

**St. Matthew's Elementary School PEC Meeting
January 16, 2016
School Library 1pm**

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

- 1) Faith Formation #4 using the Lectio Divina (Bola)
 - Readers: Angelique & Josephine

- 2) Review of the October PEC minutes (Bola)
 - Nahla made a motion to accept the minutes from the November-December meeting with the correction spell Jesse's name correctly. Ann seconded the motion. All members voted in favour of the motion and no one opposed it. The motion was passed.***

Reports

- 3) Chairperson's Report (Katrina)
 - The grass field project needs to be addressed immediately so it can be ready by September 2016.
 - It was decided that minor school incidences that do not require the support or input of the entire PEC will be left to the professional management of our principal who will inform Father Tran and Katrina of them as needed.
 - The earthquake alarm went off internally when the Lower Mainland had one recently.

- 4) Events & Fundraising Report (Josephine)
 - See attached report
 - [Action Item #1]** Josephine will speak with Randy Magalindan regarding offering a drop-in fee for the parent health & fitness program.

- 5) Treasurer's Report (Nahla)

- a) Financial statements for November and December were distributed.
- Bola made a motion to accept the financial statements for November and December 2015. Josephine seconded the motion. All members voted in favour and the motion was passed.***
- b) Accounts Receivable Report (Bola) The outstanding balance was discussed.
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6) Teachers' Report (Angelique)

- January 18 is a professional development day for teachers to study the new curriculum. The new curriculum will be implemented this fall.
- February 4-5, two thousand teachers will be attending a conference in Vancouver and mass at the cathedral.
- The grade 4 & 5s are playing basketball
- Children will be singing in the choir at the 10:30 mass on January 31
- Donations of socks, gloves and candy are being collected for the Good Shepherd ministry.

7) Principal's Report (Deborah)

- See attached report
- \$1000 was donated to the school from a family who wish to remain anonymous

8) Pastor's Report (Fr. Tran)

- Father enjoyed the school Christmas concert
- Christmas pageant would be better with more participation from the school community
- Students will be reminded that this year is the Year of Mercy.
- The office needs to be informed of all the events to help with any preparation.
- January 31 is Catholic Week and Father Sylvester will preside at our parish.
- February 8 is Family Day in BC and it is also the Lunar New Year.
- At the end of the school year students will be encouraged to collect items such as small toys, vitamins and Tylenol for medical missions. Father will give to the poor this July.
- New families in the parish should be reminded to use their Sunday parish envelopes.

[Action Plan #2] Ann will request that the CYFG e-mail master send out an reminder encouraging new families to use their parish envelopes regularly.

New Business

Hiring (Katrina)

- The committee needs to hire 2 teachers: one for the extra grade and another for the maternity leave next year.
- Interviews will be held March 29-31, 2016.
- Deborah announced how she had spoken with Father Tran and Nahla about possibly hiring a music teacher for the 2016-2017 school year.

Tuition (Nahla)

- The committee discussed the tuition fee for the next school year and went over different options and scenarios.
- Tim made a motion to increase tuition by 3% to all categories in order to counter the effect of inflation. This translates into a \$10 increase per child for 1 child and \$15 per child for 2 and 3 children. Cheryl seconded this motion. Seven committee members voted in favour and one opposed. The motion was passed.***

Uniforms (Deborah)

- One parent requested that black running shoes be used instead of dress shoes. Deborah will direct that parent to the uniform policy of students wearing black dress shoes.
- Tracksuit (tabled)

Use of classrooms during non-school hours (tabled)

PSG update (Katrina)

- The grant was approved and there is \$3600 in the bank now.
- The PSG members are to be elected, but our current first three members were appointed. The election for this sub-committee will be held at the upcoming AGM.
- [Action item #3]** An announcement will be done through the school newsletter about the upcoming PSG election.

AGM (Katrina)

- The upcoming AGM is Thursday, February 11, 2016 in the school gym.

Correspondence (Deborah)

- The school staff sent a thank you card to the PEC for the Christmas party.

3pm prayer (all members)

In Camera

Adjournment & Closing Prayer

- The PEC immediately began the Strategic Planning Overview meeting.
- **[Action Item 4]** Each member will write a draft about our role and position on the PEC. This description will include length of term and be e-mailed to Katrina before the AGM where they will be presented.
- **Ann made a motion to adjourn the meeting and Nahla seconded. All in favour. Motion passed.**