

**St. Matthew's Elementary School PEC Meeting
October 13, 2015
School Library 5pm**

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

Regrets: Katrina Bellosillo

- 1) Faith Formation using the Lectio Divina (Bola)
 - Readers: Tim & Ann

- 2) Review of June Strategic Planning Meeting Minutes & September PEC minutes (Bola)
 - Katrina added the missing goals for the June Strategic Planning Meeting.
 - *Ann made a motion to accept the revised minutes from the Strategic Planning Meeting in June. Josephine seconded the motion. All members voted in favour of the motion and no one opposed it. The motion was passed.*
 - *Nahla made a motion to accept the minutes from the September PEC Meeting with the correction to accept 'approximately \$15,000 to the budget.' Ann seconded the motion. All members voted in favour of the motion and no one opposed it. The motion was passed.*

Reports

- 3) Events & Fundraising Report (Josephine)
 - See attached report
 - It was noted that 90 students are registered in the healthy lunch program.

- 4) Treasurer's Report (Nahla)
 - We received a portion of the government grant for our students with special needs and that money goes into the chancery.

- Father Tran reminded the PEC that our goal is to make the school become self sufficient as quickly as possible and to only draw subsidy from the parish when needed.
- Next month's financial report will have the adjustments.
- **Action Item #1:** Nahla will create a cash flow report so that PEC can see when we need parish funds and know when the funds dip and due to needs.
- ***Tim made a motion to accept the September financial statements. Cheryl seconded the motion. All members voted in favour of the motion and no one opposed. The motion was passed.***
- Accounts Receivable: Bola reported that several families who had an outstanding balance have already paid. There are still some families who has an outstanding balance. It was noted that one family dropped of 2 payments at the parish over summer and 1 payment is unaccounted for.

5) Teachers' Report (Angelique)

- See attached report
- The teachers recommend that Edu-paks to be mandatory.

6) Principal's Report (Deborah)

- See attached report

7) Father's Report (Fr. Tran)

- Father would like the school and parish to work more as one entity especially in regards to the sacraments of Holy Communion and Confirmation of our students including those in PREP.
- Both Fathers visit the school on Tuesday mornings between 9-10:15am. Father would also like students to greet them.
- Father would like the children at SMES to participate in the children's Christmas mass this year.

Continuing Business

8) Budget 2015-2016 (Nahla)

- ***Ann made a motion to accept the budget for 2015-2016. Tim seconded the motion. All members voted in favour of the motion and no one opposed it. The motion was passed***

4b) Audit Update (Nahla)

- ***The financial statements for June 2014 and 2015 were circulated and discussed.***