



School Council Meeting Minutes – October 06th, 2015

Agenda:

1. Welcoming and Sign in/attendance for members:

Parent Council Members Present:

1	John Susi	Principal
2	Tamara DiLorenzo	Co-Chair (Parent) <i>Halloween Dance-a-thon (Chair), Pizza Day, Movie Night (Chair), Family Fun Night</i>
3	Tracey DosAnjos	Co-Chair (Parent) <i>FFN Gift Baskets (Chair)</i>
4	Bettina Arapi	Secretary (Parent)
5	Christine Kerr	Teaching Staff Representative
6	Christine Baxter	Community/YMCA Representative
7	Traci Wansack	Parish Representative <i>Pizza Day</i>
8	Sandra Rei	<i>Spirituality Committee</i>
9	Stephanie Bressette	<i>Pizza Day</i>
10	Bonnie Dey	
11	Kimberley Canestraro	<i>Christmas Wish (Chair), Movie Night, FFN Gift Baskets</i>
12	Christian Cepeda	<i>School Safety Committee (Chair), Christmas Wish</i>
13	Nancy Vella	<i>Halloween Dance-a-thon</i>
14	Julie Casimiro	<i>Milk Program (Chair), Movie Night</i>
15	Kelechi Akwiwu	<i>Family Fun Night (Chair), School Safety Committee</i>
16	Kim Male	<i>Christmas Wish</i>
17	Christine Prentice	<i>Communications & Media Contact for Special Events</i>
18	Anna Ceaser	<i>Spirituality Committee (Chair)</i>
19	Manny Barbara	<i>Pizza Day (Chair)</i>
20	Anishia Fredric	<i>Staff Appreciation Day</i>
21	Thyrza Naraine	<i>Staff Appreciation Day (Chair)</i>



Parent Council Members Not Present:

1	Mark Ritcey	OAPCE Representative
2	Lisa White	
3	Teresa Agius	
4	Jean-Guy Caissie	
5	Andrea Duhamel	
6	Elaine McBride	
7	Brenda Shaw	
8	Mariana Lima	<i>Pizza Day</i>

2. Prayer Service Read in the Chapel:

"God of love and of life, let us take time to look deep within ourselves and discover the gifts you have blessed us with. May we take the time to direct our lives in a way that best uses our own unique combination of gifts. May our education help us discover where our strengths and interests lie. May our faith guide us in realizing our gifts. May we always be open to the direction of the Spirit and never forget the love you have for each of us."

1. Corinthians 11:29

"Now there are a variety of gifts but the same spirit; and there are varieties of services but the same Lord; and there are varieties of activities, but it is the same God who activates all of them in everyone. To each is given the manifestation of the spirit for the common good."

Ephesians 3:21

"Glory be to God whose power, working in us, can do infinitely more than we can ask or imagine."

All: *Christ has no body on earth but ours;*

No hands but ours;

No feet but ours;

Ours are the eyes through which

Christ is to go about doing good;

Ours are the hands with which

Christ is to bless his people now.

Amen

(St. Theresa of Avila)

3. What does a Catholic School Council do?

- 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

- 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

- The School Council shall be comprised of appointed members in accordance with the policy governing School Councils as adopted from time to time by the Halton Catholic District School Board (hereinafter "Members of School Council").
- Parent candidates may be self-nominated or nominated by another parent or guardian to a maximum of one representative per household.
- The Principal will request for nominations of parent members which will be accepted up to and including the first School Council Meeting of the year.
- All nominated parent members will become official members of School Council for a one-year term.
- The Principal and Vice-Principal of the Queen of Heaven Catholic School shall be the only permanent Members of the School Council.

4. Role description and the selection of:

a. Co-Chair Persons: Tamara DiLorenzo and Tracy DosAnjos

- 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. Vice Co-Chair:

c. 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:

i. Parish Representative: Traci Wansack

- 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.

i. 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.

- ii. OAPCE Representative: Mark Ritcey
(Ontario Assoc. of Parents for Catholic Education)

- 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), Sandra Rei

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

- b. Pizza Day: Manny Barbara (co-chair), Mariana Lima (co-chair), Tamara DiLorenzo, Stephanie Bressette, Traci Wansack

- coordinates all activities for weekly Pizza Days

- c. Milk Program: Julie Casimiro (chair)

- coordinates all activities for the daily milk program

- d. Halloween Dance-a-thon: Tamara DiLorenzo (chair), Nancy Vella, Julie Casimiro

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

- e. Movie Night: Tamara DiLorenzo (chair), Julie Casimiro, Kimberley Canestraro

- coordinates all activities for the two annual Movie Nights

- f. Family Fun Night: Kelechi Akwiwu (chair), Tamara DiLorenzo

- g. Family Fun Night Volunteer Coordinator: _____

- h. Family Fun Night Gift Baskets: Tracey DosAnjos & Kimberley Canestraro

- coordinates activities for annual Family Fun Night

- i. Christmas Wish: Kimberley Canestraro (chair), Christian Cepeda, Kim Male
 - Co-ordinates 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 and Media Contact for Special Events: Christina Prentice
 - 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), Kelechi Akwiwu
 - work in collaboration with the Principal to support and resolve any relevant safety issues
 - l. Staff Appreciation Day: Thyrza Naraine (chair), Anishia Fredric
 - coordinates all activities for the Staff Appreciation Day
7. Principal's Report
- a. Communications on Council: email distribution list
 - b. Charity Dinner – *An Evening with Bishop Crosby* – Nov. 4, 2015
 - 5th Annual HCCEF Evening with Bishop Crosby
 - **Event Date:** November 4, 2015 at 5:30 pm
 - **Event Location:** Le Dome Banquet Hall - 1173 North Service Rd E, Oakville, ON
 - \$75/ticket | \$750/table of 10
 - In 2014, 350 diners plus our sponsors helped to raise over \$20,000 for the **HCCEF Student Guardian Campaign** – helping students in need! Thank you!
 - On the recommendations of our Catholic school communities, the **Halton Catholic Children's Education Foundation (HCCEF)** provides financial assistance to students – to ensure that all:
 - are able to attend school with the basic necessities of life (i.e. food and clothing).
 - are able to participate in all aspects of school life which are normally open to all students (i.e. school trips/experiences), and therefore, help them to succeed and achieve their full potential.
 - For more info or to purchase a ticket please go to: <http://www.hccef.org>

c. Fundraising Budget Estimates and Overview for 2015-2016

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)
SUBTOTAL	\$52,094.00	(Estimated income for 2015-16)

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

Category Name	Description	2015-16 Projection
Catholicity		
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
First Communion	Banners for First Communion \$250.00 Recognition gifts \$350.00	750.00
Confirmation	Recognition gifts \$350.00	250.00
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
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
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
Outdoor Student Activities		
Recess Play Equipment	Classrooms will be provided with Nerf soccer balls, skipping ropes, basketballs for students to use during recess.	700.00
Technology & 21st Century Teaching and Learning	4 Smart Board Projectors for the FDK classrooms – movable between classrooms	6000.00
	4 Smart Board Projectors for classrooms to enhance and support our 21st Century teaching and Learning. Additional projectors due to increased enrolment.	9200.00
	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
	5 CD/iPod stereos for classrooms (for our new classrooms due to growth)	500.00
Health and Wellness		
Student Hand Hygiene	Wellness & Hygiene Program ~ Hand soap and dispensers for classrooms.	1000.00
Building Community		
Volunteer Appreciation Day	Volunteer Appreciation recognition for the help and support of our school's volunteers (May/2016)	500.00
Staff Appreciation Day	Staff Appreciation celebration – led by parent volunteers, to recognize and thank staff members for their many efforts	500.00
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 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
Playground Painting	"Conflict Resolution Circle" to reinforce this program taught in all gr. 1-4 classrooms.	500.00

Logo Painting in Gym	"Home of the Warriors" Professional Painting on gym mats to foster school spirit.	1300.00
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
Phys Ed Equipment	To enhance our gym equipment to support active play	1000.00
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 --- \$5000-\$2300=\$2700)	2700.00
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
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
TOTAL	ESTIMATED EXPENSES	\$49,350

- Healthy Budget
- Money we raise is a combination from all areas listed under projected income
- we have to take into consideration one time charges (e.g. spiritual display) vs. annual expenses (e.g. engraving of plaques)
- Grade 3 to 8 classes ALL have smart projectors (with the exception of portables)
- We have to purchase the soap for the classroom sinks as the board only pays for the washroom soap and FDK soap
- **Parent Question:** Why are we being asked to purchase a recorder for the music class when it is a curriculum item?
 - Purchase of the equipment is OPTIONAL
 - Students may take home the school recorders to practice.
 - We offer students a sterilized recorder to use at school and home
- **Parent Question:** What is the budget for the library?
 - \$9 per student per year (x approx. 760 students)
 - We also host a book fair where we retain a percentage of the sales for future library purchases
 - We would like to add a religious focal point for the library in the future
- **Parent Question:** Do we receive or have remaining initial startup funds?
 - We have used the funds received for our initial startup as per last year's budget; unspent money rolls over into the next year

- Going forward we will need to draw from our regular annual budget as outlined above
- **ALL are in favor of the budget above**

d. Follow up on June 2015 re. Construction of fence gate

- A request was made to add a gate from the path near the pond to the area right by the portables
- Without this gate students and parents have to walk around to the end of the path and cross the entrance of the rather busy parking lot
- Furthermore they will have to walk past the FDK gates which are extremely busy in the morning and afternoon
- **Unfortunately we are not able to provide this gate as per board safety guidelines**
- Although the facilities supervisor was willing to place the gate as well as pave the walkway a decision was made by the Facilities Dept. that adding a gate is not safe due to the slope of the grade and potential ice during the winter month
- Also the fence is considered an extra security line to discourage easy access to the school yard
- We will however create another FDK gate to the fenced-in area adding one extra drop off spot in the hope that this will help alleviate some of the traffic collecting on the side walk during drop-off and pick-up for FDK

e. Safety Committee and Kiss & Ride Update

- We have assigned additional staff members at both entrances to the parking lot in order to help direct the flow of students across both driveways before and after school
- As per police instructions it is neither legal nor safe for us to stop traffic on the main street but we are able to stop pedestrians on the sidewalk to help with the flow of people and as an extra, added safety measure
- We have also added an additional staff member for the north Kiss & Ride lanes so parents do not have to leave their car and traffic can move faster
- **Parent Question:** Should parents be allowed to park in the Kiss & Ride lane for pick-up in the afternoon? This does not seem safe.
 - Without those parking spots we would have too much volume on the already overcrowded lot
 - Ideas can be brought up to the safety committee
 - Signage has already been ordered that clearly indicates this to drivers

f. Upcoming events

- Oct 07th – Photo Day
- Oct 09th – PA Day (Faith Day for Staff)
- Oct 12th – Thanksgiving
- Oct 15th – Fire Drill
- Oct 16th – Grade 7 & 8 Trip to Camp Brebeuf
- Oct 17th – Confirmation Elect Masses at Holy Rosary Church
- Oct 19th – Federal Election in School Gym
- Oct 20th – Grade 7 vaccinations and also Grade 8 girls HPV vaccination
- Oct 20th – Grade 2 First Communion Parent Meeting at Holy Rosary @ 7:30pm
- Oct 21st – Grade 7 Confirmation Retreat
- Oct 22nd – School Liturgy @ 1pm in the Gym
- Oct 23rd & 24th – Volleyball Weekend
- Oct 26th – FDK trip to Chudleigh's Farm (Maciel, Marshall, Lamers, Medeiros)
- Oct 27th – FDK trip to Chudleigh's Farm (Nibbering, Davis, Elsie, Mongiardi)
- Oct 30th – Halloween School Dance-a-thon in the Gym
- Oct 31st – Halloween

8. Reviewing School Council objectives and goals for the 2015-2016 school year

The Top Three Queen of Heaven School Council Objectives are to:

- a. 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)
- b. 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.
- c. 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

- There was some discussion from some members that they were not happy with the food that was provided
- Another school held their Welcome Back BBQ and Curriculum on the same night which made it rather hard to pay attention as all kids were present and playing during the curriculum presentation
- Having these events on two separate days, as we do, is much more organized and preferable

b. Curriculum Night

- As we are able to engage more with other parents at the curriculum night perhaps the order should be switched; having the curriculum night first and then the welcome back BBQ. This way parents have already met and can mingle more at the BBQ.
- Please keep in mind that 'Curriculum Night' is more of a historic name; the actual purpose of this evening is to give teachers a chance to address parents and explain how they are able to collaborate with the teacher to help their children learn. They are given a 10 minute time frame to highlight the most important points. The actual curriculum can be viewed online.
- Kids were very proud to present their classroom space during open house.
- Consider the time gap between presentations allowing parents with multiple children to visit all classrooms. Teachers' 10 minute presentations will need to stay on time. Currently we have 2 presentations at 7:30 and 8:00.
- Suggestions were made also to perhaps use the smart boards for the presentation so that parents have an idea how they work.
- Request was made to see if we can avoid having our nights at the same time as Jean Vanier to accommodate parents who have children in both schools.

10. Additions to the Agenda:

a. Scott and Pringle Intersection – Safety Concern

- School bus transportation is only available for students living 1.6kms away from school
- Families who live in the Scott & Pringle area but are only 1.3, 1.4 or 1.5kms away are not eligible for bus transportation

- Parents and students do not feel comfortable crossing the street at Scott & Pringle and there is NO crossing guard at that intersection
- The intersection is a 3 way stop but unfortunately many cars do not actually come to a complete stop as everyone is rushing
- There is a bit of a blind spot in that area as well as a bus stop on top of all the commotion
- This is definitely a safety concern for our students
- Police are occasionally present but do not have the resources to patrol the area constantly
- Even older children are not comfortable crossing the street at that intersection during school hours
- The Trustee of Milton was already asked by a parent to look in to this matter with the Town of Milton's Crossing Guard Supervisor - but the parent community may also have a great influence with the Town
- It is believed that they will at least conduct a study of the area if parents voice concern
- We shall draft a letter from the parent council requesting a study to be conducted
- Perhaps this can be done in conjunction with the parent council of Escarpment View public school
- **Christian Cepeda, Christina Prentice, Thyra Naraine & Kelechi Akwiwu** will look into this

11. Future Agenda Items:

- a. Yearbook
- b. Board Budget
- c. Parent Engagement, Parent Volunteer/Contribute Opportunities

12. Next Meetings – Preferred time, day?

- Wednesday, November 18th, 2015 @ 6:30pm
- Tuesday, January 12th, 2016 @ 6:30pm

13. Adjournment

- 08:35pm