

St. Matthew's Elementary School PEC Meeting
September 22, 2015
School Library 5pm

Attendees: Fr. Tien Tran
Fr. Nixon
Katrina Bellosillo
Bola Fagbamiye
Ann Amsing
Nahla Palmer
Josephine Copon
Cheryl Andres
Deborah Welsh
Jesse Kuester

Guests: Palmira Abramski
Teresa Prenga

- 1) Faith Formation (Bola)
 - This year PECs will use the Lectio Divina for Faith Formation sessions.
 - Readers: Josephine, Katrina, Cheryl
- 2) Review of September Strategic Planning Meeting Minutes (tabled)
 - Katrina will still add the missing goals

Reports

- 3) Chairperson's Report (Katrina)
 - Reminder for members to inform her of our reports ahead of time
- 4) Events & Fundraising Report (Josephine)
 - See attached report
- 5) IT (Tim)
 - See attached report with the correction that there were only 9 Chromebook purchased, not 10 and only 7 work and not 8.
 - **Action Item #1:** Tim, Deborah, Nahla, Lorne & Patrizia will create a system for ordering/purchasing/delivery
 - **Action Item #2:** Inform all groups/individuals who are currently using @stmatthewselementary.ca e-mail that only employees of the school are permitted to use the school name as their e-mail account.

6) Treasurer's Report (Nahla)

- Funds from last year's fundraising efforts that have not been spent has been restricted accordingly
- Surplus from last year's budget has been restricted for future expansion of the school
- Both restrictions were signed by Katrina and Nahla and submitted to the auditors
- The financial statements for June, and July & August were distributed and discussed.
- ***Tim made a motion to accept the June financial statements. Ann seconded the motion. All members voted in favour of the motion and no one opposed. The motion was passed.***
- ***Tim made a motion to accept the July and August financial statements. Cheryl seconded the motion. All members voted in favour of the motion and no one opposed. The motion was passed.***
- It is the PEC's intent to use the restricted funds (from surplus) to help with the school's capital expenditure hence possibility of actual subsidy needed from the church to be less than budgeted.
- Audit: Preparation is almost done and there are no major adjustments. Nahla will present the draft statements at the next PEC meeting

- Accounts Receivable (Bola)
 - Bola reported on outstanding accounts
 - The total outstanding is \$2520.75
 - Bola is following up with all the families who are not up-to-date on their accounts
 - Discussion about sending a way overdue account to collections

7) Teachers' Report (Jesse)

- See attached report

8) Principal's Report (Deborah)

- See attached report

9) Father's Report (Fr. Tran)

- Both Fathers visited the school and all the classes.
- A future goal is to build another facility since our community is so busy.
- Father thanked all the PEC members for our commitment and he encouraged us to ask for help when we need it.

Continuing Business

10) Budget 2015-2016 (Nahla & Katrina)

- This year the school will receive approximately \$15,000 less from the parish even with the additional grade.
- Fr. Tran reminded us that our goal is for the school to be self-sufficient.

11) PEC Members Event/Fundraising Commitment (Katrina)

- Katrina will e-mail the list we all signed up for regarding our participation in at least one fundraising event/initiative.

New Business

12) Edu-Pak (Deborah)

- We will discuss how the school will use Edu-Pak for ordering student supplies for the 2015-2016 school year at the next PEC meeting.
- Most students order through Edu-Pak.

At this time, all guests were thanked for their attendance and left the meeting

13) In Camera

14) Adjournment & Closing Prayer

Ann made a motion to adjourn the meeting. Cheryl seconded the motion. All members voted in favour of the motion and no one opposed. The motion was passed and the meeting was adjourned before the closing prayer led by Fr. Tran.