

**ST. MATTHEW'S ELEMENTARY SCHOOL
PARISH EDUCATION COMMITTEE
Strategic Planning Session June 27, 2015
School Library**

Time: 9:45am
Chair: Katrina Bellosillo
Minutes: Ann Amsing
Attendees: Cheryl Andres
Tim McKinnon
Deborah Welsh (Principal)
Nahla Palmer
Jesse Kuester (Teacher Representative)
Josephine Copon
Bola Fagbamiye
Fr. Tien Tran

- 1) Introductions, Highlights & Successes 2014/2015
 - 2014/2015 list of highlights from Deborah – See handout
 - Welcome Fr. Tien Tran

- 2) Goal Sharing for 2015/2016 (both short term & long term)
 - Nahla:
 - To improve financial reporting and provide relevant and timely financial information to better assist the PEC and school community in short-term and long-term decision making.
 - Cheryl
 - Support Patrizia in covering the office when she is away
 - Do a little something to support the new Gr. 6 teacher Ms. Pacheco
 - Katrina
 - Support PEC members on their goals
 - Look for ways to enhance relationship between school and parish
 - Send agenda to committee members 1 week in advance
 - Deborah
 - Circulated copies of the compiled resource list of items needed and wanted from staff members.
 - See handout from Deborah regarding looking ahead for the 2015/2016 school year.
 - Josephine
 - Provide extra revenue for school to become self-sustaining
 - Help raise the school profile
 - Bola

- Would like to involve K of C and the CWL into the school community
- To look at more overall involvement from the parish community thus developing the people we already have into leaders.
- Ann
 - Would like to keep building relationships with the community and involving all the small and large parish groups.
- Tim
 - Would like to develop one of the teachers into technical leaders at the school
- Jessie
 - Would like to evangelize outside the school
 - To better represent the staff as the teacher representative on the PEC
- Fr. Tran was pleased that we are all on the same page in supporting and building our school/parish community.

3) Policy Committee

a) PEC Member expectations

- i) Fundraising/Events Participation
 - PEC members are asked to help plan one event/initiative of their choice.
 - Staff are also asked to be more involved in events next year.
- ii) Regular meeting schedule
 - Meetings have been moved to second Tuesday of the month 5-6:30pm.
- iii) Strategic planning meeting schedule
 - The 2016/2017 meeting will be held Saturday, June 11, 2016.

b) Elections (Bola)

- The election committee will host an evening for future candidates to explain the rules regarding campaigning and the expectations of becoming a PEC member.

c) Uniform (Bola)

- See handout regarding correspondence with Neat Uniforms
- Neat is still more affordable overall.
- PE uniforms may be done with a different company to save money next year.
- A probation period for Neat was discussed: To cancel services within a year without 18 months of notice if another error occurs.

d) E-mail use & School Stationary use

- ***Ann made a motion that only staff and students have permission to use the school e-mail accounts. Tim seconded it. All members voted in favour except Cheryl who left the meeting to attend a funeral. No one opposed and the motion was passed.***

e) New policy regarding International Students #402– see handout

- ***Bola made a motion to set tuition for international students at \$1200 per month. Ann seconded it. All members voted in favour and no one opposed. The motion was passed.***

- 4) Proposal for a new LAC Room (Deborah Welsh & Lorne Warde)
 - The committee was given a tour of the proposed construction area.
 - Option 3 was circulated. – See handouts including floor map
 - ***Bola made a motion to accept option 3 for the construction of a new LAC room. Tim seconded it. All members voted in favour and no one opposed. The motion was passed.***
 - Deborah will write the draft requesting if the parish would fund the construction since this physical change may be considered a capital improvement.

- 5) Events & Fundraising Committee (Josephine Copon)
 - i) Overview of each initiative completed – See handout.
 - o Two of the scheduled pancake breakfasts were cancelled due to the brunch bidding farewell to both priests and for a school event (walkathon wrap up) held this spring that the K of C did anyway.
 - ii) Financial results from each initiative – See handout.
 - o \$1000 from the flower sale has not yet been spent
 - iii) Plans for 2015/2016 – See handout.
 - iv) Correspondence (Ideas & suggestions)
 - There was discussion regarding the yearbook. The committee prefers the quality and service that Josten's offers.
 - ***Ann made a motion to return to Josten's for next year's yearbook. Nahla seconded it. All members voted in favour and no one opposed. The motion was passed.***
 - The committee would like to see the school website to be more functional.
 - Deborah will post the accepted PEC minutes on the website from now on.

- 6) IT Committee (Tim McKinnon)
 - i) 2014/2015 Review
 - All classrooms have document cameras.
 - ii) Grade 1 Interactive white board
 - There is an IWB for Francesca now.
 - iii) 2015/2016 technology needs
 - Purchase 5 PCs at \$400 for each station using the capital 'wish list' funds
 - Web filtering & firewall will be upgraded to iBoss

- 7) Treasurer (Nahla Palmer)
 - i) The monthly financial reports for April and May 2015 were distributed.

