

**St. Matthew's Elementary School PEC Meeting**  
**May 2, 2017**  
**School Library 5pm**

Attendees: Fr. Tien Tran  
Katrina Bellosillo  
Bola Fagbamiye  
Ann Amsing  
Nahla Palmer  
Josephine Copon  
Deborah Welsh  
Tim McKinnon  
Jeanine Sallos

- 1) Faith Formation: Care for Our Common Home (Tim)
  - Session 8 Readers: Bola & Jeanine
  
- 2) Review of March and April's minutes.
  - *Tim made a motion to accept both meeting minutes with the changes to be made: In the March minutes "#7 Our high jump crash pads have been ordered." And in the April minutes "#10 The nominations are due May 1" and "#12 There was a discussion of how other Catholic elementary schools manage their traffic supervision." Ann seconded the motion. All members voted in favour and the motion was passed.*

Reports

- 3) Events & Fundraising Report (Josephine)
  - Pancake Breakfasts: 116 **families** attended the 8:30 am mass this past weekend and 168 families attended the 10:30 mass. The breakfast for May 1<sup>st</sup> was cancelled so the final breakfast will be on June 25.
  - Walk-a-thon: Our walk-a-thon will be held Friday, May 5 at Fleetwood Park. Lead walkers and volunteers have been selected and they will meet to go over the expectations at 8:30am. The rest of the school will warm up together before leaving the grounds at 9am. Busses will arrive at 9:30am to pick up the kindergarten and primary students and then come back for them at noon. Back at school, lunch ordered from Save On Foods will be served. Lunch will be macaroni and cheese, a cookie and a juice box. On April 18, the school held a 'half way to the event pulse check' on the pledges collected by students, and on all the money will be collected on May 12.

- Flower sales: Orders are due May 8. Flowers will be delivered to the parish on May 12 and they will be available for pick up in the Fireside room.
- Golf Open: The promotion will start and the registration forms will be distributed after the walk-a-thon. Information about the event will be in the school newsletter and parish bulletin.
- Spring Dinner and Dance: The committee has been meeting a lot to discuss and help plan the event.

#### 4) Treasurer's Report (Nahla)

- The financial statements for April 2017 were distributed and discussed.
- Nahla is creating controls to monitor expenditure for the school budget and review of disbursement against goods and services received.
- Nahla reminded us that it is better to spend the money on teacher wish lists for items before the end of school year in June in order to keep the finances balanced and up to date.
- ***Bola made the motion to accept the financial statements. Katrina seconded it. All members voted in favour and the motion passed.***

#### 5) Teacher's Report (Jeanine)

- See report attached.

#### 6) Principal's Report (Deborah)

- See report attached.
- Our projected enrolment is at 238 students for 2017-2018.
- The school's full-scale evacuation drill went well on April 28. Parents or caregivers came at 2pm and signed out their children.
- The staff was debriefed and they brainstormed about the drill.

#### 7) Pastor's Report (Fr. Tran)

- Deacon Giovanni's ordination will be on June 3 at the Vancouver Cathedral. There will be a planning meeting for his celebration at the school on May 9. He will say mass at 9:30am in our parish on June 4 and he is assigned to Christ the Redeemer once ordained.
- Parish Centre Project – the committee is still figuring out the property lines between the church and the high school to become one property.
- The Archbishop plans to visit all parishes starting with ones led by deans. His Grace will visit our parish for 2-3 days this September.
- First communion and confirmation will be at the end of this month.

#### 8) Budget

- The CISVA created a new budget template.
- We will remap our finances to fit this template.

- Nahla went through our interim budget for 2017/2018, which is due to the CISVA by May 15. The final budget is due October 2017.
- ***Ann made a motion to accept and send the interim budget. Bola seconded the motion. All members voted in favour and the motion passed.***

9) Election

- Father Tran appointed Bola for another 2-year term. Bola and Josephine will meet with candidates on May 11 at 3:30pm to go over the rules and expectations regarding the election.

10) Wall padding

- The PEC discussed colour options and agreed that grey pads will be ordered.

11) Legacy gift from our Gr. 7 class (Deborah)

- Families of our grade 7 students are asking if they can buy a school sign as their farewell legacy gift.
- The PEC approved the black lettering for the school sign.
- The parents will revise their model for collecting donations.
- ***Ann made a motion to accept their legacy gift idea of buying a school sign. Nahla seconded the motion. All members voted in favour and the motion passed.***

12) Grade 6 Fundraising PPP (Deborah)

- Parents were wondering if volunteering to fundraise with pizza sales for the following gr. 7 class could be considered PPP hours. The PEC discussed this request and declined the gr. 6 pizza fundraising as a PPP position.

(Father Tran excused himself at this time.)

13) School website master (Katrina)

- Our website masters are a family in our school and they will be moving at the end of this school year so we need to find a new website master.
- One parent has offered to be our new master.
- **[Action Item 1]** Tim will ask Stride Graphics who is a website master at stridegraphics.com to give us a quote.
- **[Action Item 2]** Deborah will also search for 2 more quotes.

(Ann excused herself at this time.)

14) EA – comprehensive job description (Deborah)

Deborah shared the comprehensive job description for EA's

15) Adjournment & Closing Prayer

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

\* The next PEC meeting will be our annual planning meeting on Saturday, June 10 at 9am in the library.