



## Catholic School Council Minutes

October 1, 2018

Our Lady of Fatima School library

6:30 pm

<b>TYPE OF MEETING:</b>	Catholic School Council Meeting #1	
<b>CHAIR:</b>	Tonia Sgro-Madrack	
<b>SECRETARY:</b>	John Babos	
<b>ATTENDEES:</b>	<u>Council Members:</u> <ul style="list-style-type: none"> <li>• Claudia Ianiro</li> <li>• John Babos</li> <li>• Peter Court-Hampton</li> <li>• Tonia Sgro-Madrack</li> <li>• Regina D'Mello</li> <li>• Rob Williams</li> <li>• Faye Aguiar</li> <li>• Vanessa Gear (Teaching Rep)</li> <li>• David Fitzpatrick (Administration)</li> <li>• Viviana Varano (Administration)</li> </ul>	<u>Student Council Representative:</u> <ul style="list-style-type: none"> <li>• E. Nahkla</li> <li>• D. Nahkla</li> </ul>
<b>REGRETS:</b>	Oswald Emmanuel Michael Fabiani	

<b># OF PARENTS IN ATTENDANCE</b>	Nil (0).
<b>STUDENTS IN ATTENDANCE:</b>	Two (2) students.
<b>RESOURCE PERSONS IN ATTENDANCE</b>	Nil (0).
<b>SPECIAL NOTES</b>	<ul style="list-style-type: none"> <li>• Inaugural meeting was chaired by Principal Varano.</li> <li>• Future meetings will be chaired by the new chair Ms. Sgro-Madrack who was elected during the meeting.</li> <li>• Council has three positions whose representatives are yet to be determined (TBD):               <ul style="list-style-type: none"> <li>○ Parish Representative</li> <li>○ Community Representative</li> <li>○ Support Staff Representative – L. Storey, Child and Youth Counselor will be at next meeting</li> </ul> </li> </ul>

## AGENDA TOPICS

15 MINUTES

WELCOME, INTRODUCTIONS,  
COMMISSIONING CEREMONY, APPORVAL OF  
AGENDA

V. VARANO

DISCUSSION	<ul style="list-style-type: none"> <li>Principal welcomed all attendees.</li> <li>Brief introductions followed.</li> <li>Commissioning Ceremony followed with present Council Members (<b>see attached document</b>)</li> <li>Unanimous consent for agenda proposed by Principal Varano.</li> </ul>		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
N/A		N/A	N/A

10 MINUTES

SELECTION OF CHAIR AND SECRETARY

V. VARANO

DISCUSSION	<p><b>Chair selection:</b></p> <ul style="list-style-type: none"> <li>Ms. Ianiro nominated Ms. Sgro-Madrack for Council Chair.</li> <li>Nomination seconded by Mr. Babos.</li> <li>Council unanimously voted for Ms. Sgro-Madrack for Chair.</li> </ul> <p><b>Secretary selection:</b></p> <ul style="list-style-type: none"> <li>Ms. Sgro-Madrack nominated Mr. Babos for Secretary.</li> <li>Nomination seconded by Ms. Ianiro.</li> <li>Council unanimously voted for Mr. Babos for Secretary.</li> </ul>		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Discussion at next Council meeting concerning TBD representatives:               <ul style="list-style-type: none"> <li>Parish Representative</li> <li>Community Representative</li> <li>Support Staff Representative</li> </ul> </li> </ul>		Ms. Varano Ms. Sgro-Madrack	N/A

5 MINUTES

STUDENT COUNCIL INITIATIVES FOR 2018-  
2019

E. NAHKLA

DISCUSSION	<ul style="list-style-type: none"> <li>Student Council representatives and teacher advisor Ms. Gear.</li> <li>Student Council has identified three priority clubs for 2018-19:               <ul style="list-style-type: none"> <li>Homework Club with teacher advisor Mr. Fabiani.</li> <li>Drama / Hobby / Art Club with teacher advisor Ms. Gear.</li> <li>Technology Club with teacher advisor Mr. Donald. Science and math are also related to this club.</li> </ul> </li> <li>A Wellness Committee was also established with teacher advisor (TBD)</li> <li>Parent Council noted desire for stronger relationship between it and Student Council.</li> <li>Opportunity to support wellness initiatives that students see as a priority with PRO Grant.</li> <li>Technology Night, an activity for the last few years, could have a larger role for Student Council Technology Club in 2018-19 if students and parents see it as a worthwhile activity to continues with.</li> </ul>		
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	<ul style="list-style-type: none"><li>Ms. Aguiar noted she may be able to assist with speakers / attendees if Technology Night occurs in 2018-19.</li></ul>		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
N/A		N/A	N/A

15 MINUTES

### PRINCIPAL'S REPORT

V. VARANO

DISCUSSION	<ul style="list-style-type: none"><li>• Ms. Varano tabled a Principal’s Report with Council (<b>see attached document</b>).</li><li>• Three priority areas:<ul style="list-style-type: none"><li>A. Achieving – Curriculum</li><li>B. Believing – Catholicity</li><li>C. Belonging – Community and School Culture</li></ul></li><li>• Related to item A, parent initiated discussion of recent police incident at neighbouring school and robbery at nearby gas station. More communication and/or updates sought from faculty sooner so parents can support messages provided by faculty to students.</li><li>• Principal reassured Council that students were spoken to, reminded they are safe, doors closed at school at all times, etc. This happened day after incident at neighbouring school.</li><li>• Related to item C., mental health priority of principal (#3 in category C per attachment) links well with wellness priority of Student Council and PRO Grant criteria for 2018-19.</li></ul>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"><li>• Seek opportunities for more timely communications with parents around police related incidents in the area. To allow parents to reinforce / support messages provided at school day of or around incident date.</li></ul>	Ms. Varano	Ongoing

10 MINUTES

### ANNUAL SCHOOL GENERATED FUNDS PLAN

V. VARANO

DISCUSSION	<ul style="list-style-type: none"><li>• Ms. Varano tabled Annual School Generated Funds Plan (<b>see attached document</b>).</li><li>• Goal is to spend most of in-year funds on current year student activities; sometimes that is not possible.</li></ul>		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"><li>• Post Annual School Generated Funds Plan on school website.</li></ul>		Ms. Varano	As soon as possible.

10 MINUTES

### CONFIRMATION

V. VARANO

DISCUSSION	<p><b>Robes / Chair Covers:</b></p> <ul style="list-style-type: none"> <li>Robes cost \$9 each and chair covers are \$5.</li> <li>Seventy-five Confirmandi in Grade 7 classes for 2018-19.</li> </ul> <p><b>Gift for Confirmandi:</b></p> <ul style="list-style-type: none"> <li>In 2017-18, the medal gifts came late; quality of metal was good, but strap was weak ribbon.</li> <li>Ribbons broke easily and medals were found on the ground after.</li> <li>Children appreciated the gifts.</li> </ul>
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	<ul style="list-style-type: none"><li>• Discussed giving rosaries as gifts for 2018-19 Confirmandi despite that being a gift that would typically be given for first communion.</li><li>• A spiritual / religious gift would work well with Principal’s Catholicity priority for 2018-19.</li><li>• Gift options:<ul style="list-style-type: none"><li>○ Rosary</li><li>○ Wooden Cross</li><li>○ TBD</li></ul></li></ul> <p><b>Celebration:</b></p> <ul style="list-style-type: none"><li>• Usually occurs day after Confirmation.</li><li>• Involves Father getting to speak with the students and cake for all.</li><li>• Confirmation ceremony will be on Weds. Nov, 21, 2018 at 7 p.m. in school gym</li></ul>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Explore gift options for Confirmandi through Christian Bookstore and other avenues. 2. Prepare and distribute survey to parents of Confirmandi on their views on robes and chair covers.	1. Ms. Varano 2. Ms. Gear	

10 MINUTES

SCHOOL FUNDRAISER

V. VARANO

DISCUSSION	<ul style="list-style-type: none"><li>• Halloween Dance-a-thon<ul style="list-style-type: none"><li>○ Children / classes seek donations, plus raffle tickets, etc.</li><li>○ Big prizes for top fundraisers both student(s) and class(es).</li><li>○ Teachers come up with prize ideas whether monetary or non-monetary rewards.</li></ul></li><li>• iPad / iPad mini were well received as rewards in 2017-18. Consider them as possible rewards for 2018-19 funded from School Fundraising budget.</li><li>• Ms. Aguiar noted she may be able to assist with getting a better deal for the school on such prizes for 2018-19.</li><li>• The deadline for the Dance-a-Thon funds/envelopes is Friday October 26, 2018.</li></ul>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

10 MINUTES

PROPOSALS: UPDATES, SUBMISSIONS AND NEW BUSINESS

ALL

DISCUSSION	<p><b>PRO Grant – Mr. Babos</b></p> <ul style="list-style-type: none"> <li>The school qualifies for a \$1000 annual PRO Grant from the Ministry of Education through the School Board.</li> <li>Fund intended for speakers, activities, etc.</li> <li>In 2017-18 less than half of fund was used.</li> <li>Important to consider PRO Grant in activities development from early in school year.</li> <li>Opportunity in 2018-19 to work with Student Council on seeking a mental health / wellness speaker and setting up an activity. PRO Grant could be used to supplement fee for speaker.</li> <li>PRO Grant program, like all government programs, currently under review by Provincial Government review of all of discretionary spending.</li> <li>Parent and Student Council will work together on a mental health / wellness activity.</li> </ul> <p><b>Advent Tree Lighting – Ms. Varano</b></p> <ul style="list-style-type: none"> <li>Advent is from December 2 to 24, 2018.</li> <li>Tree lighting ceremony to occur at school.</li> <li>Discussion on 2017-18 Advent / Christmas activities:</li> </ul>
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	<ul style="list-style-type: none"><li>○ School concert during school hours; took lots of time of instructional day to prepare for and requires parent volunteers during the day.</li><li>○ Mass service after school with tree lighting and meeting Santa Claus; was very long for young children in 2017-18 after school.</li><li>○ Faculty will discuss what is possible for Advent activities for 2018-19 and Ms. Varano will report back to Council on discussion outcomes.</li></ul> <p><b>Spring Parent Night</b> – Ms. Varano</p> <ul style="list-style-type: none"><li>● Carnival / Fall Fair.</li><li>● Need to be mindful of safety when preparing this event.</li></ul> <p><b>School signage</b> – Ms. Sgro-Madrack</p> <ul style="list-style-type: none"><li>● Discussed outdated information on sign in front of school.</li><li>● Requires volunteers to update.</li><li>● School will explore ways of (1) better utilizing sign to encourage more parent volunteerism and promote school activities and (2) keeping up-to-date / current.</li><li>● Consider weekly updates / tips for parents, e.g. parking lot safety, etc.</li></ul> <p><b>Website / Council Minutes / Timely Communications</b> – Ms. Sgro-Madrack</p> <ul style="list-style-type: none"><li>● Noted that in 2017-18 website was not updated regularly particularly on critical items like Council membership and minutes.</li><li>● Council will work with administration for smoother process on approving minutes and posting them.</li><li>● Ms. Sgro-Madrack will provided 2017-18 Council Minutes for retroactive posting.</li></ul>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ol style="list-style-type: none"><li>1. PRO Grant – Parent and Student Council to work together on a mental health / wellness event that Grant can supplement.</li><li>2. Advent activities planning and follow-up.</li><li>3. Further discussion / planning for Fall Fair at appropriate time.</li><li>4. Front of school signage usage opportunities.</li><li>5. Provide 2017/18 Council Minutes and adjustments sought for Council page</li></ol>	<ol style="list-style-type: none"><li>1. Mr. Babos / Ms. Gear</li><li>2. Ms. Varano</li><li>3. Ms. Varano</li><li>4. Ms. Varano</li><li>5. Ms. Sgro-Madrack / Mr. Babos</li></ol>	<ol style="list-style-type: none"><li>1. Ongoing</li><li>2. By November 5, 2018</li><li>3. By January 14, 2018</li><li>4. Ongoing</li><li>5. By November 5, 2018</li></ol>

15 MINUTES

PARKING LOT CONCERNS

V. VARANO

DISCUSSION	<ul style="list-style-type: none"><li>• Parents had complained about increased parking lot concerns due to main street blockages due to unanticipated bus pick-up at Bollingbroke and Yates.</li><li>• Bus pick-up now happens around the corner on Yates; it has been moved.</li><li>• The bus service is not affiliated with Our Lady of Fatima.</li><li>• Continued challenges with etiquette and safety in the parking lot.</li><li>• At meet and greet BBQ in September, Mr. Emmanuel volunteered to be parent helpers in parking lot.</li><li>• Ms. Ianiro, Ms. Sgro-Madrack and Mr. Babos debriefed Council on discussions with 2017-18 Council on this. Not an easy solution, but will require ongoing communication to remind parents of safety and their obligations in that regard when dropping and picking up their children.</li><li>• This will likely be an ongoing discussion item for Council.</li></ul>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
N/A	N/A	N/A

5 MINUTES

## DINNER WITH THE BISHOP

V. VARANO

DISCUSSION	<ul style="list-style-type: none"> <li>Halton Catholic Children's Education Foundation is holding its 8<sup>th</sup> Annual Dinner with the Bishop on Wednesday November 7, 2018 in Oakville.</li> <li>The school usually only gets two tickets each year and Principal, Vice-Principal and/or faculty attend.</li> <li>Discussion at council whether to purchase a table (10 table).</li> <li>Some council expressed interest in this; not all Council will be able to attend and any spare tickets may be offered to faculty.</li> <li>Attending this also builds up on Catholicity priority noted in Principal's report.</li> </ul>		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Council members to notify Ms. Varano of their availability by October 12, 2018.</li> </ul>		All	October 12, 2018

5 MINUTES

FUTURE MEETINGS / NOTIONAL ACTIVITIES  
SCHEDULE

V. VARANO

DISCUSSION	<ul style="list-style-type: none"> <li>Meetings will be from 6:30 – 8:30 p.m. The full time may not be needed some meetings.</li> <li>Factoring in holidays, etc. the meeting schedule for 2018-19 will include the following dates: <ul style="list-style-type: none"> <li>November 5, 2018</li> <li>January 14, 2019</li> <li>February 14, 2019</li> <li>April 1, 2019</li> <li>May 27, 2019</li> </ul> </li> <li>Approximate schedule of larger-scale school-wide activities for school year (parent volunteers will also be sought): <ul style="list-style-type: none"> <li>December – Advent tree lighting</li> <li>February – Technology / Math / Science Night (TBC) – joint with Student Council</li> <li>April – Pancake Tuesday event</li> <li>By May – Wellness activity / speaker – joint with Student Council and partially funded by PRO Grant</li> <li>May 13-16 – X-Movement Program for all K-8 students. May 16 X-Movement Parent Night (PRO Grant money can also be used for X-Movement Parent night)</li> </ul> </li> </ul>		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
N/A		N/A	N/A

15 MINUTES

## ACTION ITEM RECAP

SECRETARY

DISCUSSION	Recapped summary of Action Items above.
CONCLUSIONS	<b>Adjournment</b> <ul style="list-style-type: none"> <li>Adjourned motioned by Ms. Varano and seconded Ms. Sgro-Madrick.</li> </ul>