



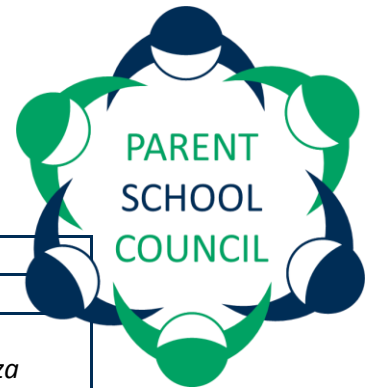
## School Council Meeting Minutes – November 18<sup>th</sup>, 2015

### 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	Jasmine Pereira	<b>Teaching Staff Representative</b>
8	Traci Wansack	<b>Parish Representative</b> <i>Pizza Day</i>
9	Mark Ritcey	<b>OAPCE Representative</b>
10	Sandra Rei	<i>Spirituality Committee</i>
11	Stephanie Bressette	<i>Pizza Day, Movie Night (Chair)</i>
12	Christian Cepeda	<i>School Safety Committee (Chair), Christmas Wish</i>
13	Nancy Vella	<i>Halloween Dance-a-thon</i>
14	Kim Male	<i>Christmas Wish (Chair)</i>
15	Christine Prentice	<i>Communications &amp; Media Contact for Special Events</i>
16	Manny Barbara	<i>Pizza Day (Chair)</i>
17	Jean-Guy Caissie	
18	Lisa White	
19	Brenda Shaw	
20	Sheetal Melino	<i>Movie Night</i>



**2. Opening Prayer - Read by Parish Representative Traci Wansack**

*"Trust in the LORD with all your heart, And do not lean on your own understanding; In all your ways acknowledge Him, And He shall direct your paths." "Happy is the man who finds wisdom."*

Proverbs 3:5-6, 13

*"Therefore do not cast away your confidence, which has a great reward. For you have need of endurance, so that after you have done the will of God, you may receive the promise."*

Hebrews 10:35-36

**All:** *"The world is so unsure, I know not where to find the safety that I seek. I fear when I observe the horrors and violence of the world ~ I pray for those now caught in it. I pray that I might never be ~ I pray for All the Children, that the darkness coming at the world might be turned back and sent away to the nothingness from whence it came. Lord Jesus, grant me the power, that I might command the darkness ~ in the name of God, and the Holy Spirit ~ Go now, we say, to violence and evil and all variety of darkness, go away from earth, disembark our planet, leave our minds and abandon our streets, for we claim them all for Christ, for Love, for Peace. In the name of God, go away from our children, go away from their hearts, and do not return. For we proclaim the name of Jesus and claim this planet for the forces of His love. Amen"*

**3. Approval of Minutes from the October 6th meeting.**

(Minutes are a summary of the meeting; they are not detailed...word for word)

- Approve minutes from the last meeting – ALL approve

**4. Principal / Vice Principal Report: (30 min.)**

- a. Congratulatory gift from OLV and OLF Schools – statue of Mary
  - Our Lady of Victory and Our Lady of Fatima school communities sent us a beautiful gift statue of Mary, Queen of Heaven. This is their recognition of our celebratory initial school year. This statue is on display in our school Chapel on our second floor.
  - Appropriately we should send a thank you letter from the school council.
  - Christine Prentice will draft a letter on school letterhead.

b. Microsoft Showcase School

- Fantastic News – we were chosen as a Microsoft Showcase School.

# Microsoft Showcase Schools

## Leading Transformation in Education

In Showcase Schools,

- leaders have demonstrated a strong vision for educational change
- have applied this vision to transforming their schools.
- These leaders have created an environment where both students and educators thrive by placing students at the center of their own learning
- give educators opportunities to embrace innovation in the classroom.
- **Only 16 schools in Ontario were chosen this year**



## Where are these schools?

A global community in all countries throughout the world

- K-12
- Public and Privately funded schools

## What do these schools do?

### Walk the talk

- In Showcase Schools, all staff can clearly articulate what it is they 'stand for', what it is they 'do' and how they wish to be 'viewed'.
- In relation to technology, Showcase Schools are able to explain their role in the broader context of impactful learning.

### Influence beyond their school

- Our Showcase School leaders and teachers are influencers through social media (twitter-blogs-Facebook etc.), through local media opportunities and through professional engagement as speakers/ presenters.

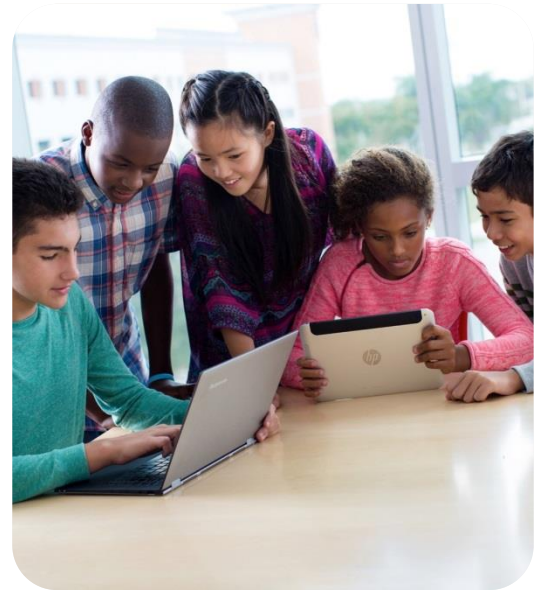
## What do these schools receive?

### Global perspective

- Our Showcase School community of practice brings innovative leadership teams together to share best practice, connect with latest resources and research and access professional development opportunities.

### Lots of Microsoft love!

- Our Showcase Schools are actively engaged for product trials, early release testing and specific business groups opportunities....you never know what you might be invited to take part in!
- We take you seriously and provide our Showcase School with access to experts to help you be amazing.



### Status

- Showcase Schools are high-point story schools and as a result are featured in blogs and case studies.
- Showcase School teachers and leaders are often accessed as guest presenters and speakers online and face-to-face across the world.

#### c. After School Academic Learning Clubs – Grade 3, 6, 7

- More good news...
- Every year the ministry offers funding for students who require extra support in the form of before or after school programs.
- Starting in January ten students from each grade above will have a chance to work with teachers after school until the beginning of April to support Literacy and/or numeracy.

#### d. Status of School Yearbook

- Although our Yearbook last year was very well put together and professionally done, only 50% of families purchased a copy.
- As we barely met the minimum to cover our cost, we are not going to have a Yearbook this year.
- We may consider publishing another Yearbook for our 5 year anniversary.

e. School Budget – Use of Board Funds at QH

- An overview of our school's budget for use of board funds was provided.
- This was a breakdown of projected expenses for Textbooks, E-Text licences, Program materials, Consumable items, furniture and equipment, office supplies, computer equipment, Faith Formation, Library, Special Education, and Photocopying.

f. Kindergarten Outdoor Play

i. Safety update

- Our staff has reviewed wagons & tricycles use and safety in the FDK playground. It has been decided that we are no longer using the wagons for play. Going forward they are now only used to move equipment as they present a safety concern.
- We now have a designated area for the tricycles by the basketball nets outside of the fenced area.
- Question was asked about the water collecting and pooling in front of the 3<sup>rd</sup> gate in the FDK fenced in area. This could be a potential safety concern once temperatures will go below freezing.
- Mr. Susi will investigate this with our Facilities supervisor.

ii. Natural Outdoor Play Space

- Even more great news!!!
- We have been selected by the board to receive a natural playground in the FDK fenced in area.
- The board is providing us with \$90,000 in order to gain access to a natural outdoor play area.
- The company Bienenstock has been awarded with the fulfillment of this task.
- <http://www.naturalplaygrounds.ca/>
- We will receive 4 pods altogether, possibly including mature trees, high/low structures, hillside slide, outside classroom, sandbox, and tree stumps at different heights.
- The structures will be safe and secure for the students.
- The pods will be placed partially in the 'L' shape of the fenced in area, close together so that they may evolve into one another.
- There will still be ample space to run.
- Bienenstock is currently creating a virtual tour for us of the 4 pods we have chosen. This should be ready by December.
- Construction will start in the spring.
- This will only be for FDK students and not accessible to other students.

- We have spoken to the board in regards to play structures for other students and this is currently under review by them.
- At this time funds were only allocated for Kindergarten students and only for 13 schools that are part of the Halton Catholic District School Board.
- For sample pods, check out  
<https://drive.google.com/folderview?id=0B5xL8J6oo35Nb1Z0QXpsTXJBsfU&usp=sharing>

g. Ministry of Education's Healthy Schools Initiative

- The goal of the Healthy School initiative is to promote and support healthy eating for students as part of a healthy lifestyle. This initiative encourages and fosters the development of a school environment that enhances the learning process by promoting and supporting healthy eating behaviours and an active lifestyle.
- Our Pizza days, pita days, lunch pails, etc. all meet the guidelines as required.
- Celebrating with food has to also meet the healthy food guidelines (i.e. Halloween Dance-a-thon, etc.).
- We may designate up to 10 days during the school year as special-event days on which food and beverages offered in schools would be exempt from the nutrition standards.
- As agreed upon by the school council we designate the days below as special-event days:
  - September BBQ
  - Halloween/Dance-a-thon Prizes
  - Christmas Class Party
  - Movie Night
  - Valentine's Day
  - Pancake Tuesday
  - Family Fun Night
  - Year End class party
  - Graduation Celebration
  - Grade 7 Camp Trip/Gr. 8 Toronto Trip
- Schools must comply with Ontario Regulation 200/8 "Trans Fat Standards" and any other applicable regulations made under the Education Act.
- [www.edu.gov.on.ca/eng/healthyschools/healthier.html](http://www.edu.gov.on.ca/eng/healthyschools/healthier.html)
- We are still able to celebrate with healthy food that meets the guidelines 😊

h. Upcoming School Events and Activities

- Nov 20<sup>th</sup> – United Way Crazy Hat Day/Pep Rally run by Ambassadors beginning at 2:00
- Nov 20<sup>th</sup> – Grade 7 & 8 morning vow of silence to bring awareness to the struggle of children worldwide who are silenced by poverty, war and oppression.
- Nov 23<sup>rd</sup> – Nov 27<sup>th</sup> – Scholastic Book Fair

- Nov 23<sup>rd</sup> – Christmas Tree set up
- Nov 27<sup>th</sup> – PA Day; Interviews
- Nov 29<sup>th</sup> – First Week of Advent
- Dec 02<sup>nd</sup> – Advent Mass at Church
- Month of December Grade 4 Gifted Screening
- FDK & Grade 2 Dental Screening
- Dec 11<sup>th</sup> – Advent Liturgy & Christmas Wish Tree Gift Collection
- Dec 15 and 16<sup>th</sup> – FDK Concerts
- Dec 18<sup>th</sup> – Last Day of School before Christmas Holidays

**5. Board Strategic Planning Activity: John Susi and Viviana Varano (35 min)**

- Our Board is currently in the process of gathering information from all stakeholders to help formulate our Board's next 5 year Strategic Plan. School Council Members participated in an activity to gather and provide feedback and input to our Board.
- Staff members have also already participated in the board strategic planning activity.
- Divided into two groups to provide feedback to the five questions and categorized into the sub-headings below:

○ Question #1

- What matters most to you about publicly funded Catholic education?

○ Compiled Answers to Question #1

- Faith Connections/Faith Based Education
- Tools/Resources
- Allocation of Funds
- Quality Education
- Innovation

○ Question #2

- How can our school board best address the needs of all learners in our schools?

○ Compiled Answers to Question #2

- Assessment/Special Needs
- Hiring Practices
- Professional Development
- Differentiated Instructions & Assessment
- Staff P.D.
- More access to French Programs at an earlier grade
- More staff support & smaller class sizes to better meet student needs
- Increased Technology

○ Question #3

- How can we work with community partners to best serve the needs of children and families?

○ Compiled Answers to Question #3

- Building Partnerships
- Info Sessions
- Partnership with Church
- Volunteer Opportunities
- Extra-Curricular Activities by External Providers
- Build Relationships with Community Partners
- Community Partners Presenting to support Curriculum
- Open Communication

○ Question #4

- What do you like about our school board?

○ Compiled Answers to Question #4

- Parent Engagement
- Maintaining Traditions
- Human Resources
- Faith
- Innovative & Progressive
- Inclusive
- Communication & Parent Engagement
- Uniforms

○ Question #5

- What can we do to improve (as a School Board)?

○ Compiled Answers to Question #5

- Transparency of Information
- Respect
- Funding
- Year at a Glance
- Catholicity
- Communication
- Evolve/Progressive
- Academic Focus & Resources
- Support Staff
- Lower Class Sizes

6. **Co-Chair (s) Report:** (10 min)

**Tamara:** The importance of council members engaging in a least 1 school fundraising event, helping to build a strong school community.

- It is important that council members participate in at least one fundraising event.



- Try and make a little time to help out in one event, providing a helping hand and even bringing a friend whenever you can.
- There are many ways to participate and we all need to make an effort to help.
- We need to get involved
- Start out by doing something small at least and see how it works, then maybe you will feel more comfortable next year to participate more often.

**Tracey: Volunteer Coordinator roles and responsibilities**

**Roles and responsibility binder**

**#1 -**

- Tracey DosAnjos is the volunteer coordinator using Volunteer Spot to organize events.
- Tracey will develop a template for the event chair to fill out with all required information.
- The event chair will be the system administrator in order to see how volunteer spots are being filled.
- We have purchased a premium package at \$100 per year and are even able to use it for teachers to organize any classroom events.
- A special e-mail account has been created for this.
- The event chair will send the information and coordinate all volunteers.
- We are still working to get the Pizza, Milk days, etc. added here.
- We are even able to create links to social media, or add buttons to newsletters.
- We have already used the tool for the Christmas Wish and Book Fair.
- The application will link into your calendar and email confirmations and reminders.
- Volunteer spot can be used free of charge as a website by volunteers, the app however may require a small fee.

**#2 -**

- Operational/Roles of Responsibilities Manual
- An email in regards to this was already sent and some feedback was received.
- Christina has helped to develop the survey.
- The goal is to continuously renew the manual with an emphasis on ways to improve processes.
- A survey will need to be completed after an event, outlining what was good, what did not work and how we can improve. The information will then be added to the manual so that we are able to improve the following year.
- Small things could save a lot of time.
- Contact Tracey before an event to organize volunteers and after to have the process added to the manual.

7. **Committee Updates:** (25 min)

Pizza - **Manny Barbara - Chair**

- **Pizza Day Order Cycle**

- Last year the order forms were sent out 3 times throughout the year.
- Manny recommends that starting next year, we only provide orders twice during the school year as it requires a lot of time to count/sort money and forms.
- This would mean that each order form would include 15 weeks, as opposed to the current 10 weeks.
- Unfortunately the new implementation can only go into effect in the new school year.

- **Pizza Forms**

- There were a lot of missing/late forms which needed to be remedied.
- Some of the forms were handed in yet never turned up; others were misplaced by parents or their children.
- Each classroom will now have their own Pizza Day envelope (similar to the milk program).
- Each teacher has been reminded of the importance of keeping an accurate record of forms and money handed in to them, and to maintain a proper chain of custody until they are turned over to us for processing.
- This will hopefully lead to fewer lost forms once they have been brought back to school by students.
- It was recommended that we no longer accept any late forms/money from parents after the due date has expired.
- Manny also suggested to remove the ability for parents to skip weeks on all future orders; it will be an “all or nothing policy”, similar to the milk program.
- This will allow the school cash online site to be utilized to its full potential, and should alleviate a lot of the problems that we currently encounter.

- **Payment**

- Manny would like to request that we no longer accept any more cash money and that only school cash online and/or cheques will be accepted.

- **Voted on the below:**

- “All or Nothing” – ALL in favour
- Payment – No cash – ALL in favour
- Order Cycle – will revisit in spring prior to next school year as we can reassess if this is still necessary or if the process has improved enough after the implementation of the other two amendments.

- Uneven size of slices has been corrected by Pizza Pizza. This has not been an issue in the last few weeks.
- Perhaps each classroom needs a board showing who has ordered Pizza.

#### Halloween Danceathon - **Tamara Di Lorenzo** – Update

- \$15700 were raised, exceeded our goal
- Great volunteers
- Great day
- Nancy is taking care of parties for the winning classrooms
- DJ was excellent
- Kids had fun 😊

#### New Movie Night Chair Needed: Stephanie Bressette (Chair); Sheetal Melino

- We will have one movie night on Thursday, February 4<sup>th</sup>, 2016
- Will need to order pop-corn, cookies, water, etc.

#### Safety Committee - **Christian Cepeda** – Update to safety concern on Scott & Pringle

- More traffic during construction and stop signs are not being observed
- Contacted Halton Police who suggested to file online complaints:
  - [www.Haltonpolice.ca](http://www.Haltonpolice.ca) – Road Watch (left hand side)
- All of us should sign in and file a complaint, this way, with more attention they will pay to this intersection
- Christine contacted the city (as per her previous email)
- The city conducted a couple of observations personally; 8 – 8:30 am but found no concerns and are firm that there is no need for a crossing guard.
- Also contacted local councillor who was supposed to be present for our meeting tonight but has agreed to a separate observation. No answer yet.
- There will be a set of lights now on top of Scott and Main and construction is almost completed.
- We will however continue pursuing this as there is a problem even if the construction is completed.
- Perhaps we need to reach out the Escarpment View School as well.
- Suggestion was made to add speed bumps in the parking lot – however, the general concern for the parking lot is congestion and not speed.
- Teachers are helping directing traffic now at the driveways.

- Suggestion was made to open the school doors earlier during bad weather. This cannot be done as per school board's regulations. Supervision starts at 8:20am only and pick-up commences at 3:05pm.
- We are considered a walking school and have only 1 school bus for 780 students. Board policy is that you must live past 1.6km from the school to be eligible for bussing.

#### Christmas Wish – Kim Male

- Monday, November 23<sup>rd</sup>, 2015 our Christmas Wish Tree will be set up.
- Gifts will be delivered on Dec 11<sup>th</sup>, 2015 to the same charities as last year, The St. Vincent de Paul Society, The Halton Police 'Toys for Tots' Program, and Troy's Diner Annual Toy Drive.
- Each of these organizations reaches those within our local community who require help throughout the year.
- Instead of stars we have cards with the nativity theme which are easier to cut out and we were able to fit 6 on one page. This also aligns with the 'Keep Christ in Christmas' theme.
- The ornaments were cut out by our Junior students' Faith in Action Team.
- Next week a letter will go out to parents, outlining the Christmas Wish Tree procedures including details about letting kids choose an ornament to support our school community.
- Halton Police will pick up toys providing their own transport.
- We are looking for volunteers to drop off the toys for Troy's Diner and The St. Vincent de Paul Society as they are unable to do the pick-up.
- The ornaments have a different colour, depending on the charity. The gender of the child and the "wish" as well as the charity logo is printed on the ornaments.
- Suggestion that Dec 14<sup>th</sup> Breakfast Television will be at Troy's Diner and we could deliver the gifts at that time to be part of it. They will film the delivery from 6am – 9am. We could pick-up the gifts at school and go there with child. It was decided that this will be too much to organize as there is already a lot going on at the school.

#### 8. New Business: (5 min)

- a. Motion to Amend Queen of Heaven School Council Bylaws section 11.1 to add a formal process for the approval of meeting minutes by C. Cepeda

##### **Currently Reads:**

11.1 The Secretary shall take minutes of each meeting of School Council which will be approved by the Principal and School Council members. The complete record of agendas and minutes is to be posted on the school website.

##### **Proposed Amendment:**

11.2 These will be considered the unofficial minutes until they are formally approved at the beginning of the next School Council meeting.

- Voted – ALL in favour

9. Future Agenda Items to be brought up at next council meeting:

- a. Recycling Uniforms – Uniform Exchange Policy
- b. Year at a glance for school council and events

10. Next School Council meeting is on **Tuesday, January 12<sup>th</sup>, 2016 @ 6:30pm**

11. Adjournment – **8:51pm**