



School Council Meeting Minutes – June 21st, 2016

Agenda:

1. Welcoming and Sign in/attendance for members:

Parent Council Members Present:

1	John Susi	Principal
2	Viviana Varano	Vice Principal
3	Tracey DosAnjos	Co-Chair (Parent)
4	Bettina Arapi	Secretary (Parent)
5	Josie Nibbering	Teaching Staff Representative
6	Christine Baxter	Community/YMC Representative
7	Traci Wansack	Parish Representative
8	Mark Ritcey	OAPCE Representative
9	Stephanie Bressette	
10	Christian Cepeda	
11	Lisa White	
12	Bonnie Dey	
13	Anishia Fredric	
14	Thyrza Naraine	
15	Kelechi Akwiwu	
16	Kimberley Canestraro	



2. Opening Prayer (provided by **Traci Wansack**)

Reader 1 – Mrs. Barden

Reader 2 – Christian Cepeda

Reader 1: As God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience.
~Colossians 3:12

Reader 2: You will go out in joy and be led forth in peace; the mountains and hills will burst into song before you, and all the trees of the field will clap their hands.
~Isaiah 55:12

All: Dear God, May the diamond center of my love shine forth to magnify Your light. May my love not be hidden from me or others. May you come forth in who I am, that I am. Amen
~Marianne Williamson's Illuminated Prayers

3. Approval of Minutes from the March 08th meeting.

(Minutes are a summary of the meeting; they are not detailed...word for word. Any amendments must be put forth into a motion.)

- Minutes from the last meeting - approved by ALL present

4. Principal / Vice Principal Report:

- Welcome to Mrs. Barden

- Feedback from our volunteer celebration

- The celebration and especially the song were wonderful
- The cross that was given to the volunteers is beautiful...Thank you!
- Approx. 120 volunteers were invited and approx. 25 – 30 attended
- After the mass, volunteers were invited to come forward and Mr. Susi said a welcome followed by a poem read by the students
- Then the students sang a song (using the melody from the song Edelweiss) and the cross was presented
- For persons not attending, the cross was sent home with the kids
- Regrettably some school council members did not receive the invite that was sent home with the kids
- In an effort to add a personal touch, the invitation was sent in form of a card to the individual volunteer via their child
- The suggestion was made that perhaps next time we could do the ceremony at a later time of the day for more volunteers to attend
- This time however was chosen as we wanted to thank the volunteers in front of entire student body
- Perhaps we could take pictures next time and send them out to volunteers that could not attend
- Perhaps the volunteer's names could be read although that might take too long
- We could show the names of all volunteers on the screen (Power Point) while the song is playing



- **School financial update**

Principal Discretionary Fund (Miscellaneous Fund)

Examples:

- Older & younger students buddied up to make Christmas crafts
- Funds were used for special crafts & activities (i.e. mother's & father's day presents/crafts)

SGF - Principal Discretionary

Item	Cost	Item	Cost
Memory Stick - school photos	\$30.46	CYC - Wellness	\$19.78
" " " "	\$51.84	CYC - food for student	\$21.37
Bulletin Board Items	\$48.56	cab for student council @ JV	\$20.50
DbL. Sided tape + safety corners	\$22.81	Grade 2 Bibles	\$85.20
Speaker rental + cables (talent show)	\$93.77	First Communion Retreat	\$25.11
" " " "	\$31.41	" " " "	\$23.73
talent show	\$20.32	" " " "	\$65.34
plaque for Chapel	\$62.10	Power bars for portables	\$51.93
Art for Chapel	\$44.10	FDK Supplies - trucks	\$93.12
Items for Chapel	\$29.96	FDK Supplies - crafts	\$58.20
" " " "	\$33.00	Walk With Jesus ribbons	\$25.84
Liturgical book for Chapel	\$39.00	Flowers for May Crowning	\$13.59
Blank CD's for Christian Meditation	\$27.11	Whistles	\$27.45
" " " "	\$9.00	PTM - craft	\$44.54
decorations for Chapel	\$129.30	Crafts	\$25.63
supplies for Joy Day	\$77.76	" " " "	\$18.97
" " " "	\$9.02	" " " "	\$52.43
" " " "	\$52.52	" " " "	\$27.37
" " " "	\$26.89	Paint brushes	\$40.28
" " " "	\$49.66	beads for Rosary	\$51.69
" " " "	\$20.06	TOTAL	\$2,008.22
" " " "	\$30.44		
" " " "	\$67.20		
" " " "	\$20.27		
" " " "	\$33.89		
Wish List (Music)-Recorders	\$155.70		

School Generated Funds as of June 21, 2016 (money we collect at the school)

- **Balances still show deficits/profit as not all amounts have been reconciled yet**

Queen of Heaven School Generated Funds as of June 21, 2016

Category Name and Description	Balance as of March 1, 2016	Revenue	Expenses	Ending/Committed Funds Surplus/(Deficit)
Field Trips	\$8,968.93	\$21,021.75	\$30,438.57	-\$447.89
Fundraising for External Charities (Terry Fox, United Way, Canadian Feed The Children, Salvation Army, Change for Change)	\$6,002.75	\$10,003.00	\$16,005.75	\$0.00
Clubs, Athletics, Activity Fees (Student Agendas, Cross Country, Soccer, Volleyball)	-\$679.78	\$511.00	\$777.33	-\$946.11
School Fundraising (Dance-A-Thon, Milk, Pizza, Barbeque, Movie Night, Family Fun Night)	\$41,432.44	\$18,363.52	\$31,552.92	\$28,243.04
Special Events (Graduation, Catholic Education Week, First Communion, Confirmation, Public Speaking, hosting BasketBall)	-\$2,777.28	\$385.00	\$100.99	-\$2,493.27
Departments (Library, Special Education, Office, Health & Wellness)	\$815.00	\$6,628.39	\$8,995.51	-\$1,552.12
Administration (Over/Under Category, Various School Purchases i.e. program materials, play equipment, crafts, special school activities, tournament fees, technology, bussing, games, etc.)	\$6,852.59	\$300.00	\$5,214.49	\$1,938.10
Other (HST/PST Rebate, Eco, Lunch Pail, School Donations, Photographer)	\$10,525.21	\$16,318.93	\$1,500.00	\$25,344.14
Total	\$71,139.86	\$73,531.59	\$94,585.56	\$50,085.89

School Council Budget Update

QUEEN OF HEAVEN CATHOLIC SCHOOL
PROJECTED INCOME FOR 2015-16

Carry-over from June 2015	\$11094.00	(Actual)
Pizza Days	\$15000.00	(18955)
Milk Program	\$ 5500.00	(est. 5800)
Lunch Pail Program	\$ 2000.00	(2797)
Fall BBQ	\$ 400.00	(370.15)
Halloween Dance-a-thon	\$13500.00	(17699.22)
Family Fun Night	\$ 2500.00	(est. 5000)
Pita Pit	\$ 1500.00	(1725.50)
Movie Night	\$ 600.00	(1160.68)
SUBTOTAL	\$52,094.00	est. \$64601.55

Fundraising Projections ~ 2015-2016
As of May 23, 2016

Category Name	Description	2015-16 Projection	Purchase made
Catholicity			
Bus Transportation Mass at Holy Rosary Church	\$900.00 x 3 Masses = \$2700.00 FDK to Gr. 8 (Holy Rosary Parish also contributes \$2700)	2700.00	2965.55
First Communion	Banners for First Communion \$250.00 Recognition gifts \$350.00	750.00	617.15
Confirmation	Recognition gifts \$350.00	250.00	207.64
Religious Articles & Displays	For the front foyer to celebrate the Liturgical seasons and establish a focal point for the school.	500.00	709.74
Religious Focal Display for the Library	To celebrate and recognize Catholicity.	200.00	
Donation for Syrian Refugee family	To support Holy Rosary Parish's sponsoring of the Syrian refugee family. To purchase items for the family as needed.	300.00	300.00
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	90.00 & Ongoing
Public Speaking	Awards and recognition for school public speaking competition	200.00	178.00
Graduation	DJ, refreshments, dance, decorations and student awards and annual plaques	1500.00	1500.00
Principals Discretionary	Small classroom incidental purchases (i.e. crafts, decorative items, tournament fees, science or other activities in the classroom, etc.) Supporting families in need (offsetting costs of school trips, etc.)	2000.00	2011.00
Outdoor Student Activities			
Recess Play Equipment	Classrooms and FDK will be provided with Nerf soccer balls, skipping ropes, basketballs for students to use during recess.	700.00	452.90
Technology & 21st Century Teaching and Learning			
	2 Smart Board Projectors for the FDK classrooms – movable between classrooms	6000.00	6798
	7 Smart Board Projectors for classrooms to enhance and support our 21st Century teaching and Learning.	9200.00	15,227
	12 Surface Tablets in the classrooms. To support various in- class learning initiatives. To be used as a sign out kit for classes to share.	5300.00	7193.00
	2 CD/iPod stereos for classrooms (for our new classrooms due to growth)	500.00	178.52
Health and Wellness			
Student Hand Hygiene	Wellness & Hygiene Program ~ Hand soap and paper towel dispensers for classrooms.	1000.00	1498.97
Building Community			
Volunteer Appreciation Day	Volunteer Appreciation recognition for the help and support of our school's volunteers (May/2016)	500.00	500
Staff Appreciation Day	Staff Appreciation celebration – led by parent volunteers, to recognize and thank staff members for their many efforts	500.00	1000
Child & Youth Counsellor	Equipment to support PALS (Playground Activity Leaders in School) Gr. 5-6 trained leaders run play stations for gr. 1-3's during recess	400.00	460.09
Games Club	Games Club activities for students during the lunch hour	300.00	
Grade 7-8 Student Ambassadors	To support our students in their leadership initiatives throughout the school.	500.00	N/A
Playground Painting	"Conflict Resolution Circle" to reinforce this program taught in all gr. 1-4 classrooms.	500.00	Cancelled
Academic			
Classroom Materials and Activities	To support and enhance classroom libraries for self-selected reading in the classroom; Learning Center Games, hands-on activities and math manipulatives	6000.00	5967.47
Phys Ed Equipment	To enhance our gym equipment to support active play	1000.00	1076.37
Miscellaneous			
Electronic Scoreboard	Electronic scoreboard in the gym. To support school and team spirit (We have already raised \$1500 from Milton Energy Challenge; \$300 from hosting a BB tourn.; \$500 spirit wear clearance sale)	2700.00	5000.00
Logo Painting in Gym	"Home of the Warriors" Professional Painting on Scoreboard to foster school spirit.	1300.00	
Teachers Wish List	For the purchase of small incidental classroom items for each teacher/ECE i.e. bulletin board displays, recognition gifts or prizes for students, games for indoor recess, etc. \$50x51=\$2550	2550.00	1514.05
Bank Charges	Fee for School Cash Online program (2% of total/gross school generated funds for all income listed above, including trips, etc.)	3000.00	3057.00
TOTAL	ESTIMATED EXPENSES	\$49,350	Approx. \$58,502.45

- **Upcoming events and activities**

- June 23 – Uniform Exchange in the Computer Lab from 3:00-7:00 p.m.;
Gr. 6 trip to Warplane Museum
- June 24 – Milk Program last day; Civvies Day (non-uniform Day);
Uniform Exchange in Lab from 3:00-5:00
- June 27 – PIZZA DAY (to make up for the lost pizza day during the snow day);
Jean Vanier Grad
- June 28 – Reports go home; Graduation Mass at Church at 10:00 a.m.;
Grad luncheon at Tuckers; Grad ceremony at JV 6:30 p.m.
- June 29 – Closing Assembly at 9:15; Lip Sync Battle in gym at 12:45 for gr. 4-6 classes
- June 30 – Staff vs gr. 7 student soccer baseball game; Last day dismissal at 1:35 ☺
- LAST DAY OF SCHOOL: THURSDAY, JUNE 30, 2016
- EARLY DISMISSAL AT 1:35 p.m. (THE BUS WILL ALSO LEAVE AT THIS TIME)

5. Co-Chair(s) Report:

- **Tracey:**

- **Improving volunteer sign up for next year**
- Volunteer spot is a great program but slightly more confusing than need be
- Any different ideas?
- Someone could volunteer to be a volunteer coordinator
- We could send a letter at the beginning of the year reminding people to get a police check also so we can create a pool of people to contact from replies
- QofH gmail account is still active
- Volunteer spot for family fun night worked really well
- Only drawback is that you cannot speak to people in person, losing the personal touch; how to engage people enough – that's the challenge
- We should consider setting up a table to speak to parents, outlining opportunities perhaps at curriculum night
- As the curriculum night is at the last week of September we should speak about this now as it is before next (new) council meeting
- Tracey would like to continue being the volunteer coordinator
- How do we reach the shy people?
- Will set up a booth on curriculum night with information
- Could send a catchy email; e.g. "hey, looking for something to do for the summer – get a police check"
- Could also have booth for the welcome BBQ

- Should create a sheet with all upcoming events that parents can add their name to and an email address to be contacted
- Classroom teachers could pass out the sheet with all volunteer opportunities and teachers could collect the info that same night (curriculum night)
- We could create a database from that
- Could do both nights, BBQ & curriculum night
- Could create a survey (i.e. survey monkey), to collect data; perhaps Volunteer Spot could also be used for that?
- Parents could also email us back instead of using Volunteer Spot if they are more comfortable that way
- **Traci & Tracey** volunteered to organize this
- Could have grandparent presence, also dad volunteers
- JK orientation in May could also be utilized
- Traci could be a consistent voice

- **Could we consider more programs next year ex. Mad Science?**
- Will be discussed beginning of next year

6. Committee Updates

- **Anna Ceaser & Kelechi Akwiwu – Family Fun Night**

- Kelechi provided an update as Anna was not present
- Family Fun Night was a great success
- We collected approx. \$6000.00 before expenses; more than \$5000 of that will be profit
- Closer to the date, more people volunteered their time
- The student's help was greatly appreciated!
- People liked Harvey's
- Fresh popcorn would be preferred next time instead of pre-bagged Kernels
- Cotton candy was very, very popular (thank you Maria & team)
- We contacted local vendors a little too late, so we only managed to have 5 local vendors presenting; we should start this earlier next year
- Over 1000 people attended
- **Big Thank You** to the chairs and all volunteers

- **Tracey Dos Anjos & Kim Canestraro - Theme Baskets**

- Gift baskets were a great success!!!!
- Perhaps we should draw the names and then tape the name to basket, instead of calling them out next time
- Some items were stolen out of one basket ☹
- Perhaps we can have the great 8 students next year keep an eye and help parents/children
- Too many people crowded the draw area
- Perhaps we need to buy chocolate and popcorn to fill baskets that were not full enough
- Tried to keep the themes for items that can be bought for \$5

- **Manny Barbara – Pizza**

“I have had a lot of parents ask me to bring back pepperoni for next year, as this is what the majority of the kids prefer. It is NOT possible to have both, so I am looking for a vote on this as well.”

- Manny is not present
- Vote on pepperoni pizza
- We are only able to offer **one** kind of pizza, so would be either pepperoni only or cheese only.
- It would be way too labor intensive to separate orders if we offered both kind
- We should take into consideration that some people do not eat meat or pork
- Pepperoni pizza would be in compliance with the Ministry of Education Healthy Food Guidelines
- We will be using the same vendor for next year (Pizza Pizza)
- **Vote – vast majority voted for cheese only**

- **Traci Wansack – Parish Representative**

- 300 hours for refuge support; they were very grateful
- Rosary Apostolate needs volunteers
- Beginning in October, all kindergarten to gr. 8 classes will have a trained Rosary Apostolate member visiting each class
- For more information, please visit the Rosary Apostolate website at http://www.rosaryapostolate.com/eng_index.html

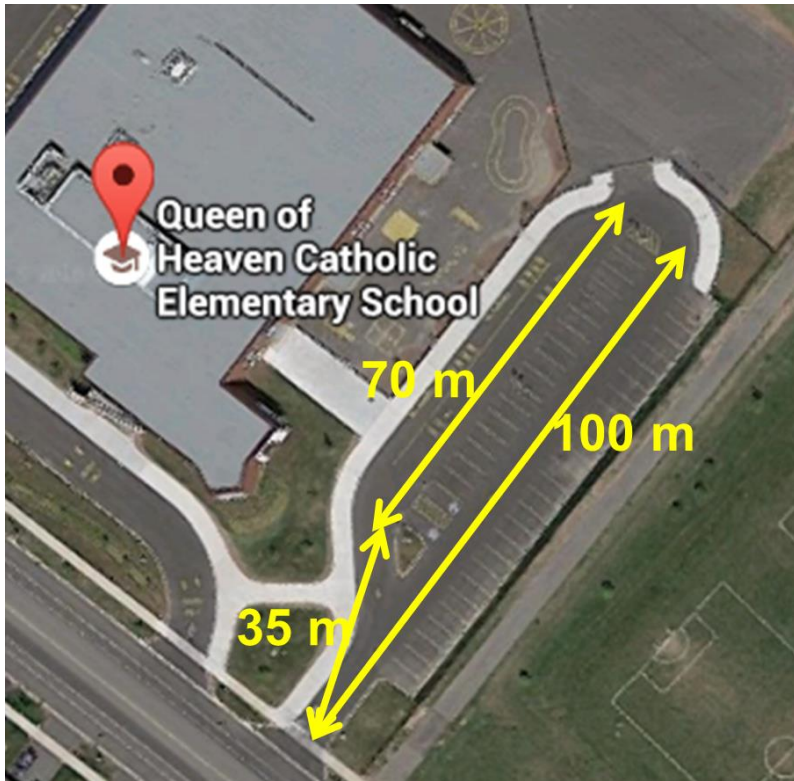
- **Christian Cepeda – School Parking Lot Concerns**

“I just wanted to follow up on the speed bump recommendations as discussed in the previous meeting. I'm making suggestions as to their placement for review by John and council. “

- Speed bump location analysis
- Too many parents speed through the parking lot with many kindergarten kids crossing while not paying attention
- There is no industry standard how far apart bumps have to be placed
- This could apply to both lots with calculation being slightly different
- Not certain on cost; could have permanent speed bumps (concrete) or bolted down ones (rubber)
- P/VP stated received very few complaints about speeding; parent concerns and complaints were mostly about congestion
- Safety committee should put together recommendations and the Board Facilities Supervisor will decide one whether to install speed bumps, where to add them and what kind
- Mr. Susi will pass this on and will let us know in the new school year
- Some people stop in the lot causing a jam and no one can get by
- Could we add a sign near the current portables advising that stopping here is prohibited?
- People also park right in the entrance/exit driveway
- All schools seem to face the same issues
- It is imperative that we exercise **Patience, Caution & Respect while driving in the parking lot**
- We should organize a week long awareness campaign, hand out fliers, etc....
- Good time for this would be at the beginning of the year
- This should be organized by the safety committee – Christian C. and Kelechi A.
- The safety committee will make their safety improvement recommendations to be forwarded to the HCDSB Facilities supervisor (as was done in 2014-15 with last year's safety committee)
- We should also see what other schools have done in regards to speed bumps
- We should also highlight the end of 'kiss & ride' lane more
- Perhaps we should add crossing lines

Speed Bump Location Analysis - Queen of Heaven—South Parking Lot

Distance Estimations



- Speed bumps lower vehicle speed to 8 k/h*
- No agreed industry standard.*
- Appropriate when speed limit is less than 50 k/h*

**Bahar, et al. Updated Guidelines for the Design and Application of Speed Humps.*

Velocity and Distance Analysis

- The average acceleration of common cars ranges from 3 mps to 4mps (Barricella, 2001).
- Distances for consideration 100 m and 105 m.
- Assumptions made
 - Left curve will compensate for 5 m difference to simply calculations.
 - Initial velocity after speed bump is 5kmp (1.38 mps)* (see reference)
- Average final velocities can reach 101.8 kph

Calculations...

$$d=100\text{m}, a=4\text{m/s}^2, V_i=1.38\text{m/s}$$

$$V_f^2 = V_i^2 + 2ad$$

$$= (1.38\text{m/s})^2 + 2(4\text{m/s}^2)(100\text{m})$$

$$= \sqrt{801.9\text{m}^2/\text{s}^2}$$

$$= 28.3\text{m/s OR } 101.8\text{kph}$$

Cars can POTENTIALLY reach a maximum velocity of 101.8 kph!!

Option 1: Placing 2 speed bumps along either side

- Divides distance into 3 sections.
- Reduces potential velocity to 5kmp after each bump.
- Maximum theoretical velocity is 57 kph
- Maximum real velocity would be approximately 40 kph (assuming 15 m stopping distance)

Option 2: Placing 3 speed bumps along either side

- Divides distance in 4
- Maximum theoretical velocity is 50.4kph
- Maximum real velocity (assuming 15 m stopping distance) is 32.4 kph

Considerations

- Obtrusive nature of speed bumps
- Clearance for snow removal
- Cost
- Safety
- Visual distraction
- Reason for speeding—management?

Summary

Option 1 (2 speed bumps/side): 40 kph

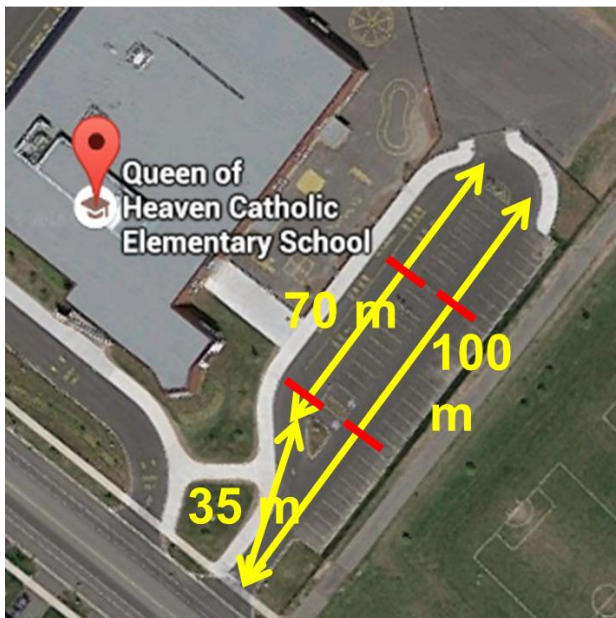
Option 2 (3 speed bumps/side): 32 kph

Placement:

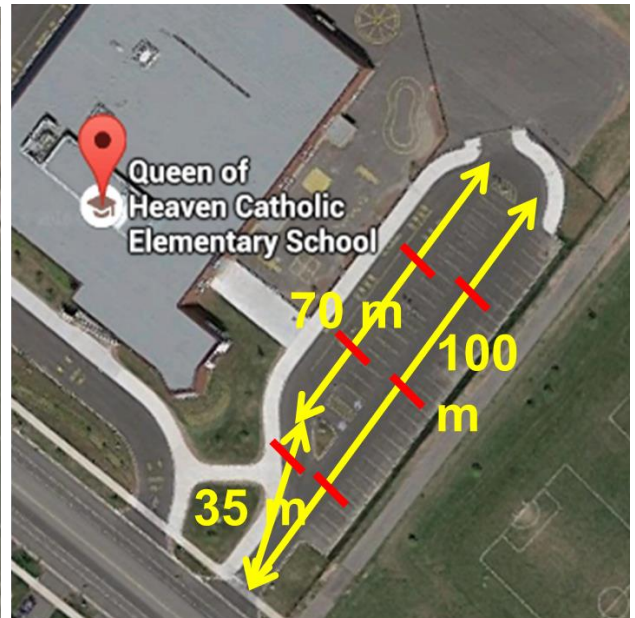
Option 1: 33 m from street, then 66 m from street. 33 metres from side walk on north end, then 66 m from side walk.

Option 2: 25 m from street, then 50 metres from street and another at 75 metres from street. 25 metres from sidewalk on north end, 50 metres from side walk and 75 metres from side walk.

Side by Side Comparison



Option 1: Potential Max 40 kph



Option 2: Potential Max 32 kph

- **Christian Cepeda – School Phone Communication Protocol**

How are phone voice messages handled?

What is the best way to contact the school in case of emergency?

- We have a procedure in place to call in an absence but do we also have one to advise that someone else is picking up the student or that the student is being picked up at a later time?
- There have been instances where the information called in has not gotten to the correct person or was relayed inaccurately
- Office staff checks messages on a regular basis and there is always a person in the office even when the phone does not get answered. If the voice mail picks up, then it could mean that all three lines are in use, or the secretary is by herself in the office and then leaves the front desk to tend to first aid.
- We only have 3 phone lines in the school regardless of actual phones; this is considered the maximum for our size
- Consider that various staff members are also using the phone lines but be assured that messages get checked promptly and regularly
- Next year, as we grow over to over 800 students, we will have another part time office assistant

- One suggestion would be to call in earlier as the phone lines get extremely busy around 2:30pm with parents calling in advising of different pick up time/person
- Mr. Susi says it is best, when possible, to write a note in the student's agenda for the teacher.

7. School Uniforms – John Susi

From Kim Male - follow up from last meeting; possible additions/changes to our current uniform selection. Parents will need to vote on changes that may be implemented for September 2017.

- We are able to change some of the choices that we currently have for tops as per board policy
- It is within our authority for school council to make a decision on those choices
- McCarthy has to be notified one year in advance in order to implement a change
- We could add a hoody but therefore must eliminate another similar top (e.g. ¼ zip)
- We could add a vest but is not considered a popular item; schools usually go with a cardigan instead
- We are unable to add a green shirt; we can only offer blue or white for elementary schools as per board policy
- We are also unable to offer a rugby shirt as the price point is simply too high for elementary schools. This is an option for high school only.
- We could however pick a supportive colour for a cardigan or a vest
- A cardigan or a vest could be in addition to the existing uniform items, nothing else needs to be eliminated
- A hoody without a zipper does not usually sell well (as per the McCarthy rep's report)
- If we choose to add a full zip with hoody, we have to eliminate either the existing full zip without hood or the ¼ zip sweater
- Samples of all items were presented
- Not certain about price difference, but items should be rather close in cost
- We are able to make changes every year should people not be happy with the decision we made
- **Vote – do we want the hoody? Majority votes YES!**
- **Vote – How many would like to have the hoody & the existing full zip jacket?**
Show of hands: 6
How many would like to have the hoody & the existing 1/4 zip sweater?
Show of hands: 7
Majority vote for hoody & 1/4 zip, eliminating full zip jacket with no hood
- Do we want to add a cardigan (made of 55% cotton & 45% polyester)?

- Do we want to encourage purchasing something that kids may not want to wear?
- If we do not have a cardigan and we take away the full zip jacket without the hood, we have no formal clothing left
- **Vote – Majority wants to add cardigan;** nothing will be taken out for that
- Do we want the cardigan in blue or green (not our Kelly green, more of a forest green)?
- **Vote – Majority would like navy blue cardigan** (navy – 10, green – 1)
- It is the board policy that it has to be the uniform golf shirt and no turtle neck under the sweater/cardigan, etc.
- It is also a policy that Halton schools have individual emblems rather than all sharing the same
- CPEC Member (Mark) advised that they are done for this year but the topic on whether one emblem would be accepted for all Halton schools could be discussed in September
- There are also yoga pants available for girls
- There will also be a new design introduced for skorts that will however not be available before Jun 30/16 and therefore will not qualify for the discounted price
- Old uniform items could be donated to the school even if you are not interested in an exchange
- Sweat pants are allowed for gym class; uniform clothing is not mandatory for gym
- Can students wear different coloured socks? No, only white or blue is permitted as per board policy
- Sandals are okay without socks; there is no uniform for footwear
- McCarthy's Milton outlet opens only in July
- Patched uniform pants are okay or one could cut off part of the pant leg to turn them into shorts (same length as the skorts or shorts)
- Shorts are unisex
- We have seen very few uniform infractions

8. Final Comments and Appreciations

Please consider joining again for next year!

- Thank you and appreciation was extended by Mr. Susi towards all school council members for their ongoing commitment and support.
- School Council Social at EddieO's PourHouse after this meeting
- Thank you Miss Varano & Mr. Susi!

9. Adjournment: 7:56pm