

SMES PEC Meeting Minutes

October 24, 2017

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

Regrets: Bola Fagbamiye

Faith Formation: (Tim) Readers--Deborah, Nahla

Review of previous meeting minutes (Sept. 2017)

The committee reviewed the minutes as distributed. Corrections were made and recorded.

Tim moved the minutes be adopted as read. Josephine seconded. All in favour. Carried.

Policy Review: CISVA Policy 110 read, commented on and signed by members

Reports

- Treasurer's Report (Nahla)

New template format facilitates viewing budget details. September funding advance received. Income statement: Beginning of year money came in. Instructional expenses: CISVA levy, summer computer purchases. Aim for a spending forecast to pace expenditure specifics so we know where we stand.

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

Cheryl moved the Audited Financial Statements for the year ending June 30, 2017 be adopted as presented. Katrina seconded. All in favour. Carried.

Review of Consolidated Budget 2017-18 (Nahla)

E.I. rebates taken into consideration. Classroom enhancement fund had two big changes in terms of content. Thanks for all the input. A big difference is the Block Grant. Special Education fund decreased this year with students exiting school. Other: government gave classroom enhancement of \$65,000 this year. A portion was directed to teachers' wish lists and other classroom needs.

- Events & Fundraising Report (Josephine) see attached

- Parent Participation Program (Tania)
All the extra help is phenomenal ...Reminders about moving tetherball and sand pit every day especially on a friday(Pro-D day). Field trips accompaniment is already a benefit so shouldn't be getting p.p.p. hours if it's your child's field trip. Maybe consideration can be made for Walkathon parent participation. We discussed the issues that surfaced about p.p.p. hours.
- Teacher's Report (Jeanine) see attached All happy. Things are going well. New staff doing well. Some staff attended the Pancake Breakfast.
- Principal's Report (Deborah) see attached

Enrollemnt up to 238 students in school ...gained another student. Doing well. Ministry information was submitted on time. Frs. Tran and Dixon listened to excellent speakers from Global Leadership Summit. Good discussion ensued.

- Pastor's Report (Fr. Tran) Nov. 5 & 6 is Ministry weekend-- PEC might want to have a table of school information and resources. Nov. 24, 25,26 Archbishop Miller will visit the parish and school. He'll be here Wenesday night at 7pm meeting with different groups e.g. Parish Council. Might invite him to say Mass, talk to students, meet with staff and principal after. Friday or Saturday meet with different groups to select a time. He will celebrate 10:30am Mass, reception to follow.

Cheryl moved we pass the budget as presented, Tim seconded.

Next meeting on Nov. 28th at 5:30pm. It is always going to be the fourth Tuesday of the month except for December.

Correspondence: ?

Continuing Business:

- Year-end Survey results- another survey will be sent out.
- A/C in classrooms - Phase 1 Very hot in September. Talked about phasing in some AC doing one or two classrooms...\$22,000 approx. central air-conditioning. Discussion ensued.

New Business

- Uniform Concerns....issues surfaced over the summer with NEAT. R.J. McCarthy has folded. We're back to Sam in Burnaby who is struggling with meeting orders punctually. Shortage issue was being addressed right up to the beginning of school. Seems like there are no perfect suppliers. NEAT still came up on top.
- Welcome letter & prayer card to new families can be sent any time now. Next year prefer mailout in August.
- School fundraising for the new Parish Centre (Deb) good for school to be a contributor to this endeavour. The room will be like a regular classroom with air conditioning. Add this item to the school survey.
- Scoreboard Sponsorship...proposal put in by a parent employed by an injury law firm. They are willing to sponsor up to \$5,000 if their name appears on the scoreboard. Our reservations---if we accept this offer what would the public perception be? Deb will contact downtown regarding this matter.

Adjournment 7:05 pm & Closing Prayer

Tim moved to adjourn the meeting. Josephine seconded. All in favour. Carried.

Important Dates (subject to change, notice will be given for any changes):

PEC Leadership Conference October 14, 2017
 PEC Meeting (Budget, Policy Update) October 24, 2017
 Final Budget Due to CISVA October 30, 2017
 PEC Meeting (Policy Update) November 28, 2017
 PEC Meeting (Policy Update) December 19, 2017
 Staff Christmas Party (Tentative) December 19, 2017
 PEC Meeting (Tuition Fee) January 16, 2018
 AGM February 6, 2018
 PEC Meeting February 20, 2018
 PEC Meeting (Interim Budget) March 20, 2018
 PEC Meeting (Election, Interim Budget) April 17, 2018
 PEC Meeting May 15, 2018
 PEC Election May 27, 2018
 Annual Planning Meeting June 9, 2018

