



Queen of Heaven Catholic School
 School Council Meeting Minutes
Tuesday, March 10th, 2014
 School Gym ~ 6:30 – 8:30 p.m.

Agenda:

1. Welcoming and Sign in/attendance for members:

Parent Council Members:

1	John Susi	Principal
2	Viviana Varano	Vice Principal
3	Jean-Guy Caissie	Co-Chair (parent) School Council By-Laws, School Safety Committee, School Uniform Implementation
4	Jason Power	Co-Chair (parent) School Council By-Laws, School Uniform Implementation
5	Bettina Arapi	Secretary (parent) School Yearbook
6	Melissa Dennie	Teaching Staff Rep School Council By-Laws, School Yearbook, Spirit Wear Committee
7	Laura Breau	<i>School Council By-Laws</i>
8	Stephanie Bressette	<i>School Council By-Laws, School Yearbook, Spirit Wear Committee</i>
9	Kimberley Canestraro	<i>Halloween Dance-a-thon, Christmas Wish</i>
10	Julie Casimiro	<i>Milk Program, Halloween Dance-a-thon</i>
11	Christian Cepeda	<i>School Council By-Laws</i>
12	Tamara DiLorenzo	<i>Halloween Dance-a-thon (Chair), Family Fun Night June (Chair), Christmas Wish</i>
13	Tracey DosAnjos	<i>Halloween Dance-a-thon, School Council By-Laws, School Safety Committee, Corporate Sponsorship</i>
14	Scott McKenzie	
15	Diana Palalas	<i>French Immersion School Rep</i>
16	Shannon Prychidny	<i>School Safety Committee</i>
17	Sandra Rei	<i>Spirituality Committee, Halloween Dance-a-thon, School Uniform Implementation</i>
18	Lisa White	<i>Halloween Dance-a-thon</i>

2. Opening Prayer

- Opening Prayer read by Sandra Rei

God, the source of every good gift
You have called us together as servants to do your will
Grant us the light of your Spirit
To guide us in our responsibilities as a School Council.

May we work together in harmony for the common good
May we listen to one another in a spirit of genuine respect
May we encourage and reverence one another's unique talents
May we use the gifts of the Spirit in creative Christian leadership
May we approach our decision making through discernment and prayer
May we respond effectively to the needs of the children in our care.

God of Love
You give us the gifts of the Holy Spirit
For the common good

May your blessings radiate from us to others
In a new spirit of service
We ask this through Jesus Christ
The Light of the World

Amen

- Everyone introduced themselves

3. Principal and Vice Principal's Report (J. Susi and V. Varano) (35 min)

- a. Milton Community Energy Challenge – next challenge
 - i. Please sign up <http://www.miltonhydro.com/cec/>

- A few reminder emails were already sent.
- We are very close to earning another \$750 for our school but need as many people as possible to sign up and support us.
- There are approx. 20 different schools in Milton participating.
- This leg of the challenge will close on March 15th, 2015 so take a couple of minutes and sign up.
- Bettina volunteered to make a flyer explaining how to earn points and asking people to sign up.

b. Family Lenten Mass – March 24 at 7pm at Holy Rosary Church

- There will be Staff and Student Readers & a choir to sing
- All are invited; bring a friend

c. Financial Update – School Generated Funds

- We must report 3 times a year how we allocate our funds.
- Please note school generated funds vs. board funds.
- Board funds are based on taxes, based on an enrolment formula per school.
- Any School Generated Funds collected must be reported.
- Please note the bottom line is mostly money already committed to be spent this year.

Queen of Heaven School Generated Funds as of March 10, 2015

Category Name and Description	Opening Balance 2014	Revenue	Expenses	Ending/Committed Funds Surplus/(Deficit)
Field Trips	\$0.00	\$9,024.75	\$9,025.44	-\$0.69
Fundraising for External Charities (Terry Fox, United Way)	\$0.00	\$1,902.75	\$1,144.00	\$758.75
Clubs, Athletics, Activity Fees (Student Agendas, Cross Country)	\$0.00	\$3,314.65	\$3,993.09	-\$678.44
School Fundraising (Dance-A-Thon, Milk, Pizza, Barbeque, Hot Lunch)	\$0.00	\$57,417.96	\$34,852.22	\$22,565.74
Special Events (Graduation, Catholic Education Week, First Communion, Confirmation, Play Day, Public Speaking)	\$0.00	\$30.00	\$464.63	-\$434.63
Departments (Library, Special Education, Office Health & Wellness)	\$0.00	\$12,025.00	\$11,970.66	\$54.34
Administration (Over/Under Category, Various School Purchases i.e. program materials, play equipment, crafts, special school activities, tournament fees, technology, bussing, games, etc.)	\$0.02	\$8,992.75	\$1,588.29	\$7,404.48
Other (HST/PST Rebate, Eco, Lunch Lady, School Donations, Photographer, Staff Collected fees i.e. gift fund)	\$0.00	\$890.00	\$0.00	\$890.00
Total	\$0.02	\$93,597.86	\$63,038.33	\$30,559.55

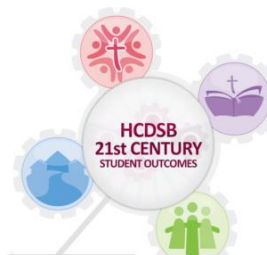
d. School Official Opening Committee update

i. Date of ceremony – April 21 at 10:00 a.m.

- 3 school parent council members volunteered & 25 – 30 staff members.

- We are sending invitations to special guests, including the Bishop who is confirmed to be part of the opening, Father Peter & Father Allen, the architect company, MPP, the Director of Education and even the mayor has been invited.
- Various dignitaries will address the group.
- There will be a special student performances.
- There will be a reception for invited guests in the computer lab as well as a luncheon with Bishop Crosby and selected student, the director of education, Mr. Susi and Ms. Varano.
- There will be a blessing of the school and classroom crucifixes.
- A special gift will be given to every student to commemorate this special event.
- There will be welcome ambassadors and a musical performance to provide background music while guests are arriving in the front foyer.
- The Glee Club and Choir will be singing.
- Any help from staff members and parent committees will be needed especially for the luncheon and reception (i.e. clean up and set up, etc.).
- Parking committee needs extra help as well.
- The back playground will be opened for extra parking.
- Special reserved spots will be made available for special guests.
- There is a decorating committee to post students artwork
- The board AV department will record the event.
- Media is invited

e. School Improvement Planning



- Teachers are working with their students in order to help them to become better critical thinkers in reading & writing. Teachers are creating formal plans of what their learning goals will be. A plan is created and student achievement is measured and monitored.
- Staff are working to implement the new technology...in a meaningful way using critical thinking strategies.
- The board requires an area of focus to be on 'Safe Schools'...bullying prevention.
- We used data from Lumen Christi they collected from the "Tell Them From Me" Survey that went out to all students last year. Survey data was collated. We

used their data to have a starting point as we don't have this data for our school yet.

- It is extremely important for us to measure data to help us gain an understanding of student perspectives on their safety at school.

Queen of Heaven 2014-2015 SCHOOL IMPROVEMENT GOALS

- ✓ By June 2015, there will be an increase of 10% of Primary, Junior and Intermediate students who use critical thinking, real world problem solving and communication and collaboration skills using a variety of digital technologies. This will be measured by the use of teacher selected, common grade level assessment data and will be assessed at the end of each instructional term.
- ✓ By June of 2015, the percentage of Junior and Intermediate students who report an incident of moderate to severe bullying will decrease 9% (from 14% to 5%) as measured by the number of reported cases of bullying brought to the attention of the school via the Safe Schools Incident Reporting Form. (Data comes from the TTFM survey data from Lumen Christi 2014)

Agreed Area of Focus

- Inquiry-based tasks that emphasize critical thinking, real world problem solving, communication, collaboration to develop a global perspective in content areas where appropriate
- Teachers collaborate to provide learning experiences that are clear, meaningful, interesting and challenging and include ongoing descriptive feedback and opportunities for metacognition
- Ensure that instruction is differentiated and curriculum materials, digital tools, and a range of resources support student abilities, interests and needs
- Accountable student talk and active listening
- Meaningful integration of diverse technologies to support effective literacy and numeracy instruction
- Instruction includes ethical/legal use of information and communication technologies
- Based on the analysis of student data, teachers plan and implement instructional pathways
- Teachers co-create with students learning goals and success criteria
- Teachers provide timely descriptive feedback to scaffold student learning

f. Upcoming Events and Activities

March 3 – Reconciliation for all grade 3 - 8 students
March 4 – Gr. 7-8 trip to see the Jean Vanier School play
March 10 – School Council Meeting at 6:30
March 11 – FDK and Gr. 1 trip to see the Musical Fred Penner;
March 11 - Uniform Ballots are due by 3:05 p.m.
March 12 – Lenten Liturgy at 9:00 a.m. led by the grade 1's
March 16 – March break begins
March 23 – Welcome Back! Gr. 8 Career Center Trip in p.m.
March 24 – Family Lenten Mass at 7:00 p.m. at Holy Rosary Church
March 26 - 'Families Supporting Positive Mental Health', 6:30 pm - 8:30 pm
Queen of Heaven school library
March 27 – Earth Hour in the p.m. – lights and electronics will be turned off
to conserve energy and to celebrate Earth Hour! (Actual date March 28)
March 30 – Gr. 3 trip to Crawford Lake
April 2 - 1pm liturgy, Stations of the Cross
April 03 - Good Friday
April 05 - Easter Sunday

4. Chairs' Report:

a. CPIC Meeting From February 25, 2015 (Jean-Guy Caissie) (10 Min)
Ontario Association of Parents in Catholic Education (OACPE) (Rep required for
our School Council for 2015-2016)

- Voice for parents or guardians
- Will elect in the future a representative from our school council for the next school year

b. Halton Catholic Children's Education Fund (Link on School Site) (Charity
Golf Tournament)

- If you are able to assist them to raise money please check online for all details.
- <http://www.hccef.org/>
- HCCEF Charity Golf Classic
- Event Date: June 3, 2015 at 12:00 pm
- Event Location: Hidden Lake Golf & Country Club – [website](#)
- All proceeds support the HCCEF Student Guardian Campaign – Helping students in need achieve their full potential.

5. HCDSB Selection Criteria for School Principal

a. Discuss best way to complete i.e. Collate the responses and average it out

- The information was emailed to all members
- Every year the school council must submit their selection

Each year, Catholic School Councils are requested to submit Selection Criteria for a School Principal. Due to the importance of having an up-to-date selection criteria on file, it is required that a new submission be forwarded which accurately reflects our school's criteria for the 2015-2016 school year. It is necessary that all Catholic School Councils submit a new report each year because, as has occurred in past years, situations beyond our control may require the unexpected placement of a new principal or vice principal in a school. In recent years, principals and vice principals have either been seconded to the Ministry of Education, been promoted, have become ill or have retired unexpectedly.

b. Due March 13th

- Although we agree that every criteria is equally important we have selected the order below as requested:

1. Improving the Instructional Program

The leader is committed to ensuring success for each student, celebrating the inherent dignity of each human being, fostering a culture of inclusion while responding to the diverse learning needs of each student. The leader is knowledgeable and effective in supporting school improvement planning processes. The leader accepts responsibility for upholding human rights and sustaining a safe, secure and healthy school environment.

2. Setting Direction

The leader builds a shared vision for a model-learning community that is distinctively Catholic, provides exceptional education and nurtures the call to love and serve as a people of faith. The leader models and encourages a commitment to life-long learning and an openness to new ideas. The leader helps establish and foster a culture of continuous improvement, the acceptance of group goals, and communicates and monitors high performance expectations. The leader demonstrates a belief that all students are created in the image of God, and that all students can learn.

3. Building Relationships and Developing People

The leader acts with openness and integrity and strives to foster trusting and collaborative relationships with all staff, parents and all members of the broader school community. Guided by Gospel values, the leader demonstrates a commitment to effective and respectful working relationships with students, families, and communities.

4. Securing Accountability

The leader is committed to the success of the Catholic student, accepts personal responsibility and nurtures a culture of individual, team, and whole school accountability for student outcomes

5. Developing the Organization to Support Desired Practices

The leader demonstrates an acceptance of responsibility for school climate and student outcomes, and works to establish a culture of shared responsibility that empowers all staff to effectively contribute to a positive school climate supporting high levels of success for all students. The leader has a transformational style of leadership which reflects Catholic discipleship, personal and professional integrity and a commitment to serving the needs of others.

6. School Council By-Laws: Jason Power/JG Caissie Vote for approval

- a. Please refer to the draft that was sent to School Council members via email

- Questions or comments were to be emailed – no comments were received
- Committee that worked on this: Christian Cepeda, John Susi, Jean-Guy Caissie and Jason Power
- Voted → Approved (all)

7. Combined Jean Vanier Family of Schools School Council Parent Information Night on Mental Health – 6:30 p.m. March 26th - at Queen of Heaven School - update Rosie/ Kelly/ V. Varano

- All the schools in the Jean Vanier family.
- The emotional well-being of students is very important and students are often affected in the transition years the most.
- As we need to begin the process of talking about this, we are starting with this meeting.
- There will be a variety of different presenters discussing various supports that are already in place.

- There will also be a discussion portion and time to ask questions.

'Families Supporting Positive Mental Health'

You are invited to attend a Joint Catholic School Council Meeting for the Jean Vanier Family of Schools

Who? **Jean Vanier Catholic School Council members**

What? **Mental Health:** An opportunity to network with Jean Vanier CSC and community partners to discuss student mental health. The meeting will include Information, strategies and resources to build positive mental health. Our goal is to work as a FOS to raise emotionally healthy children and youth.

When? **Thursday, March 26th 2015 from 6:30 pm - 8:30 pm**

Where? **Queen of Heaven school library:** 311 Savoline Drive Milton, ON

How? **R.S.V.P.** your school administrator by Wednesday March 11th. We look forward to building relationships with Catholic School Council members from our Jean Vanier Family of Schools. Please contact Kelly Williams or Rosie Ilnisky if you have any questions.

Kelly Williams

Vice Principal
Our Lady of Fatima
williamsk@hcdsb.org
905-864-0720

Rosie Ilnisky, BSc, BScN, RN
Public Health Nurse,
School Years Program
Halton Region Health Department
Rosie.Ilnisky@halton.ca
Phone: 906-825-6000 x 2561

8. Committee Updates (20 min)

a. Spirituality Committee – Sandra Rei

- The ordered statue has arrived this afternoon
- They are currently researching recognition gifts for our gr. 2 and 7 students who received the sacraments this year and will select something by the end of the month

b. Corporate Committee: **Ramon Hanna**

- A letter was drafted and submitted to various businesses.
- Wal-Mart in Milton has adopted our school.
 - Whenever they have a sale for school supplies, left over's get donated to charity or schools. Going forward they will donate half of their left over supplies to us and half to Lumen Christi.

c. Family Fun Night: **Tamara DiLorenzo**

- Date set for Thursday, June 18th, 2015 at 5pm to 8pm as Troy's Diner was not available on June 11th.
- Troy's Diner will throw in a snow cone, cotton candy & pop-corn machine at no extra charge. We simply have to pay for the supplies and the rest is profit.
- We also receive 10% profit from the food sale.
- This is a major fund raiser for our school.
- Milton fire truck will be there to teach kids fire safety.
- Milton soccer clubs will be there with demonstrations.
- Tracey DosAnjos will take care of gift baskets.
- We are looking for a lot of help as well as food donations.
- Will need all 40 council members please and even grade 8 ambassadors to help out.
- This will be the last big event at the end of the school year.

• **Also quickly discussed Movie Night...**

- Thursday, April 23rd, 2015.
- We paid a licensing fee of \$650.00 to show 3 movies within a 12 month period.
- For movie night we have 9 council members who volunteered to help out as well as grade 8 ambassadors.
- This is not done as a fund raiser and we are only trying to recover the license fee.
- Should there be any additional profits made from this event, we agreed to purchase a freezer for the school.
- On movie night doors will open at 6pm & the movie starts 6:30pm.
- No chairs, bring blankets!

d. Yearbook Committee: **Melissa Dennie** to report on behalf of committee

- Students are working on the cover page artwork contest.
- Last minute reminder for the early bird purchase has gone out.
- Yearbook can be paid by cheque or School Cash Online.
- Finished artwork has already been displayed.

- Another quick reminder will be sent for the early bird purchase.
9. School Uniforms Update - **Mr. Susi** - (2 min)
- a. Uniform night Feb 25th- update
 - Approx. 40 parents attended the info night.
 - All details were communicated by e-mail and posted on the school website.
 - b. Ballots sent home and due March 11th by 3:05pm
 - Ballots are due Wednesday, March 11th by 3:05pm and results will be communicated by the following day.
 - We have already received a lot of response.
10. School Safety Committee - Jean-Guy Caissie (2min)
- a. To set meeting for parking lot report
 - The committee will set a meeting to review information received from other schools' principals.
 - They will put together a report.
 - It is advisable to see if one can get the name or license plate of the person and report the incident to the police directly.
 - Regrettably the school cannot do anything about these violations.
11. Key announcements:
- a. Lenten Initiative- to help people in need by raising money for the Canadian Hunger Foundation
 - Information on this can be found on the Canadian Hunger Foundation website, www.chf.ca.
 - Each classroom has set a goal and they are graphing tallies in different ways.
 - Some have classes have already reached their goal and set a new one.

The Queen of Heaven Lenten initiative this year is to help people in need throughout the world by raising money for the Canadian Hunger Foundation. The Canadian Hunger Foundation website has a wealth of information on the projects that they are involved in and ways in which we can contribute. You are able to purchase "gifts" such as goats, pigs, chicks and other products to help people to need. The website is www.chf.ca. On the website you can access a catalogue so that you can see the gifts that we will be able to purchase with the money that we raise. The Canadian Government will match donations at a minimum of 3:1 (for every \$1 the Government gives \$3) and up to as much as 18:1! Each class will agree on the gifts that they are hoping to buy so that they know how much money they need to raise. If you are interested in donating please send your money in on Fridays throughout Lent. Thank you for your continued support!

b. School Cash Online is now live as of March 4th

- School Cash Online provides parents with easy access to make online payments for a variety of student activities, providing greater flexibility and control on how payments are made to the school. This new online payment method will also help reduce the risk of theft and cash misplacement.
- Pizza day will be has already been added to Cash Online as well as the Yearbook early bird and later on for the regular sale.
- Please be reminded that parents are still required to send the Pizza order form back in order for us to know the dates and amount of Pizza ordered.
- We agree that it needs to be made clearer on the form that it still needs to be submitted.
- Perhaps a check box for payment options and reminder for forms that still need to be submitted should be added to all future documents.
- Please register with school cash online as we are hoping to have 100% participation.
- Next year credit card payment option may be added in the HCDSB.

12. Other Agenda Item:

- Board provides a \$500 parent involvement fund.
- What would you like to do with that fund?
- Suggestion was made to use the money to pay for the cost of photocopying (e.g. flyers for pizza day, dance-a-thon, etc.) or we pay that expense from other income.
- Photocopying and paper costs add up over the course of the year.
- Voted → All agree

13. Next Meetings

April 28, 6:30 p.m.

June 9, 6:30 p.m.

14. Adjournment at 7:45 p.m.