



## Advisory Council Meeting Minutes – September 26, 2019

### In Attendance



1	Michael Starr	Principal
2	Jason Shannon	Vice Principal
3	Judy Foster	Vice Principal
4	Kerstin Baker-Ash	Co-Chair (Parent)
5	Christian Cepeda	Co-Chair (Parent)
6	Bettina Arapi	Secretary (Parent)
7	Christopher Edwards	Teaching Staff Representative
8	Rosemary Simic	Child and Youth Counsellor
9	Raechelle Fernandes	Treasurer (Parent)
10	Bonnie Wiltshire	Diversity Committee / Parish Representative (Parent)
11	Nicola Blair	Diversity Committee / Communication (Parent)
12	Erik Dela Cruz	OAPCE Representative (Parent)
13	Joyce Magallanes	OAPCE Representative (Parent)
14	Tracey Dos Anjos	Volunteer Coordinator (Parent)
15	Sean Bitmanis	Safety (Parent)
16	Amber Lopes	Council Member (Parent)
17	Stephanie Bressette	Council Member (Parent)
18	Melissa D'Onofrio	Council Member (Parent)
19	Gaby Ball	Council Member (Parent)
20	Nicole Florecki-Jarwan	Council Member (Parent)
21	Kim Male	Council Member (Parent)
22	Floriana Rego	Council Member (Parent)
23	Celeste Celec	Council Member (Parent)
24	Sheetal Melino	Council Member (Parent)
25	Sarah LaForteza	Council Member (Parent)
26	Christina Jackson	Council Member (Parent)
27	Aly Landry	Council Member (Parent)
28	Olu Ilyumade	Council Member (Parent)

## Minutes

### 1. Welcome & Opening Prayer

#### **Catholic School Council Prayer – read together by everyone**

- God, the source of every good gift  
You have called us together as servants to do your will  
Grant us the light of your Spirit  
To guide us in our responsibilities as a Catholic School Council

May we work together in harmony for the common good  
May we listen to one another in a spirit of genuine respect  
May we encourage and reverence one another's unique talents  
May we use the gifts of the Holy Spirit in creative Christian leadership  
May we approach our decision-making through discernment and prayer  
May we respond effectively to the needs of the children in our care

God of Love,  
You give us the gifts of the Holy Spirit for the common good  
May Your blessings radiate from us to others in a new spirit of service  
We ask this through Jesus Christ the Light of the World.

Amen

### 2. Introductions & Ice-breaker Activity

- Mr. Starr welcomed all members
- Mr. Shannon handed out notes to everyone for an ice-breaker activity
- Each member shared one or more interesting facts about themselves, their kids and another council member

### 3. Structure & Roles of Catholic School Advisory Council & Determination of School Advisory Council Chairs & Council Roles/Committees

- Mr. Starr provided a brief outline of the structure & some of the roles
- The Catholic School Council of Queen of Heaven School is an **advisory** council to the school's administration that provides feedback or input on various decisions pertaining to the school.
- The council is comprised of parents of our school community, as well as staff & community representatives
- The ultimate goal of our Catholic School Council is to support the school in best serving the needs of our students and broader community
- As a parent representative we serve all parents in the community
- We will meet at least 4 times a year
- An agenda is created before each meeting (topics may include but are not limited to Catholicity, School Improvement Planning, community events, fundraising budgets, areas of priority for our school, committee reports)
- Member should provide anything they would like to discuss beforehand so it can be added to the agenda and there is time to have answers available if need be

- Previous minutes will be approved by attending council members at the beginning of each meeting
- We will use the consensus model of decision making and if necessary council members may vote on items
- The principal and vice-principals do not vote
- 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 may be sometimes difficult to reach, so not every decision will meet with everyone's complete approval
- Mr. Starr suggests to perhaps elect an experienced member as chair as well as a new person as co-chair
- For all sub-committees it is OK to draw other parents in, the more the better to problem solve and get things done
- Roles of the Advisory Council:

<b>Elected</b>	<b>Committee / Role</b>	<b>Responsibilities</b>
Kerstin Baker-Ash Christian Cepeda	Council Co-Chairs	<ul style="list-style-type: none"> <li>• Takes the lead as the liaison between school administration and our broader council</li> <li>• Should attend 3 yearly Council of Chairs meetings hosted by the HCDSB</li> <li>• Presents the Chair's report at each Advisory Council Meeting</li> <li>• Helps prepare the year-end report submitted to the HCDSB</li> </ul>
Bettina Arapi	Secretary	<ul style="list-style-type: none"> <li>• Responsible for taking minutes during each Advisory Council meeting including recording attendance</li> <li>• Minutes are then sent to school administration for review and in turn shared with the broader Council &amp; posted on our Queen of Heaven Catholic School website</li> <li>• Each meeting the minutes are approved and they are then considered an accurate description of what took place</li> </ul>
Raechelle Fernandes	Treasurer	<ul style="list-style-type: none"> <li>• Responsible for the accounting aspects of School Council</li> <li>• Reporting on Funds raised and expenditures made</li> <li>• Reports at each council meeting and provides financial statements for</li> </ul>

		<p>members</p> <ul style="list-style-type: none"> <li>• All financial statements will be posted on the Queen of Heaven Catholic School website</li> </ul>
Tracey Dos Anjos Bonnie Wiltshire	Volunteer Coordinator	<ul style="list-style-type: none"> <li>• Serves as primary contact for prospective parent volunteers needed to assist with school events</li> <li>• Reaches out to parents to help garner parent volunteers as required</li> </ul>
Bonnie Wiltshire	Catholicity - Parish Representative	<ul style="list-style-type: none"> <li>• Advocates for a strong School Council by bringing the Parish perspective into the discussions and decisions</li> <li>• Encourages parents and the community to become involved in Parish activities</li> <li>• Communicates information to and from the Parish to the School Council and community as necessary</li> <li>• Leads and encourages other School Council members to prepare to read the opening prayer for each meeting</li> </ul>
Erik Dela Cruz Joyce Magallanes	OAPCE (Ont. Assoc. of Parents for Catholic Educ.) Representative	<ul style="list-style-type: none"> <li>• Be an advocate for Catholic Education in Ontario</li> <li>• 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</li> </ul>
Amber Lopes Floriana Rego Tracey Dos Anjos Christina Jackson	Hallowe'en Dance-a-thon	<ul style="list-style-type: none"> <li>• Coordinates all activities for the annual Dance-a-thon fundraiser</li> <li>• Requests volunteers to set up and clean up after</li> <li>• Maintains decorations to replace older ones</li> </ul>
Bonnie Wiltshire Nikola Blair Gaby Ball	Diversity Committee	<ul style="list-style-type: none"> <li>• Promote a diverse, inclusive, accepting, welcoming and safe school environment for all</li> <li>• The goal is to keep the momentum going from year to year, and to achieve even better outcomes this year for our school community, outcomes that we hope will become part of regular and ongoing practice</li> <li>• Works with the teacher and student</li> </ul>

		<p>representatives for input and leadership throughout the year</p> <ul style="list-style-type: none"> <li>• All parents are welcome to join the conversation on ways to support ongoing committee work to achieve agreed upon goals and objectives</li> </ul>
Sean Bitmanis	Safety	<ul style="list-style-type: none"> <li>• Works in collaboration with school administration to support and resolve any relevant safety issues</li> <li>• Safety inspection reports have to be submitted regularly and regular safety meetings are held that the Council Safety representative could be part of</li> <li>• The school also has a liaison in regards to cyber safety</li> </ul>
Nikola Blair Celeste Celec	School Uniform Exchange	<ul style="list-style-type: none"> <li>• Coordinates all activities for uniform exchange at the end of the year</li> <li>• The question was asked about having it throughout the year and as discussed last year to have it at the beginning of the year</li> <li>• Facebook groups that have uniform buy &amp; sell were mentioned</li> </ul>
Tracey Dos Anjos Stephanie Bressette	Teacher Appreciation Day	<ul style="list-style-type: none"> <li>• Coordinates all activities for the Staff Appreciation Day Luncheon</li> </ul>
Nikola Blair	Communication Representative	<ul style="list-style-type: none"> <li>• Public relations for School Council sanctioned activities and events</li> <li>• Informs local media of special school events</li> <li>• All communications must be approved by the school's administration</li> <li>• All devices/outlets used must be board sanctioned</li> </ul>
Floriana Rego Christine Prentice,	Christmas Wish	<ul style="list-style-type: none"> <li>• 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</li> </ul>
Amber Lopes Melissa D'Onofrio (Bonnie Wiltshire & Nikola Blair will help organize food trucks)	Family Fun Night	<ul style="list-style-type: none"> <li>• Coordinates all activities for the annual Family Fun Night at the end of the school year</li> </ul>
Tracey Dos Anjos	Gift Basket	<ul style="list-style-type: none"> <li>• Coordinates all activities for the Family Fun Night Gift Basket Raffle</li> </ul>

Stephanie Bressette Tracey Dos Anjos Sheetal Melino Nikola Blair	Community Building	<ul style="list-style-type: none"><li>• Suggests/organizes any prospective activities to promote community building, social events such as Family Movie Night</li></ul>
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- Mr. Starr offers members that they can email/contact him later in case they need more time to consider if they would like to join any committee
- However, some roles need to be reported quickly to the board
- More members can be added to the sub-committees for additional help
- There are lots of different ways to volunteer, not just as part of the council; a high volunteer rate and student success goes hand in hand
- Addressing the question to use Facebook to communicate to volunteers to keep parents up-to-date, Mr. Starr stresses that no Queen of Heaven logos/branding can be used on outside sites

#### 4. Presentation of School Council Year End Report 2018 - 2019

- The report completed by Christian Cepeda was presented to all council members in attendance
- The report recaps details such as
  - last year's elected/appointed council members
  - meeting dates
  - 2018 – 2019 objectives
  - Sub-Committees & initiatives

#### 5. Budget Update

- We have \$14,000
- Proposal shared by Mr. Starr
  - We have 7 classes with no dedicated iPads (approx. \$3,500)
  - Many sports uniforms are well used and could use replacing (approx. \$3000)
  - We would like to provide a dedicated bin for each classroom (x 38) with playground equipment (approx. \$3800)
  - We would like some Math manipulatives for all classrooms (approx. \$3000 – \$4000)
- Suggestion was made also for some Sensory Equipment (\$2000) which reduced the Math manipulatives from \$3000 - \$4000 to \$2000; allowing \$2000 for each
- Christian motioned to accept details as above (including Sensory Equipment)
- Seconded by Bonnie
- Vote: **ALL IN FAVOUR**
- Sports uniforms are board approved/sanctioned and we have some that we currently use
- Sports equipment companies give discounts to schools to purchase playground equipment
- Tracey suggests to use the baskets we have for the basket raffle to store equipment; something more durable might be needed
- The suggestion was made to ask for items for classroom bins as a donation from

parents as we do for the basket raffles

- Maybe we could have a list of items needed and have volunteers separate them and distribute evenly to all classrooms
- Kerstin adds that teachers in the U.S. have lists to contribute on Amazon, almost like GoFundMe or a baby registry
- Mr. Starr suggests that we can maybe start with the funds we have voted on and then set something up to replenish the equipment when needed

## **6. Goal-Setting Activity**

- Submit all ideas at [bitty/2019CouncilGoals](#)

## **7. Adjournment & Next Meeting**

- Meeting adjourned at 8:20pm
- Next meeting will take place Thursday, November 28, 2019 @ 6:30pm
- First Diversity Committee Meeting will take place Wednesday, November 06, 2019 @ 6:30pm