

Our Lady of Fatima Education Committee Meeting

Minutes for Sep 09th, 2009

Amended and approved minutes

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

Guests: Dan Moric (until the end of item 4)

Recorder: Martin Mroz

Meeting called to order at 7:08 pm.

1.0 Fernando thanked guests for coming

2.0 Opening prayer by Father Tepoorten.

2.0 Approval of Agenda:

- Booster seat item from agenda tabled.
- Motion to accept the agenda – Dan S.
- Motion seconded - Marisa
- All in favour.

3.0 Approval of Minutes:

3.1 Changes to Aug 26th minutes

- Amendments noted by Dan S to Aug 26th minutes.
- Amendments noted by Fernando to Jun 11th minutes.
- Motion to accept minutes as amended at the meeting – Marisa
- Motion Seconded – Gordon

Action Items:

- Dan and Fernando to amend minutes and have posted to the website

4.0 Special Guest: Dan Moric, Associate Superintendent CISVA

- Discussed role of the PEC and its members
- Reviewed CISVA Policies
- Suggested that someone be elected to check emails pertaining to the PEC account at the CISVA website. Email account is ec.olf@cisva.bc.ca. Username and password were shared.

Action Items:

- PEC email account process to be verified

5.0 Old Business

5.1 Review Action Item List

- Action item changes noted on spreadsheet.
- Committee toured Principal office renovations.

5.2 Welcome Back BBQ

- Fernando asked all to come to help

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- Father Tepoorten arranged for a “Bouncy Castle” from a Fatima family parish.
- Father will get Fatima grads to help out at BBQ
- Maria K to get St. Pat’s alumni to assist with the children.

6.0 New Business added during the meeting

6.1 Registration of PEC members at CISVA conference

- Fernando will register all PEC members who have not previously attended (Gordon, Dan V, Martin, Janet)

6.2 Hand Sanitizers

- Vendor will provide and install units free of charge. We just pay for the gel.
- \$74 for box of 8 unit refills. Require 2 boxes.
- Choice between gel and foam. Maria K will order the foam.

7.0 Principal report – Maria Katsionis

- Request to add floor savers to furniture in 2E ASAP.
- Ellen Hobson requests that the school contribute \$1000/family for speech therapy for 2 families. This to be tabled until after we review budget.
- Hand Sanitizers to be installed. She will request a MSDS to be included with the onsite binder.

8.0 Vice Principal Report – Maria A

- Nothing to report

9.0 Treasurer Report - Marisa

- No formal report this month due to technical issues. There has been little activity since last month. A report will happen every month going forward.
- John Pavich, the school accountant, will be present to answer questions at the next meeting.
- Need family breakdown and enrolment at the next meeting.
- Commented on the principals who aggressively look for grant money at other schools St Helen's and Holy Cross as a source of info on how to apply for money.

Action Items:

- Marisa to bring the financial statements into the office for distribution to the PEC members

10.0 Maintenance report – Gordon and Dan V.

- Presented maintenance task document as circulated via email.
- If there are any questions to email Dan and Gordon
- We will need to postpone paint touch-ups on the doors for the time being, as the touch-ups will require curing that won’t get to happen do to activity at the school.
- There is check-off sheet of safety equipment for the playground. It needs to be found and added to the work bee.

Action Items:

- Dan S. will email for the paint codes for doors.

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- Maria K. will follow-up if there is an original check off list for safety equipment.
- Fernando to call Lori Smigel to find out the options for the lack of fence on the east side of the sports court.
- A mechanism to monitor the front door and unlock it to be added to the “issues” list
- Fernando will make inquiry about pickup of old furniture.

11.0 Parent Participation – Janet

- Letter to PEC concerning Children’s Liturgy PPH was discussed. Children’s Liturgy helpers are approved for 5 hours. This is continuation from last year.
- Teachers do not need to do volunteer hours as they already participate in extracurricular.

Action Items:

- Fernando to upload PPH forms to the website
- Fernando to send response to the letter concerning Children’s Liturgy Helpers.
- Fernando to review delinquent records and letters.

12.0 Pastor report

- Father is setting up a separate Fund Raising Account.
- Would like PEC to consider an earlier meeting time as well as some nice food (i.e. sandwiches)
- Father to follow-up with Scott Desjarlais
- Father and Fernando had a discussion with Don Patzer
- Father and Maria K to recommend possible confirmation dates with Arch Bishop

13.0 Fund raising Fee

- Some families have not paid fund raising fee. Committee discussed appropriate response.

14.0 Closing Prayer by Father Tepoorten

- Meeting adjourned at 10:38 pm.
- Next meeting: Wednesday October 14th, 2009 at 7pm in the School Staff Room.