

**SMES PEC 2017-2018 Strategic Planning Meeting**  
**Minutes**

**June 10th, 2017**

**Attendees:** Fr. Tran, Deborah Welsh, Katrina Bellosillo, Bola Fagbamiye, Nahla Palmer, Cheryl Andres, Josephine Copon, Tim McKinnon, Tania DiLiello

**Review of Minutes of May 2017 Meeting**

**New PEC Roles 2017/2018:**

Tania P.P.P. coordinator  
Cheryl Secretary

**SMES Leadership Team:** Deborah(Principal), Jesse (Intermediate), Francesca(Primary), Sharri (Resource Room) to work on Professional Learning Communities with Kyle Nielson.

**Special Guest: Kyle Nielson - Evangelium (Organizational Health)**

Topic: *Clarity, Cohesion and Health in Catholic Organizations*

**Highlights & Successes of 2017/2018 AND Commitment for 2017/2018**

Everyone shared and discussed success, highlights & commitments.

Nahla (Finances)

First year of being a full school from a financial point of view  
Shift focus to long-term financial planning and using our financial information for effective decision making

Josephine (Events & Fundraising)

New families involved worked well with existing teams this year; hence, general team performance more confident & successful. In the future, hoping to get the school community more engaged in activities that will foster and better support relations with the Parish community.

Deborah (Principal's report)

Highlights of the 2017/18 school year included our students taking part in the Sacraments (Reconciliation, First Holy Communion and Confirmation) and many students participating in extra-curricular activities such as track and field, basketball, volleyball, Spelling club, Roman Catholic (RC) Challenge, Robotics club.

Tania (P.P.P.)

The new Online Volunteer system is fantastic and will help us assume personal responsibility, accountability for choices and be organized

Fr. Tran

Dedicated team work goal of connecting, improve priests, strengthening staff/PEC we're always part of CISVA and Vancouver Archdiocese  
Wonderful to see the first grade 7 graduates

More sacramental connection between school and parish prep  
Hoping that the school community participates in the effort of building the new parish centre/plaza

Katrina:

Enhanced communication among PEC members through technology  
School has a solid foundation as it operates at full capacity  
Encourage more families to get involved in every aspect of the school operations

Bola:

Stay engaged and make an impact mentally, physically, emotionally

Cheryl

Build a stronger bridge between parish community and school by her presence at events, deepen connections with staff/ students/parents  
Team to interview new staff, new parents, write policy, attend workshops,  
New PEC secretary  
Impressed with hard work, commitment to Catholic education by Deborah, staff, PEC.

Tim

This past year two teachers took a lead role in overseeing and supporting the school's IT resources. This will help increase the leverage of IT purchase.  
We are getting closer to a 1 –to- 1 availability of technology for the students providing increased access to this valuable learning tool.  
We will be conducting a review of our contract IT service provider to ensure we are keeping up with the IT needs of our growing student population.

## **Policy Committee**

### PEC Member Expectations

- Want to empower others to step up to the plate in a way
- Visibility--attendance at events important
- Participating might mean other parents take a step back
- Show support at functions--talk to people, chat and mix into the crowd
- Concerns will surface--address them on spur of the moment
- Grow comfort level
- Remember the message comes across as a unified PEC message
- Build trust

PEC meetings: third Tuesday of the month from 5:30-7pm

Strategic Planning Meeting Date: June 9th, 2018

**Treasurer's Report:** Nahla (see handout)

- Having an established budget for fundraising can leave ourselves less open to things
- Follow up with Katrina and Deborah about \$500 donation for Rana's education
- Parents can make out cheques to SMES for flowers, gym stuff, hot lunch
- Requests for Walkathon tax receipts to St. Matthew's Parish

- Year end financial results reviewed

Moved by Cheryl that we adopt the May Financial Report as presented, seconded by Josephine. Carried

#### Goals for Expenditure--Books & Technology "wish list"

- a) Books:Reading Power by Adrienne Gear (class set) Order in early July
- b) Tech: 30 Chrome Books \$9000 + Cart \$1500 + Networks upgrade \$3000= \$13,500
- c) Primary Online Typing program--Keyboarding without Tears \$5/student
- d) Intermediate Novel sets (all grades)
- e) Additional Music
- f) 2 Speakers
- g) P.E.: 2 Ball carts
- h) Emergency Preparedness supply container
- i) *No Parking* signs for Long Jump area

#### Motions put forth:

\$45,000 surplus estimated

- a) Transfer \$6287 from Field Expansion fund to Technology Fund (represents excess Walkathon funds after the field expansion expenditures of \$33,452 have been paid off)  
**Moved by Katrina, seconded by Bola.**
- b) Internally Restrict \$30,000 from Current Year Surplus to the Future Expansion Fund  
**Moved by Cheryl, seconded by Tim.**
- c) Spend \$5151 from the Library Fund (for novel sets and Library needs) and \$8216 from the Technology Fund (for Chromebooks) **Moved by Josephine, seconded by Bola.**

#### **Events / Fundraising Report:** Josephine(see handout)

If you hear of any new fundraising ideas funnel them over to Josephine

It was discussed that switching it up is fine for variety, audience appeal, excitement

Not okay to add extra fundraisers to the year plan for classes

- Working on a plan for Pancake breakfast supplies which need pick up in Richmond
- Bola will email Sam in Oct/Nov to find out how much inventory of gym strip we still have at NEAT.
- All gym equipment has been inventoried
- This year tracking Walkathon funds. 50 families tardy in submitting funds
- Gr. 6 & 7 have various fundraisers
- Portrait Night with Life Touch
- June 17th,2017 Guildford Golf Course Par 72
- International Brunch basket by Great Team. They are also doing Spring Dinner/Dance

- CFC and BLD participating with school parents this year
- Hot Lunch: some families not yet paid
- Cost is over \$300/child for camp. Each student pays \$150, the rest is done through fundraising
- Gr. 7 Legacy gift is straight donation
- Will use another fundraiser to get total amount for St. Matthew's Sign
- Gr. 6/ 7 service hours in collaboration with parish groups fundraising for building project
- Finalize 2018/19 plan by December 2017 i.e. changes on school tuition, ppp, policy
- Budget changes set before April 2018

### **Other Business**

Website (current school family taking care of this is moving)

It was discussed that it is a good idea to get a third party to work on a new website  
Deborah met with Doug McKinnon from *Stride Graphics & Design*

Key thoughts on new website:

- Want to maintain fresh look/easy to navigate/ more usable by staff, parents, students
- Looked at other school's websites
- Update pictures / archive some documents
- Ask about security protection
- Cost: \$3000 + Annual Maintenance \$200
- Seeking September launch

Look at a couple more quotes from providers and maybe contact other schools for feedback

### Traffic Flow:

Holy Cross principal's concern is

- Double parking problems that affect bus zone
- Repaint worn out parking lines alongside cafeteria fire zone

Meeting adjourned at 2:30pm.