

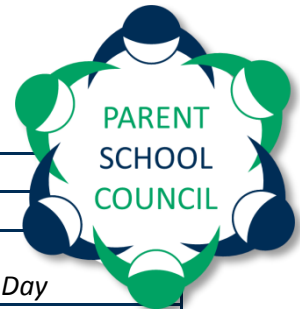


School Council Meeting Minutes – October 3, 2017

1. Welcome and Introductions

Parent Council Members Present:

1	John Susi	Principal
2	Angie Barden	Vice Principal
3	Tracey DosAnjos	Chair (Parent) <i>FFN Gift Basket Raffle; Staff Appreciation Day</i>
4	Roselien Markovic	Vice Chair (Parent) <i>Family Fun Night (chair)</i>
5	Bettina Arapi	Secretary (Parent)
6	Christine Musitano	Teaching Staff Representative
7	Greg Santarelli	Teaching Staff Representative
8	Christine Baxter	Community/YMC Representative
9	Bonnie Wiltshire	Parish Representative
10	Erik Dela Cruz	OAPCE Representative
11	Sarah Laforteza	<i>Milk Program (Chair); Volunteer Coordinator (Chair); Halloween Dance-a-thon</i>
12	Gaby Ball	<i>Halloween Dance-a-thon (Chair)</i>
13	Michelle Lorion	<i>Halloween Dance-a-thon; Christmas Wish</i>
14	Sandra Rei	<i>FFN Gift Basket Raffle</i>
15	Sheetal Melino	<i>Communications & Media Contact for Special Events; Halloween Dance-a-thon</i>
16	Kim Male	<i>Christmas Wish</i>
17	Laura Atendido	<i>Family Fun Night</i>
18	Christine Prentice	<i>Christmas Wish (chair)</i>
19	Floriana Rego	<i>Christmas Wish</i>
20	Christian Cepeda	<i>Safety Committee (Chair)</i>
21	Kerstin Baker-Ash	<i>Staff Appreciation Day (Chair); Safety Committee</i>
22	Celeste Celec	<i>Uniform Exchange Committee (Chair)</i>
23	Nikola Blair	<i>Uniform Exchange Committee</i>
24	Tanya Fernandes	
25	Maggie DaCosta	



Parent Council Members NOT Present:

1	Manny Barbara	<i>Pizza Day (Chair)</i>
2	Amber Lopes	<i>Halloween Dance-a-thon</i>
3	Stephanie Bressette	
4	Tricia Adams	
5	Thyrza Naraine	

2. Prayer Service Read in the Chapel

3. What does a Catholic School Council do?

- Representatives of the parents within our community
- Place the collective interests and needs of the students of Queen of Heaven Catholic School above any personal interests
- Advisory body to the Principal that provides feedback or input on various decisions pertaining to the school. An agenda is created beforehand (topics may include but are not limited to Catholicity, School Improvement Planning, community events, fundraising budgets, areas of priority for our school, committee reports).
- We will use the consensus model of decision making and if necessary council members may vote on items.
- The principal and vice-principal do not vote
- We will meet every other month
- Email communication may be sent regarding info sharing or gathering. Emails can come from the chair and/or principal.

- **Consensus Building**
 - Only official school council members are able to vote.
 - Consensus is finding the highest level of agreement without dividing participants into factions. It is an important tool, but may not be needed for all decisions.
 - Consensus is group decision making, based on willingness to consent and support, rather than having a winning and losing side by voting. It allows ownership of ideas by all School Council members as being the best choice.
 - Consensus is a decision process for resolving conflicts. Consensus may be difficult to reach, so not every decision will meet with everyone's complete approval.

- **What's beyond the scope of the School Council?**
 - A member shall direct a parent to use the established communication channels when questions or concerns arise rather than answering questions themselves when approached by a non-school council member.

- **Creating a School Council – official declaration**
 - Attendees signed the sheet to indicate they are fully committed to be a member of the official school council attending all meeting if possible.
 - The School Council shall be comprised of appointed members in accordance with the Queen of Heaven School Council By-laws (hereinafter known as "Members of School Council").
 - There will be no maximum number of parent school council members as we have decided in the past to keep participation open to all.

4. Role description and the selection of:

a. Chair Person: Tracey DosAnjos

- We agreed this year to have a chair position, as well as a vice chair
- Call School Council meetings
- Prepare the agenda for School Council meetings
- Conduct School Council meetings in accordance with these By-Laws
- Ensure that proper minutes of meetings are recorded and maintained
- Participate in information and training sessions for School Council Chairs under the direction of the Board
- Communicate with the School's Principal and/or Vice-Principal
- Attend the HCDSB School Council of Chairs Meetings
- Ensure that regular communication occurs between School Council and the School Community
- Consult with Board staff and trustees as required
- Attend or appoint a member to attend School Board meetings as required
- Have an awareness of the activities of all Committees of School Council

b. Vice Chair: Roselien Markovic

- To replace Chairperson and their duties should they become unavailable or need to be replaced
- To liaise and assist the Chairperson in their above stated duties
- To act in accordance with above stated description as for all members of School Council

c. Secretary: Bettina Arapi

- The Secretary shall take minutes of each meeting of School Council which will be approved by the Principal and School Council members
- The draft is forwarded to the Principal for review and posting on to the school website

5. Nominations for:

a. Parish Representative: Bonnie Wiltshire

- Advocate for a strong School Council by bringing the Parish perspective into the discussions and decisions
- Encourage parents and the community to become involved in Parish activities
- Communicate information to and from the Parish to the School Council and community as necessary
- Lead and encourage other School Council members to prepare to read the opening prayer for each meeting

b. **Community Representative: Christine Baxter**

- Advocate for a strong School Council by bringing the community perspective into the discussions and decisions.
- Assist the school with building partnerships with community members.
- Utilize community partnerships to assist School Council and committees in the achievement of their objectives.

c. **OAPCE (Ont. Assoc. of Parents for Catholic Educ.) Representative: Erik Dela Cruz**

- Be an advocate for Catholic Education in Ontario
- Be a liaison between other School Council OAPCE Representatives, CPIC (Catholic Parent Involvement Committee) of the HCDSB, and Provincial OAPCE and communicate this information with our School Council and community as necessary.

6. **Establish committees and Chairperson for each committee.**

What is the role/responsibility of the committee?

a. **Pizza Day: Manny Barbara (chair)**

- coordinates all activities for weekly Pizza Days

b. **Milk Program: Sarah Laforteza (chair)**

- coordinates all activities for the daily milk program

c. **Halloween Dance-a-thon: Gaby Ball (chair); Michelle Lorion; Amber Lopes; Sarah Laforteza; Sheetal Melino**

- coordinates all activities for the annual Dance-a-thon fundraiser

d. **Family Fun Night: Roselien Markovic (chair); Laura Atendido; Tanya Fernandes**

- coordinates all activities for the annual Family Fun Night

e. **FFN Gift Baskets: Tracey DosAnjos; Sandra Rei**

- coordinates all activities for the Family Fun Night Gift Basket Raffle

f. **Volunteer Coordinator: Sarah Laforteza (chair)**

- coordinates all volunteer opportunities

g. **Christmas Wish: Christina Prentice (chair); Floriana Rego; Kim Male; Michelle Lorion**

- coordinates all activities related to the organization of the charitable Christmas Wish Tree to support needy families in the community with presents at Christmas time.

- h. **Communications & Media Contact for Special Events: Sheetal Melino**
 - public relations for School Council sanctioned activities and events
 - informs local media of special school events
 - makes submissions for the School's Newsletter as per School Administration's established deadlines
 - all communication must be approved by the School's Administration
- i. **Safety: Christian Cepeda (chair); Kerstin Baker-Ash**
 - work in collaboration with the Principal to support and resolve any relevant safety issues
- j. **Staff Appreciation Day: Kerstin Baker-Ash (chair); Angie Barden; Tracey DosAnjos**
 - coordinates all activities for the Staff Appreciation Day Luncheon
- k. **Uniform Exchange Committee: Celeste Celec (chair); Nikola Blair**
 - coordinates all activities for uniform exchange at the end of the year

7. Principal's Report:

- a. **Communications on Council: email distribution list**
 - All official members will be included in the council communications distribution email list
- b. **Fundraising Budget Estimates and Overview for 2017-2018**

**QUEEN OF HEAVEN CATHOLIC SCHOOL
PROJECTED INCOME FOR 2017-18**

Carry-over from June 2017	\$18976.00	(Actual)
Pizza Days	\$15000.00	(Estimate)
Milk Program	\$ 6000.00	(Estimate)
Lunch Pail Program	\$ 2000.00	(Estimate)
Lunch Program (Pita Pit, Hero Burgers, Swiss Chalet)	\$ 4000.00	(Estimate)
Halloween Dance-a-thon	\$15000.00	(Estimate)
Family Fun Night	\$ 5000.00	(Estimate)
Fall BBQ	\$ 400.00	(Estimate)
SUBTOTAL	\$66376.00	(Estimate)

Fundraising Projections ~ 2017-2018

DRAFT as of October 3, 2017

Category Name	Description	2017-18 Projection
Catholicity		
Bus Transportation Mass at Holy Rosary Church	\$1400.00 x 3 Masses = \$4200.00 FDK to Gr. 8 (Holy Rosary Parish also contributes \$4200)	4200.00
First Communion	Banners and Craft for First Communion Retreat \$500.00 Recognition gifts \$450.00	950.00
Confirmation	Recognition gifts \$350.00 Gowns for Confirmation \$10x78=\$780	1130.00
Rosary Apostolate	Rosary Apostolate Donation – to support our program for K-gr.8 classrooms	1500.00
HCCEF	Annual Donation to support the Halton Catholic Children Fund – which supports needy families in our HCDSB.	250.00
Religious Articles & Displays	For the front foyer to celebrate the Liturgical seasons and establish a focal point for the school.	500.00
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	200.00
Graduation	DJ, refreshments, dance, decorations and student awards and annual plaques	1500.00
Miscellaneous	Small classroom incidental purchases (i.e. special crafts for special days – Joy Day, Mother's/Father's day activities, etc., tournament fees, material for science or other activities in the classroom, etc.) Supporting families in need (offsetting costs of school trips, etc.)	3000.00
Outdoor Student Activities		
Recess Play Equipment	Gr. 1-8 classrooms will be provided with Nerf soccer balls and skipping ropes for students to use during recess.	500.00
Outdoor Play Equipment	Play equipment for Kindergarten to support and enhance outdoor play (i.e. balls, ropes, blocks, explore type activities, play bins, etc.)	800.00
Outdoor Learning Commons Space	Outdoor learning centre adjacent to the library as a place where students can learn in an “outdoor classroom” – to include “picnic tables”, armour stone seats, trees, fencing, etc. Also funded by Library funds.	5000.00
Technology & 21st Century Teaching and Learning		
Computers and AV	30 Computer Laptops in the classrooms. To support various in-class 21 st Century learning initiatives. Increase due to growth, replace damaged.	21000.00

	5 CD/iPod stereos for classrooms (for our new classrooms due to growth, replacement of damaged)	500.00
	2 wireless adapters for Smart Projectors in the classrooms	200.00
Health and Wellness		
Student Hand Hygiene	Wellness & Hygiene Program ~ Hand soap and paper towel dispensers for classrooms.	1500.00
Junior & Intermediate Wellness Club	Student led club to support positive mental health and relaxation.	300.00
Building Community		
21 st Century Learning Outcomes Display	For the Computer Lab Windows to prominently recognize our school's mission of 21 st Century teaching and learning initiatives	500.00
Folding Tables	5 additional folding tables for FFN, BBQ and other school events	500.00
Spot Lights For Stage	Permanent Spot Lights above the stage to enhance student performances in School Play, Talent Show, Lip Sync Show, etc.	1000.00
Volunteer Appreciation Day	Volunteer Appreciation recognition gifts for the help and support of our school's volunteers (June/2018)	800.00
Staff Appreciation Day	Staff Appreciation celebration – led by parent volunteers, to recognize and thank staff members for their many efforts	1200.00
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 lunch; Kelso activities	400.00
Games Club	Games Club activities for gr. 1-3 students during the lunch hour	400.00
Grade 7-8 Student Ambassadors	To support our students in their leadership initiatives throughout the school.	500.00
Academic		
Classroom Materials and Activities	For every FDK-gr.8 classroom - To support and enhance classroom libraries for self-selected reading in the classroom; Learning Center Games, hands-on activities, math manipulatives	8500.00
Phys Ed Equipment	To enhance our gym equipment to support active play (new & replacement)	1500.00
Miscellaneous		
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. \$50x58=\$2900	2900.00
Bank Charges	Fee for the operation of School Cash Online program (2% of total/gross school generated funds for all income listed above, plus trips, etc.), school cheque fees.	3000.00

TOTAL	ESTIMATED EXPENSES	\$64,530.00
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- Low side estimate
- The school board does not pay for the classroom hand soup and paper towels. They only pay for it for the kindergarten classes and science room.
- **Parent Question:** Will the bank charges be affected by the new Lunch Box orders as the money collection goes through them?
 - Yes, it may. We will need to see and find out at a later date.
 - We just started the program last week.
- **Parent Question:** Will the Kindergarten classes not participate in mass at Holy Rosary anymore?
 - The church is at their maximum capacity with our grade 1 – 8 students, teachers and parent visitors, so unfortunately the FDK classes will not be able to go.
 - We have asked farther for one additional mass for FDK classes or to go along with the grade 7 confirmation classes as buddies.
 - Will announce what has been decided.
- **Parent Question:** Is Holy Rosary the permanent church for our school or are there plans for another church?
 - Yes, Holy Rosary is the permanent church for our school.
- **Parent Question:** Can items be added to the budget as things come up?
 - Yes, we are able to add to the budget if new things arise.
- We also have board fund budget that will be shared at a future council meeting.
- **Parent Question:** Are we able to add funds to the budget to support families that cannot afford the lunch program?
 - There is already a subsidy for lunch box, the “Angel Fund” that is in place for families that cannot afford lunches.
 - The amount comes right off our profits at cost.
 - We can also go through the Halton Catholic Children’s Foundation and they may be able to help.
- **Voted on the budget by show of hands: ALL are in favor of the budget above**
- The budget was shared last year with parents along with the flyer for Halloween Dance-a-thon. This year it will be shared later this week via an email to parents and posted on to our school website.
- It is important that everyone understands what we raise the money for.
- **Parent Question:** Are we able to add a note at the bottom of the budget that the final tally at the end of the year surpassed expectations and thus there is a large carry over?
 - Yes, we will add that as it is a good suggestion to provide an explanation
- For example, carry over helps us to buy/order technology now already instead of having to wait.
- **Parent Question:** Is there going to be check points in the budget during other meetings?

- Yes, we will provide an update every other council meeting, to show what was already purchased, keeping in mind that some items will only be purchased at end of year.

c. Upcoming events

- Oct 3 – 5 – See / Hear Clinics
- Oct 3 – Rosary Apostolate
- Oct 5 – Thanksgiving Liturgy
- Oct 6 – PA Day (Faith Day)
- Oct 9 – Happy Thanksgiving!
- Oct 10 - 11 – Milton Hydro Presentations JK – Gr. 8
- Oct 13 – Gr. 4 trip to Ripley's
- Oct 19 - Gr. 2 First Communion and Reconciliation Parent Meeting at Holy Rosary Church at 7:30 p.m.
- Oct 20 – Cross Country Competition @ Kelso Park
- Oct 21 – Confirmation Elect Masses this weekend at Church
- Oct 26 – Gr. 2 trip to Halton Safety Village
- Oct 27 – Gr. 7 Vaccinations
- Oct 31 – Halloween Dance-a-thon in the gym

8. Reviewing School Council objectives and goals for the 2017-2018 school year

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 (September –June)
- Dance-a-thon (October 31)
- Themed Baskets Raffle (June)

9. PRO (Parents Reaching Out) Grant Update – Kerstin Baker-Ash

- The PRO-Grant has been approved
- Healthy Eating was the theme we had agreed upon last year
- Kerstin will now go ahead and contact the presenter
- We received a \$1000.00 which will cover the cost of the presentation
- The presenter is a Nutritionist and Educator
- The presentation will include tips on how to pack healthier lunches, how to prepare healthy meals at home and how to get the kids involved
- The presentation will take place as soon as we can confirm a date

10. School Council Feedback

a. School Welcome Back BBQ

- The lineup for Harvey's was very long at peak times
- Harvey's sold more than a 1000 food items and the school gets a percentage of that profit
- It was a very busy night with many attendees
- Many parents were also viewing the inside of the school and the classrooms
- **Parent Question:** Can there be exceptions made for special circumstances to avoid the long food lineup (i.e. parents with special needs children)?
 - Yes, this is good feedback and we will make arrangements for these cases going forward. Special needs teachers agree that they can support & assist to help parents with special needs children. This will be done privately without making a public announcement.

b. Curriculum Night

- **Parent Question:** It is great that we included in the presentation that we embrace 21st Century teaching and learning and some teachers are doing well with new technology, but others are not doing that well. As there is some disparity, are we able to smooth out the gap with learning development for the teachers?
 - We trying to work on that; 21st century competency is a tool but that doesn't mean that the competency is met only through technology. Technology comfort level of the teacher and the students may vary. All staff are on a positive learning continuum for their own 21st Century professional growth goals.
 - As a whole, our staff is leaps and bounds ahead of other schools within our district. Even teachers that may not seem that advanced are still ahead in comparison to other schools.

- Tweeting does not necessary mean that the teachers are using more technology.
- We cannot mandate that teachers have a twitter account or other social media outlets. This is not an educational aspect.
- Some parents were having problems with OneNote for example and some teachers take in what parents share as feedback.
- Curriculum expectations are being met.
- There is a balance to social media; having both a positive and negative side.
- The positive side to twitter for example is that it provides an opportunity to engage your children in conversation.
- Digital citizenship and safety has to be constantly reminded to our kids. We need to be social media supervisors, teach them them how to play safe on line. Teach them how to use the technology responsibly.
- **Parent Question:** Do teachers get educated on the technology to stay on top of it?
 - The school board offers opportunities for PD learning after school.
 - We are lucky that we have teachers with knowledge that are willing to share that knowledge with other teachers.
 - Kids become very adapt with technology quickly.
 - We have various support systems in place.
 - Additional Qualification Courses and Programs exist if teachers are willing to put up their own time and money.
 - What really stood out at Curriculum night was that we need to remember that we were not born in the 21st century but our children were. Parents need to realize that our kids need the technology to grow.
 - There needs to be choice of what is the best way to demonstrate their learning. The kids have the freedom to do that.
- **Parent Question:** Are we still considered an MS showcase school?
 - Yes, Microsoft would even like to come for another visit as they have a new president.
- **Parent Question:** Are we able to maybe ring a bell for the half way point between the two sessions to end discussions from the first session that have a tendency to carry over to the next and thus delaying it?
 - Yes, that is a good suggestion.

c. **Lunch Box Orders**

- Some parents experienced problems with the website but called support and were advised to use google chrome or safari. We will confirm this.
- There is a number of restaurant Lunch Box partners with but we had a meeting with parent school council reps as a decision had to be made before the first official council meeting in order to be able to offer the food in a timely manner.
- What we had preliminary decided on can be revisited in December.

- The numbers of food orders for this week were very low but we are confident that it will take a few weeks to increase. This is the same experience other schools had with the change to Lunchhbox.
- A communication went out with an attachment but there was no announcement with information. Perhaps we could add weekly reminders.
- **Parent Question:** For the Pizza days will our profit margin remain the same?
 - Generally yes, perhaps a bit less, but with the increase in food days offered it should balance out.
- There is a Grade 2 parents Facebook page and comments have been made that they are not happy with the Hero Burger choices as they are rather limited and considered unhealthy.
- Generally parents are happy about the opportunity for choice and agree that it is nice to have hot lunch options.
- Again, having weekly reminders may help. Also, once parents create an account with Lunch Box they are able to sign up for their emails regardless whether they have ordered food and they will receive additional reminders from Lunch Box.
- We will communicate to parents that they should sign up regardless simply to receive communications from the company.
- Perhaps we can add twitter reminders on Mondays, "did you get your lunch?"
- We received Lunch Pail order forms first as we had an agreement with them prior to bringing Lunch Box on board.
- We will most likely remove Lunch Pails in December simply to keep all orders on one platform.
- An official review will take place in December.
- We have the flexibility to change offers on short notice if indeed something is not working out for us at all. A vote could be cast via email to make quick decisions.
- All food orders meet Ministry of Education Food Guidelines.

11. Additions to the Agenda:

- **Parent Question:** Is there any update on the **Uniform back orders**?
 - The board has advised that it will take them 6 to 8 weeks to catch up.
- Parent reported that they have recently been in the store and the shelves were fully stocked.
- 35 kids have signed up with **Kicks for Kids** and they had their first class last week.
- Parent reported that their son participated and loved it.
- First turn over from YMCA to Kicks teachers was a little longer than it should have been but as this was only their first week one had to allow for an adjustment period.
- **Dodgeball** will start on Thursday in the evening and a flyer has been sent out.

12. Future Agenda Items: TBD

13. Next Meetings: Tuesday, November 14/17 @ 6:30pm

14. Adjournment: 08:40 pm