

**St. Matthew's Elementary School PEC Meeting  
December 1, 2015  
School Library 5pm**

Attendees: Fr. Tien Tran  
Fr. Nixon  
Katrina Bellosillo  
Bola Fagbamiye  
Ann Amsing  
Nahla Palmer  
Tim McKinnon  
Josephine Copon  
Cheryl Andres  
Deborah Welsh  
Jess.e Kuester

Faith Formation

Review of the October PEC minutes (Bola)

- *Tim made a motion to accept the minutes from the October meeting with the correction to include his name as being present that evening. Nahla seconded the motion. One member abstained due to being absent at that previous meeting while the remaining members voted in favour of the motion and no one opposed it. The motion was passed.*

Policy Review (Katrina)

- This was tabled due to time constraints.

Reports

Chairperson's Report (Katrina)

- The finance subcommittee of Katrina, Nahla, Deborah and Mary Ann have been working on the budget.
- A system will be created to handle cash that is submitted.
- The subcommittee is also discussing the working capital.
- Father Tran has approved \$5 drop-in basketball for parents on Wednesday nights 8-10pm. The first drop in night was last Wednesday and 15 parents attended. Waivers are needed for this activity.
- A fruit basket was delivered to Cecil on behalf of our PEC. Her father passed away recently.

Delegate's Report (Bola)

- See attached report.

#### Events & Fundraising Report (Josephine)

- See attached report

#### Treasurer's Report (Nahla)

- a) Financial statements for October were distributed.
- b) Nahla created and explained the projected monthly cash flow 2015-2016 and discussed the working capital needed for the school.
- c) Accounts Receivable Report (Bola) Five families have outstanding fees.
- ***Bola made a motion to accept the October financial statements. Ann seconded the motion. All members voted in favour of the motion and no one opposed. The motion was passed.***

#### Teachers' Report (Jess e)

- See attached report

#### Principal's Report (Deborah)

- See attached report
- There is a total of 210 students in our school presently.
- During Advent the intermediate children will be attending the 8am morning mass.
- A sound field system was donated by a family who wishes to remain anonymous. It is worth approximately \$1200 and will be used in Jessie Kuester's classroom.

[Bola excused himself from the meeting at this time.]

#### New Business

##### Year Book (Katrina)

- The yearbook cover with the dove and the cross was circulated and is now with the yearbook committee.

##### Strategic Planning meeting and the Annual Planning session (Katrina)

- It was recommended to separate such planning into two sessions at the recent PEC leadership conference.
- The committee agreed to meet on Saturday, January 16 2015 from 1-4pm, and to cancel the monthly meeting on January 12<sup>th</sup>.

Staff Christmas Gathering (Katrina)

- All members are welcome to attend the Christmas social on Friday, December 18, 2015 at the school from 1-3pm. Katrina has ordered the food for this lunch.
- Options for staff Christmas gifts will be e-mailed and voted on. Both Tim and Katrina will e-mail gift ideas.

[Father Tran dismissed himself at this time.]

In Camera

Adjournment & Closing Prayer

- *Ann made a motion to adjourn the meeting. Cheryl seconded the motion. All members voted in favour of the motion and no one opposed. The motion was passed and the meeting was adjourned before the closing prayer led by Fr. Nixon.*