

SMES PEC 2017-2018 Strategic Planning Meeting Minutes June 5th, 2018

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

Election Report (Bola) 150 families voted, mostly parishioners, not so many school parents. Thanks to all those involved as well as Knights Bill, Doug and Mike. We need to inform people of the value of voting. Add this item to the AGM agenda.

PEC Roles 2018-2019

All members will continue in same roles for next year.

Highlights & Successes of 2017/2018 And Commitment for 2018/2019

Everyone shared and discussed success, highlights & commitments.

Fr. Tran: This is the perfect school and the perfect team. Happy to work with those who are working well together. School is lively and active. Hope to see better involvement in daily Mass attendance with staff, students. Would like more student altar servers.

Deborah:

Evangelium gains: more invested in school, better informed, good healthy conversation, sub groups meet on a weekly basis, develop strong bond, more in-depth conversations. Want to hire hungry, smart and humble people. On a personal note: values getting input from the rest of the staff. Prefer current more frank, honest conversations. Continue with same leadership team in place: Sharri, Jesse and Francesca

Katrina Bellosillo:

Get beyond the mini dramatic moments. This year went smoothly. Looking forward to transitioning and succession. Need to physically invite people to attend monthly meetings for a short period. Let's ask for two weeks notice from attendees. Things went smoothly because of planning ahead for our items, being proactive, having a wish list.

Bola Fagbamiye:

Successful year, some families owe fees. Focus on being a visible face as a Knight. Next year..more interest in PEC, what we do for the school, talk it up before election. Come out and participate and talk to people.

Nahla Palmer: Big reveal with new GL from CISVA. We've adopted their new template. Next year is about preplanning. Get more organized with reports. Improve forecasting expenses, making informed decisions, using money. Created a cash handling policy.

Josephine Copon: New families integrated well into existing teams. Blended personality mix made for happy SMES teams. More parishioners contribute great Walkathon ideas. Want to be involved with regard to a school activity. Parish and school are coming up with helpful ideas. Feeling more comfortable with Seniors group and Soup Kitchen. Mindful that there are only two years left to work on a successor for her role.

Cheryl: Strengthen parish/school relationships by communicating, being present at events, deepening connections with staff/ students/parents. Like working as a PEC Team to interview new staff, new parents, write policy, attend workshops. Aim for success in new role of PEC secretary. Impressed with the fit and diligence, new PLC commitment to meeting SMES needs and to Catholic education by Deborah, Staff, PEC. Extensions of St.Vde Paul focus between school/parish. Goal: Refine mentorship role.

Tim: Two teachers, Rosana and Laila, have taken on IT focus. Pain in changing the service provider though it was a good move. Easy to scale it up to whatever else we need. *Adaptive* was real positive. Put a muffler on hand dryer in washrooms.

Tania: Loves PPP because of the new self accountable volunteer time system. Everyone has adapted to upgraded 40 hours. No negative feedback. Minimal interference, so supported by all. Next year will have a separate 4 hour shift. All 142 participants met their target hours.. “We’d rather have you than have your in lieu of money.”says Bola. Kids love to see their parents on site.

PEC Member Expectations

Fundraising/Events Participation : we all participate in the parish...being visible is so important outside of the school. Let’s continue on with our various commitments. Father would like some of the staff to attend the Parish Dance. Bola suggested raffling a couple of tickets for staff. Only 1 staff member is a parishioner.

PEC Meeting schedule..... Tuesdays 5:30-7pm for next year

PEC Conference Oct 13, 2018 at St. Mary’s Vancouver. Mass at 8:30am

Strategic Planning Meeting schedule

Part 2....have an end of Aug meeting..can be a week night

Policy Committee - review current policies and recommend changes

30 hours needs to be changed and a few other items suggested by Bola and Deborah

Uniform Policy violations:

Some parents are buying pants and white golf shirts, shoes, socks, nail polish

IT Report - review current IT structure/inventory and future needs

Tim's spreadsheet excellent...gives expiry/replacement dates and inventory of all school tech pieces, breakdown inventory of chrome books, ipads and other class tech items

- Laila and Rosana have really taken the leadership on staff
- \$11,000 for Chromebooks
- Teachers love the Macbooks, grades 4-7 uses Chrome books, primary uses the ipads
- items that need to be replaced
- getting quotes from 2-3 vendors a good idea

Maintenance - general overview of the building and future needs

- tabled until August

PPP: - review current program and recommended changes

divide up families, put teams together

Treasurer :(Nahla)

Approval of monthly financial reports for May 2018

Walkathon is big ticket item. Special Education grant and Block Grant adjustment received.

Review of Internally Restricted Funds - balance remaining plus any additional amounts to restrict from current year (2017/18) i.e. the capital "wish list" that will be spent over the Summer / early September

Motion to internally restrict funds from current year's surplus into Future Expansion Fund. *Tim moved, Josephine seconded that we internally restrict funds into future expansion fund. Carried.*

- Review of year-end financial results (YTD as we will still have a June to complete)

Last year's camp bringing in as a revenue source, so it is not a budget item

3 categories together show we're pretty much on target.

March and April pretty consistent. Constructional expenses, lots of Track events in May, equipment and furniture, chrome books, bought an Apple Macbook.

Have we fully enhanced the classrooms?

Balance Sheet: reviewed

Bola moved, Katrina seconded to accept the Financial report as presented. Carried

Wish Lists...

Literacy: more primary/intermediate classroom & library books (generous donor)

Music: class set of Rhythm Sticks

Half class set of Djembe drums

Contra bass bars for xylophone set

Buy a Learning Resources Colour Printer. Can get refillable cartridges too. Need to put SMES logo on the tent Josephine mentioned

Speaker: Deborah McNamara for “Meet the Teacher Night”

Counsellor needed: Tim will put Deborah in touch with the ‘Pro Bono’ counsellor

Events/Fundraising (Josephine)

- Overview of each initiative completed (highlights of pros/cons) Financial results from each 2017/2018 initiative given

Plans for 2018/2019 school year

- change the Hot Lunch provider
- Fun Run in early October
- SMES International food sampling event.
- Looking into details of Fun Event at Landmark Cinemas in Guildford

Adjournment 8:45pm

Bola moved, Tania seconded that we adjourn the meeting. Carried.