



## School Council Meeting Minutes – March 08<sup>th</sup>, 2016

### Agenda:

#### 1. Welcoming and Sign in/attendance for members:

Parent Council Members Present:

1	John Susi	<b>Principal</b>
2	Viviana Varano	<b>Vice Principal</b>
3	Tamara DiLorenzo	<b>Co-Chair (Parent)</b> <i>Halloween Dance-a-thon (Chair), Pizza Day, Family Fun Night</i>
4	Tracey DosAnjos	<b>Co-Chair (Parent)</b> <i>FFN Gift Baskets (Chair), Volunteer Coordinator</i>
5	Bettina Arapi	<b>Secretary (Parent)</b>
6	Josie Nibbering	<b>Teaching Staff Representative</b>
7	Christine Baxter	<b>Community/YMC Representative</b>
8	Traci Wansack	<b>Parish Representative</b> <i>Pizza Day</i>
9	Mark Ritcey	<b>OAPCE Representative</b>
10	Stephanie Bressette	<i>Pizza Day, Movie Night (Chair)</i>
11	Christian Cepeda	<i>School Safety Committee (Chair), Christmas Wish</i>
12	Lisa White	
13	Sheetal Melino	<i>Movie Night</i>
14	Sandra Rei	<i>Spirituality Committee</i>
15	Anishia Fredric	<i>Staff Appreciation Day</i>
16	Kimberley Canestraro	<i>Christmas Wish, Movie Night, FFN Gift Baskets</i>
17	Anna Ceaser	<i>Spirituality Committee (Chair)</i>
18	Kim Male	<i>Christmas Wish (Chair)</i>
19	Thyrza Naraine	<i>Staff Appreciation Day (Chair)</i>



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

Read by Mark Ritcey & Christian Cepeda

**Reader 1:** Now, we exhort you, brethren, warn those who are unruly, comfort the fainthearted, uphold the weak, and be patient with all. 1Thessalonians 5:14

**Reader 2:** And this gospel of the Kingdom will be preached in all the world as a witness to all the nations. Mathew 24:14

**All:** O gracious Lord, come and purify our hearts that they may become worthy of your abiding presence. Let us never fail to find room for you, but come and abide in us and through us. We also know that if we put faith in our own powers, we are building our lives on a foundation of sand, and we shall be blown over by the fleeting winds of pleasure. May we put our faith in you, and you alone, building our lives on the rock of Good News, that we may withstand even the fierce winds and trials. In Jesus' name. Amen

**3. Approval of Minutes from the January 12th 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: (40 min.)**

**1. Upcoming HCDSB Parent Surveys:**

a. School Website

- HCDSB is gathering information from an online parent survey for all schools regarding feedback into the school's website
- The board is looking to create a new template for all schools and is asking for parent feedback through a survey

b. Tell them from me.

- Tell Them From Me (TTFM) Student and Parent Surveys

- TTFM is a voluntary, online school survey that allows students, parents, and staff opportunities to give their input into school improvement initiatives in an anonymous way.
- The data collected is used to monitor, support, and enhance future planning at both the Board and school levels.
- The TTFM Partners in Learning Parent Survey will take place in the spring of 2016.

## **2. School Cash Online**

- 67% have registered; the board average is 85%
- Schools are trying to be more cashless (promoting cheque and online payment)
- General feedback is positive; there are no problems and generally everyone thinks this is great
- Debit cannot be used but banking information can be provided for direct account withdrawal
- Credit card/banking information cannot be stored due to security reasons
- School for Haiti ambassadors are making a video and we may try to create a link to school cash online for increments of donations
- Change for change...bring in your change
- After March break there will be an interactive event where we will skype with the school in Haiti
- Some kids have been bringing a little change from their piggy bank each day ☺

## **3. Joint Catholic School Council Meeting for the Jean Vanier Family of Schools**

- Viviana Varano & Anna Ceaser attended a meeting a couple of weeks ago with all schools in the Jean Vanier Family
- A joint Catholic school council meeting is scheduled for April 14<sup>th</sup>, 2016 at 6:30pm to 8:30pm held at Our Lady of Fatima Elementary School
- The intended audience are all council members from the Jean Vanier family of schools
- The meeting is focused on how to build resilient children, how to keep them healthy
- What are we already doing and what else can be done
- There will be a guest speaker to talk about mental health and wellbeing; where we come from and where are we going
- For the 2<sup>nd</sup> part of the meeting each school will have different tables set up, highlighting what is being done at that school in regards to the subject and promoting wellbeing
- Various community members have also been invited

- There should be a variety of table topics (17 all together) and you can choose the ones of interest to you
- At the end of the evening we would sit together with just our own council and discuss what we learned, what we liked and what we can implement at our school
- Invitation will still be sent out

#### 4. Financial Update

##### School Generated Funds Report

- Please note that some amounts have not yet been entered due to Mrs. deBrum's absence as she is our financial secretary.
- Mrs. deBrum will input all of our financial details upon her return
- Once completed the details will be shared with the council
- 3 additional portables will need to be added for next year

#### QUEEN OF HEAVEN CATHOLIC SCHOOL PROJECTED INCOME FOR 2015-16

Carry-over from June 2015	\$11094.00	(Actual)
Pizza Days	\$15000.00	(Estimate)
Milk Program	\$ 5500.00	(Estimate)
Lunch Pail Program	\$ 2000.00	(Estimate)
Fall BBQ	\$ 400.00	(Estimate)
Halloween Dance-a-thon	\$13500.00	(Estimate)
Family Fun Night	\$ 2500.00	(Estimate)
Pita Pit	\$ 1500.00	(Estimate)
Movie Night	\$ 600.00	(Estimate)
<b>SUBTOTAL</b>	<b>\$52,094.00</b>	<b>(Estimated income for 2015-16)</b>

#### Fundraising Projections ~ 2015-2016 As of October 6, 2015

Category Name	Description	2015-16 Projection	Purchase made
<b>Catholicity</b>			
Bus Transportation	\$900.00 x 3 Masses = \$2700.00		
Mass at Holy Rosary Church	FDK to Gr. 8 (Holy Rosary Parish also contributes \$2700)	2700.00	YES
First Communion	Banners for First Communion \$250.00 Recognition gifts \$350.00	750.00	TBD YES
Confirmation	Recognition gifts \$350.00		

		250.00	YES
Religious Articles & Displays	For the front foyer to celebrate the Liturgical seasons and establish a focal point for the school.	500.00	YES
Religious Focal Display for the Library	To celebrate and recognize Catholicity.	200.00	In progress
<b>Student Recognition</b>			
Awards & Honorariums	To support and encourage student achievement; thank you gifts (i.e. for Priests, guest speakers, bus drivers, crossing guards)	300.00	Ongoing
Public Speaking	Awards and recognition for school public speaking competition	200.00	YES
Graduation	DJ, refreshments, dance, decorations and student awards and annual plaques	1500.00	JUNE
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	Ongoing. Details to be presented in June
<b>Outdoor Student Activities</b>			
Recess Play Equipment	Classrooms will be provided with Nerf soccer balls, skipping ropes, basketballs for students to use during recess.	700.00	YES
<b>Technology &amp; 21<sup>st</sup> Century Teaching and Learning</b>	4 Smart Board Projectors for the FDK classrooms – movable between classrooms	6000.00	\$6798
	4 Smart Board Projectors for classrooms to enhance and support our 21st Century teaching and Learning. Additional projectors due to increased enrolment.	9200.00	YES
	15 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	YES
	5 CD/iPod stereos for classrooms (for our new classrooms due to growth)	500.00	YES
<b>Health and Wellness</b>			
Student Hand Hygiene	Wellness & Hygiene Program ~ Hand soap and dispensers for classrooms.	1000.00	In-progress
<b>Building Community</b>			
Volunteer Appreciation Day	Volunteer Appreciation recognition for the help and support of our school's volunteers (May/2016)	500.00	MAY

Staff Appreciation Day	Staff Appreciation celebration – led by parent volunteers, to recognize and thank staff members for their many efforts	500.00	JUNE
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	YES
Games Club	Games Club activities for students during the lunch hour	300.00	YES
Grade 7-8 Student Ambassadors	To support our students in their leadership initiatives throughout the school.	500.00	In-progress
Playground Painting	"Conflict Resolution Circle" to reinforce this program taught in all gr. 1-4 classrooms.	500.00	Cancelled
Logo Painting in Gym	"Home of the Warriors" Professional Painting on gym mats to foster school spirit.	1300.00	YES
<b>Academic</b>			
Classroom Libraries 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	YES
Phys Ed Equipment	To enhance our gym equipment to support active play	1000.00	YES
<b>Miscellaneous</b>			
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 --- \$5000-\$2300=\$2700)	2700.00	YES Add \$1000
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	In progress
Bank Charges	Fee for School Cash Online program (2% of <u>total/gross</u> school generated funds for all income listed above, including trips, etc.)	3000.00	ongoing
<b>TOTAL</b>	<b>ESTIMATED EXPENSES</b>	<b>\$49,350</b>	<b>Approx. \$50,000</b>

## 5. Upcoming School Events and Activities

- March 9<sup>th</sup> – Gr. 2 Dairy presentation in Library;
- March 10<sup>th</sup> – HCDSB Staff Appreciation Day
- March 21<sup>st</sup> – Return from March Break – Holy Week
- March 22<sup>nd</sup> – Gr. 5 trip to Crawford Lake

- March 24<sup>th</sup> – Stations of the Cross at 10:40 for FDK-gr. 1 and also at 1:00 p.m. for gr. 2-8
- March 25<sup>th</sup> – Good Friday
- March 27<sup>th</sup> – Happy Easter
- March 28<sup>th</sup> – Easter Monday
- March 30<sup>th</sup> – JV Family of Schools public speaking competition 7pm, we host, our student topic: mental health
- March 31<sup>st</sup> – Crazy Hair Day (still a regular uniform day) – Spirit Day
- April 8<sup>th</sup> – PA Day
- April 14<sup>th</sup> – Joint Catholic School Council Meeting for the JV Family of Schools – Mental Health
- April 15<sup>th</sup> – Talent Show Auditions at 1pm
- April 22<sup>nd</sup> – PA Day
- April 27<sup>th</sup> – gr. 2 Church Visit, 10am to 2pm

## **6. Positive Assets Activity**

- Group activity in the computer lab
- A Research Update from Search Institute – Developmental Relationships
- Both researchers and practitioners have long embraced the idea that interaction with caring adults is central to young people’s development.
- In addition to expressing care, young people also need people in their lives who challenge growth, provide support, share power, and expand possibilities.
- And while relationships with adults can do all of those things in powerful and positive ways, so can close connections with friends, siblings, and other peers.
- Search Institute has adopted the term developmental relationships to describe the broader conception of relationships that is the focus of our new research and development agenda.
- Through their work to date, they have identified 20 actions that make a relationship developmental, and have organized those actions into a framework that is being examined empirically through a national study.
- In the most transformative developmental relationships, all of these actions are bidirectional, with each person contributing to and benefitting from them.
- For the purpose of clarity, however, the framework is expressed below from the perspective of one young person in a developmental relationship.

## The Developmental Relationships Framework

### Express CARE

Show that you like me and want the best for me.

- **Be Present**—Pay attention when you are with me.
- **Be Warm**—Let me know that you like being with me and express positive feelings toward me.
- **Invest**—Commit time and energy to doing things for and with me.
- **Show Interest**—Make it a priority to understand who I am and what I care about.
- **Be Dependable**—Be someone I can count on and trust.

### CHALLENGE Growth

Insist that I try to continuously improve.

- **Inspire**—Help me see future possibilities for myself.
- **Expect**—Make it clear that you want me to live up to my potential.
- **Stretch**—Recognize my thoughts and abilities while also pushing me to strengthen them.
- **Limit**—Hold me accountable for appropriate boundaries and rules.

### Provide SUPPORT

Help me complete tasks and achieve goals.

- **Encourage**—Praise my efforts and achievements.
- **Guide**—Provide practical assistance and feedback to help me learn.
- **Model**—Be an example I can learn from and admire.
- **Advocate**—Stand up for me when I need it.

### Share POWER

Hear my voice and let me share in making decisions.

- **Respect**—Take me seriously and treat me fairly.
- **Give Voice**—Ask for and listen to my opinions and consider them when you make decisions.
- **Respond**—Understand and adjust to my needs, interests, and abilities.
- **Collaborate**—Work with me to accomplish goals and solve problems.

### Expand POSSIBILITIES

Expand my horizons and connect me to opportunities.

- **Explore**—Expose me to new ideas, experiences, and places.
- **Connect**—Introduce me to people who can help me grow.
- **Navigate**—Help me work through barriers that could stop me from achieving my goals.

September 2014

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- For more information check <http://www.search-institute.org/downloadable/Dev-Relationships-Framework-Sept2014.pdf>
- How does this framework relate to us...

	Actions that relate	Some Examples of what we do to promote this
<b>Our Catholic Faith</b> We aspire to be models of Christ through our actions of love, forgiveness, compassion, and acceptance.	<ul style="list-style-type: none"> <li>- Express Care</li> <li>- Challenge Growth</li> <li>- Provide Support</li> <li>- Share Power</li> <li>- Expand Possibilities</li> </ul>	<ul style="list-style-type: none"> <li>- Liturgies</li> <li>- Prayer Club</li> <li>- Church Visits</li> <li>- Sacraments</li> <li>- Mass</li> </ul>



		<ul style="list-style-type: none"> <li>- Learn about God in class</li> <li>- Charity – Actions of Love – Haiti</li> <li>- Kindness</li> <li>- Handle situations in a Christ-like way</li> <li>- Celebration of Liturgical Year</li> </ul>
<b>The Whole Child</b> We create conditions that support the spiritual, intellectual, physical and emotional well-being of all students so that they may fulfill their God-given potential.	<ul style="list-style-type: none"> <li>- Express Care</li> <li>- Challenge Growth</li> <li>- Provide Support</li> <li>- Share Power</li> <li>- Expand Possibilities</li> </ul>	<ul style="list-style-type: none"> <li>- Clubs: Sports; Arts; Talent Show; Games Club; PALS; Wellness; ECO; Pri Prayer Club; Jr. Faith in Action Team</li> </ul>
<b>The Importance of Contributing to Our Communities</b> We respect diversity, celebrate multiculturalism, honor individual rights, and embrace the social values of collective responsibility and the common good.	<ul style="list-style-type: none"> <li>- Express Care</li> <li>- Challenge Growth</li> <li>- Provide Support</li> <li>- Share Power</li> <li>- Expand Possibilities</li> </ul>	<ul style="list-style-type: none"> <li>- Me to We</li> <li>- Christmas Wish</li> <li>- Carolling for Cans</li> <li>- Winter Coat Drive</li> <li>- United Way</li> <li>- Terry Fox Run</li> <li>- Neighbourhood Nature Walks</li> <li>- Walk for Jesus</li> </ul>
<b>Excellence in Learning</b> We provide opportunities that meet the needs and aspirations of all learners in a supportive, creative and innovative learning environment.	<ul style="list-style-type: none"> <li>- Express Care</li> <li>- Challenge Growth</li> <li>- Provide Support</li> <li>- Share Power</li> <li>- Expand Possibilities</li> </ul>	<ul style="list-style-type: none"> <li>- Public Speaking</li> <li>- Technology in Classroom</li> <li>- Homework Club</li> <li>- Interactive approach between student &amp; teacher</li> <li>- Reading Buddies</li> </ul>
	<ul style="list-style-type: none"> <li>- Express Care</li> </ul>	

<p><b>Relationships and Partnerships</b></p> <p>We recognize that our success is reflective of the healthy and vibrant partnership of staff, parents, pastors, and members of our broader community.</p>	<ul style="list-style-type: none"> <li>- Challenge Growth</li> <li>- Provide Support</li> <li>- Share Power</li> <li>- Expand Possibilities</li> </ul>	<ul style="list-style-type: none"> <li>- Inviting parents to participate</li> <li>- Movie Night</li> <li>- School Council</li> <li>- Family Fun Night</li> <li>- BBQ September</li> <li>- Curriculum Night September</li> <li>- Ambassador &amp; PALS leaders (role modeling)</li> <li>- Presentations: Fire Department; Police; Bus Transportation; Dairy Farmers</li> </ul>
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## 5. Co-Chair(s) Report:

### a. **Tracey:** Volunteer Coordinator roles and responsibilities

Roles and responsibility binder (Update to progress)

- Volunteer Spot is working fine; no one has so far requested it to be used
- Tracey has sent another email asking committee chairs to share information
- Next year parents will have some guidelines for events and practices

### b. **PRO Grant Submission** (Parents Reaching Out) for the Minisry of Education. One Parent is needed to take the lead on completing the application, Power Point presentation was sent out to all members on Feb 22/16.

- The deadline for this is May 29<sup>th</sup>, 2016
- We are looking for ideas to apply for this grant
- Tamara will resend the information
- We can check the link to see what other schools have submitted in the past
- Could be something like a family night, guest speakers or activities
- Ms. Josie Nibbering has agreed to submit the application for us
- Josie also suggested to invite someone she know to speak about social media
- Christian also knows someone who speaks around the world about social media

## 6. Committee Updates

a. **Manny Barbara** – Pizza (Pizza form needs to be updated to include all school fundraising events, not just Halloween-dance)

- Manny could not be present
- Need to improve the volunteer situation for next year
- It is posted on VolunteerSpot but no one signs up
- Perhaps we need to advertise this more and have another shout out for this
- Tracey will draft up a 'shout out'
- We need volunteers to help with counting the money as well as volunteers every Thursday to help deliver the slices to the classrooms
- We may need to be more clear about when and what for the two different types of volunteers are needed
- There should be a way to pick your dates on VolunteerSpot
- Perhaps we can also send reminders through Twitter
- We simply need to get the word out more
- Perhaps we can create a database of parents who might be able to volunteer so we can send reminders targeting a specific group
- The volunteer request is already added to the pizza form
- Tracey could manage that list
- We need 4 to 6 people 11:15am to noon every Thursday
- We could include a reminder on our newsletter each month
- Perhaps at the beginning of the year we should do a big 'shout-out' with information what is required from volunteers such as police check and how to get it
- If someone is interested to volunteer they could return the form checking of what they are interested in and when they are available
- This should all be done electronically which would also make creating a database easier
- We need to more inventive, VolunteerSpot is great to organize an event but not to get people involved
- Volunteers get a slice of pizza or two ☺
- Perhaps we can segment it, asking Kindergarten parents in September and then grade 1 for October, etc.

- Personalize it

b. **Stephanie Bressette / Sheetal Melino** - Movie Night

- Movie night was great!
- 325 students & parents attended
- We raised \$948.00

c. **Tracey Dos Anjos / Kim Canestraro** – Theme Baskets for FFN

- Tracey had to leave early
- Information will be provided at a later date

d. **Kelechi Akwiwu / Anna Ceaser** – FFN progress

- Kelechi could not be present
- Fire trucks are booked
- Asked for volunteers
- Too broad when we asked for volunteers perhaps we can be more specific
- We have parent volunteers that will dress up as movie characters (e.g. snow white) to have their picture taken with
- It is approx. \$75.00 to rent a costume, perhaps we can invest and buy some so they can be reused in the future
- We will have a lot of the things we also had last year
- Will have Harvey's and not Troy's this year
- We will not have a professional for face painting but will have grade 8 students for this activity instead
- The Committee will have further meetings to discuss more details

**7. New Business**

- Bonnie emailed that she is checking with St. Peter's to see how they handled the school uniform exchange
- We need volunteers for this

- Bettina offered to do a flyer asking for volunteers for Pizza days, Family Fun Night and Uniform Exchange with links to VolunteerSpot

a. **Kim Male** – The Elementary School Uniform

- All elementary school uniforms must consist of a combination of navy blue and white.
- Individual schools may choose to add their logo, and one additional color to reflect the school's color and/or logo.
- While the advice would be to keep it simple, especially during the first year of implementation, individual schools may supplement the base uniform with additional items of apparel.
- We should add a little spark to our current uniform items
- McCarthy provided some ideas in regards to a new uniform item, zipper hoodie
- Perhaps we can add a different colour shirt or a striped rugby shirt
- Any changes can only be fulfilled by September 2017
- The board is currently going through the process reviewing who the school uniform provider will be for next year
- In order to add another item we must eliminate an existing one otherwise the demand will not be high enough for individual items making it not feasible for McCarthy's as per policy
- Price will be consistent with other styles
- This topic will be put on the next agenda to have an in detail discussion
- We could add a vest
- We cannot add spirit wear to the uniform it has to be an item sold by McCarthy or any new provider
- As per the board policy we are unable to eliminate a bottom to add a top
- McCarthy has introduced a new yoga pant
- Also we should remind parents that we have till June to purchase uniform items at a 20% reduced rate from McCarthy. Perhaps we can email this reminder or add it to the newsletter or Twitter.
- We are not able to request 100% cotton items for students with medical concerns
- All items are 50% cotton & 50% polyester as studies show this has the best longevity and wear
- If someone has an allergy they are able to provide a note from a doctor and parents can purchase items from anyone on their own and McCarthy will add our school logo at no cost.

b. **Tracey Dos Anjos** – Discussion of the possibility of split recess

- We can change the way kids perceive our space even when we are unable to reduce the size of the students
- We need to discuss if and how this can be done and what type of support we require from parents
- Mr. Susi says we currently have 770 students but this number will increase to 820-830 students for next year and we're adding 3 more teachers
- We are adding more portables for next year reducing the recess pavement area
- We are already thinking to split the recess out of necessity
- This would be for grade 1 to 8 as Kindergarten classes are separate in any case
- We are not sure at this time how this split would look but we will create a schedule for the fall.

c. **Tamara Di Lorenzo** – Stream of Dreams



- Fish on fences
- The Stream of Dreams Program brings awareness to communities about their local watersheds through environmental education and stunning public artwork. The goal of the program is to improve water quality, while at the same time creating a community art legacy as a reminder of our environmental responsibilities
- Conservation Halton comes into our school to give a presentation to students about the importance of water, threats to it and actions we can take in our community to protect it
- Each student then has a chance to paint their fish
- Once everyone has painted, the fish are installed on a fence of our choice and lasts for 5 years or more

- They cost per fish if we do our own cutting is \$5 or \$9 for pre-cut fish
- The TD bank offers funding that we can apply for to pay for this
- The Jean Vanier wood working department may be able to do the cutting for us to offset the cost
- We could start this for September
- We could check with Rona for the wood
- Tamara will contact TD to inquire about a donation to support this
- Conservation Halton will come for the presentation and they will also provide the paint, brushes, etc.
- Every student will get to paint one fish and Conservation Halton will help to put them on the fence which should last 5 years at least
- We will have to check with the city for permission as the fence by the walkway belongs to them
- Holy Rosary has done this and it was great

**d. Additional Items**

- Staff appreciation day in June
  - Need information about what we are considering to do
  - Food only or an award
  - Have two volunteers so far – T. Naraine and A. Fredrick
  - Will meet after the council meeting to discuss further
- YMCA/Christine Baxter offers child care during school council meeting
  - the YMCA staff will volunteer to offer their services for school council meetings
  - They would use the space on stage and/or gym with toys and activities
  - Staff is already trained
  - Even pre-schoolers would be accepted
  - No infant or toddlers, kids must be toilet trained
  - Need to know how many children two days ahead of time
  - The ratio would be 1 to 15 for school age, 1 to 13 for Kindergarten
  - Will have a sign in/out procedure

- Gifts for Grade 2 & 7 – approx. \$300 – pewter cross/necklace

○



- We practice our lock down procedures 2 times a year

8. Next School Council Meeting: **Wednesday, May 11<sup>th</sup>, 2016 @ 6:30pm**

9. Adjournment: **8:44pm**