

PEC Meeting Minutes

August 27, 2019

Attendees: Fr. Tran, Fr. Choi, Deborah Welsh, Katrina Bellosillo, Josephine Copon, Nahla Charaf, Tania Di Liello, Bola Fagbamiye, Cheryl Andres

Absent: Tim McKinnon

Review Minutes of Last Meeting (June 2019)

After review by the committee the recommended amendments were made.

Bola moved, Josephine seconded that we accept the minutes after amendments. Carried

Reports

- Treasurer's Report (Nahla) Reviewed actual and additional year end budget expenditures for June 2019. Looking to finalize the September audited statement. New CISVA cash flow statement available to assist future planning and cash management.
- Accounts Receivable Report (Bola) A few families are on the outstanding payment list. For various reasons they have promised to pay before the end of the year.
- Fundraising & Events Report (Josephine) see attached.
 - Master list of PPP from Tania.
 - Meeting with parish events team before International Brunch on Sept. 22nd. SMES will have their own table and cultural baskets.
 - Pancake breakfast dates will be usually every 3rd Sunday coordinated with the parish calendar.
 - Hot Lunch meeting with Save-On Foods is scheduled. The first date will be in October.
 - Walkathon slips need to be discussed with Anna/ Patrizia to facilitate process and save time. Discuss options and ideas on streamlining the systems.

- PPP Report (Tania) see attached
All volunteering families have been placed into desired roles and On Volunteer updated with their schedules:
 - 8 Families are CISVA or PEC
 - 4 Families are Pay in lieu
 - 153 Families are in volunteering positions (3 of these families will be making up their hours through supervision using Ad Hoc)
- 2020/2021 PPP: Make it obtainable for families wanting “preferred” event positions.
- Mandatory Hours: Looking through the month of September, the extra mandatory time slots (maxing out at three people per morning or afternoon “shift”) are full. This is great for the extra coverage we will need with the traffic parking interruptions.
- Principal’s Report
 - Staff Faith Development day is Wednesday at Chandos Pattison. Thursday will be Staff Retreat at Star of the Sea Community Centre. Next Friday there will be staff. Anaphylaxis training. Meet the Teachers is next Wed at 6pm. Enrolment currently stands at 240 students.
- Pastor’s Report: The middle entrance section of the parking lot will be paved on Wednesday. Try to encourage everyone to obey the traffic plan given and look forward to cooperation of parents and parishioners. Welcome Fr. Lucio. Looking forward to working with him in the new school year. Fr. Hien is here on his day off from the Seminary.

Continuing Business

- Los Angeles Pro-D Congress is in February. PEC agreed to pay registration fee. 4 SMES staff members are attending. Discuss options to encourage attendance to the event. Decision is tabled.
- Whole school interior repainting (Summer 2019) Quote obtained and it is significant. In the meantime, Lorne has done some patching around corners.

Intend to get three quotes. consider as an item for next year's budget to be completed in 2020.

New Business

1. Traffic Flow video & map prepared with new entry instructions for September. No left turn permitted from 88th onto the school grounds. Specific parking spots will be assigned to early bird supervisors. Preschool parents dropping off at 8:30am will park along side Holy Cross school. Signs indicate 10 min parking only. Patience is required.
2. Paperless Meetings
5 opted-in on this initiative
3. PPP
 - Discussion around other PPP options. There was a conversation about the washing of altar server robes and volunteering in Children's Liturgy. It was decided that Children's Liturgy can only count towards hours if the parent is the overall coordinator of the Children's Liturgy program.
4. EC Leadership Conference - September 21, 2019 with Mass at 9am at St. Mary's in Vancouver. All PEC members are invited.
5. Any fundraiser that uses the school name has to be sanctioned by the PEC as guidelines need to be followed according to CISVA policy relating to transparency of management of funds.
6. Secretary Patrizia Rossi will be taking a Leave of Absence this fall. Patrizia has a replacement trained to carry on when she is away.
7. Hiring Committee agreed to hire Lizette Gatlabayan as an EA for 2019/2020.

In Camera

Adjournment & Closing Prayer: Cheryl moved Tania seconded that the meeting be adjourned at 7pm.

Important Dates to Remember 2019/2020

Dates Subject to Change

September 21, 2019	EC Leadership Conference-St. Mary's, @ 9am
September 24, 2019	PEC Meeting
October 22, 2019	PEC Meeting-Policy Review/Approve Budget
November 26, 2019	PEC Meeting - Tuition Review
December 10, 2019 (Tentative)	PEC Meeting
January 28, 2020	PEC Meeting
February 20, 2020	AGM
February 25, 2020	PEC Meeting - Strategic Planning Part 1
March 31, 2020	PEC Meeting - Elections Season
April 28, 2020	PEC Meeting - Preliminary Budget
May 26, 2020	PEC Meeting - Strategic Planning Part 2
May 31, 2020	PEC Election
June 23, 2020	Grade 7 Farewell Mass & Celebration
June 24, 2020	PEC Meeting