

**St. Matthew's Elementary School PEC Meeting**  
**January 10, 2017**  
**School Library 5pm**

Attendees: Fr. Tien Tran  
Katrina Bellosillo  
Bola Fagbamiye  
Ann Amsing  
Nahla Palmer  
Josephine Copon  
Deborah Welsh  
Tim McKinnon  
Cheryl Andres  
Jeanine Sallos  
Fr. Nixon D'Silva  
Deacon Giovanni

- 1) Faith Formation: Care for Our Common Home
  - Session 4 Readers: Bola & Cheryl
  
- 2) Review of the December PEC minutes
  - ***Cheryl made a motion to accept the minutes from the previous meeting with the correction to #10 as it was Katrina, not Nahla, who brought up the topic. Bola seconded it. All members voted in favour and no one opposed it. All The motion was passed.***

Reports

- 3) Events & Fundraising Report (Josephine)
  - See report attached.
  - The hot lunch program was launched with the new menu and the deadline to hand in orders was Sunday. The first delivery will be tomorrow.
  
- 4) Treasurer's Report (Nahla)
  - The financial statements for November and December 2016 were distributed and discussed.
  - ***Ann made the motion to accept the financial statements. Cheryl seconded it. All members voted in favour and the motion passed.***
  - Notices will be sent out regarding outstanding accounts.
  
- 5) Teacher's Report (Jeanine)

- See report attached.
- 5) Principal's Report (Deborah)
- See report attached.
- 6) Pastor's Report (Fr. Tran)
- Father commends the school for having a good Christmas concert.
  - He would like to work on the scheduling for next year's concert to avoid schedule conflicts in the sanctuary.
  - Father reminded us that Lent 2017 begins March 1st.
  - With New Years Day falling on a Sunday he observed how many people attended Mass.
  - He is concerned about the snow and ice removal of our schools and parish parking lot. There had been miscommunication with the snow and ice removal company so he had to hire another contractor. Parishioner Richard Thompson used his equipment to salt the lot. We are fortunate to have him in our community.
  - The snow removal bill has been substantial.
  - The building project to build the plaza is dealing with an issue regarding property lines. Father is working with the City and the RCVA to resolve this.
  - Father announced that HC is planning to build special portables at the back of their school and use the road behind them to smooth traffic.
  - Father reminded us that he will be away for a month on mission and vacation in Vietnam starting January 23.
- 7) Fundraising concert (Ann)
- Ann updated the committee on the preparation plans for the upcoming concert starting the folk band 5 for the Road featuring Fr. Junji Zarate from OLG.
  - Ann is working with Katrina and band members Homer Reyes and Danny Cruz.
  - The concert has been booked on Friday, February 17 at 7pm in the school gym.
  - Fr. Tran has arranged to have other priests announce the concert after mass while he is away on mission. PEC members will be asked to sell tickets after masses 3 weeks before the event.
- 8) PPP (Katrina)
- Katrina, Deborah and Josephine will meet on January 20 to discuss the PPP 2.
- 9) Anti-bullying/Anti-harassment Policy

- Cheryl, Bola and Deborah met to discuss and create a draft of an anti-bullying harassment policy.
- See handout of the draft.
- The PEC will review the draft and offer feedback via Google Docs.
- The draft will be assessed for approval at our next PEC meeting.

10) Tuition Fee Increase for 2017-2018

- Nahla prepared different financial scenarios on tuition increase, the committee discussed the different options.
- Katrina made a motion to accept scenario #6 with a 3% increase across the board. Tim seconded it. 4 members voted in favour, 1 opposed and 3 abstained. The motion was **passed**.

\* At this point Cheryl Andres excused herself from the meeting.

11) Snow Removal

- The school lot has been plowed and salted, but with more snowfall it has been a challenge to deal with.
- CISVA issued a snow removal policy for schools to follow.

13) 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. Feb. 21 at 5pm in the library.