



## School Council Meeting Minutes – May 15, 2018



### 1. Welcome and Introductions

Parent Council Members Present:

1	John Susi	Principal
2	Roselien Markovic	Chair (Parent)
3	Kerstin Baker-Ash	Vice Chair (Parent)
4	Bettina Arapi	Secretary (Parent)
5	Christine Musitano	Teaching Staff Representative
6	Greg Santarelli	Teaching Staff Representative
7	Stephanie Bressette	Council Member (Parent)
8	Nikola Blair	Council Member (Parent)
9	Kim Male	Council Member (Parent)
10	Florian Rego	Council Member (Parent)
11	Laura Atendido	Council Member (Parent)

### 2. Opening Prayer

- Led by Mr. Susi
- Introduction of new QH Unity Prayer by Ms. Lecanda
- We will be using this prayer in our morning announcement
- A prayer card will be handed out to students showing the same image as our library mural



**3. Principal and Vice Principal Report:**  
**a. Financial Update**

**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)
Cuba Trip Raffle	\$ 3004.00	(Actual)
<b>SUBTOTAL</b>	<b>\$69,380.00</b>	<b>(Estimate)</b>

LunchBox Program 31,000.00 In lieu of Pizza, Milk,  
Lunch Program profits  
listed above

**Fundraising Projections ~ 2017-2018**  
**as of May 15, 2018**

Category Name	Description	2017-18 Projection	Purchased x
<b>Catholicity</b>			
Bus Transportation to Mass at Holy Rosary Church	\$1400.00 x 3 Masses = \$4200.00 FDK to Gr. 8 (Holy Rosary Parish also contributes \$4200)	4200.00	ongoing
First Communion	Banners and Craft for First Communion Retreat \$500.00 Recognition gifts \$450.00	950.00	913.12
Confirmation	Recognition gifts \$350.00 Gowns for Confirmation \$10x78=\$780	1130.00	872.28
Rosary Apostolate	Rosary Apostolate Donation – to support our program for K-gr.8 classrooms	1500.00	1500.00
HCCEF Donation	Annual Donation to support the Halton Catholic Children Fund – which supports needy families in our HCDSB.	250.00	300.00
Religious Articles & Displays	For the front foyer to celebrate the Liturgical seasons and establish a focal point for the school.	500.00	ongoing
<b>Student Recognition</b>			
Awards & Honorariums	To support and encourage student achievement; thank you gifts (i.e. for Priests, guest speakers, bus drivers, crossing guards)	300.00	ongoing
Public Speaking	Awards and recognition for school public speaking competition	200.00	175.94

Graduation	DJ, refreshments, dance, decorations and student awards and annual plaques	1500.00	June
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	2457.85 ongoing
<b>Outdoor Student Activities</b>			
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	x
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	May
Outdoor Learning Commons Space	Outdoor learning center 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	spring
<b>Technology &amp; 21<sup>st</sup> Century Teaching and Learning</b>			
Computers and AV	30 Computer Laptops in the classrooms. To support various in-class 21 <sup>st</sup> Century learning initiatives. Increase due to growth, replace damaged.	21000.00	16159.19 Ongoing (8 more still to be purchased)
	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	
<b>Health and Wellness</b>			
Student Hand Hygiene	Wellness & Hygiene Program ~ Hand soap and paper towel dispensers for classrooms.	1500.00	1500.00
Junior & Intermediate Wellness Club	Student led club to support positive mental health and relaxation	300.00	N/A
<b>Building Community</b>			
21 <sup>st</sup> Century Learning Outcomes Display	For the Computer Lab Windows to prominently recognize our school's mission of 21 <sup>st</sup> Century teaching and learning initiatives	500.00	May
Folding Tables	5 additional folding tables for FFN, BBQ and other school events	500.00	454.49
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	N/A
Volunteer Appreciation Day	Volunteer Appreciation recognition gifts for the help and support of our school's volunteers (June/2018)	800.00	June
Staff Appreciation Day	Staff Appreciation celebration – led by parent volunteers, to recognize and thank staff members for their many efforts	1200.00	June
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	N/A
Games Club	Games Club activities for gr. 1-3 students during the lunch hour	400.00	N/A
Grade 7-8 Student Ambassadors	To support our students in their leadership initiatives throughout the school.	500.00	N/A
Professional Singer presentation	Gerry Mitchell will educate the gr. 1-6 students through song and storytelling about bullying awareness and treating other with respect.	500.00	x
Harmony Movement	In-service for 30 gr. 6-8 students to help create a leadership movement of students to promote, enhance and celebrate diversity at QH.	2500.00	x
<b>Academic</b>			
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	8500.00

Phys Ed Equipment	To enhance our gym equipment to support active play (new & replacement)	1500.00	1500.00
<b>Miscellaneous</b>			
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	1182.17 ongoing
Bank Charges	Fee for the operation of School Cash Online program (2% of <u>total/gross</u> school generated funds for all income listed above, plus trips, etc.), school cheque fees.	3000.00	2174.00 ongoing
<b>TOTAL</b>	<b>ESTIMATED EXPENSES</b>	<b>\$67,530</b>	

- Request to purchase 2 new Smart Projectors to be installed over the summer in our two new portables. Approximately \$3000
- **Show of hands – ALL in favour**

**b. Change for Change Lenten Initiative Update**

- Our Lenten Initiative for this year, 'Change for Change', a WE Campaign focusing on raising money for health care in Ethiopia, had to be put on hold during lent as per board of trustee's instruction.
- We stopped collecting until the decision was retracted by the board of trustees and we were advised to continue.
- Unfortunately, we ended up collecting less than we thought we would due to the interruption.
- \$2466.00 was collected and will be sent.

**c. Pizza Pizza Credit**

- We currently have \$4200 in pizza pizza credits that can only be used for pizza.
- The suggestion was made to have a free pizza day for the whole school in the last week of the year.
- Lunch box goes until June 27<sup>th</sup>, so this could be done for Thursday, June 28<sup>th</sup>, 2018 as it would have been our pizza day anyways.
- Other suggestions were made:
  - Use some of the credit also for teacher appreciation day.
  - If we could receive a pizza gift cards for the credit, we could also donate it to other charities.
  - It could be used at the celebration for the students that are leaving this year.
  - If we could receive pizza gift cards for the credit, we could use them for our basket raffle.
  - Donate to Saint Vincent de Paul, a women's shelter or divide up as a Christmas Wish initiative.
- We will first need to check if we could get the credit paid out in the form of gift cards.
- The question was raised how we should split the amount up?
  - We could use the credit for themed baskets only, carry over some amount to next year and have a free pizza day also in Sept. before lunch box starts.

- If we agree on the free pizza day in June, this will cost approx. \$2000.00 and then we could split the rest for a charity and raffle baskets or have another pizza day when we come back in September.
- Breakdown suggestions:
  - We have 10 possible themed gift baskets that we could add the pizza gift card to @ \$50 each = \$500.00
  - June pizza lunch would cost approx. \$2000.00
  - We would have approx. \$1700 left over which will not be enough for another pizza day in September and we would like to keep approx. \$200 also for the graduation.
  - We could do \$40 for each gift basket instead (\$400)
  - Donate \$400 to Saint Vincent de Paul
  - Keep \$200 for the grads
  - Use \$2000 for free pizza lunch in June
- All suggestions are based on whether we can get gift cards for the credit, Mr. Susi will contact pizza pizza and find out.

**d. Volunteer Celebration**

- June 07/18 at 9:45 am at Holy Rosary Parish
- The celebration will follow our regular school mass
- Invitations will go out to the parent community

**e. Staffing and school Enrolment for September 2018**

- We currently have 900 students
- We are expected to have approx. 930 students for September
- At 925 students, we receive a second vice principal
- We will also receive two additional teaching staff members and two more portables
- As Mr. Susi is leaving at the end of the year, we will have a new principal
- Mr. Mike Starr will join us as our new principal in September

**f. Upcoming events**

- May 7 to 11 – Catholic Education Week
- May 11 – Walk with Jesus Liturgy
- May 14 – Senior Girls Soccer Tournament
- May 15, 16 & 17 – Grade 1 trip to the Superstore
- May 15 – Senior Boys Soccer Tournament
- May 17 – Soccer Team Tournament at JV
- May 18 – Hero Day (non-uniform day)
- May 18 – Soccer Team Tournament at JV
- May 21 – Victoria Day
- May 22 – EQAO for Grade 3
- May 25 – African Lion Safari Trip
- May 28 – EQAO for Grade 6

- May 30 – Family Fun Night Raffle Gift Donations are due
- May 31 – Grade 1-2 Venture Science Workshops
- May 31 – Grade 7 Vaccinations
- May 31 – Grade 8 Youth Rally at JV
- Jun 01 – P.A. Day

#### **4. Feedback required for LunchBox Orders for 2018-2019 – Mr. Susi**

- We need to decide on a plan for continuation.
- Profit wise this has been very lucrative for us with very little effort on our part.
- We just need parent volunteers for the pizza and milk program.
- Feedback:
  - Love it
  - Love flexibility
- The only negative feedback has been about Hero Burgers:
  - Not good
  - Very small
  - Cold
- After looking at all options available, as well as the order frequency for each current vendor, we have decided and agreed upon the following:
  - We are keeping:
    - Milk
    - Pizza Pizza
    - Lunch Pails
    - Swiss Chalet
    - Pita Pit
  - We are changing Hero Burgers to East Side Mario's
  - **Show of hands: ALL in favour**
  - Delivery days will remain the same as before with East Side Mario's taking Hero Burgers day of the week on Wednesdays.

#### **5. Chair's Report – Roselien M.**

- HCDSB Feedback requested for Sanctity of Life Policy – online survey.
- The Halton Catholic District School Board passed an amendment at the last board meeting.
- As a next step the board is asking the council to complete an online policy feedback form.
- The purpose of this form is to collect input from Catholic School Council members on the proposed changes to Policy V-04 School Fundraising Activities and Procedure VI-59 School Fundraising Activates.
- A hard copy of the FAQ sheet has been passed out as it may help us in developing our response.

## **6. Diversity Committee Update – Erik D. and Nikola B.**

- A quick summary was provided by Nikola from the last Diversity Committee meeting:
  - Reviewed our Committee Purpose/Mandate
  - We had a discussion to see if we feel it necessary to review the ministry links so that we can verify where our purpose fits within their guidelines?
  - We started the creation of a Calendar to showcase Diversity within the school
  - We planned to invite various food trucks to our Family Fun Night as part of a cultural celebration.
  - We agreed to apply for another PRO Grant this year to invite **unlearn** for an interactive presentation designed to provoke thought in the hope it will encourage positive change. This interactive keynote will explore mechanisms that we can use to interrupt stereotypes and challenge societal norms that marginalize others. It will challenge participants to think critically about their own biases, and how the media (and schooling) reinforces them.

## **7. Committee Updates**

### **a. Family Fun Night Update – Roselien M.**

- The Family Fun Night (FFN) is scheduled for June 12<sup>th</sup> and is being organized by Laura, Tanya and Roselien.
- There will be a clown, actual photo booth, popcorn, ice cream, cotton candy, free face painting, free freezies, a scavenger hunt with treat for completed sheets.
- We are trying to keep cost down for everyone.
- Celeste had suggested a travel booth with a raffle for 2 round trip air tickets to NY @ \$2.00 per ticket.
- Jays is charging us 2.50 per cone but we would like to keep the cost at \$2.00, we could take the extra money from our profits (NY ticket raffle)?
- There will be a play zone in the field.
- We are expecting a lot of people so we need to keep families occupied with activities.
- Basket raffles are already well organized.

### **b. Family Fun Night Raffle Committee Update – Roselien M. on behalf of Tracey D.**

- Everyone should have received an email and hard copy in regards to the basket donations.
- All baskets will be on display as of Monday, June 04/18.
- The draw will take place at the Family Fun Night.
- We are still searching for volunteers for that evening and will create a list of volunteer time slots again as we did last year.

**c. Parent's Reaching Out – PRO Grant Update – Family Nutrition Night - Kerstin B-A.**

- We have been awarded the \$1000.00 grant and it was discussed when and how to schedule the event featuring the nutrition theme previously agreed upon.

**d. Uniform Exchange – Roselien M. on behalf of Celeste C.**

- Everything is well under way.
- We have a list of parents that are still owed uniforms so they will get their pick first.
- We are having the uniform items washed by a laundromat.
- We would like to use the budget surplus money for this – **ALL in favour.**
- McCarthy's uniforms are still OK.
- We need to check for excessively worn clothing, holes, etc., wash and fold.
- Is there a chance to open later for parents working 7-8pm?
- Maybe we could add a new agenda item for the next meeting to discuss different clothing options for the uniforms?
- We cannot add an item to the uniform selection without removing another item!

**e. Staff Appreciation Luncheon – Committee required**

- Mrs. Barden is working on the staff appreciation luncheon already.
- She is looking for some parents to help serve and clean up for June 22/18, 11am – 1pm.

**8. Parent Council Members:**

**a. First Aid course for students – Kim M.**

- The public school board offers a basic first aid course to their students.
- Kim has contacted Red Cross and St. John's Ambulance.
- There are no further details at this time as Kim just wanted to see if this is worth to investigating.
- As far as we know, the public school board provided the course at lunch but we are not sure if it was free.
- Should be open to all students for a one time course.
- Kim will find out more details.

**9. Future Agenda Items**

- **Kicks for Kids** – we will reach out to them if they want to continue. As they offer just a beginner's course, the sign up for the first year was big and we were able to fill the following year but not as easy. Will see if they want to come in and then we can discuss if we want to continue.

- Non-Uniform Days – we should have a discussion about next year's non-uniform days as there were some complaints about twin day and some students feeling left out. We may want to exclude that one for next year.
- **Uniforms Yes or No** – school council is able to decide next year if there should be another vote in regards to uniforms. We could vote with the new Principal next year. Should be included for the first or second meeting next year.

**10. Next Meeting:**

- Tuesday, June 19/18 @ 6:00pm meeting followed by the year-end School Council Member Social at Eddio's

**11. Adjournment: 8:21 pm**