



**St. Francis of Assisi**  
CATHOLIC ELEMENTARY

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**Catholic School Council Meeting**

**October 14, 2020**

**Via Microsoft Teams**

# Prayer

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God our Father, you call and equip each of us with the gifts of your Holy Spirit to help build up the body of Christ. Bless these members of the St. Francis of Assisi School Catholic School Council so that they might answer your call to serve, animated with the Holy Spirit's wisdom, courage and love. May their activities on behalf of our Catholic school help foster a living faith among all staff and students. A faith that drinks deeply at the well of your inspired and living word, that is strengthened in the grace of the Sacraments and witnessed in self-giving love. We make this prayer to you through Christ our Lord. Amen.

# Introduction of Council Members

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Vicki Santaguida	Kristin Micalizzi
Lindsey Machado	Shannon Byrne
Marie Paterson	Chelsea Crotty
Zach Sholdra	Linda Ferreira
Amanda Dziedzic	Jamie De Oliveira
Cathy Reitzel – Teaching Representative	Cheryl Nieuwendyk – Non-Teaching Representative
TBD – Parish Representative	TBD – Community Representative
Mark Witter - Principal	

# Agenda

TIME	TOPIC	RESPONSIBILITY
7:00 – 7:10 pm	Welcome, Prayer, Introductions, Approval of Agenda	Principal Council Members
7:10 – 7:20 pm	Declaration and Pledge by members of Council for 2020/2021	Council Members
7:20 – 7:30 pm	Selection of Chair/Co-Chairs, Secretary, <u>OAPCE</u> Representative	Council Members
7:30 – 7:45 pm	Council By-Laws and Email Address	Principal
7:45 – 8:15 pm	Principal's Report	Principal
8:15 – 8:45 pm	School Generated Funds ❖ School Generated Funds Report ❖ Fundraising	Principal
8:45 – 8:50 pm	Donations: ❖ National Memorial Remembrance Day Wreath ❖ An Evening with Bishop Crosby	Council Members
8:50 – 8:55 pm	Council of Chairs Meetings / Future Meeting dates ❖ Council of Chairs Meetings: October 28, February 24, May 19 ❖ Suggested Future Dates: December 7, February 1, April 12, June 7	Council Members
8:55 – 9:00 pm	OPEN	All
9:00 pm	Prayer and Adjournment	All

# Declaration and Pledge

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- To be eligible, a person must be a parent of a pupil who is enrolled in the school at which the position is being sought and must meet the requirements of Ontario Regulation 330/10 of the Education Act.
- All members of the Catholic school council must be Catholic.
  - Notwithstanding the above, in addition to the membership requirements of Ontario Regulation 330/10, provision may be made by a Catholic school council for the election of up to two (2) non-Catholic parents/guardians of Catholic children attending said school.
- The chair and/or co-chairs of the Catholic school council must be Catholic



## Catholic School Council Pledge and Declaration

By signing this electronic form, I do pledge that I will respect, promote and uphold the teachings and values of Catholic faith and the Halton Catholic District School Board's Mission Statement and Governing Values. Pledged before the St. Francis of Assisi Catholic School Council, on this the 14th day of October 2020.

I do declare that:

I am not disqualified under the Halton Catholic District School Board policy from being a member of St. Francis of Assisi Catholic School Council.

I will truly, faithfully, impartially to the best of my ability execute the office as a member of the St. Francis of Assisi Catholic School Council.

I have not received nor will not receive any payment or reward or promise thereof for the exercise of any partiality or malversation or other undue execution of this position.

Declared before the 2020/2021 St. Francis of Assisi Catholic School Council on this the 14th day of October 2020.

The responses will be collected, printed, and witnessed by the Principal of St. Francis of Assisi School, Mr. Mark Witter.

# Declaration and Pledge

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<https://bit.ly/3lK41ag>

# Nomination and Election of Chair / Co-Chair, Secretary, OAPCE Representative

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## **Chair / Co-Chair:**

- Must be Catholic
- Sets meeting agendas in consultation with the Principal
- Directs meetings ensuring that the discussion and debate are in accordance with the by-laws, attends and reports back on Council of Chairs Meetings
- Provides any required information to the Secretary for distribution to School Council members prior to a Catholic School Council meeting
- Is/are the recognized parent representative of the Catholic School Council. All inquiries or concerns must be forwarded to the Chair in writing

# Nomination and Election of Chair / Co-Chair, Secretary, OAPCE Representative

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## **Secretary:**

- Records minutes of Catholic School Council meetings
- Ensures that all records and minutes are kept on computer disk and retained with the school for access

## **OAPCE (Ontario Association of Parents in Catholic Education):**

- Is a point of contact for information sharing between OAPCE and School Council



Board and School  
Policies, Procedures,  
Information

- *Policy I-23 (Catholic School Councils and Catholic Parent Involvement Committee)* Updated February, 2017
- *Admin Procedure VI-84 (Catholic School Councils and Catholic Parent Involvement Committee)* Updated February, 2017
- Board website:  
<https://www.hcdsb.org/Parents/CSCouncil/Pages/default.aspx>
- School website:  
<https://elem.hcdsb.org/stfrancis/about-our-school-council/>

# *Principles* of Parent Involvement and Engagement

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- Parents and Guardians have the right and responsibility to participate in the education of their children and can contribute to their child's development in a number of ways.
- We value the advice given by our Catholic School Councils with respect to learning opportunities for children and for improved operations within our schools.
- The HCDSB encourages parents to correspond and communicate with all members of the school board, such as Principals, Superintendents, and Trustees

# *Role* of Catholic School Council and *Relationship* with Principal

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- The Catholic School Council shall be the official advisory group to the Principal
- A Catholic School Council may make recommendations to the principal of the school or to the board that established the council on any matter. (Ont. Reg. 612/00)
- The Principal shall respond to all advice advanced by the local Catholic School Council, under Ont. Reg. 612/00, and be reflected in the meeting minutes.

# Catholic School Councils: *Communication Protocols*

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Following the first meeting of the Catholic School Council of each year, the following information will be communicated to each school's parent community:

1. The purpose of each school council as stipulated in Regulation 612/00 Sec. 2(1)
2. Identification and Role of each member
3. Manner in which parents can communicate with their Catholic School Councils

Note: All of the above information is located on the school website and shared with the school community. The email address for the council is [fransc@hcdsb.org](mailto:fransc@hcdsb.org)

# Catholic School Councils: *Communication Protocols*

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Every Catholic School Council shall annually submit a written report on its activities to the Principal of the school and to the board that established the council, and provide a copy of the report to all parents of the pupils enrolled in the school. Ontario Reg. 612/00, s. 24(1)

Note: This is completed at the end of the school year by the Chair / Co-Chairs of the council.

# Catholic School Councils: *Communication Protocols*

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## **CONSULTATION:**

- Catholic School Councils shall consult with their parent community. The issue before the council will determine when it is appropriate to do so.
- Catholic School Councils may establish a framework that will guide its decisions and strategies about consultation.

# Catholic School Councils: *The Role of the Principal*

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- Seek input from the Council in areas for which it has been assigned advising responsibilities.
  - *School Dress/School Uniform - Yearly basis*
  - *Student Achievement – There is no achievement data to formally report this year*
  - *Code of Conduct – School website: <https://elem.hcdsb.org/stfrancis/code-of-conduct/>*
- Assist the council in communicating with the school community
- Encourage the participation of parents from various groups within the school community

# Catholic School Councils:

## *The Role of the School Council Member*

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- *Consult* with the school community on setting priorities, strategies and performance measures.
- *Consult* with other school councils and education partners on wider issues.
- *Share* information with the school community, other school councils and the School Board.



## Communication and Consultation – Final Thoughts (From *School Councils – Strengthening Our Partnerships*)

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*Actively seek the views of the school community:* Continually seeking input from the school community is the only way councils can accurately formulate goals and expectations for the school that will meet community needs.

*Actively represent the views of the school community and become as influential as possible:* School Councils have a responsibility to make the views of the school community known to the principal, school board, and other education partners, where applicable.

# Communication and Consultation – Final Thoughts

(From *School Councils – Strengthening Our Partnerships*)

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***Inform the school community:*** School councils must keep the community well informed of the council's roles, functions, projects and decisions (along with the reasons behind them)

***Involve the school community:*** The school council will need to make a special effort to bring all partners into the education circle to ensure decisions reflect the interests of all children in the school.

# Principal's Report

Achieving	Believing	Belonging
<ul style="list-style-type: none"> <li>▪ 245 students conventional learning</li> <li>▪ 114 students virtual learning or home schooling</li> <li>▪ No EQAO data to share this year</li> <li>▪ MathUP Classroom for all grades 1-8</li> <li>▪ School Improvement Plan was completed in January 2020, but implementation delayed until this school year due to closure period</li> </ul>	<ul style="list-style-type: none"> <li>• Virtual liturgy held on September 25, 2020</li> <li>• School pastoral plan completed and continues to focus on monthly faith formation opportunities for students (virtual)</li> <li>• Fr. Dave and Fr. Hayden will be supporting our school virtually as they currently cannot enter schools</li> </ul>	<ul style="list-style-type: none"> <li>• Grab and Go Snack Bins begins this month via Halton Food For Thought</li> <li>• Virtual CYC support for all classrooms focusing on mental wellness, how to play while physical distancing</li> <li>• Halloween: Costumes permitted, but no facial masks or props</li> <li>• Antibullying Awareness Week</li> </ul>

## Health and Safety

- School / classroom protocols
- Trips, clubs, teams, lunch days
- Outbreak management

# School Generated Funds Report and Fundraising

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- School Generated Funds Report – Posted 3 times per year on school website
- School Generated Funds Plan – Must be completed by the school Principal, approved by school Superintendent, and posted on school website by November of each school year.
- Fundraising
  - No fundraising last year due to donation received
  - Board is suggesting online donations by parent community this year. A sample letter has been provided by the board – Discussion item by council

**ST. FRANCIS OF ASSISI Catholic Elementary School**  
**School Generated Funds**  
**As at REPORTING DATE OCTOBER 14TH, 2020**

	<b>Opening Balance</b>	<b>Revenues</b>	<b>Expenses</b>	<b>Ending Balance</b>
Administration	\$ 12,667.71	\$ 773.66	\$ -	\$ 13,441.37
Clubs	\$ -	\$ -	\$ -	\$ -
Departments	\$ -	\$ -	\$ -	\$ -
External Charities	\$ -	\$ -	\$ -	\$ -
Field Trips/Excursions	\$ -	\$ -	\$ -	\$ -
Halton Food For Thought	\$ 2,293.76	\$ -	\$ -	\$ 2,293.76
Other	\$ -	\$ -	\$ -	\$ -
School Fundraising	\$ 9,900.00	\$ -	\$ -	\$ 9,900.00
Special Events	\$ -	\$ -	\$ -	\$ -
	<b>\$ 24,861.47</b>	<b>\$ 773.66</b>	<b>\$ -</b>	<b>\$ 25,635.13</b>

# Council Donations

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- A Remembrance Day wreath has been purchased on behalf of the school community for the National War Memorial in Ottawa
- An Evening with Bishop Crosby – virtual this year, traditionally we have supported with a donation – would council members rather attend this year given the format change?

# Council of Chairs Meetings and Future Council Meeting dates

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- Council of Chairs Meetings: October 28, February 24, May 19
- Suggested Future Council Meeting Dates:
  - December 7
  - February 1
  - April 12
  - June 7

OPEN



# Closing Prayer

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We thank you, Lord for calling us to be stewards of the vision that guides our share in the Church's mission to pass on the Good News of Jesus Christ. Pour out on us the wisdom and courage of Your Spirit, so that we might discern and confidently plan for our Catholic school's future in accordance with your Holy will. We make this prayer to You through Christ, our Lord. Amen.