



# OUR LADY PEACE Catholic School Council



## MINUTES

**MONDAY DEC. 4, 2017**

**6:30PM**

**OLP SCHOOL LIBRARY, OAKVILLE**

<b>TYPE OF MEETING:</b>	Catholic School Council Meeting #3
<b>CHAIR (2016-2017):</b>	Francesca Rollo
<b>CO-CHAIR (2016-2017):</b>	Sandra Maglieri
<b>SECRETARY (2016-2017):</b>	Stephanie Krutzmann
<b>COUNCIL ATTENDEES:</b>	Regan Dore-Anderson, Lynn Kozak, Diana DiFruscia, Jane Chandler, Sandra Maglieri, Maria Zborowski, Jacqueline Delevante, Francesca Rollo, Stephanie Krutzmann, Lisa Strauss, Lisa Colaiacovo, Carlo Corbo, Patricia Boucher, Camille Bardwell, Kristin Bianchi, Susy Brown
<b>REGRETS:</b>	Eunice Pak, Dorothy Zaffino, Amber Bastien, Jo-Ann Morgante, Karin Arnold
<b>PARENTS IN ATTENDANCE:</b>	
<b>STUDENTS IN ATTENDANCE:</b>	Isabella, Paige, Madison

### AGENDA TOPICS

#### *Approval of Minutes and Agenda:*

<b>MEETING OPENING</b>	<b>Approval of Agenda:</b>	
	First by: Jacqueline Delevante	Seconded by: Stephanie Krutzmann
	<b>Approval of Minutes:</b>	
	First by: Jacqueline Delevante	Seconded by: Carlos Corbo

#### *Opening Remarks/Discussions/Points of Interest:*

There was great feedback from our community regarding our Parent Engagement evening with Kate Jones. We had a good turnout this year with families included from St. John's school. There was also a raffle where five lucky winners received Kate Jones' book.

We made \$300 at our Uniform Exchange evening. Thank you to M. Zborowski for organizing this event.

Two parents have resigned from the Catholic School Council. Maryam McKenzie and Tunde Falota.

**Council Communication:** If a council member is unable to attend a meeting, please let the principal, chair, co-chair and secretary know. An email blast to the entire Catholic School Council is not required.

Committees were established at this meeting. Going forward, committee reports will be an agenda item at all Council meetings and an update from the chair of each committee will be emailed to the council prior to each meeting.

**Previous Action Items Recap:**

ACTION ITEM	PERSON RESPONSIBLE	COMPLETED
1. Draft group bio for website	Francesca Rollo and Sandra Maglieri	Completed
2. Christmas Concert review added to January agenda	Francesca Rollo	January 15, 2018
3. Email Ms. Burns re: timeline to book concert for next year	Regan Dore-Anderson	In Progress
4. Board policy re: refurbished IT products	Regan Dore-Anderson	January 15, 2018
5. Discussion re: IT equipment	Regan Dore-Anderson and Jo-Ann Morgante	January 15, 2018
6. Refreshments for Parent Engagement	Amber Bastien, Eunice Pak and Sandra Maglieri	Completed
7. Uniform Exchange	Maria Zborowski	Completed
8. Discussion re: Flag Football	Lisa Colaiacovo	Completed
9. Fundraising Template and Instructions	Stephanie Krutzmann	Completed
10. Add action items to agenda	Francesca Rollo	Completed

**Principal's Report:**

**Principal's Report**

*Achieving*

- Nov 6 – Holy Trinity guidance counselors visiting for option sheets
- Nov. 9 – Gr 8 Parent Meeting at Holy Trinity @ 7 pm
- Nov. 21 – Progress Reports/Initial Communication of Learning (Kindergarten) Home
- Nov. 23 & 24 – Parent-Teacher Interviews

*Believing*

- New Board Liturgical Theme – *Do You Love Me?*
- Nov 10 – Remembrance Day Liturgy in the gym @ 10:30 am
- Nov 16 – Confirmation Rehearsal at St. Michael @ 10 am; Nov 22. Confirmation for Grade 7s at St. Michael at 7 pm
- Seminarian Visits to classrooms every other Thursday

*Belonging*

- Peace Team – ongoing – Ms. DiFruscia to share**
- Nov. 7 – Roots of Empathy Program – Ms. Vasililaskas and Mrs. Gomes
- Nov. 15 – Guest Speaker Kate Jones “Raising Positive, Resilient & Happy Kids” – 7 pm
- Nov. 15 – Board Transition Team Meeting #2
- Nov. 16 – All students in Gr 4-8 completed OurSchools Survey
- Nov. 16 – Picture Retakes 1 pm
- Dec 21 – Christmas Musical – schedule and ticket information to go home this week

*Foundational Elements*

- Website and email communication continues – more information about upcoming events to be found on the school webpage <https://elem.hcdsb.org/ourladyofpeace>
- SGF Report #1 to be posted on webpage by end of November
- Nov. 20 – 23 – Book Sale
- Nov. 23 – Uniform Exchange and Sale 6 pm

*Peace Team Update:*

PRESENTATION TOPIC	DISCUSSION POINTS	COUNCIL SUPPORT NEEDED
Explanation and purpose of Peace Team	Isabella, Paige and Madison gave an informative presentation to council on initiatives already completed and future initiatives run by the Peace Team within the school.	None at this time
	The Peace Team is made up of Grade 7 and 8 students. Suggestions boxes are located on each floor of the school.	

*Financial Update:*

PRESENTATION TOPIC	DISCUSSION POINTS	COUNCIL SUPPORT NEEDED
December Treasurer's Report	J. Delevante presented. Monthly Treasurer's Report will be posted on the Our Lady of Peace website by R. Dore-Anderson.	None

*Parent Engagement Update:*

TOPIC	DISCUSSION POINTS	COUNCIL SUPPORT NEEDED
New Parent Engagement	Discussion regarding a Mathematics based parent engagement	F. Rollo to add to agenda for discussion in January

*Committees Update:*

TOPIC	DISCUSSION POINTS	COUNCIL SUPPORT NEEDED
New committees for the 2017/2018 school year	Discussion points/objectives for each committee is attached at the end of the minutes.	All members voted on each committee presented
Nutrition and Wellness	Camille Barwell to Chair committee	Motion passed, committee created
Catholic Community	Carlo Corbo to Chair committee	Motion passed, committee created
Fundraising	Amber Bastien to Chair committee	Motion passed, committed created
Extra-Curricular	This committee was put on hold as the Peace Team is covering many of the initiatives within the school	None
Curriculum	Vote was taken by all members present	Motion not passed
Council Improvement	Vote was taken by all members present	Motion not passed
Inviting the larger OLP school community to join approved committees	Discussion regarding the inclusion of non-council parents on each committee as stated in Article 9.0 in the OLP Parent Council By-Laws	Regan Dore-Anderson sent out an email to the school community with information
Chair Responsibilities for each committee	Responsibilities of Committee Chair: <ul style="list-style-type: none"><li>• Provide written update prior to each meeting to be attached to the minutes</li><li>• Provide verbal updates at each Catholic School Council meeting</li><li>• Responsible for contacting all group members regarding meetings and/or expectations</li><li>• A final report from each committee is required at the end of each year as per Article 9.0</li></ul>	See list of Chairs above

**New Business/Proposals:**

PRESENTATION TOPIC	DISCUSSION POINTS	COUNCIL SUPPORT NEEDED
N/A	N/A	N/A

**Action Items:**

ACTION ITEM	PERSON RESPONSIBLE	DEADLINE
1. Christmas Concert review added to January agenda	Francesca Rollo	January 15, 2018
2. Email Ms. Burns re: timeline to book concert for next year	Regan Dore-Anderson	January 15, 2018
3. Board policy re: refurbished IT products	Regan Dore-Anderson	January 15, 2018
4. Discussion re: IT equipment	Regan Dore-Anderson and Jo-Ann Morgante	January 15, 2018
5. Discussion regarding communication to volunteers for Council/School run events so people who volunteer for specific groups/committees are included	All	January 15, 2018
6. Post School Teams on OLP website	Regan Dore-Anderson	January 15, 2018
7. Discuss nutritional guidelines for school lunches with council	Regan Dore-Anderson	January 15, 2018
8. Email sent out to community regarding committees they may join	Regan Dore-Anderson	Completed
9. Math Parent Engagement discussion added to January agenda	Francesca Rollo	January 15, 2018
10. Chapter's Night	All	January 15, 2018
11. Pancake Tuesday- find nut free pancake mix	Susy Brown Camille Bardwell	February 13, 2018
12. Spring Uniform Exchange date	All	January 15, 2018

**Conclusion:**

<b>CONCLUSION</b>	<p><b>Adjournment:</b></p> <p>First by: Jacqueline Delevante                      Seconded by: Lisa Strauss</p>
	<p><b>Future Council Meeting Dates:</b></p> <ul style="list-style-type: none"> <li>• January 15<sup>th</sup>, 2018</li> <li>• February 5<sup>th</sup>, 2018 (location pending)</li> <li>• April 9<sup>th</sup>, 2018</li> <li>• May 7<sup>th</sup>, 2018</li> <li>• June 4<sup>th</sup>, 2018 (Tentative for Open House Planning)</li> </ul> <p><i>All meeting start at 6:30pm in the Library. All are welcome!</i></p>

## **1. Curriculum Committee**

### **Proposed Mandate**

The Curriculum Committee works in conjunction with the School Principal to implement strategies and programs that support effective instructional practice and improved student learning. Strategies may include financial support for programs and/or parent engagement activities which contribute to student academic success.

### **Goals for 2017-18:**

1. Host a "Math Night" parent engagement event in February 2018. Includes a presentation for parents by the Board Math Consultant regarding "old" vs "new" Math and how to use Math Manipulatives to support your child's learning at home, followed by an opportunity to visit several interactive demo stations with your child.
2. Recommend strategies to improve communication within the feedback loop between student, teacher and parents, to reinforce subsequent improvements in student work.

## **2. Council Improvement Committee**

### **Overview:**

The Council Improvement Committee is about the correlating and implementation of manual in what is required for all school and council activities and events.

### **What is involved?**

The Council Improvement Committee is not just about tactical coordination and execution across the various school and /or council events. It is about working together to bring awareness and education to our parent council and community on the daily life at OLP.

### **Initiatives:**

The following are examples of what initiatives over and above the 'tactical coordination and execution of events under this committee:

1) Standard Project Template that can be applied to any event which details what key milestones and processes are followed in the successful execution of an event

#### 2) Documentation

a. All standard, repeatable events need to have a background description document on what it is, if it is a school or council event, etc. so that should new members of council know what it is all about and the expectations

#### 3) Calendar of Events Management

### **Join This Committee IF:**

1. You are process oriented
3. Administratively savvy
4. Not afraid to engage and lead others

### **3 Extra Curricular Committee**

Vision:

To create a collaborative and interactive environment made up of teachers, principals, parents, and students who encourage and support a variety and a wide-range of physical activity at school, in alignment with the ACTIVE AT SCHOOL and OPHEA government initiatives.

Through engagement and encouraging innovated ideas that reinforce free participation, fair play and personal development setting, failing and achieving goals, the committee promotes the following:

Physical Activity portion of the governments "Healthy Kids Program"

[http://www.health.gov.on.ca/en/public/programs/healthykids/physical\\_activity.aspx](http://www.health.gov.on.ca/en/public/programs/healthykids/physical_activity.aspx)

Policy of Equity and Inclusion, engage all students

<https://www.hcdsb.org/Board/Equity/Pages/default.aspx>

Multi year Strategic plan motto of "focus on our students" to promote student well being.

<https://www.hcdsb.org/Board/SPR/Pages/default.aspx>

Top 3 Goals

1) To introduce and implement 3 new physical and/or extra curricular activities that will be implemented this school year.

2) To develop a volunteer handbook for physical activities and extra curricular activities that allows the committee and school to properly prepare for support and address concerns and/or gaps together.

3) Create a mechanism to understand the school availability and any supporting by-laws for introduction of new activities to help build 2019 goals.

### **4. Fundraising Committee**

Overview:

This committee is about the planning and execution of the One Key Fundraising event and other smaller fundraising events that bring the OLP Community together in supporting our school and community at large. Traditionally the One Key Fundraising event has occurred every year in the fall, and has been a Dance-a-thon. There has been discussion and feedback about changing this and in order to be effective and execute something new, this is something that takes a year in advance planning.

What is involved?

This group will look at planning and tactical execution, but will also have the goal this year to bring the ideas and research to the Council by end of year so that planning can start in 2018 for the One Key Fundraising event.

Brainstorming, research, presentation of ideas and getting approval are all part of this Committee's mandate for 2017-2018.

Initiatives:

The following are examples of what initiatives over and above the 'tactical coordination and execution of events under this committee:

1. Execution of years event
2. Post Mortem and presentation back to Council
3. Planning, research and presentation to Council on future event

Join This Committee IF:

1. Creative and love the challenge of bringing a new event to OLP
2. Strong communication skills
3. Research minded from both the event and 'what is on schoolboard/bylaw' scope
4. Comfortable presenting to a group
5. Want interaction and engagement with Community Partners
6. Enjoy Team atmosphere, with the ability to work independently as needed