

**St. Matthew's Elementary School PEC Meeting**  
**November 22, 2016**  
**School Library 5pm**

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

Guests: Dionisio Santos

Regrets: Cheryl Andres

- 1) Faith Formation: Care for Our Common Home
  - Session 3 Readers: Bola, Josephine & Tim
- 2) Use of Google Groups (Katrina)
  - All members present shared a positive response towards using the Google Groups
- 3) Guest: Mr. Dionisio Santos
  - He presented his existing software "OnVolunteer" that helps organize PPP hours and activity.
- 4) Review of the October PEC minutes
  - ***Josephine made a motion to accept the minutes from the previous meeting. Ann seconded it. All members voted in favour and no one opposed it. All The motion was passed.***

Reports

- 4) Events & Fundraising Report (Josephine)
  - See report attached.
- 5) Treasurer's Report (Nahla)

- The financial statements for October were distributed and discussed.
- ***Tim made the motion to accept the financial statements. Bola seconded it. All members voted in favour and the motion passed.***
- Accounts Receivable (Bola)
- Several families have paid. \$1107 is outstanding.

6) IT Report (Tim)

- Tim arranged for printers to be purchased but it is not installed yet.
- The iBoss filter went down last Friday and should be reinstalled by next Tuesday.
- Frank will look at helping Angelique find a copy of the Minecraft she is requesting.

7) CISVA AGM (Tim)

- Tim attended the AGM with Fr. Tran last week. He shared some of the topics that was discussed.

8) Teacher's Report (Jeanine)

- See report attached.

9) Principal's Report (Deborah)

- See report attached.
- The meeting regarding the CISVA Sexuality and Your Child conversations will be on Wednesday, January 18, 2017 at 7pm. This meeting will also be open to PREP parents.

9) Pastor's Report (Fr. Tran)

- Father approves of the buddy system that the school is using for activities such as attending mass.
- He reminds us that Advent is approaching and encourages the staff to prepare the students spiritually.
- He announced that the Christmas musical is on the same day as the parish confessions.
- Father will be away serving on a medical mission in Vietnam from January 23-February 23.

10) Fundraising concert (Katrina)

- ***Ann made a motion to have the folk singing band, 5 For the Road present a fundraising concert for our school. Tim seconded it. All members voted in favour and the motion was passed.***
- Ann will contact Homer Reyes to inform him of this news.
- It is noted that if the concert is on Friday, February 17 or Saturday, Feb. 18 then Father Tran will be absent due to missionary work.

\*6:45pm At this time, Tim and Ann excused themselves from the meeting.

11) PPP (Katrina)

- The committee discussed & reviewed the different options, pro's & con's of different ways of tracking and handling PPP
- After reviewing all the different scenarios and details, Katrina, Josephine & Deborah will come-up with new PPP guidelines (PPP 2.0)
- ***Katrina made a motion to change the PPP program to be***
  - *Minimum 40 volunteer hrs or \$800 pay-in-lieu*
  - *AND 4 shifts per family for supervision*
- ***Bola seconded it. All members in favor and the motion was passed.***

12) OnVolunteer Software

- The committee discussed the benefits of subscribing to the system and it was agreed upon that it is a good program to subscribed to.
- ***Katrina made a motion to subscribe to OnVolunteer Software system for 1 year, Bola seconded it. All members in favor and the motion was passed.***

13) Adjournment & Closing Prayer

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

\* The PEC and Staff Christmas social is scheduled for Tuesday, Dec. 13<sup>th</sup> tentatively. Time and location are TBA.