

**St. Matthew's Elementary School PEC Meeting  
October 11, 2016  
School Library 5pm**

Attendees: Fr. Tien Tran

Katrina Bellosillo

Bola Fagbamiye

Ann Amsing

Nahla Palmer

Josephine Copon

Cheryl Andres

Deborah Welsh

Tim McKinnon

Angelique Rassmussen

Guests: Fr. Nixon D'Silva

- 1) Faith Formation: Care for Our Common Home (Tim)
  - Session 2 Readers: Bola, Angelique & Cheryl
  
- 2) Parent guest: Mr. Homer Reyes
  - He and his band (Five for the Road) are offering to put on a concert for our school. They are an established band that plays folk songs, which are vetted by Fr. Jun Ji Zarate who is a member. Their last 2 recent fundraising concerts raised a total of \$12,000 for charity.
  
- 3) Review of the September PEC minutes
  - ***Cheryl made a motion to accept the minutes from the September meeting with the corrections to #3, 9 & 12. Tim seconded it and no one opposed it. The motion was passed.***

Reports

- 4) Events & Fundraising Report (Josephine)
  - See report attached.
  
- 5) Treasurer's Report (Nahla)
  - The financial statements for September were distributed and discussed.
  - ***Ann made the motion to accept the financial statements. Bola seconded it. All members voted in favour and the motion passed.***
  - Accounts Receivable Bola reported the figures and number of families with outstanding balances. One of which is bad debt from a family who is no longer in the school.

- The other families were recommended to speak directly with Fr. Tran to discuss their outstanding amounts.

6)IT Report (Tim)

- Tim met with the principal and two other teachers to discuss the present IT needs of the school.
- He is looking at getting more Chrome books so that every intermediate student may use one daily for half a day.
- He is also looking into getting four printers that work with the current operating system for approximately \$400-600.
- We will look at having one staff member to be the technology/administrative person responsible for learning and using all the software to its full potential.
- There is a fun educational version of the game, Mine Craft that requires Windows 10. Tim will look at using Microsoft 365, which is a free license to use with this version of Mine Craft.

7) Teacher's Report (Angelique)

- See report attached

8)Principal's Report (Deborah)

- See report attached

9) Pastor's Report (Fr. Tran)

- Parking is still an issue since we have two schools and the preschool at our location.
- Fr. Tran recommended Deacon Giovanni to become more involved and hands-on in the elementary school since he already visits HCSS.

10) Budget 2016-2017 (Nahla)

- ***Bola made a motion to accept the final budget. Tim seconded it. All members voted in favour and the motion was passed.***
- Nahla will send the approved budget for Fr. Tran to sign.

11) Policy Update (Katrina)

- The CISVA policy book is on-line now.

12) PEC Conference re-cap

- Members who attended the conference shared some of their comments.

13) Adjournment & Closing Prayer

- ***Ann made a motion to adjourn the meeting. Josephine seconded it. All members voted in favour and the motion was passed.***

