



Queen of Heaven Catholic School
School Council Meeting Minutes
Wednesday May 11th 2016.
School Library~ 6:30 – 8:30 p.m.

Meeting Minutes:

1. Welcoming and Sign in/attendance for members:

Christine Kerr – Teaching Staff Representative
Community/YMCA Representative – Christine Baxter
Tracey Dos Anjos – School Council Co-Chair
Stephanie Bressette
Sandra Rei
Traci Wansack
Kim Male
Marianna Lima
Anna Caesar
Thyrza Naraine
John Susi – Principal
Viviana Varano – Vice Principal

Parent Council Members:

Teresa Agius (A)	Sandra Rei	Mark Ritcey (A)	Anna Ceaser
Nancy Vella (A)	Andrea Duhamel	Christine Prentice (A)	Manny Barbara (A)
Bettina Arapi (A)	Lisa White	Brenda Shaw	Anishia Fredric
Bonnie Dey	Traci Wansack	Tracey DosAnjos	Thyrza Naraine
Stephanie Bressette	Kelechi Akwiwu (A)	Jean-Guy Caissie (A)	Kimberley Canestraro (A)
Tamara Di Lorenzo (A)	Kim Male	Christian Cepeda (A)	Julie Casimiro (A)

School Council Co-Chair(s) – **Tamara Di Lorenzo & Tracey Dos Anjos (CC)**

Secretary – **Bettina Arapi (S)**

Principal – **John Susi** and Vice Principal – **Viviana Varano**

Teaching Staff Representative - **Christine Kerr**

Community/YMCA Representative – **Christine Baxter**

2. Minute Keeper required as our Secretary is absent

- Minutes prepared by Sandra Rei in Bettina's absence

3. Opening Prayer (Parish Representative (Traci Wansack)

- Lead and read by Traci Wansack

Traci – Luke 6:36 “Be merciful, even as your Father is merciful”

John 3:18 “Let us not love with words or tongue but with actions and in truth.”

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 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 alone, building our lives on the rock of Good News, that we may withstand even the fierce winds of trials. In Jesus’ name. Amen

Queen of Heaven, pray for us. Amen

4. Approval of Minutes from March 8th 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 (25 Min)

(A) School Staffing for September 2016

- Mrs. Viviana Varano has accepted a new position as Principal at St. James School in September 2016.
- Ms. Angie Bardon will be replacing Mrs. Varano and will be in attendance for our next parent council meeting (June 22nd, 2016)

(B) Haiti Fundraiser Huge Success!

- Reached our goal of \$10,000
- Media article published
- Mr. Susi will distribute video link to school community
- “THANK YOU” to our school community for all their support with this initiative.

(C) HCDSB “Tell Them From Me” Parent Survey – open until May 13th

- Extension provided till May 20th, 2016

(D) Results for the HCDSB Website Survey

- Survey is posted on the school website
- School results are similar to the Board results

- HCDSB is using this information to create a new web-based platform that is more user friendly and meets the needs of parents and schools.

(E) Volunteer Celebration – June 9th after 9:45 Mass at Holy Rosary Church

- 1st year celebration
- Approximately 120 Invitations sent out to volunteers based on submissions made by each Committee and staff members
- School mass, blessing to all volunteers, followed by poem and song from the choir. An appreciation gift will be presented to each volunteer.

(F) School Financial Update

- HCDSB policy states we can carry over approximately 20% of income into next year.
- Surplus \$12,000 – will be used to purchase a Smart Projector for each of the 3 additional portables for 2016/17 school year. Total expenditure will be approximately \$9000. The remaining portion will be carried over to next year. There was a vote taken and this was approved by a majority.
- Please refer to the document that Mr. Susi handed out at the meeting (copy is attached to the end of these minutes)

5. Co-Chair (s) Report:

(A) CPIC Elections (Catholic Parent Involvement Committee)

- 4 candidates submission with bio's
- Tracey to resend the bio's to council members via email; one vote per council is allowed. We will send our vote based on the majority of responses.

6. Committee Updates:

Manny Barbara – Pizza

- Manny could not be present
- Last day for Pizza is Thursday June 23rd, 2016
- REMINDER: Make up Pizza Day from March 24th will be Monday June 27th, 2016
- It was discussed and suggested by the Pizza Committee that 2016/17 Pizza orders will be made twice a year rather than three times a year. This was voted on and approved by council.
- QH has accumulated approximately \$3000 in 'pizza points' from Pizza Pizza. It was discussed and voted on and approved by the majority that to assist families with the two larger pizza payments, we should have a "pay for 15 weeks and get 2 weeks free". We can use our points for these extra "free" pizza days.

- Discussion surrounding how to redeem those; It was decided by consensus that we will also use these point for free pizza when we sell pizza at school events i.e. when we host a tournament or graduation, etc.

Tracey Dos Anjos / Kim Canestraro – Theme Baskets for FFN

- Looking for volunteers for the FFN
- Volunteers needed for June 2nd, 2016 to assist with basket wrapping

Kelechi Akwiwu / Anna Ceaser – FFN progress

- Family Fun Night – June 14th, 2016 (5:00pm – 8:00pm)
- Volunteers needed; please register using Volunteer Spot

Thryza Naraine – Staff Appreciation

- Staff Appreciation – June 24th, 2016 at 11:35am
- Requesting to increase the budget allocation for this from \$500 to \$1000 to support and recognize staff with a luncheon. With such a large staff, the committee felt that the original amount was not enough. This was unanimously approved by council.
- Volunteers needed;

7. Traci Wansack; Parish Representative

(A) Holy Rosary Catholic Elementary School Addition Project Advisement per HCDSB

- Holy Rosary School will be undergoing an addition to the school
- Effective mid-May until early 2017
- When going to church, drive with caution and patience as designated areas will be marked with fencing to accommodate traffic around the construction area(s).

(B) The Month of Mary, Our Blessed Mother: Ways we can honor her at Queen of Heaven

- Encouraged and reminded to pray the Rosary; which connects you to Mary
- Rosary helps you to reflect on her suffering beside the cross, her joy in the Resurrection along with her fidelity as an apostle at the side of the other apostles.

(C) Rosary Apostolate

- Invite and consider ‘The Rosary Apostolates in the Schools’
- Trained volunteers from the community aim to foster a spirit of prayer in our children and youth by teaching them to pray the rosary
- Neighboring schools, Our Lady of Victory and Holy Rosary and others in the HCDSB, have participated and it was well received

- Once a month visit: lesson, introduction, discussion (age appropriate) and praying a part of or all the rosary.
- No cost associated however donations are recommended. This will come from next year's budget.

(D) Refugee Support and Sponsorship from Queen of Heaven School Council

- Syrian Refugee Committee of Holy Rosary Parish are encouraging others to join them for a dinner, dance and silent auction to raise funds to support our sponsorship of the family
- Event to take place June 17th, 2016 at 6:00pm at the Parish Hall
- Queen of Heaven School will be making a donation of \$300.00 approved by consensus of council members.

(E) Arrangement of Mass Cards and Sympathy Cards on behalf of School Council

- Discussion surrounding ideas on how we, as a school community, can recognize and support families
- Principal will notify Parish Rep. to make arrangements to coordinate this sincere gesture on behalf of the parent community

(F) Misc. Parish Bulletin Items

- Congratulations to all the children who have received the Eucharist for the first time.
- May our students/children keep Christ in their hearts and in doing so the church encourages parents and godparents to bring their children to Mass so that they can receive the Eucharist and continue to build that relationship with Jesus often.
- VBS – Vacation Bible School: August 8 – 12th at Holy Rosary Church

8. School Uniforms

- Agenda item moved to our next council meeting due to time constraint

9. Uniform Exchange Committee

- Chair Person: Bonnie Dey
- Uniform Exchange will be the week of June 20th at the school
- More info will be sent to families via email

10. PRO Grant (Ministry Grant: Parents Reaching Out)

- Application due May 29th, 2016
- At the support of council members, Mrs. Nibbering will submit the grant proposal for Chris Vollum who is a professional speaker on using social media and internet safety. If the grant is approved by the Ministry, he will present to gr. 4-8 students during the day, and also to students and parents in the evening (in October)

11. School Parking Lot Concerns – Christian C. (Agenda item moved to our next meeting due to time constraints)

12. School Phone Communication Protocol at School – Christian C. (Agenda item moved to our next meeting due to time constraints)

13. School Council Social after our next meeting – John Susi

- All council members are invited to join Mr. Susi and Mrs. Varano to celebrate the end of the year together at EddieO's Pourhouse and Kitchen, in Milton on June 21st, 2016 at 7:45pm
- An email invitation will be sent to council members to rsvp

Next School Council meetings:

Tuesday June 21st, 2016 @ 6:00pm

Adjournment: Thank you everyone for coming!!!!

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. 2500)
Pita Pit	\$ 1500.00	(1725.50)
Movie Night	\$ 600.00	(1160.68)
SUBTOTAL	\$52,094.00	est. \$62101.55

Fundraising Projections ~ 2015-2016
As of May 11, 2016

Category Name	Description	2015-16 Projecti on	Purchas e 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	
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	4 Smart Board Projectors for the FDK classrooms – movable between classrooms	6000.00	\$6798 (2)
	4 Smart Board Projectors for classrooms to enhance and support our 21st Century teaching and Learning. Additional projectors due to increased enrolment.	9200.00	7273.00
	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	7300.00
	5 CD/iPod stereos for classrooms (for our new classrooms due to growth)	500.00	178.52 (2)
Health and Wellness			
Student Hand Hygiene	Wellness & Hygiene Program ~ Hand soap and 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	May 500
Staff Appreciation Day	Staff Appreciation celebration – led by parent volunteers, to recognize and thank staff members for their many efforts	500.00	June 500
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 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	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 <u>total/gross</u> school generated funds for all income listed above, including trips, etc.)	3000.00	3057.00
TOTAL	ESTIMATED EXPENSES	\$49,350	Approx. \$49855