

**St. Matthew's Elementary School PEC Meeting**  
**Sept 6, 2016**  
**School Library 5pm**

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

Guests: Deacon Giovanni  
Fr. Nixon D'Silva

- 1) Faith Formation: Care for Our Common Home (Bola)
  - Session 1 Readers: Katrina & Josephine
- 2) Review of the JunePEC minutes
  - ***Bolamade a motion to accept the minutes from the June meeting with the typing correction. Katrinaseconded it and no one opposed it. The motion was passed.***

Reports

- 3) Events & Fundraising Report (Josephine)
  - Josephine will meet with the parish events team committee to discuss the upcoming International brunch. We will coordinate the rafflebaskets.
  - The school team meeting will be on September 9.
  - The hot lunch program will roll out next month.
  - The first pancake breakfast of this school year will be on Oct. 23. And most pancake breakfasts will fall on the third Sunday of each month.
- 4) Teacher's Report (Jeanine)
  - The staff retreat was last Friday
  - There are 2 new teachers on staff: Ms. Sarangelo & Mrs. Sisk
- 5) Principal's Report (Deborah)
  - See report attached

6) Pastor's Report (Fr. Tran)

- Father welcomed the PEC back to the school and welcomed Deacon \_\_\_ as our guest to our meeting
- Father encourages us to be mindful of our efforts as a team and to remain confidential while fostering peace, joy and harmony in our community
- Father announced how the parish centre is being built to accommodate the growing needs of our community

7) Treasurer's Report (Nahla)

- Capital expenditures that have come through during the summer are as follows: approximately \$22,000 spent on computers and technology  
Approximately \$3,800 spent on school furniture
- Grass field project costs incurred to date is approximately \$65,000 with the costs being split 50/50 between the school and parish.

8) Policy Report (Bola)

- A draft of the external fundraising policy was distributed and discussed. As a PEC we made revisions, which will be presented next month.
- ***Katrina made a motion to add an external fundraising policy to our policy book. Nahla seconded the motion. All members voted in favour of the motion. The motion was passed.***

9) Grass Field Project continued (Katrina & Nahla)

- Students may play on the field during recess and lunch now
- A group of adult volunteers from the parish came to help in August 2016. We will send them thank you cards.

10) Policy 110 (Katrina)

- All members signed the revised RCAV policy.

11) Treasurer's Report (Nahla)

- Mary Ann, our bookkeeper, wrote the PEC letter informing us of her increased fee from \$1,700 per month to \$2,200 per month. She has not asked for or been given a raise in the past 3 years as our bookkeeper.
- The PEC accepted her terms and will begin paying her \$2,200 per month this school year.

12) Cash and On-line Payment Procedure (Nahla)

- The PEC discussed controls around cash handling.
- This new procedure will be used for school activities such as hot lunch and the Walkathon.

- Various money handling programs were discussed: PayPal, CHIMP, etc.
- **[Action Item] Nahla will lead a subcommittee (including Ann and Deborah) to find out what other schools use to collect and handle money electronically.**

13) Adjournment & Closing Prayer

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