



School Council Meeting Minutes – October 4, 2016

Agenda:

1. Welcome and Introductions

Parent Council Members Present:

1	John Susi	Principal
2	Angie Barden	Vice Principal
3	Tracey DosAnjos	Co-Chair (Parent) <i>Volunteer Coordinator (Chair); FFN Gift Basket Raffle</i>
4	Jason Power	Co-Chair (Parent) <i>Halloween Dance-a-thon</i>
5	Bettina Arapi	Secretary (Parent)
6	Christine Kerr	Teaching Staff Representative
7	Christine Baxter	Community/YMCA Representative
8	Nikola Blair	Parish Representative <i>Communications & Media Contact (Chair)</i>
9	Erik Dela Cruz	OAPCE Representative <i>Safety Committee</i>
10	Anna Caesar	<i>Spirituality Committee (Chair); Family Fun Night (chair)</i>
11	Maria Ball	<i>Halloween Dance-a-thon (Chair); Christmas Wish</i>
12	Stephanie Bressette	<i>Movie Night (Chair)</i>
13	Traci Wansack	<i>Volunteer Coordinator</i>
14	Kim Male	<i>Christmas Wish (Chair)</i>
15	Celeste Celec	<i>Communications & Media Contact for Special Events; Uniform Exchange</i>
16	Christian Cepeda	<i>Safety Committee (Chair)</i>
17	Sara Afonso	<i>Staff Appreciation Day (Chair); Uniform Exchange; FFN Gift Basket Raffle</i>
18	Thyrza Naraine	<i>Staff Appreciation Day</i>
19	Bonnie Dey	<i>Uniform Exchange Committee (Chair)</i>
20	Lisa White	<i>Milk Program; Family Fun Night</i>
21	Sandra Rei	<i>FFN Gift Basket Raffle</i>
22	Roselien Markovic	<i>Pizza Day; Family Fun Night</i>
23	Christina Prentice	<i>Christmas Wish</i>
24	Maggie DaCosta	
25	Iryna Tsaryk	
26	Tricia Adams	



Parent Council Members NOT Present:

1	Manny Barbara	<i>Pizza Day (Chair)</i>
2	Julie Casimiro	<i>Milk Program (Chair)</i>
3	Mark Ritcey	

4	Anishia Fredric	
5	Catherine Campbell	
6	Bonnie Whiltshire	
7	Sheetal Melino	Movie Night
8	Jean-Guy Cassie	
9	Kiersten Baker-Ash	
10	Christine Musitano	<i>Teaching Staff Representative</i>

2. Prayer Service Read in the Chapel

3. What does a Catholic School Council do?

- Representatives of the parents within our community
- 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.
- 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”).

4. Role description and the selection of:

a. Co-Chair Persons: Tracy DosAnjos and Jason Power

- All agreed that we shall continue with 2 Co-Chair positions rather than a Chair & 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. Secretary: Bettina Arapi

- Record the minutes of each School Council meeting and forward the draft to the Principal for review and posting on to the school website

5. Nominations for:

a. Parish Representative: Nikola Blair

- 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. **Spirituality Committee: Anna Ceaser (chair)**

- coordinates faith based activities as School Council deems necessary
- supports school sacramental activities (First Reconciliation, First Communion, Confirmation)

b. **Pizza Day: Manny Barbara (chair); Roselien Markovic**

- coordinates all activities for weekly Pizza Days

c. **Milk Program: Julie Casimiro (chair); Lisa White**

- coordinates all activities for the daily milk program

d. **Halloween Dance-a-thon: Maria Ball (co-chair); Jason Power (co-chair)**

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

e. **Movie Night: Stephanie Bressette (chair); Sheetal Melino**

- coordinates all activities for the two annual Movie Nights

f. **Family Fun Night: Anna Caesar (chair); Roselien Markovic; Lisa White**

- coordinates all activities for the annual Family Fun Night

g. **FFN Gift Baskets: Tracey DosAnjos (chair); Sandra Rei; Sara Afonso**

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

- h. **Volunteer Coordinator:** Tracey DosAnjos (chair); Traci Wansack
 - coordinates all volunteer opportunities
- i. **Christmas Wish:** Kim Male (chair); Maria Ball; Christina Prentice
 - 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.
- j. **Communications & Media Contact for Special Events:** Nikola Blair (chair); Celeste Celec
 - 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
- k. **Safety:** Christian Cepeda (chair); Erik Dela Cruz
 - work in collaboration with the Principal to support and resolve any relevant safety issues
- l. **Staff Appreciation Day:** Sara Afonso (chair); Thyrza Naraine
 - coordinates all activities for the Staff Appreciation Day Luncheon
 - Staff was greatly appreciative of last year's event; may need to increase budget due to growing staff population
- m. **Uniform Exchange Committee:** Bonnie Dey (chair); Sara Afonso
 - coordinates all activities for uniform exchange at the end of the year
- Tracey explained the binder we had started last year, listing all committees and responsibilities; including events and best practices. She will share a link in order to assist everyone with their committee(s) as well as to continue updating the binder.

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 2016-2017

**QUEEN OF HEAVEN CATHOLIC SCHOOL
PROJECTED INCOME FOR 2016-17**

Carry-over from June 2016	\$21329.00	(Actual)
Pizza Days	\$17000.00	(Estimate)
Milk Program	\$ 6500.00	(Estimate)
Lunch Pail Program	\$ 2500.00	(Estimate)
Fall BBQ	\$ 400.00	(Estimate)
Halloween Dance-a-thon	\$16000.00	(Estimate)
Family Fun Night	\$ 5000.00	(Estimate)
Pita Pit	\$ 1500.00	(Estimate)
Movie Night	\$ 800.00	(Estimate)
SUBTOTAL	\$71029.00	(Estimate)

**Fundraising Projections ~ 2016-2017
As of October 4, 2016**

Category Name	Description	2016-17 Projection
Catholicity		
Bus Transportation Mass at Holy Rosary Church	\$1200.00 x 3 Masses = \$3600.00 FDK to Gr. 8 (Holy Rosary Parish also contributes \$3000)	3600.00
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 \$11x40=\$440	790.00
Rosary Apostolate	Rosary Apostolate Donation – to support our program for K-gr.8 classrooms	1500.00
Religious Articles & Displays	For the front foyer to celebrate the Liturgical seasons and establish a focal point for the school.	500.00
Religious Focal Display for the Library	To celebrate and recognize Catholicity.	200.00
Focus on Faith Banners	For the front foyer to display and recognize our school's faith mission	500.00
Mural Painting in Library	Faith based mural display	1500.00

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	250.00
Graduation	DJ, refreshments, dance, decorations and student awards and annual plaques	1500.00
Miscellaneous	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.)	3000.00
Outdoor Student Activities		
Recess Play Equipment	FDK-gr. 8 classrooms will be provided with Nerf soccer balls for students to use during recess.	900.00
Trees for the South Playground	Mature trees will be planted along the fence line of the south playground to promote shade.	2500.00
Outdoor Tents	Tents to shelter our outdoor sports teams during events, family fun night, etc.	1500.00
Technology & 21st Century Teaching and Learning	3 Smart Board Projectors for the FDK classrooms – movable between classrooms	10000.00
	2 Smart Board Projectors for classrooms to enhance and support our 21st Century teaching and Learning.	5600.00
	20 Surface Tablets in the classrooms. To support various in-class 21 st Century learning initiatives. Increase due to growth, replace damaged.	12000.00
	6 CD/iPod stereos for classrooms (for our new classrooms due to growth, replacement of damaged)	600.00
	8 wireless adapters for Smart Projectors in the classrooms	800.00
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.	200.00
Building Community		
Volunteer Appreciation Day	Volunteer Appreciation recognition gifts for the help and support of our school's volunteers (May/2017)	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 recess	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
School Play	Costumes, Set Design, Script licence, A/V rental, etc. associated with running a school play. Some cost recovery with ticket sales.	1000.00
Logo Painting in Gym	"Home of the Warriors" Professional Painting on gym Mats to foster school spirit.	1500.00
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	7500.00
Phys Ed Equipment	To enhance our gym equipment to support active play (new & replacement)	1200.00
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. \$50x54=\$2700	2700.00
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	\$70,390.00

- Estimate is felt to be on the conservative side
- Rosary Apostolate asking for donation; \$1500 was suggested
- 'Miscellaneous' was formerly listed as 'Principals Discretionary'; name change
- Increased amount from \$1500 to \$2500 for the Trees for the South Playground (approx. \$450 – 500 per tree) as per Jason's suggestion
- Already have 2 moveable Board Projectors for the FDK classrooms, adding more
- The school board does not pay for the classroom hand soap and paper towels. They only pay for it for the kindergarten classes and science room.
- Adding/replacing iPads
 - suggestion was made to purchase protective casing to reduce replacing damaged units in the future
 - this has already been investigated but at approx. \$100 per case it is not the cheaper option

- Also, cases that fit have been hard to locate and students often remove the casing as it is difficult for students to use while the case is on.
- **Parent Questions:** Are there wipes to clean the touchpad technology?
 - It's a board policy that Lysol wipes are not permitted in class. We need to continue to teach proper hand hygiene.
- We may need to increase the budget for staff appreciation day to increased number of staff members (approx. 75 persons)
- We would need a new tent or two as the last one broke at the last cross-county event; this will be added to the budget and Christine and Christian will forward information to Mr. Susi and see if they can get a reasonable quote for good quality tents.
- **Parent Question:** Do we have washroom sanitary disposal units?
 - Yes we do but only the basic metal boxes on the stall doors that get emptied every night
- **Parent Question:** Do we have a freezer for events?
 - No we do not as there is no room for a freezer. It would be so rarely used it would not be a good use of funds.
- **Parent Question:** Do we have enough folding tables and chairs?
 - We currently own 325 folding chairs & 20 folding tables
 - We have borrowed tables & chairs from other schools in the past for events
 - Will obtain a quote in case we want to purchase more in the future to use for FFN and BBQ events
- **Voted on the budget by show of hands: ALL are in favor of the budget above (with tents added)**

c. PRO (Parents Reaching Out) Ministry Grant Update

- Ontario's PRO Grants are designed to support parents in identifying barriers to engagement in their own community and to find local solutions to involve more parents in support of student achievement and well-being.
- Join us for an exciting and visual journey into the world of Snapchat, Twitter, Instagram, Facebook and more.
- Chris Vollum; Queen of Heaven School Gym, Wednesday, October 12, 2016 @ 6:30-7:30 p.m.; everyone is invited
- The information was emailed to all parents
- **Parent Question:** Do we have a cell phone policy?
 - Yes we do for all personal electronic devices
 - Requires teacher & parent permission (parents have to sign a permission form)

- There are rules in place for when the device can be used and how

d. Safety items update re. parking lot and south fence

- We will receive speed bumps for the parking lots, installed this fall
- The south fence will be replaced this fall
- **Parent Question:** Do we have an eye wash station especially for FDK rooms due to the sand in the playground?
 - We have a sink in every FDK classroom
- **Parent Question:** Is there sand in the FDK classrooms now that they have the new playground and are there any safety concerns due to the sand?
 - Yes there is some sand in the classrooms but it is being swept daily and even the students take great pleasure of helping with the sweeping
 - We have always had indoor sandboxes so there is little difference
 - There is an edging around the fence line to discourage animals from entering as well Milton has a no loose cats policy
 - The sand has been treated with something that deters animals but is completely safe for the kids

e. Holy Rosary Parish 50th Anniversary Update

- This year we celebrate the 50th Anniversary of the Holy Rosary Parish
- Oct 7 there will be an evening Mass at 7:30 pm, celebrated by Bishop Crosby, for all parishioners followed by refreshments in the Parish Hall
- The Holy Rosary Parish had invited talented youth to draw a logo to be used on materials promoting the 50th Anniversary of the current Holy Rosary Church. Students have participated and logos will be displayed
- The Holy Rosary Parish Syrian Committee would like, in preparation of receiving our refugee family, to invite volunteers to help. Some of the areas where assistance is needed are: housing; transportation; social needs; health care; education; and employment. Please contact the Parish office if you can extend any support.

f. Upcoming events

- Oct 5 – School Photo Day
- Oct 6 – Pizza Day Program begins every Thursday
- Oct 7 – PD Day (Faith Day)
- Oct 10 – Happy Thanksgiving!
- Oct 12 – Chris Vollum Presentations on the Power of Social Media; Grade 4-8 student presentations during the day and parent and child presentation at 6:30-7:30 p.m. in the gym.

- Oct 17 – Pita Pit lunch program begins every Monday
- Oct 18 – Gr. 7 Hep B and Gr. 8 girls HPV vaccinations;
- Oct 18 - Gr. 2 First Communion and Reconciliation Parent Meeting at Church at 7:30 p.m.
- Oct 22 – Confirmation Elect Masses this weekend at Church
- Oct 24-25 – FDK and Gr. 2 classes oral health assessment
- Oct 31 – Halloween Dance-a-thon in the gym

8. Reviewing School Council objectives and goals for the 2016-2017 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. School Council Feedback

- a. School Welcome Back BBQ**
- b. Curriculum Night**

- It is a challenge to get to all classes for families with more than 2 children; 2 ½ hour sessions are not enough
- One is able at any time to reach out to a teacher and schedule an interview
- Parents can contact a teacher anytime
- Ideally there should be a 10 minute presentation allowing you to leave before the 1/2 hour is up in order to join the next class
- Also there are 1 pager handouts provided by teachers

10. Additions to the Agenda:

- Community/YMC Representative Christine Baxter volunteered, once again, to offer child care during council meetings.
 - Would require advance notice in order to have enough staff present
 - Send an email to Christine to let her know if you require child care that evening
 - Children must be potty trained
 - Even visiting parents are able to use their services as long as advance notice has been provided
 - We will advise parents of this offer in the next newsletter
- Some of the washrooms have been under construction as waterless urinals were being replaced. 1st floor is already finished and the 2nd floor shall be completed shortly.

11. Future Agenda Items:

- Graduation Committee
- Poinsettia Christmas Fundraiser

12. Next Meetings:

- Tuesday, November 29/16 @ 6:30pm
- Tuesday, January 31/17 @ 6:30pm
- Tuesday, March 28/17 @ 6:30pm
- Tuesday, May 16/17 @ 6:30pm
- Tuesday, June 20/17 @ 6pm; 1 hour meeting followed by social at EddieO's

13. Adjournment: 08:33 pm