

# SMES PEC Meeting Minutes

November 28, 2017

**Attendees:** Fr. Tran, Fr. Nixon, Deborah Welsh, Katrina Bellosillo, Bola Fagbamiye, Jeanine Sallos, Nahla Palmer, Josephine Copon, Tim McKinnon, Tania Di Liello, Cheryl Andres

**Faith Formation:** (Tim) Readers--Bola

## **Review of previous meeting minutes (Oct. 2017)**

The committee reviewed the minutes as distributed. There was no correspondence. Corrections were made and recorded. Minutes will be moved at the next meeting.

**Policy Review:** CISVA Policy 417(Risk Management) read, commented on. We will do a risk register for the site and discuss pertinent items.

## **Reports**

Treasurer's Report (Nahla) discussed balance sheet and how the committee wants the report to be formatted. October financial statements discussed and approved.

*Bola moved the October Treasurer's report be adopted as read. Tim seconded. All in favour. Carried.*

- Events & Fundraising Report (see attached)

- Teacher's Report (see attached)

- Principal's Report (see attached)

Deborah shared her reflection on her evaluation.

- Pastor's Report : Congratulated Deborah for working so hard within our school community to connect school and parish. Much appreciated.

- Holy Communion is confirmed for May 6th at 2pm.

- Archbishop Miller's rescheduled his visit to Jan 18-21.

- Books and sacramental records are being audited.

- This Advent the Vietnamese community will create the Nativity scene.

## **New Business**

- Yearbook 2017/2018 Cover: Top 3 choices: landscaping, faith based, interactive. Put on tag line, theme. Decision by Dec. 1st. Voted for "the Heart".

- Activities Fee for 2018/2019

Discussion on increasing the Student Activity fee due to increase in transportation costs. Some teachers use other field trip options i.e. school guests.

- Tuition Fee for 2018/2019

Application date for new families is Jan 10th. 2018. Reviewed different options and scenarios on tuition fee rates. Fee Increase: 3% across the board. Considered fee schedule of other schools in the area--IC Delta, OLG. We still have the lowest fees. Need to pave the way for future school needs by having a Contingency Fund for ongoing maintenance and repairs.

*Bola moved 3% increase for 2018. Katrina seconded. All in favour. Carried*

- Credit Card

Discussed use of corporate credit cards for school purchases by the Principal. Easier for US expenses. Nahla to confirm with CISVA policy and procedures.

*Tim moved we get a School Corporate card. Nahla seconded. All in favour. Carried*

- Fence

Hazardous analysis done of our school. Observation and suggestions given. e.g. fence, sliding gate for use in an emergency. Front office window should be closeable as well. Look at different ways to deal with safety factor. Consider security vs. esthetics. Discussion ensued around safety.

- Storage for Emergency Supplies

Move our shipping container to garden storage area suggested due to upcoming construction plans.

## **Continuing Business**

- Year-end Survey

Purpose : Josephine creates new registration form with suitable fundraising activities for upcoming school year. Parents requested community building activities. Note some schools have only 2 huge annual fundraisers. Two week window to complete survey in the New Year.

Deborah will open a school "Survey Monkey" account.

- A/C in classrooms

The group suggested asking Lorne to obtain quotes.

- Scoreboard sponsorship

Discussion around need for a scoreboard. Current projection system is adequate.

Dec. 19th Staff/PEC Party. Discussed arrangements to be made.

Next meeting : Tuesday, Jan 24th at 5:30pm

**7:30pm Adjournment & Closing Prayer**

*Bola moved we adjourn the meeting. Nahla seconded. Carried.*