

St. Elizabeth School Council Minutes - Monday, February 25, 2019 @ 6:30pm

In Attendance

EXECUTIVE	MEMBERS AT LARGE		
Alison Wills (Chair)	Constance Guglielmo	Lori Humphrey	Sigrid Collas
Jo Goossens (Principal)	Danielle Thibeault	Nelly Osmar	Jason Urquhart
Michelle Bowman (Treasurer)	Kim Zilinski	Cecilia Toonk	
Jennifer Newton (Fundraising)	Katrina Aravelo		
Sheri Urquhart (Spirit)			
Jennifer Venditti (Teacher Rep)			

Welcome and Prayer - Meeting called to order at 6:30pm and Alison led us in prayer.

Old Business:

- Approval of October and November Parent Council minutes – motioned by Sheri, Second by Jen
ACTION: Jo to have October and November minutes posted to school website.
- Update on School Resource Office (SRO) – We have a new SRO appointed. Jo has met with him and will continue to meet with him and have him in the school as needed to meet with students or discuss and relevant community safety concerns with students
- Update on Door Fobs – the board has no plans to add fobs to additional entrances. Should it become necessary, door monitors will be instituted.

Executive Updates:

Spirit - Sheri

- Bubblegum blowing contest was a success. Some feedback received was to consider the date (busy time of year with report cards) and consider a sugar free gum for future.
- Discussion around including students on a Spirit committee to assist in school with promotion, ballots and new ideas / student feedback. **ACTION:** Sheri to work with Jo to identify students, expectations and plan to have student committee in place by year end and to be successful for next year.
- Upcoming Spirit days: Feb 27 – Wear Pink in support of Anti-bullying; Mar 7 – Pyjama Day

Fundraising - Valentine's Dance & Silent Auction - Alison

- Thank you to all who assisted in any way and to those who attended. Particular Thank you to Katrina for securing all the Auction Items and her dedication to the event which began over the summer. As well thank you to Nelly, Sheri, Tara and Alison who spend the day setting up, as a snow day prevented setup the evening prior.
- The dance was well attended despite the weather. Teachers attended and expressed their appreciation to Council for this fun school community event.
- Feedback received that it seemed less busy (in the atrium) but this was as a result of the photo booth and chips/drink sales being focussed in the gym area. The gym was very busy and we had as many attendees as hoped.
- Student volunteers were thanked with a treat bag comprised of leftover chips (soon to expire), candy, juice boxes and the leftover nail-polish.
- Another box of chips (expiring in March) is leftover. A suggestion was made that the Eco team could use this as a classroom prize. This was voted on by a show of hands and all were in favour. **ACTION:** Nelly/Jen V to coordinate getting the Chips to the Eco Team.
- Alison reminded anyone with outstanding expenses to submit receipts for reimbursement. Thank you to those who chose to personally donate the items purchased. **ACTION:** Submit expenses for reimbursement (if applicable). Please email or cc Treasurer if you have any outstanding expenses.
- Poor weather and prior discussions point to having the event just after Easter or maybe as a Spring Fling in future. TBD.

Treasurer – Michelle

2018-19 School Council Treasurer's Report							
TRANSACTIONS					REVENUE PROJECTIONS		
DATE	TRANSACTION	REVENUE	EXPENSE	BALANCE	Item	Projected	Actual
4/Sep/2018	2018-19 Opening Balance	\$3,375.34		\$ 3,375.34	Halloween Dance-a-thon	\$ 4,000.00	\$ 6,132.39
27/Sep/2018	2017-18 PIC Grant / Student Agendas		\$ 500.00	\$ 2,875.34	Valentine Dance & Auction	\$ 5,000.00	\$ 4,686.10
27/Sep/2018	Mums (payable to Nelly Osmar)		\$ 62.09	\$ 2,813.25			
1/Oct/2018	Fundraising Commission	\$ 13.80		\$ 2,827.05			
9/Oct/2018	Umbrella project parent night		\$ 678.00	\$ 2,149.05			
25/Oct/2018	2018-19 PIC Grant (to be used for 2019-20 agendas)	\$ 500.00		\$ 2,649.05			
1/Nov/2018	Halloween Dance - DJ - Mark Hatt		\$ 200.00	\$ 2,449.05			
1/Nov/2018	Halloween Dance -Glowsticks - Michelle Bowman		\$ 39.84	\$ 2,409.21			
7/Nov/2018	Catholic Charities Lottery + 50/50		\$ 210.00	\$ 2,199.21			
9/Nov/2018	Halloween Dance - Prizes - Nelly Osmar		\$ 283.62	\$ 1,915.59			
9/Nov/2018	Halloween Dance - Popcorn		\$ 159.10	\$ 1,756.49			
16/Nov/2018	Halloween Dance - Money Raised	\$ 6,145.50		\$ 7,901.99			
16/Nov/2018	Halloween Dance - Concession sales	\$ 269.45		\$ 8,171.44			
12/Dec/2018	Catholic Charities Foundation -Halloween donation		\$ 200.00	\$ 7,971.44			
4/Feb/2019	Family Valentine's Dance - Pizza order (pre-sale)	\$ 471.00		\$ 8,442.44			
4/Feb/2019	Family Valentine's Dance - Tickets order (pre-sale)	\$ 1,332.00		\$ 9,774.44			
1/Feb/2019	Float	\$ 800.00	\$ 800.00	\$ 9,774.44			
21/Feb/2019	Family Valentine's Dance - Front Door sales	\$ 424.00		\$ 10,198.44			
21/Feb/2019	Family Valentine's Dance - Candy Sales	\$ 554.85		\$ 10,753.29			
21/Feb/2019	Family Valentine's Dance - Drinks & Chips	\$ 355.95		\$ 11,109.24			
21/Feb/2019	Family Valentine's Dance - Animal Rides	\$ 242.00		\$ 11,351.24			
21/Feb/2019	Family Valentine's Dance - Silent Auction	\$ 1,970.80		\$ 13,322.04			
21/Feb/2019	Family Valentine's Dance - DJ & Auction expenses		\$ 350.00	\$ 12,972.04			
21/Feb/2019	Family Valentine's Dance - Pizza (New Orleans)		\$ 314.50	\$ 12,657.54			
26/Feb/2019	Tax Rebate			\$ 130.59			
26/Feb/2019	Current Balance			\$ 12,788.13			
26/Feb/2019	Available Balance (less PIC Grant 2019-20 agendas)			\$ 12,288.13			
Forthcoming	PRO Grant (Umbrella Project)	\$ 1,000.00		\$ 13,288.13			
							As at February 21, 2019

- A couple of Auction items are yet to be picked up/paid for. As of Feb 21,2019 the Valentine's Dance raised \$4686.10 after expenses.
- Parent's Reaching Out (PRO) grant of \$1000 was approved. The grant was for a Parent Night with Dr Jen of the Umbrella project. As this event already occurred, the cost of the parent night (\$678) was re-allocated from Guest Speakers to the PRO Grant. The remaining \$322 needs to be spent engaging and involving parents in our School's Umbrella project. *(more on this under New Business)*
- Reviewed current allocations (some spent, some not)
 - Jo has some ideas for Guest Speakers / Student Assemblies **ACTION:** Jo to plan assemblies along with teachers/staff to engage students.
 - Spirit Committee is on track. Sheri has some Bubblegum contest expenses to submit. Other upcoming expense would be popsicle day.
 - Chimes for Meditation were purchased \$427.89 **ACTION:** Jo funds to be re-allocated from School Council
 - Exercise Bike w. Desk – Tawn is researching bikes and will purchase. A \$500 charitable donation from a family was also made toward this need
 - School Sports Uniforms (Adult sizes) - **ACTION:** Michelle met w Mrs Cunningham to inventory current sizes/numbers so additional jerseys can be ordered (DONE Feb 26, 2019). Mrs Pachereva will pull out prior invoice with vendor details and Michelle will work with Jo to place order.
 - Landscaping – Eco team will be installing a pollination/butterfly garden. Can re-assess front garden needs in Spring.

- Jo reached out to teachers regarding other needs/wish list and shared the following:

WISH LIST ITEM	APPROX COST	PARENT COUNCIL DISCUSSION/DECISION
Kindergarten Book Shelves	\$329	One of the JK/SK rooms is not appropriately setup. Council members felt this should be board provided or come from school budget.
Kindergarten Shelves for Activity Bins	\$379.95	
Class set of calculators	\$90.90	Also consider this from school budget
Epson Powerlite laser projector	\$2795	At start of year, a portable Brightlinks board for the Atrium was discussed. Jo had difficulty sourcing a provider and learned they are not go-forward technology. Instead, a new projector was recommended.
HP Laptop (Board supported)	\$850	A laptop would be needed to work with the projector.
Speaker	\$699	Portable speaker for use with the projector and laptop when being used outside of the gym (eg library, atrium, classrooms)
Piano keyboard, including stand	\$1499.99	The new priest, Fr Chris Tracey is more open to holding school masses at the School, in the event inclement weather makes walking to the Church less feasible. In addition to Liturgies, the Choir, Talent show and other assemblies could benefit from a keyboard at the school. We had been borrowing one from a teacher who retired last school year. St Elizabeth no longer has a piano.

- Some other items discussed included
 - Chromebook cart – deemed not necessary through Council Funds. The school has some gift certificates which can be applied to purchase another cart.
 - Wifi in Gym – not recommended. Wifi can cut out/lose connections. A wired connection is best.
 - Lego Wall – our school is slated in year 5 (currently we are in year 2) to fully transform the library to Learning Commons. May defer to see what the board’s plans are.
 - “Don’t Walk in the Hall” – floor decals have been purchased and will be in place for Sept 2019. Include some in the sensory room.
- Given next year’s dance/auction may be later in the school year and if we continue with a Halloween dance, we would need to ensure we have a starting balance of ~\$1200-\$1500 (at a minimum) for Spirit, Prizes, etc.
- With Available funds of \$ 12,288.13 less 3874.91 allocated we currently have \$8413.22 to spend/carryover to next year.
- Committing to Projector, Laptop, Speaker and Piano Keyboard would be an additional allocation of \$5843.99. Kim Z motioned to approve these 4 items. Sigrid seconded the motion. All were in favour. **ACTION:** Michelle to update Treasurer’s Report with the new allocations.

New Business:

Umbrella Project - Jen Venditti

- Planning to end the Umbrella Project this year with a culminating activity that involves not only students but also community members. Considered fabric panels each class could customize to create a fabric umbrella/wall hanging. Possibly 3D – suggestion to get a large patio umbrella to be decorated. Further suggestion to use individual umbrellas, one per classroom that could be hung from ceiling upside down.
- Because this activity will include the community (parents), the balance of the PRO Grant can be used here. This will be closer to the end of the school year. Details will be shared in future meetings as more is known.

Pancake Tuesday – Nelly

- Shrove Tuesday is Tues, Mar 5. As per tradition, each student will receive a pancake and juice. **ACTION:** Contact Nelly if you're able to assist with pancake making / serving or can lend a griddle or electric frying pan.
- This event is not eco-friendly with waste (paper plates, disposable utensils, paper/plastic cups). Not enough time to change this for this year, but will do so for next year. Suggestions were to have students bring in reusable dish/utensil or possibly there being classroom sets of utensils by next year.

Principal Update - Jo

- **Staff Update** – A new classroom support staff joined the school – Tammy Castle. Our new custodian is John Hookey (he's back!) and evening custodian Dan Gehl. Brenda Syrota has taken an ESL position elsewhere. An LTO Taylor Christoff has taken over the JK/SK class until June. The position will be posted for Sept, should Brenda continue in the ESL role.
- **Upcoming Events**
 - Feb 22 Wear Pink (Anti-bullying)
 - April 2 St Elizabeth's Got Talent (Talent Show)
 - April 8-15 Grade 4 - CCAT assessments
 - April 23-30 Grade 7 - CAT4 assessments
 - April 24 Cambridge Symphony visit
 - May 6-10 – Catholic Education Week, includes Council meeting a St Benedict's with mass and social on the Thurs. This is the same night as Confirmation so Jo and other parents on Council will be unable to attend so we will not likely have our May meeting on this night, though still want some to attend / to represent St Elizabeth.
 - May 21-30 EQAO – Grade 6 followed by Grade 3
 - **ACTION:** Jo to ensure all dates are on school website/calendar
- **Eco Club, Healthy Schools Update**
 - FITGO week – this week. Bingo Cards students are completing to keep active.
 - Jump Rope for Heart – kickoff assembly Mar 25. Event Apr 11.
 - Earth Week and Reduced Plastics campaign – yard cleanup (instructions will be provided to students not to pick-up anything sharp and cones available for students to mark locations of sharp objects such as broken glass, needles). Discussed need to make families aware that drug use in Cambridge is on the rise and to ensure they are educating their children on safety. Drug use/safety is also included in the health curriculum Gr1-8). Earth week theme is care of wildlife. A pollinator/butterfly garden will be added to the school yard.
 - 'Bounce Back Kids' were on scene for resilience superhero day – a mental health awareness event in school
 - Bell Let's Talk – Student Wellness Committee supported this event with banners, classroom videos shown, the committee wore toques
 - Wheel of Wonder – a current prize wheel with fun prizes to be won generating a lot of excitement currently. Prizes on the wheel are healthy activities eg 15 mins DPA; a class dance party; homework free pass, etc.
 - Mar 14-April 5 – School climate survey (parents and students grade 4-8) to get a feel for the climate/culture of learning at St Elizabeth.

Chair's Update – Alison

- After serving three terms as Council Chair, Alison advised she will be stepping down as Chair for the 2019-20 school year.
- An election will be held if several members are interested or someone appointed. Schools are required to have a School Council, led by a Chair (and possibly Co-Chair).
- Identifying a new member soon would allow time to shadow Alison's through to the end of this school year.
- Currently the Secretary and Treasurer roles are filled by parents of Grade 7 students, so they will be vacant after 2019-20 as well and a transition of these positions will be needed then if not sooner. Let us know if you have an interest in these roles.
- **ACTION:** All members to consider taking on an Executive Role on School Council.

For role info – refer to [Catholic School Council Handbook.pdf](#) on the Board Website, or in summary:

CHAIR The chair is elected by members of the Catholic school council and, with the exception of the principal or other staff member, any Catholic parent member of the Catholic school council can be elected as chair. The chair, in collaboration with the principal, sets the Catholic school council meeting agenda (i.e., determines items suitable for council discussion). The Catholic school council chair must be very clear on the functions and responsibilities of the Catholic school council and must constantly ensure that Catholic school council discussions focus on improving the teaching and learning environment for all students rather than focusing on the specific or isolated issues of any one individual.

The responsibility of the chair is most evident when non-council members are in attendance and have requested to speak on an issue. In such instances, the chair must be prepared to tactfully focus discussion on issues rather than on individuals. The chair may choose to allot a specific period of time for discussion of an issue.

As a member of a Catholic school council, the chair:

- chairs the council meetings;
- in collaboration with the principal, schedules Catholic school council meetings and sets agenda items (see sample agenda in Appendix D);
- facilitates collaborative decision-making, seeks consensus, and resolves conflict;
- ensures council minutes are prepared and made available to the school community (e.g., posted on the school website);
- prepares the annual activity report of the Catholic school council for inclusion in the annual school report; and
- has voting privileges. Page 5.6 Catholic school council A Guide for Members (2002)
- reports a system level initiatives (e.g. Catholic Parent Involvement Committee, Accommodation Review Committee, Board of Trustees and Council of Chairs) Catholic school council chairpersons may also be responsible for compiling correspondence and communicating with others on behalf of the Catholic school council

VACANCIES A vacancy in the membership of a Catholic school council shall be filled by election or appointment in accordance with the by-laws of the council.

A vacancy in the membership of a Catholic school council does not prevent the council from exercising its authority.

Officers

- A Catholic school council must have a chair or if the bylaws of the Catholic school council so provide, two chairs. A chair must be a parent member who is and must be elected by the other members of the Catholic school council. A Catholic school council may have such other officers as are provided for in the by-laws of the council.
- A person who is employed by the board cannot be the chair or co-chair of the council.

TERM OF OFFICE The term of office for Catholic school council members is one year. The term of office runs from the later of:

- a) the date of the members election or appointment; and
- b) the date of the first Catholic school council meeting after the election, until the date of the first Catholic school council meeting after the elections in the following year.

A member of Catholic school council may be re-elected or re-appointed, unless otherwise provided by the by-laws of the council. There is no restriction as to the amount of time that a member can be re-elected.

Next Council Meeting: April 29, 2019 @ 6:30pm in the Learning Commons (School library)

We do not have a meeting in March due to March Break.