



Queen of Heaven Catholic School
 School Council Meeting Minutes
Tuesday, January 27th, 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	Jean-Guy Caissie	Co-Chair (parent) School Council By-Laws, School Safety Committee, School Uniform Implementation
3	Jason Power	Co-Chair (parent) School Council By-Laws, School Uniform Implementation
4	Bettina Arapi	Secretary (parent) School Yearbook
5	Melissa Dennie	Teaching Staff Rep School Council By-Laws, School Yearbook, Spirit Wear Committee
6	Jennifer Notarangelo	Non-Teaching Staff Rep Halloween Dance-a-thon
7	Jasmine Pereira	Non-Teaching Staff Rep
8	Teresa Agius	<i>Family Fun Night June</i>
9	Stephanie Bressette	<i>School Council By-Laws, School Yearbook, Spirit Wear Committee</i>
10	Julie Casimiro	<i>Milk Program, Halloween Dance-a-thon</i>
11	Bonnie Dey	<i>Spirit Wear Committee</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	Marvin Duarte	Parish Representative School Council By-Laws
15	Andrea Duhamel	<i>Family Fun Night June</i>
16	Remon Hannah	<i>Corporate Sponsorship</i>
17	AnnaMaria Nicolantonio	
18	Sandra Rei	<i>Spirituality Committee, Halloween Dance-a-thon, School Uniform Implementation</i>
19	Catheryn Videnor	YMCA Representative

2. Opening Prayer (Parish Representative **Marvin Duarte to lead or select someone** (2 min)

- Opening Prayer read by Marvin Duarte

O God of this New Year that stretches before us,

“Teach us the secrets of wisdom”.

O God of this New Year that beckons to us,

“Create a clean Heart in us; put into us a new and constant spirit”.

O God of this New Year that holds out hope to us,

“Be our savior again, renew our joy, keep our spirit steady and willing”.

O God of this New Year that gives us another chance,

“In your great tenderness wipe away our faults, instill joy and gladness into us”.

Loving God, it is time to turn again to you...

“May we work together in harmony for the common good,

May we listen to one another in 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.

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”

Queen of Heaven

“Pray for us”

- Everyone introduced themselves

3. (Continuation from last meeting): Establishing School Council objectives and goals for the 2014-2015 school year – **Review of Group Discussions from December 2, 2014**, Co-lead by J. Susi, V. Varano, JG Caissie, J. Power (15 min.)

- Recapped how we previously narrowed down the Queen of Heaven School Council Objectives to the top three.

The Top Three Queen of Heaven School Council Objectives are to:

1. Build an inclusive, thriving, cohesive, faith based School Community by leading, planning and organizing the following activities:

- Welcome Back BBQ (September)
- Move Night (winter or spring)
- Family Mass (Lent)
- Family Fun Night (June)

2. Enhance and Support Parental Engagement in the School:

- Through leading and encouraging volunteer opportunities on various School Council sub-committees
- By supporting, organizing and planning parent learning opportunities (topics may include nutrition, social media, curriculum, faith focus, bullying, mental health). This may be achieved via parent evening workshops, webinars, newsletters, providing internet links, etc.

3. Raise Funds to support and enhance student learning, recognition, faith development and well-being at school by leading, planning and organizing the following activities:

- Pizza/Milk/Pita Days/Lunch Pails – Food Programs (Sep –Jun)
- Dance-a-thon (October 31)
- Themed Baskets Raffle (June)

• The role of the school council is to plan, lead and to organize...

• Discussed upcoming events that will require volunteers:

- **Family Mass**
 - **Lent**
 - Marvin agreed to speak to Father about details of mass.
 - How should the school be involved?
 - Should both Students & Parents be involved?
 - Mass will not be allowed to be held at school, only possible at church
 - We could have a liturgy instead of mass if we would prefer it to be held at school.
 - This could be held in the evening in the school gym or at the church.
 - Evening would possible be easier for more people to attend than daytime.

- Marvin agreed to check with Father for available times.
- **Movie Night**
 - Tamara DiLorenzo will chair with Julie Casimiro
- **Parent Night** is coming up
 - Will need parent volunteers to organize
 - Will be discussed later
- **Themed Baskets** in June
 - Each class will create a basket, selecting a different theme.
 - We will need to sell tickets
 - **Tracey DosAnjos will chair**
 - Could be done in conjunction with Family Fun Night, displaying the baskets for viewing
 - Pictures of the baskets could also be send out with the newsletter in order for more people to be able to see the prizes
- **Voted to see if all agree on the finalized top three objective as listed above: Majority YES**

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

a. Milton Community Energy Challenge – We won \$750!

i. Please sign up <http://www.miltonhydro.com/cec/>

- Milton Hydro — with the support of the Ontario Power Authority recently engaged Simple Energy to develop and manage a residential opt-in energy conservation pilot program called the Community Energy Challenge.
- A feature of the program is participating households supporting a school of their choice. The households earn rewards for themselves, and they can also help the schools receive prizes and rewards.
- The goal is to have students/schools provide information that is forwarded home and encourages the homeowner to enroll in the program as active participants. Once enrolled, they receive personalized energy reports, energy-saving tips and reward points.
- Two Milton schools were presented with \$750 each for their participation in a Milton Hydro initiative that helps households reduce their energy consumption.
- Milton Hydro awarded one school from each board a small monetary prize for having the greatest number of school supporters registered by December 15, Hawthorne Village and Queen of Heaven.
- Queen of Heaven has approx. 40 families signed up already.
- We need more families to sign up to have a real chance at winning up to \$10,000 more within this year.

- All parents need to do is sign up on line using their Milton Hydro Account Number and sponsor "Queen of Heaven School".
- This is a totally confidential process.
- When families conserve energy at home, so does the school that the parent supports.
- The link to sign up is <http://www.MiltonCEC.com>
- Everyone should also ask their friends, neighbours or family, who are also part of Milton, to sponsor Queen of Heaven.
- This information will also be send home with the kids.
- Parents/Supporters can also complete online surveys to accumulate more points.
- It was discussed whether the money should be allocated ahead of time or simply kept for when needed.
- It was agreed that it would be better to allocate the money ahead of time and communicate what the funds will be used for so that parents will know how their participation/contribution helps.
- The money could be used even to offset the cost somewhere for parents.
- A visual aid for parents could be created where the parent is able to click on a link and perhaps see the students talk about saving energy and what they suggest to make it happen.
- Once the budget is finalized we can more realistically see where the potential winnings could be used.
- Bettina Arapi to call Hydro and see if free energy saving light bulbs maybe donated to send home with kids.

b. Construction Update

- Only minor repairs outstanding at this time
- We have an ongoing deficiency list with only minor items remaining (e.g. caulking)
- We are currently waiting for stage curtains
 - measuring completed
 - received two quotes
 - should be up in 4 to 6 weeks

c. Financial Update

QUEEN OF HEAVEN CATHOLIC SCHOOL
PROJECTED INCOME FOR 2014-15

Donation from Lumen Christi School	\$ 7000.00	
Donation from Holy Rosary School	\$ 1000.00	
Pizza Days	\$12000.00	(Estimate for 2014-15)
Milk Program	\$ 4000.00	(Estimate for 2014-15)
Lunch Pail Program	\$ 1000.00	(Estimate for 2014-15)
Halloween Dance-a-thon	\$13000.00	(Estimate for Oct. 31, 2014)
Family Fun Night	\$ 1000.00	(Estimate for 2014-15)
Pita Pit	\$ 1500.00	(Estimate for 2014-15)
SUBTOTAL	\$39,000.00	
	\$40,500.00	(Estimated income for 2014-15)

Fundraising Projections ~ 2014-2015
Updated January 26, 2015

**Indicates a one time expense for 2014-15 only*

Category Name	Description	2014-15 Projection	2014-15 Actual
Catholicity			
Bus Transportation Mass at Holy Rosary Church	\$800.00 x 3 Masses = \$2400.00 FDK to Gr. 8 (Holy Rosary Parish also contributes \$2541)	2400.00	\$847x3= \$2541.00
First Communion	Banners for First Communion \$300.00 Recognition gifts \$350.00 Celebration \$350.00	1000.00 650.00	
Confirmation	Recognition gifts \$350.00 Celebration \$350.00	700.00 350.00	
*Religious Articles & Displays	For the front foyer to celebrate the Liturgical seasons and establish a focal point for the school. (cross, alter, banners, advent wreath, Christmas Tree, etc, Liturgical cloth, flowers, decorative items, etc)	2500.00 3500.00	
*Official Opening and Dedication	To support our official school opening, blessing and dedication by our Bishop on April 21, 2015	1000.00	
Student Recognition			
Awards & Honorariums	To support and encourage student achievement; thank you gifts (i.e. for Priests, guest speakers, bus drivers, crossing guards)	300.00	
Public Speaking	Awards and recognition for school public speaking competition	300.00	
Graduation *500.00 of total	DJ, refreshments, dance, decorations and student awards and new annual plaques	1500.00 + 500	
Play Day	Refreshments for students	200.00	
Principals Discretionary	Small classroom incidental purchases (i.e. crafts, decorative items, tournament fees, science or other curriculum activities in the classroom, etc.) Supporting families in need (offsetting costs of school trips, etc.)	2000.00	746.00

*Team Sports Uniforms	32 Volleyball/ Basketball jerseys and shorts and 75 Cross Country/Track & Field/Soccer jerseys for our girls and boys teams.	6000.00	6889.32
Outdoor Student Activities			
*Basketball nets.	Installation of-4 2 Basketball nets and standards for the playground	2500.00 2800.00	
Recess Play Equipment	Classrooms will be provided with Nerf soccer balls and footballs, skipping ropes, basketballs for students to use during recess.	800.00	891.00
Technology & Audio/Video	To support various school 21 st Century technology initiatives – 40 5 iPads in the Music classrooms; iPad cases	5000.00 2500.00	
	3 4 Smart Projectors for classrooms to enhance and support our 21 st Century teaching and Learning	6800.00 9300.00	
Health and Wellness			
Student Hand Hygiene	Wellness & Hygiene Program ~ Hand soap and paper towel dispensers for classrooms.	1500.00	
Building Community			
Volunteer Appreciation Week	Volunteer Appreciation recognition for the help and support of our school's volunteers (May/2015)	500.00	
Child & Youth Counsellor	To support PROPS (Peers Running Organized Play Stations for grades 1-3 at recess) Grade 6 leadership program	400.00	
*Games Club	Games Club activities for students during the lunch hour	400.00	398.00
Grade 7-8 Student Ambassadors	To support our students in their leadership initiatives throughout the school.	500.00	
Miscellaneous			
Bank Charges	Charges for cheques, transactions, miscellaneous items, NSF, bank fees, School Cash online program, etc.	1000.00	
TOTAL	ESTIMATED EXPENSES	\$37800 \$39521	

*Estimated amount of one time, first year expenses = \$15089

- Amounts in red highlight suggested changes
- Column on the right denotes items already purchased
- Spirituality Committee will investigate what to purchase for First Communion/Confirmation recognition.
- Two Basketball Nets are purchased by the school board the other two by Queen of Heaven
- Four Smart Projectors have been purchased for the two grade four rooms, and a grade one and a grade 2 room, also five iPads to support the Music Program will be purchased
 - Equipment will be purchased through the school board
 - Jason Power will check with Grand & Toy to see if we could receive a discount for the Smart Projectors

- Tracey DosAnjos will try to obtain quotes for refurbished iPads as they come with warranty are usually in excellent condition
- We need to consider start-up expenses vs. items that we need to purchase every year
- Will have about \$8000 less available next year as there will be no donation from Lumen Christi & Holy Rosary
- There are a lot of one-time, start-up expenses (approx. \$15000) so we should be fine
- An electronic scoreboard would be an example for a big purchase opportunity for next year.

d. School Official Opening Committee Required

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

- Need Parent Volunteers
- Will need to plan what official opening may look like
 - Parents will be invited
 - Bishop Crosby will hold a liturgy
 - There will be Media, Director of Education, Superintendents, Principals from other schools, Architect, Contracting Company/Builder, etc.
 - Students will be singing songs
 - There will be a Blessing
 - There will be a reception for special guests
 - There will be a luncheon with the Bishop and selected students
- Tracey DosAnjos and Bettina Arapi have volunteered to help
- Will put out email asking volunteers, for this as well as others events

e. Combined Jean Vanier Family of Schools Parent Information Night on Mental Health – parent representative required.

- Part of Parent Engagement
- To promote Mental Health Awareness in Students and Parents
- Need Volunteer from our council to work with parents from other councils
 - March 26 at 6:30pm. Will be held at Queen of Heaven
 - Jean-Guy Caissie, Sandra Rei & Tamara DiLorenzo

f. Upcoming Events and Activities

- Tue, Jan 27 – Grad Photos & Kindergarten Registration (80 new students expected for next year)
- Thu, Jan 29 – Jersey Day (collecting used jerseys to donate to 3rd world countries) & Staff vs. Student Volleyball Game
- Fri, Jan 30 – PA Day
- Tue, Feb 03 – Bus Safety Presentation for FDK – Grade 8 Students

- Thu, Feb 05 – National Sweater Challenge (temperatures in school will be turned down by 2 - 3 °C and students are encouraged to wear an extra sweater in order to demonstrate our commitment to energy conservation)
- Sat, Feb 07 – 1st Reconciliation at Holy Rosary Church 11:30am
- Wed, Feb 11 – Girls Basketball tournament at Jean Vanier
- Thurs. Feb 12 – Boys Basketball tournament at Jean Vanier
- Fri, Feb 13 – PA Day Board Wide
- Wed, Feb 18 – Ash Wednesday Liturgy at 1pm & 1st Term Report Cards will go home
- Thu, Feb 19 – Grade 7-8 Skills Presentation in Library
- Tue, Feb 24 – Parent Info Night for School Uniforms at 6:30pm
- Wed, Feb 25 – School Uniform Ballots will be sent out & Public Speaking Contest for Grade 4-8 at 1:00 p.m.
- Tue, Mar 3 – Reconciliation for grades 3-8
- Wed, Mar 11 – Uniform Vote Closes
- Thu, Mar 12 – Uniform Vote will be announced to parents via email & Lenten Liturgy at 9am
- Mon, Mar 16 - March Break begins

5. Co-Chairs Report (Jason Power & Jean-Guy Cassie) (5 min)

a. Guide Book for Parents and Schools revisited by (JP)

- Guide Book/Tool Kit for Parents includes book & USB stick
 - The guide is designed to assist parents to help their children with problems
 - The guide includes excellent real life examples
- The 2nd part of the guide is designed for parents and schools
 - Program for parents who are struggling; it helps teach them to be successful by using the tool kit
- Useful for all our parents
- This could be combined with parent engagement night
- This could be presented through a series of evenings
- This is not designed for any specific age group of children but rather applies to all
- This could help any child
- Parent to Parent Support Group
- As this is web based – Jason will provide a link to all council members as well as any available information from the USB stick
- We do not have the cost for this at this time
- This is a delicate subject and it is important that we first understand how we should deliver this subject
- The information will be shared first with council members
- We may be able to add the link to school website
- Jason Power will investigate what exactly is involved

b. Resignation of council members due to other commitments

- Three parent council members had to resign due to time constraints
- It is important that everyone is aware that there is no pressure or unrealistic expectations and that members are always welcome back

6. Committee Updates (20 min)

a. Spirituality Committee – **Sandra Rei**

- We are in the process of creating a spiritual focal point
- Mr. Susi shared some pictures of how the spiritual focal point may look
- There will be a Queen of Heaven statue
 - arriving in 4 to 6 weeks
 - ready for the official opening and blessing
 - 3 ½ feet tall
 - Cost US\$1500
- Looked at other schools to see how their focal point looks as an example
- We will have a large wooden cross (7 feet, \$500) (All prices are approximate)
- Pedestal for statue (\$500)
- We will have an Octagon Table (\$700) as part of the display with table cloth & decoration
- We will have a portable cross (7 feet) portable with base, allowing us to move it for a liturgy for example (\$500)
- All will be ready by the 1st week of April before the official opening
- The display will be beautiful and help set the tone of what we are about at Queen of Heaven

b. Corporate Committee – Will meet after Council meeting to discuss our strategy

c. Family Fun Night: **Tamara DiLorenzo** – Nothing to report at this time

d. Milk Program: **Julie Casimiro** – Need Volunteers. Will draft an email to Mr. Susi to forward to parents.

e. Pizza Day Committee: **Catharine Campbell**

- Question was raised whether Pepperoni could be added to Pizza or if it must be cheese only
- This was decided by the committee at the beginning of the year. This has to remain as Cheese only as adding Pepperoni would increase the workload for the volunteers as Pizza would then have to be separated. Cheese only is easier and requested by the

majority as well as meeting more of the nutritional guidelines of the Ministry of Education.

- An email will be sent asking for more parent volunteers

f. Pita Day Committee - initial Roll-out and response so far

- Pita days have so far been a great success
- The order is very well organized and well labeled
- Distribution is easy
- There are currently 3 to 7 pitas ordered per class
- The profit for the school for this term is \$792 (Jan. – Mar.)

g. School Council By-Laws: **Jason Power/JG Caissie**

- Will meet after the council meeting to set a meeting date.

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

- Started advertising via announcements
- Finalizing flyers for early bird special
- Assigned roles within committee to design the yearbook
- Flyers will go out soon
- We are beginning the student design a cover contest

7. School Uniforms **Mr. Susi** - (2 min)

- a. Action plan and communication was sent to parents
- b. Planning Committee has met and all appears to be moving forward

- The action plan went home with students as a hard copy and was also sent as an email
- It is important that everyone receives the information they need
- So far all is in place
- The school board receives proposals and selects a company to supply the uniforms based on and RFP process and Board Policy
- McCarthy is the uniform provider for HCDSB
- Although we get to decide how many choices we offer, our school will follow the same implementation plan as other schools. Typically fewer choices are offered the first year, adding more choices as we go along.
- 1 numbered ballot per family
- Queen of Heaven has a list of ballots and will know which family has voted thus making sure that there will be no duplicate votes
- There will be reminders sent to parents about the need to vote
- The ballot return rate is expected to be high

- All uniform items must be purchased from McCarthy as per HCDSB policy (parents cannot purchase plain clothing and attach a school logo)
- Queen of Heaven School community must vote at this time as we are a new school. Going forward we are required to vote every three years as per HCDSB policy.
- A representative from McCarthy will be part of the Parent information Night on Feb. 24 at 6:30 p.m. to show the uniforms and explain what is in place for families who cannot afford the appropriate clothing
- The colours will be blue bottoms and white or blue tops
- Coloured Flyers with uniform samples and costs will be sent home to parents

8. Safety Committee/Parking Lot Issues: **Jean-Guy Caissie** (10 min.)

- Greatest problem appears to be behavioral issues of parent drivers
- Jean-Guy has liaised with the Halton Police and Milton By-Law Office who have been on site to observe and ticket infractions
- Within the next few weeks members of the Halton Police and Bylaw should be able to provide some input/suggestions
- The parking lot volume is only expected to increase over the upcoming years
- Queen of Heaven Parent Community owns this problem and thus needs to come up with solutions
- Unfortunately the issue will never be completely eliminated and relies heavily on everyone's patience and cooperation
- We may add signs in the parking lot following the Private Property Act
- A communication to parents will be sent from the Safety Committee advising that we have a safety committee in place and are trying to address the issues
- One page flyer
- Our committee has agreed to visit other schools to learn how they deal with similar problems
- Teachers/Staff has been parking in the North parking lot to help alleviate parking congestion for FDK parents.
- Suggested leaving spaces closest to drop-off free for parents
- We may need to disallow left turns out of the parking lot during high traffic times to speed up exit traffic flow.

9. Also discussed:

- The potential of using portables due to too many students
 - 26 students will be graduating and at least 80 new JK students will be joining Queen of Heaven thus increasing our enrolment by about 75 students, in addition to any new family registrations.
 - We are likely to have at least one portable next year
 - The school opened with 660 students and that number is expected to increase to approx. 900 in the next 5 years as per HCDSB assessment dept.

- 12 portables are the maximum possible on our school property
- A parent suggests that we support teachers who pay a lot of out of pocket expenses for their classroom. Perhaps provide teachers with an additional \$50 each. This idea was not part of the original budget that was set at our first council meeting and can be revisited for inclusion in next year's budget.

10. Next Meetings – Preferred time, day?

- **Tuesday – March 10th, 2015 @ 6:30pm**
- **Tuesday – April 28th, 2015 @ 6:30pm**
- **Tuesday – June 09th, 2015 @ 6:30pm**

11. Adjournment