



Advisory Council Meeting Minutes – November 29, 2018

In Attendance



1	Michael Starr	Principal
2	Jason Shannon	Vice Principal
3	Judy Foster	Vice Principal
4	Christian Cepeda	Co-Chair (Parent)
5	Erik Dela Cruz	Co-Chair (Parent) / OAPCE Representative
6	Bettina Arapi	Secretary (Parent)
7	Maria Klaric	Teaching Staff Representative
8	Greg Santarelli	Teaching Staff Representative
9	Erika Hunter	Library Technician
10	Sarah Laforteza	Treasurer (Parent)
11	Stephanie Bressette	Volunteer Coordinator (Parent)
11	Nicola Blair	Diversity Committee / Communication (Parent)
12	Melissa D'onofrio	Council Member (Parent)
13	Gaby Ball	Council Member (Parent)
14	Kerstin Baker-Ash	Council Member (Parent)
15	Floriana Rego	Council Member (Parent)
16	Nicole Florecki-Jarwan	Council Member (Parent)
17	Thyrza Naraine	Council Member (Parent)
18	Sheetal Melino	Council Member (Parent)
19	Raechelle Fernandes	Council Member (Parent)
20	Sonia	Guest (Parent)
21	Patrick Murphy	Vice-Chair HCDSB Milton Trustee
22	Marvin Duarte	HCDSB Milton Trustee

Minutes

1. Welcome & Opening Prayer

Advent Prayer Service

- Welcome – Mr. Starr
- Introduction – Christian (Council Co-Chair)
- Greeting – Erik (Council Co-Chair)
- Opening Prayer – Mrs. Foster
- Prayers of the Faithful – Mr. Shannon
- Lighting of the Advent Candle – Trustee Duarte
- Closing Prayer – Trustee Murphy

2. Approval of Minutes from Previous Meetings

September 27th, 2018 & October 24th, 2018

- For Sep 27/18 – Kerstin motioned to accept, seconded by Stephanie – ALL in favour
- For Oct 24/18 – Sarah motioned to accept, seconded by Raechelle – ALL in favour

3. Greetings - HCDSB Milton Trustees: M. Duarte & P. Murphy

Patrick Murphy – Vice-Chair HCDSB Milton Trustee

- We are the only school that have so far reached out to them
- He is optimistic that we can work well together and be very active to serve the right purposes
- Explains that he is still learning the role
- A stewardship of policy and procedures
- We need to develop a conduit in order for them to receive input from us
- He is not assigned to specific area
- He provided the reason why he became a trustee
- We need to drain a lot of resources from the board as Milton is growing and we must make sure that the board acts in our interest and not theirs

Marvin Duarte – HCDSB Milton Trustee

- Was actually on the first council with us at Queen of Heaven
- Thanked all parents that take the time to come here as he understands it is difficult
- We have to work together as we are all here because of our kids
- Avoid politics within the board
- Please bring forward your issues as they will do their best to advocate for us.
- They will officially be sworn in next Tuesday

Mr. Starr

- Reiterated the difficult challenges the board has gone through recently and outlined what an exiting time it is now with a newly elected board and a fairly new director
- Expressed that the new trustees came aboard at an exiting time and thank them for working with us and taking the time to be here tonight

4. Queen of Heaven “Helping Hands Fund”- M. Starr

The purpose of Queen of Heaven “Helping Hands” fund is to give back to families in our school who are in need.

- On October 24th, 2018 an impromptu council meeting was held where the motion was accepted to create a new fund here at Queen of Heaven
- This was born out of the recognition that we have many families in need of help with items such as uniforms, funding of school trips, etc.
- We need to be ready to have access to this fund when it is needed
- For example, for families who cannot afford school trips, the fund provides leeway to help out
- We were able to raise approx. \$800 just on Pink Shirt day and we have opportunity to draw from that
- We will keep the council informed but at the same time protecting the dignity of the recipient
- **Parent question:** where did the need come from?

- We going to be transparent about what is in the fund and what is drawn from it
- We could choose money, for example, from the dance-a-thon to be moved to this fund
- We could collect a small contribution on spirit days
- **Parent question:** how do we advertise this to the community?
- **J. Shannon:** for the last spirit day, for example, it was communicated what we collected for and we will continue to get the message out with the next communication. Council members are also the messengers.
- **J. Foster:** parents have confided in teachers and the teachers will approach the principal/vice-principals
- **Parent question:** Who makes the decision whether a request is accepted?
- **M. Starr:** We are not here to judge or critic; requests will be accepted
- **Parent:** this is a touchy subject but maybe we can have ceiling on normal things such as school uniform & trips for example
- **M. Starr:** the funds are not paid in cash but we could help with a parking pass or gas money for parents with children who require long time care at a hospital for example. We will accept anyone in need.
- **M. Starr:** I have done this before at other schools and would not want to turn anyone away. We need to be transparent but protect confidentiality.
- **Parent question:** how do we allocate the funds as we have many costs coming up? How do we manage significant events coming up as help cannot come late when it is needed?
- **M. Starr:** There are some measures in place already to offset those costs. We could insert information with the report cards as we have a captive audience at that time and we already contribute a financial report.
- **M. Duarte:** you could apply to the board for people in need if the school does not have enough. Do not hesitate to do so.
- **M. Starr:** I, as a principal, have drawn on the board fund in the past and it was handled very dignified and generously. 45 school collectively contribute with a donation to this foundation and it is there for us to draw on.
- **Parent question:** Could we scope out ahead of time how much we may need? Is there any sense of what is needed?
- **M. Starr:** we have 940 students here, St. Peter, for example, has approx. 720 students with a \$5000 budget that sometimes was exhausted and sometimes not. \$5000 as a bench mark was enough for the amount of students at that school. This should be a healthy threshold for us.

5. Funds for Living Wall Library Project Proposal – Ms. Hunter

A living wall is a wall partially or completely covered with greenery that includes a growing medium such as an integrated water delivery system.

- Last year the council donated \$5000 for a possible library outdoor space
- This project was put on hold as some proposals on fencing ended up being much higher than expected
- If we should decide not to add more funds and approve the original proposal, Ms. Hunter could use that money towards a living wall instead
- Living green walls improve air quality and promote relaxation
- Living walls are natural air-filters, creating a cleaner, more invigorating environment. They metabolize harmful toxins while releasing oxygen into the library air.

- Another benefit of living green walls is that the structures can reduce noise levels in buildings. Living green walls 'naturally' block high frequency sounds. Living green walls act as extra insulation with a layer of air between the plants and the wall. They also reduce noise levels by reflecting, refracting as well as absorbing acoustic energy.
- A living green wall will create better morals and an environment where kids can focus better
- The cost for two walls is approx. \$12000 and Ms. Hunter will provide \$5000 from the book fair
- \$37,000 was brought in over the years from the book fairs and the money was provided to support teachers
- The wall will come with its own irrigation system that needs to only be filled every eight weeks
- The company that installs it will maintain it if we purchase their maintenance plan
- The wall us very low maintenance and provides no bug issues.
- Plants are zoned for our region
- Kids can come in and help planting
- **Parent comment:** this will provide character to our school and a warm feeling
- **Parent question:** who will take care of this over the summer?
- **Ms. Hunter:** we will not be charged for those two month as the company cannot enter the school to provide maintenance. The wall can sustain itself for 8 weeks and our custodian can keep an eye and contact Ms. Hunter if necessary.
- Ms. Hunter provided some pictures, examples below:



6. Administrator's Report (Sept. 28th – Nov. 29th, 2018) – J. Foster Achieving, Believing, Belonging

Achieving

1. Primary, junior and intermediate science in-service, October 4th
2. Building Literacy Data – math Leads and administration, October 9th
3. School Audit, October 9th
4. Oral Reading Record in-service for primary and junior teachers, October 10th
5. English as a Second Language Steps to English Proficiency lunch and learn, October 12th

6. Rise n' Shine Reading program (ten-week program runs before school)
7. Learning Style Training
8. OSBIE Seminar, administration attended October 19th
9. Teacher Candidates working with grade 2 and grade 8 teachers
10. Special Education Teacher in-service
11. Math up analysis, October 22rd
12. Math up administration day, October 23rd
13. Administration meeting, 24th
14. World Youth Day, grade 6 attended, October 26th
15. Vice Principal Mentorship, October 30th
16. Report Card In-service, October 30th
17. School Improvement Planning Meeting, November 1st
18. Building Thinking Classrooms training, October and November
19. Science Teachers Association of Ontario Conference, November 8th
20. Grade 8 visiting Jean Vanier
21. Additional Qualification Rewrite for Teaching Students with Intellectual Needs, November 16th
22. Family of Schools, Special Education Meeting
23. Grade 8 Transition meetings with Jean Vanier, November 21st
24. Medical Conditions Board Follow Up
25. Collecting and Utilizing Data session for administration, November 26th
26. License 2 Learn begins in December
27. Intermediate Academic Challenge

Believing

1. Sacramental Parent Meeting at Holy Rosary, October 3rd
2. Thanksgiving Liturgy, October 4th
3. Terry Fox Assembly and walk, October 4th
4. P.A. day – Faith Day, October 5th
5. Administration attended first Theological Education for Leadership session, October 11th
6. Halloween Dance a thon, October 31st
7. Treaties Recognition Week, November 5th- November 9th
8. Picture Day
9. Safe Management Meeting, November 5th
10. Indigenous Knowledge in-service, November 7th
11. Bishop's Dinner, November 7th
12. Lighthouse Grief Awareness Symposium, November 8th
13. B.R.A.V.O. review, November 8th
14. Jean Vanier parent information night, November 8th
15. Peer to peer Family of School, Child Youth Councilor session, November 14th
16. Catholic Values Training, November 15th
17. Microsoft Demonstration International Visit, November 18th
18. Oath of Silence, November 20th
19. Parent Teacher interviews, November 22-23rd
20. Book of Life
21. Christmas Wish
22. Monthly Divisional Meeting
23. Suicide ASIST Training, November 27th

Belonging

1. Orange Shirt Day, Every Child Matters, October 1st
 2. Hear and See Clinic for all students who registered
 3. Hep B/HPV vaccine
 4. Public Health Nurse, Rosie Ilinsky in once a week, half day to support staff and run tier one programs
 5. First Aid Training – four staff members attended in October
 6. Cross Country Meet at Kelso, October 16th
 7. Grade 1 attended trip to Country Heritage Park, October 16th
 8. Family of Schools meeting with Public Health Nurse, October 17th
 9. International Baccalaureate Parent meeting at Jean Vanier (grade 7-8 teachers)
 10. Boys and Girls Catholic Cup at Jean Vanier, October
 11. One Note learning session for parents, October 24th
 12. When Faith Meets Pedagogy, October 26, 27th
 13. Health and Safety Training (six day sessions)
 14. Remembrance Day Ceremony, November 9th
 15. Halton Equity and Diversity Round Table
 16. Confirmation Retreat, November 12th
 17. Skype a thon, November 13th and 14th
 18. Take your children to work day
 19. Fetal Alcohol Syndrome Disorder seminar
 20. Medical Conditions Board
 21. Intramurals, grade 2 and 4
 22. Bullying Awareness Week, November 19-23rd
 23. Book Fair
 24. Positive Developmental Assess in-service, November 23rd
 25. Chess Tournament, November 27th
 26. Ned Show, November 30th
- **Parent question:** what is going on with the provincial wide Math program? It is different from what we learned. Are they are changing it back and will it affect us? Parents would like more involvement with Math to support their kids.
 - **M. Starr:** Well received comments, curriculum is mandated by the ministry, we do not have a lot of say what the expectations are for the grades. There are different approaches depending on the teacher, each trying to deliver the curriculum the best way possible and sharing best practices.
 - **Teacher:** for example, I have offered parents to come and I will help them understand the requirements. I have highlighted during curriculum night, as have other teachers, that I will make myself more available to help parents.
 - **Mr. Starr:** Best point of contact is your child's teacher
 - **Parent:** this is very different from grade to grade; the math curriculum is so broad and fast paced. Perhaps next units could be communicated ahead of time.
 - **Teacher:** I provide notes/info for students at home through OneNote. Many teachers use OneNote or similar tools accessible to students and parents.
 - **Parent question:** what tools do we have access to (e.g. YouTube videos) and how can these tools be shared by the teacher?
 - **J. Shannon:** we have literacy experts and we will run a lunch and learn to see what teacher's needs are. Creating an opportunity for teachers to share best practices.

7. Budget Update – M. Starr

School-Generated Funds & Wish List Proposals

QUEEN OF HEAVEN CATHOLIC SCHOOL PROJECTED INCOME FOR 2018-19

Lunch Box Program	\$11,073.36	(Estimate)
Halloween Dance-a-thon	\$20,068.80	(Actual)
Family Fun Night	\$	(TBD)
Fall BBQ	\$	(TBD)
SUBTOTAL	\$31,142.16	(Estimate)

Fundraising Projections ~ 2018-2019

Category Name	Description	2018-19 Projection	Purchased x
Catholicity			
Bus Transportation to Mass at Holy Rosary Church	\$1101.83 x 3 Masses = \$3305.49 Gr. 1 to Gr. 8 (Holy Rosary Parish also contributes \$4200)	3305.49	
First Communion	Banners and Craft for First Communion Retreat & Recognition gifts	950.00	
Confirmation	Recognition gifts & Gowns for Confirmation	1400.00	
HCCEF Donation	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.	Omitted	
Student Recognition			
Awards & Honorariums	To support and encourage student achievement; thank you gifts (i.e. for Priests, guest speakers, bus drivers, crossing guards)	400.00	
Public Speaking	Awards and recognition for school public speaking competition	200.00	
Graduation	DJ, refreshments, dance, decorations and student awards and annual plaques	1800.00	
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.)	500.00	Can be financed through board budget
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.	Zero	Can be financed through board budget
Outdoor Play Equipment	Play equipment for Kindergarten to support and enhance outdoor play i.e. balls, ropes, blocks, explore type activities, play bins, etc.	Zero	Can be financed through board budget
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.	Zero	Good Standing Right Now
	5 CD/iPod stereos for classrooms (for our new classrooms due to growth, replacement of damaged)	Zero	
Health and Wellness			
Student Hand Hygiene	Wellness & Hygiene Program ~ replenishment of hand soap/sanitizer for dispensers located in classrooms and throughout the school.	200.00	
Junior & Intermediate Wellness Club	Student led club to support positive mental health and relaxation	300.00	
Building Community			
Volunteer Appreciation Day	Volunteer Appreciation recognition gifts for the help and support of our school's volunteers (June/2019)	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	Additional and updated 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	250.00	
Games Club	Games Club activities for gr. 1-3 students during the lunch hour	250.00	
Grade 7-8 Student Ambassadors	To support our students in their leadership initiatives throughout the school.	200.00	
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)	3000.00	
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. \$50 x 40 classrooms	2500.00	
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.	2852.00	
TOTAL	ESTIMATED EXPENSES	\$28,857.49	

- The carry over from last year is not significant, which is OK as students who helped raise the money also benefited from it
- Are there activities that we are not doing this year that we benefited from last year?
- Next year's budget needs to be increased and if we have no carry over, where do the extra funds come from?
- A discussion went on about up to date computer equipment and equipment sharing.
- Our school has a lot more computer equipment than many other schools and teachers are good at sharing and making it work.
- On a different note, we could add a 2% charge to any cost we put online, this way we could avoid some of the bank charges.
- Bettina motioned to adopt the budget as is with the expectation that we explore other events to raise funds, seconded by Nikola - ALL in favour

8. ISW (In-School Wear) Uniform Proposal – M. Starr

- As hoodies are extremely popular and kids constantly wear non-uniform hoodies we approached ISW about possible adding a hoodie to the uniform line up
- Mr. Starr proposes to consider adding a hoody to the uniform line up
- We will have to honor our colours and label but can put writing on sleeves or design the item differently
- Received positive feedback
- Were told before we had to remove an item from the line up in order to add another, but this is not the case
- Vote to proceed with a design, etc.
- Should be price friendly to a max. of \$54.00 but could be less depending what we choose
- Graduation hoody (memento for the graduation) is different from this proposal
- Stephanie motioned to proceed, seconded by Bettina - ALL in favour

9. Committee Reports

Treasurer Report – S. Laforteza

- See copy of budget above
- \$20,068.80 was collected at Halloween dance-a-thon

OAPCE (Ont. Association of Parents in Catholic Education) Report – E. Dela Cruz

- Busy with events
- 2018 OAPCE Summit & AGM was held on Nov 24/18
- OAPCE Toronto has started an online petition to ask that the PRO Grants continue and be released for all parents.
- Now the Provincial Government wants to put a PAUSE on this very important funding, impacting Parent Engagement a key part of their children's learning and of Ontario's success in Education.
- The parent community has been asked to get their voices heard and to please sign the petition urging to keep the grants for all parents across the province.
- [CLICK HERE](#) → PRO-GRANT - UN-PAUSE - ONLINE PETITION ←

Volunteer Coordinator Report – T. Dos Anjos/S. Bressette

- **S. Bressette:** will send a request to Tracey for volunteer drivers for the Christmas Wish gifts that have to be dropped off at the Halton Police

Halloween Dance-a-thon Update – G. Ball / A. Lopes / S. Bressette/ N. Florecki-Jarwan

- **G. Ball on behalf of chair A. Lopes:**
- Thank you to principals/staff/parent helpers for all the help!
- Next year we can be more organized and book the gym ahead of time to set up the night before. Staff came in at 7:30 am to set up.
- Thank you to all parent volunteers
- All suggestions to improve the event are welcome
- Especially need to discuss ways to improve to collect money and improve forms
- Suggestion has been made to consider a new DJ for next year
- Most important fact was that kids had fun!
- **S. Laforteza:** \$20,068.80 collected at Dance-a-thon

Diversity Committee Report – B. Wiltshire / N. Blair

- **N. Blair:**
- Had a meeting on Tuesday night
- Will need to communicate a new membership call, who will join
- Pro-Grant applied for last year has not been approved as the program has been frozen by the new government
- Race and Racism – Igniting Student Voice – Harmony Project
- Invitations need to go out to identify who will be part of this committee

Christmas Wish Report – C. Prentice

- **F. Rego on behalf of C. Prentice:**
- We have replaced one of the charities; we are not supporting Troy's Diner this year but will rather be collecting for QoH Helping Hands, Toys for Tots - Halton Regional Police Service & Saint Vincent de Paul
- The tree is up, thank you for all the help
- Parents/kids are already picking up ornaments (tags) from the tree
- As there will be no representative from police here this year, we need volunteers to drive gifts to the police station in Oakville
- We will be showing a video of the Toys for Tots - Miracle on Main
- The event is scheduled to take place Dec 10/18
- **N. Blair:** suggested to organize communication for the event, a media release to radio stations and a newspaper to come

10. Adjournment & Next Meeting

- Kerstin motioned to adjourn the meeting, seconded by Bettina
- Meeting adjourned at 8:36pm
- Next meeting will take place Thursday, January 31, 2019 @ 6:30pm