the staff room.
- He provided the most detailed quote out of all 3 companies.
- Chroma estimates that it will take about 4 weeks plus to finish the painting.
- He would like to precede the floor installation.
- Dan moves to accept quote #915 for painting the school main building by Chroma Decorating dated May 12.
- Tim seconded.
- All in favour
- Dan will email out additional quote on other items to paint.
- Colour selection will be done by Maria K., Maria A., and Nicole L.
- Dan will confirm when he can do it and schedule Chroma.

7.0 Principal Report – Rob Wood

7.1 CISVA Track Meet at Swangard Stadium

- There were 1800 students from 38 schools who participated in the CISVA Track Meet.
- OLF placed very well.
 - o On the last day, OLF finished 3rd overall.
 - o Grade 7 won the overall aggregate.
 - o OLF won the aggregate for all boys.
 - o OLF won the individual aggregate for grade 5 boys.
- Rob congratulated Maria stating that it was due to her coaching and enthusiasm.

7.2 Grade 6/7 French Teacher

- We are still looking for a suitable teacher to fill the vacancy in Grade 6/7 French.
- Maria K. has interviewed 12-14 candidates already and none have been suitable.
- Nicole L. has also been helping Maria K.

8.0 Vice Principal Report – Nicole & Maria

8.1 Fun Day

- Fun Day is tomorrow.
- They are going with an Olympics theme, calling it the Fatima Olympics.
- There will be a pre-Fun Day assembly.

8.2 Verbathon

- The verbathon holds a national competition every 3rd year.
- This year 4 teams from OLF won.
 - o Grade 2 and 4 came in 2nd place nationally.
 - o Grade 5 and 6 came in 1st place nationally.

8.3 New Students

- Susan and Maria have accepted registrations for 4 new students.
- We are now expecting 363 students in total with 337.5 full-time equivalents.

9.0 Maintenance

- The new front doors will be installed on June 25th and 26th.
- At the work bee, lawns will be cut and clean up done.

10.0 Parent Participation Hours

- Quite a number of people have not submitted their hours yet.
- Father emailed Dan Moric regarding the granting of parent participation hours from the Pre-School. Dan felt that it is in our best interest not to grant hours for parent participation from the Pre-School.
- Father moved that as of this date, June 11, we will no longer be granting parent participation hours for any works connected with the Parish Pre-School.
 - o Dave seconded.
 - o All in Favour.
- It was discussed that parish hours need to be pre-approved by the committee as we need support in the school.

11.0 Financial

- Finances tracking well.
- \$450,000 investments.
- Took \$100,000 out to pay taxes.
- We will receive a grant at the end of June for \$70,000.
- Parish subsidy of \$20,000 in June.

12.0 Pastor's Report – *Father Tepoorten*

12.1 Retirement Dinner

- Father thanked all those helping to put on Rob's farewell dinner.
- There are about 130 expected to attend.
- There is a committee of 10 people helping to put it on.

12.2 Miscellaneous

- Father acknowledged the work of Kevin Park for the last 2 years for our committee and our community.
- Father commended Fernando, Anne & Tim for their work with the PEC elections.
- Karen will send in the forms to the CISVA for the newly elected members.

12.3 Rome

- Father will be going on a pilgrimage on June 25th.
- After that, he will be leaving for Rome on June 29th.
- Father will be back on July 9th.

13.0 Additional

- Marisa suggested that bios of the candidates be made available next year for the PEC elections.
- She also suggested that bios also be available for the existing members so as to have a better idea of the make-up of the committee.

14.0 Correspondence – Mme. Loretan

- Madame Loretan sent in a thank you card for the installation of the air conditioning units.

15.0 Father’s Statement of Intent

- Father declared his intent that he will not be a voting member this upcoming year.
- This would mean that he cannot bring forward any motions.

16.0 Nominations of Executive Positions

- Fernando Vicente was elected as Chairperson.
- Patrick Nam was elected as Vice-Chairperson.
- Marisa Ruggier-Andrews was elected as Treasurer.
- Dan Smith was elected as Secretary.
- Father explained the Society Rep’s role.
- Fernando Vicente volunteered to be the Society Rep.
- Janet Tng volunteered for the Parent Participation portfolio.
- Tim Provenzano volunteered for the Maintenance portfolio.

17.0 Closing Prayer by Father Tepoorten

Meeting adjourned at 9:30 pm.

Next meeting: Wednesday August 26th, 2009 at 7pm in the School Staff Room.