



School Council Meeting Minutes – November 14, 2017

1. Welcome and Introductions

Parent Council Members Present:

| | | |
|----|--------------------|---|
| 1 | John Susi | Principal |
| 2 | Angie Barden | Vice Principal |
| 3 | Roselien Markovic | Chair (Parent) <i>Family Fun Night (chair)</i> |
| 4 | Kerstin Baker-Ash | Vice Chair (Parent) <i>Staff Appreciation Day (Chair); Safety Committee</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 | Erik Dela Cruz | OAPCE Representative |
| 10 | Gaby Ball | <i>Halloween Dance-a-thon (Chair)</i> |
| 11 | Kim Male | <i>Christmas Wish</i> |
| 12 | Laura Atendido | <i>Family Fun Night</i> |
| 13 | Amber Lopes | <i>Halloween Dance-a-thon</i> |
| 14 | Florian Rego | <i>Christmas Wish</i> |
| 15 | Christian Cepeda | <i>Safety Committee (Chair)</i> |
| 16 | Tanya Fernandes | |



2. Opening Prayer

Read by Roselien

3. School Council Chair Person Selection for Vacant Position

- Our chair, Tracey DosAnjos, had to regretfully resign for personal reasons.
- We now need to fill the vacant chair position.
- We can elect a new chair or vice chair if Roselien is willing to act as chair or we can have two co-chairs as in previous years.
- We quickly recapped the responsibilities of a chair / co-chair as well as a vice chair.
- **Roselien agreed to take on the role of chair**, now looking for a co-chair or vice chair.
- **Kerstin Baker-Ash was nominated and agreed to the role of vice chair.**
- **Show of hands: ALL agree**

4. Principal and Vice Principal Report:

a. School Budget Update

- A detailed slide was shared outlining the school's board budget funds and projected expenses.
- All categories were explained and discussed.

b. School Prize

- Pizza Pizza is currently running a 'Crack the Cardboard' contest where their large pizza boxes have a special pull tab to see if you won a prize.
- During a recent Pizza Day at school, one of the pizza boxes received by the school contained the winning coupon for the 2nd grand prize, an all-inclusive trip for two to Cuba which includes airfare and hotel.
- This trip is booked through redtag.ca and is valued at approximately \$3500.
- Trip prize must be redeemed by December 15, 2017.
- Specific travel dates and arrangements are subject to availability, air travel, holiday, blackout dates, and other prize and travel restrictions.
- Trip must be completed within one (1) year from the Contest Closing Date, otherwise Trip Prize will be forfeited in its entirety. Reservations are subject to availability.
- Winner and guest must each pay \$200 per person in taxes and fees.
- If Trip Winner is between the ages of eighteen (18) and twenty-one (21), he/she must be accompanied by an adult of at least twenty-one (21) years of age in order to check into the hotel.
- Business Services at the school board and the superintendent were notified.
- The trip ownership lies with the school and it was suggested that we could hold a raffle and sell tickets for it to all parents and staff.
- We require a municipal and provincial license to do a raffle which is subject to a fee.
- We could add all proceeds from this raffle to the Queen of Heaven School Council fundraising initiatives.
- Open to all ideas.
- We need have 2 weeks for the selling of the tickets, and then the winner has one week to claim the prize with Pizza Pizza.
- The suggestion was made to auction it off maybe as an auction does not require licencing.
- Licensing should not be a problem to get however.
- There is no cash option and the prize has to be accepted as is.
- We need to determine how much a ticket is to be sold for.
- In this case, the parents are the audience and not the kids.
- We could set up a table at parent teacher interviews to sell raffle tickets.
- A \$20 start price was suggested by a parent but everyone seemed to think this is too high.
- This is a gift we did not anticipate and we should lower the cost so that more people may participate.
- This is a fun exposure for the school as well.

- Parent teacher interviews are the perfect time for sale this!
- **We voted on the idea of the Raffle – show of hands - YES, ALL AGREE**
- **Next we voted on the cost per ticket – 1 ticket for \$10 and 3 for \$20 – show of hands - YES, ALL AGREE**
- We cannot use cash online for this because of extra fees and the logistics of sending the tickets.
- Options were discussed such as the period of sale and possible ticket purchase forms and how one could reach other positional buyers such as relatives and friends of students.
- Suggestions were made to send something home similar to a pledge form or perhaps to use the tickets with names on both halves as we do for the basket raffle.
- We agreed that due to our time restraints the target audience should be just for our school here and not the greater community.
- We could have the draw day at one of our assemblies, similar to what we do for the basket raffle.
- We agreed that we should have a table during interviews and then parents can fill out their information on the tickets when they make the purchase.
- It was suggested to also add a table during the book fair but agreed that they are busy enough as is.
- Maybe older student volunteers could assist for interview night paired with an adult?
- **Sell tickets only Thursday and Friday for interview nights ... show of hands - YES, ALL AGREE**
- Sale will close end of day Friday.
- Announcing the winner during the Christmas Wish assembly would be too late and does not fit with the theme.
- Mrs. Barden agrees that they will find a good time with students and teachers present to make the draw.
- A live tweet was suggested.
- We will use school print services for the tickets and announce all necessary details to the parents.
- If any parents can volunteer that would be great but we will have enough grade 8 students. Mr. Susi and Mrs. Barden, as well as secretarial staff will also be present.
- **Do all agree to add the money collected to the School Council fundraising initiatives fund? - Show of hands - YES, ALL AGREE**
- Will discuss money collected and how to proceed at another meeting.

c. Instructional Rounds

- The instructional rounds approach goal is to improve teaching and learning using a collaborative approach.
- We recognize that there is a struggle for our students to learn on their own which in turn is a challenge for teachers.

- Visiting teachers from our family of schools will visit selected classrooms and observe students.
- They will observe what students are working on and what tasks they are struggling with.
- After observations the team will gather to sort, develop trends and look for patterns in our students' actions.
- They will then leave us with feedback and suggestions for our next steps.
- Classes visited will not be notified in advance as the process is to remain as authentic as possible
- One class of every grade will be picked and three separate teams will get a snapshot of 15 minutes with three questions to focus on that they have been provided by us.
- We have to support our students to be the most successful students they can be.
- The process will look at the trends across the school as a whole and the school will progress to the next level of work based on the observations of the visiting educators.
- This will take place in the 3rd or 4th week of February.

d. Upcoming events

- Nov 10 – Remembrance Day Ceremony
- Nov 17 – United Way Hat Day \$2 Donation
- Nov 17 – Gr. 7 Confirmation Retreat
- Nov 17 – Christmas Wish Tree set up
- Nov 20 – School Spirit Rally
- Nov 20 – 24 – Scholastic Book Fair
- Nov 21 – Report Cards sent home
- Nov 23 & Nov 24 – Parent-Teacher Interviews JK-Gr.8
- Nov 24 – P.A. Day
- Nov 30 – Gr. 7 Confirmation Rehearsal
- Dec 2 – Gr. 7 Confirmation @ Holy Rosary Church
- Dec 5 – Rosary Apostolate
- Dec 6 – Advent Mass at Church Gr. 1-8
- Dec 8 – Christmas Wish Liturgy
- Dec 11 – Last day for Student Ambassadors Used Coat Drive
- Dec 12 – Student Ambassadors “Caroling for Cans”

5. School Council Feedback

a. Parent Interview – Online Sign-Up System / HCDSB Survey board-wide

- This is the 2nd year piloting this initiative.
- We are one of a few schools testing the system before it goes board wide.

- The board will send parents a feedback survey shortly.
- Council members agree that they love the online sign-up system.
- One parent was even able to book her time while on the road or even on the phone.
- The flexibility is great!
- If you are unable to get your first choice you can right away see what else is still available.
- What happens to parents that are not online?
- As far as we know all of our parents have access to email and there is a 1-800 # where they can call where someone will complete the process for them. As well, teachers have booking access and can assist if necessary.

6. Lunch Box Orders

a. Feedback from parents regarding the online system, ordering, food choices, quality of food, costs, etc. and next steps

- Weekly we have approx. 100 orders for Pita, 135 for Hero Burger, 800 slices of pizza, 100 order for Swiss Chalet & 110 – 120 milk orders per day.
- Last year we had close to 300 for Pita but now we are down to 100 most likely as we offer more choices for the rest of the week.
- We have 300 students ordering LunchPails each week.
- At the beginning of the school year LunchPails was still using the old system that we had last year.
- We are ready now to send out another order for LunchPails and we have to decide if we want to continue with them for Tuesdays or switch them out with another choice.
- LunchPails is now under the umbrella of Lunchbox Orders, therefore orders can be completed all together in one spot for convenience.
- A problem was brought up in regards to having to cancel a LunchBox order rather than being able to change the order.
- Other parents were able to change orders and did not have to delete them. They were even able to remove one item without cancelling the order.
- Parents can call for help if they are having online problems.
- Refunds are only done through the phone but changes should be no problem online
- A concerns that on an occasion, Hero Burgers' orders as well as Swiss Chalet have come to kids cold. Both companies use heated bags, so the food should be warm when it is picked up by the class helper on time.
- For the second week order, there was a problem for Hero Burgers which was fixed right away.
- On occasion, Hero Burgers had only one condiment, not both ketchup and mustard – each burger comes with a mustard and a ketchup with their order unless another student took too many.
- We can change the menus in December; currently Hero Burgers offers a 4 oz. burger that is about the size of a small burger from the McDonalds' happy meal and they do not offer a bun-less option.

- Do we want to keep the same companies as we have now?
 - Other Options:
 - East Side
 - Mr. Sub
 - Topper Pizza
- Lunch Pails will continue offering the same choices as before but with more flexibility as you do not have to order that far in advance.
- Our profit is on par with what we had in the past.
- Can we or should we double up on something?
- **ALL agree to keep the daily schedule as is and add LunchPails under LunchBox Orders.**

7. Council of Chairs Update – Erik Dela Cruz

- Erik attended the Ontario Association of Parents in Catholic Education (OAPCE) conference.
- The Halton Catholic District School Board announced its new Theological Theme, "Do You Love Me?" (John 21:15-17)
- Following the transformative question asked in the previous theme, "Who Do You Say That I Am?", the new theme calls us to enter into the fullness of a deeper understanding and relationship with the Lord, asking, "Do You Love Me?"
- This Focus on Faith Theme is derived from Scripture, informed by the Catechism of the Catholic Church, and is inspired by John 21:15-17, in which Jesus repeatedly asks his beloved disciple Peter, "Do you love Me?"
- Every 4 years, since 2007, a new Theological Theme is introduced to lead our Catholic learning environments, staff, curriculum, and faith community.
- The theme will be implemented throughout our Board's curriculum, and in our liturgical celebrations over the next four years.
- The Keynote Speaker for the event was Sara Westbrook, the creator of UPower and a motivational speaker, author, and singer who specializes in topics that include: resilience, confidence and mental well-being.
- Erik has a copy of her book and he is willing to lend it out if anyone should be interested.
- Halton Learning Foundation also spoke. They are trying to generate funds to support families in order to create equal opportunities for students, "Give the gift of opportunity, no student left behind". HLF also hosted a Benefit Bash this month, raising important funds to ensure no student of the Halton District School Board gets left behind at school.
- Other speakers included a student trustee of the school board who shared her experience. She spoke very well and made everyone smile. Bright kids making a difference and a change.

8. Committee Updates

a. Dance-a-thon – Gaby Ball

- This was a great success this year and the kids enjoyed it a lot.
- We received great feedback about this year's DJ and even the younger kids were getting engaged.
- We are so proud of the kids collecting all the money; all classes deserve a prize ☺
- 100% of students and staff dressed up and even some parents dressed up and parents brought pre-schoolers to the dance.
- Thank you to Gaby & Amber and all other parent volunteers!
- Our students and families raised \$20,069; the most we have ever raised.
- Families were very generous and the kids did an amazing job!
- The winners will be announced during Monday's pep rally @ 2pm and parents are welcome to come.
- Top three classes (per capita) will receive their choice of a class:
 - Pizza Party
 - Ice cream sundae treat
 - Movie and popcorn
- Each class that got 100% participation of all students in their class will receive a special prize!
- Our grand prize winners of Principal and Vice-Principal for the day will trade places with Mr. Susi and Mrs. Barden and run the office one day in January.

b. Christmas Wish – Kim Male (Christine Prentice not present)

- The tree is going up this Friday and we have 3 or 4 parent volunteers already
- We are supporting the same charities as we have done in past years:
 - St. Vincent de Paul Society
 - The Halton Police 'Toys for Tots'
 - Troy's Diner Annual Toy Drive
- Troy's Diner would like to focus more on 7 to 11 year olds this season.
- The St. Vincent de Paul Society would prefer gift cards & toiletries packs.
- We are using the same ties and "ornaments" as we did last year.
- We require volunteers to sort the gifts by charity as they come in during the assembly and to load them into the trucks.
 - Our volunteer co-ordinator is already working with Christine to organize this.
- Parents signed up for the volunteer distribution list at curriculum night. We are no longer using the volunteer spot website.
- A new volunteer distribution list will be created every year.
- When do volunteers need a police check?
 - A police check is only required when the person is in the school during and will be interacting with kids, otherwise the police check is not required.
- On Friday, December 08, 2017 at 9:30 am students will gather for a Liturgy Prayer Service in the gym.
- Parents are welcome to join.

- Volunteers will be required starting at 9 am to 11 am that day.

9. Additions to the Agenda

- Gaby Ball: When parents pick up their children after school or from the YMCA, they often leave the Kindergarten gates open.
- Could we please put up a sign, asking everyone to please close the gate?
- Also the first gate does not lock properly.
- Good idea; all gates will be checked and repaired if need be.
- Could we have spring loaded gates?
 - This is not permitted as it is considered a safety hazard.
- Bettina Arapi: Can we please address the concern in regards to supply teachers releasing kids without parents seeing them? On occasion, kids from grade one have been released into the waiting crowd without the parent's acknowledgement by a supply teacher. Other parents have reported the same issue.
- This will be addressed again with the supply teachers and there will be ongoing reminders for them.
- Kim Male - Kicks for kids would like to know if we are inviting them to continue their program for rest of year?
- Kids love it and there has been good feedback overall.
- The current session ends before Christmas.
- Are they willing to continue it?
- We have received only positive feedback; no complaints or negative feedback has been received.
- Kim will check with them to get a feel if they want to continue.
- They have divided the kids into age groups now and the pick-up and release has been working well.
- **If Kicks for Kids would like to continue is everyone in favor of this? Show of hands - YES, ALL AGREE**

10. Future Agenda Items: TBD

11. Next Meetings – set all future meeting dates:

- Tuesday, January 16/18 @ 6:30pm
- Tuesday, March 06/18 @ 6:30pm
- Tuesday, May 15/18 @ 6:30pm
- Tuesday, June 19/18 @ 6:00pm followed by a social at EddieO's

12. Adjournment: 08:08 pm