

**ST. MATTHEW'S ELEMENTARY SCHOOL
PARISH EDUCATION COMMITTEE
Strategic Planning Session June 27, 2015
School Library**

Time: 9:45am
Chair: Katrina Bellosillo
Minutes: Ann Amsing
Attendees: Cheryl Andres
Tim McKinnon
Deborah Welsh (Principal)
Nahla Palmer
Jesse Kuester (Teacher Representative)
Josephine Copon
Bola Fagbamiye
Fr. Tien Tran

- 1) Introductions, Highlights & Successes 2014/2015
 - 2014/2015 list of highlights from Deborah – See handout
 - Welcome Fr. Tien Tran

- 2) Goal Sharing for 2015/2016 (both short term & long term)
 - Nahla:
 - To improve financial reporting and provide relevant and timely financial information to better assist the PEC and school community in short-term and long-term decision making.
 - Cheryl
 - Support Patrizia in covering the office when she is away
 - Do a little something to support the new Gr. 6 teacher Ms. Pacheco
 - Katrina
 - Support PEC members on their goals
 - Look for ways to enhance relationship between school and parish
 - Send agenda to committee members 1 week in advance
 - Deborah
 - Circulated copies of the compiled resource list of items needed and wanted from staff members.
 - See handout from Deborah regarding looking ahead for the 2015/2016 school year.
 - Josephine
 - Provide extra revenue for school to become self-sustaining
 - Help raise the school profile
 - Bola

- Would like to involve K of C and the CWL into the school community
- To look at more overall involvement from the parish community thus developing the people we already have into leaders.
- Ann
 - Would like to keep building relationships with the community and involving all the small and large parish groups.
- Tim
 - Would like to develop one of the teachers into technical leaders at the school
- Jessie
 - Would like to evangelize outside the school
 - To better represent the staff as the teacher representative on the PEC
- Fr. Tran was pleased that we are all on the same page in supporting and building our school/parish community.

3) Policy Committee

a) PEC Member expectations

- i) Fundraising/Events Participation
 - PEC members are asked to help plan one event/initiative of their choice.
 - Staff are also asked to be more involved in events next year.
- ii) Regular meeting schedule
 - Meetings have been moved to second Tuesday of the month 5-6:30pm.
- iii) Strategic planning meeting schedule
 - The 2016/2017 meeting will be held Saturday, June 11, 2016.

b) Elections (Bola)

- The election committee will host an evening for future candidates to explain the rules regarding campaigning and the expectations of becoming a PEC member.

c) Uniform (Bola)

- See handout regarding correspondence with Neat Uniforms
- Neat is still more affordable overall.
- PE uniforms may be done with a different company to save money next year.
- A probation period for Neat was discussed: To cancel services within a year without 18 months of notice if another error occurs.

d) E-mail use & School Stationary use

- ***Ann made a motion that only staff and students have permission to use the school e-mail accounts. Tim seconded it. All members voted in favour except Cheryl who left the meeting to attend a funeral. No one opposed and the motion was passed.***

e) New policy regarding International Students #402– see handout

- ***Bola made a motion to set tuition for international students at \$1200 per month. Ann seconded it. All members voted in favour and no one opposed. The motion was passed.***

- 4) Proposal for a new LAC Room (Deborah Welsh & Lorne Warde)
 - The committee was given a tour of the proposed construction area.
 - Option 3 was circulated. – See handouts including floor map
 - ***Bola made a motion to accept option 3 for the construction of a new LAC room. Tim seconded it. All members voted in favour and no one opposed. The motion was passed.***
 - Deborah will write the draft requesting if the parish would fund the construction since this physical change may be considered a capital improvement.

- 5) Events & Fundraising Committee (Josephine Copon)
 - i) Overview of each initiative completed – See handout.
 - o Two of the scheduled pancake breakfasts were cancelled due to the brunch bidding farewell to both priests and for a school event (walkathon wrap up) held this spring that the K of C did anyway.
 - ii) Financial results from each initiative – See handout.
 - o \$1000 from the flower sale has not yet been spent
 - iii) Plans for 2015/2016 – See handout.
 - iv) Correspondence (Ideas & suggestions)
 - There was discussion regarding the yearbook. The committee prefers the quality and service that Josten's offers.
 - ***Ann made a motion to return to Josten's for next year's yearbook. Nahla seconded it. All members voted in favour and no one opposed. The motion was passed.***
 - The committee would like to see the school website to be more functional.
 - Deborah will post the accepted PEC minutes on the website from now on.

- 6) IT Committee (Tim McKinnon)
 - i) 2014/2015 Review
 - All classrooms have document cameras.
 - ii) Grade 1 Interactive white board
 - There is an IWB for Francesca now.
 - iii) 2015/2016 technology needs
 - Purchase 5 PCs at \$400 for each station using the capital 'wish list' funds
 - Web filtering & firewall will be upgraded to iBoss

- 7) Treasurer (Nahla Palmer)
 - i) The monthly financial reports for April and May 2015 were distributed.

- ***Katrina made a motion to accept the April and May financial statements. Bola seconded it. All members voted in favour and no one opposed. The motion was passed.***
- ii) Review of year-end financial results with review of June statements
- The June financial statements mailed to PEC members in the summer.
- iii) Review of Internally Restricted Funds – balance remaining plus any additional amounts to restrict from current year (2014/2015)
- ***Nahla made a motion to Internally Restrict contributions received from fundraising activities during the 2014/2015 school year, for the purposes and amounts specified in the attached schedule (please see attached schedule for details - "Internally Restricted" and "Summary")The total amount is \$24,765.50 Ann seconded it. All members voted in favour and no one opposed. The motion was passed.***
 - ***\$14,463.78 was donated by the Knights of Columbus in June 2015 for the specified purpose of field expansion. As this amount was externally restricted by the donor, it will be recorded as deferred fundraising revenue as at June 30, 2015 until it is used for its intended purpose.***
 - ***Nahla made a Motion to Internally restrict the surplus from current year operations (2014/15), per the amount specified in the attached schedule, to be used for future expansion purposes (also see attached schedule - "Surplus" tab). The total amount is \$195,684.11. Bola seconded it. All members voted in favour and no one opposed. The motion was passed.***
- iv) Payment of Earthquake alarm
- The alarm costs approximately \$29,000 and it has been accounted for. A payment will be submitted to the main office (downtown).
- 8) Adjournment-
- ***Ann made the motion to adjourn the meeting and Nahla seconded it. All members voted in favour and no one opposed. The motion was passed and the strategic planning session was adjourned.***