

**St. Matthew's Elementary School PEC Meeting**  
**April 11, 2017**  
**School Library 5pm**

Attendees: Fr. Tien Tran  
Katrina Bellosillo  
Bola Fagbamiye  
Ann Amsing  
Nahla Palmer  
Josephine Copon  
Deborah Welsh  
Tim McKinnon  
Cheryl Andres  
Angelique Rassmussen

- 1) PEC Group photo was taken in the school foyer.
- 2) Faith Formation: Care for Our Common Home (Tim)
  - Session 7 Readers: Nahla & Ann

Reports

- 3) Events & Fundraising Report (Josephine)
  - See report attached.
  - On April 22 students will be accepting walkathon pledges after the masses and on April 29 Father Tran and Father Nixon, along with Deacon Giovanni, will be accepting pledges after the masses.
- 4) Hiring Committee (Cheryl)
  - See report attached.
  - The gr. 7 teaching position has been offered to Kristina Tzetzos.
- 5) Treasurer's Report (Nahla)
  - The financial statements for March 2017 were distributed and discussed.
  - ***Cheryl 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 balances of the outstanding amounts.
- 6) Teacher's Report (Angelique)
  - See report attached.

7) Principal's Report (Deborah)

- See report attached.

8) Pastor's Report (Fr. Tran)

- Gr. 8 Enrolment - Holy Cross Regional accepted over 40 students who are parishioners into their gr. 8 program this fall
- Parish Centre Project – the committee is working on legal requirements for the building project
- Roads and parking lot – due to the upcoming parish Centre project, a temporary fix is being done
- Lent – Father reports that it is nice to see classes attend morning masses. He asks that staff encourage students to attend Holy Week celebration & Easter masses with their families.
- Gr. 7 Field trip to Mission Abbey – Fr. Tran suggested this field trip for Gr. 7

9) Wall padding (Katrina)

- Katrina presented two quotes for gym wall padding: one for permanent pads and another for removable ones.
- ***Ann made a motion to purchase permanent wall pads for \$3725 and to pay for them with parish funds as per Fr. Tran's approval. Tim seconded it. All members voted in favour and the motion was passed.***

10) Election (Katrina)

- This year the seats that Ann, Cheryl and one appointed member held are up for election.
- This year's nomination committee will be Father Tran, Katrina and Josephine. In addition, two scrutineers will be selected.
- The election will be on May 28 and the nominations are due May 1.

11) Education Assistants (Deborah)

- There are a total of 9 special education assistants and teacher assistants at our school and all are certified.
- From now on, special education assistants (SEAs) will be referred to as education assistants or EAs.

12) Four Mandatory Traffic Supervision Shifts (Deborah)

- Discussion on how other schools handle their supervision program
- Our school is very much in need of the traffic supervision to ensure the safety of our students.

13) Air Conditioning System (Katrina)

- This was tabled to our next meeting.

14) User Groups (Deborah)

- Father Tran spoke with the user groups and reminded them that teachers must be in the classrooms.
- Teachers are encouraged to take and post photos of their classroom so groups know how they should look and are responsible for ensuring that they are returned to that same state.

15) Adjournment & Closing Prayer

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

\* The next PEC meeting will be Tue. May 2 at 5pm in the library.