

## School Council Meeting Minutes:

### ATTENDANCE:

**Present:** Diane Fritz (Co-Chair), Jessica Mitchell (Co-Chair), Sarah McLinchey (Vice-Chair), Christa Rosser (Co-Treasurer), Michelle Garcia (Co-Treasurer), Liz Greve (Principal), Maria Ott (Teacher), Anita Orsini (Teacher), Sonya Arruda (Non-Teacher Rep), Melissa VanGeffen, Jill Zavitz, Emily Pacheco, Michelle Callipari, Kristen Ferreira, Sarah MacGillivray, Karen Theriault, Caroline McKenzie, Jenny Rose, Vanessa Pereira, Alisha Gleisher

**Regrets:** Anna Dalton (Secretary), Lucia Lilbourne

#### 1. Opening Items

- Called to order at 6:03pm by Diane
- Opening prayer

#### 2. Introductions

- Welcome to everyone, especially new members

##### 2.1 Approval of minutes from the previous meeting

- This was completed in June for the last meeting held in May

##### 2.2 Review, revisions and approval of the agenda

- Recommendation to include the Treasurer's Report with the Finance Report
- **MOTION:** To adopt the agenda with recommended revision. **Moved by** Melissa, **Seconded by** Michelle, **Carried.**

#### 3. Co-chair Report

- Refer to attached listing for names and email addresses for all executives, committee members and representatives
- Anna has decided to step-down as Secretary
  - Floor is open for nominees to fill this role
  - Sarah MacGillivray and Michelle Callipari have expressed interest in taking this on as a shared role, Sarah has agreed to take minutes tonight
  - If anyone else is interested, please let the Chairs know prior to the next meeting so we can hold a vote if needed
  - It was suggested that a gift be sent to Anna to thank her for her years of service to the School Council. Everyone supported this. The Chairs will look into options.
- Council member personal email addresses
  - An attendance list is circulating, please sign up and include your email address
  - You will receive notification of
    - Meetings

- Minutes posted
  - Council events requiring volunteers
- Opt-Out Option
  - There was a discussion about providing parents an alternative to fundraising that would allow them to make a direct donation to School Council in lieu of participating in fundraisers
  - Our current fundraising budget works out to \$25 per student
  - A question was asked about the expectation for all parents to fundraise, and it was clarified that fundraising is always optional
  - The importance of clearly communicating what funds raised by council are used for was re-iterated
  - There were no resolutions reached on this topic and it was agreed that it would continue to be explored as to how it fits with policies and how it might be handled
- Volunteers
  - We would like to send out a letter to parents early in the school year detailing volunteer opportunities and planned fundraisers so parents know what to expect
    - Please let Chairs know what your committee needs help with and when (example: Healthy Snack – cutting up veggies 1 night/month)
    - Healthy Snack Committee is looking for more volunteers to prep snacks in the evenings, Sylvia will continue with the paperwork. April Hallock has offered to help.
- ProGrant Update
  - This was applied for at the end of the last school year and hope to know by end of September
  - We have applied to host a paint night for families. We were originally looking at partnering with Crock-a-Doodle, but will need to look at alternatives as they have closed.
  - Grant is for \$1000 from the Ministry to engage families
- Meetings
  - All meetings will take place on Wednesday evening
  - Future meetings: Oct 18, Nov 22, Feb 7, Apr 11, May 16 (Final Budget Decisions), Jun 13 (Social @ The Duke), a Jan/Feb date may be added if needed
- Committees & Executives
  - Please stay after the meeting to review Outlook.com and OneDrive
  - Review Money Policy and Count Night Procedure

#### 4. Finance Report

- Christa presented our current budget with the following changes (see attached):
  - Busing: \$405 increase to \$3,030
  - Hotlunches.net: \$467.50 added as cost
  - Admin cost: we incur for paper and cheques added to \$200
  - "Let's Get Cookin" program: \$200 to help offset cost of groceries
  - Athletics—carry forward from 2016/17 \$500 due to miscommunication
- **MOTION:** To approve agenda with recommended changes, and adding \$250 for EA's as a group to make personalized activities for the kids they support. **Moved by** Melissa, **Seconded by** Kristen, **Carried.**
- Excess funds totalling \$8,267 that were pre-approved in May 2017 were reviewed (attachement), some items have been purchased, while others are still pending
- **MOTION:** To allocate \$1,500 of surplus funds to support Healthy Snack program to allow it to continue year-round and help to replace coupon books which are no longer being sent. **Moved by** Melissa, **Seconded by** Jenny, **Carried.**

## 5. Principal's Report

### 5.1 Faith

- School Mass – Sept 8, Oct 19(Our Lady of Fatima), typically once/month, sometimes with SVDP, normally all students go, but FDK did not attend the first mass
- Father Blondin has scheduled regular visits to the school and will rotate through the classes
- Members of the Rosary Apostolate visit to pray the rosary with classes for 40 min once per month, and new this year will spend 10 minutes with the FDKs to read a story and say "Hail Mary"
- Day of prayer for staff scheduled for Nov 17 (no school for students)

### 5.2 Community

- Bussing/Kiss n'Ride—importance of following protocols stressed as this is presenting safety concerns, Liz will be reminding all parents of this and bell times have been altered to help with flow at the end of day
- Facebook—if you have concerns about your child or the school, please contact the principal or school directly, recent posts to the school's Facebook page have gotten out of control and the way this page operates needs to be re-visited
  - To address one of the questions posed on Facebook, Liz clarified the arrangements for the school yard and play grounds
- School Belonging Survey—results are on the website, will be available after the meeting to review

### 5.3 Staffing Update

- Several new and returning staff this year
- See September newsletter for list of names and positions
- Just received approval for an additional 0.5 permanent EA position, posting will be going out soon

### 5.4 Good News

- Excellent start to year, close to last year's numbers

### 5.5 Educational

- PD Learning Sessions to focus on literacy/math
- Elementary and High School teachers will continue working together
- EQAO preliminary results will be available soon (Sept 20<sup>th</sup>)

## 6. Teacher Report

- Lots of new faces around OLI. We welcomed the following new staff: Mrs. Keogh (FDK), Mrs. Wilson (FDK), Mrs. Shepherd (ECE), Mrs. Roes (Gr. 1), Ms. Surowanick (Gr. 2/3), Mrs. Botheras (Gr. 2/3), Miss. Eberhardt (Gr. ¾), Miss Rommen (Gr. 5/6), Mrs. Moniz (Gr. 6/7), Mr. Paiva (French—Gr 5-8), Ms. Palchich (EA), Mrs. Leitch (Secretary), Mrs. Vandenberg (SPST)
- A smooth start to the year. Children are settled into the classroom routines
- We have had our first school mass with Fr. Thom on Friday Sept 8<sup>th</sup>
- Volleyball tryouts have begun for both boys and girls
- Children from Gr. 4-8 are training for cross-country. This will take place Oct 4<sup>th</sup> at RMC.
- Terry Fox Run to be announced
- Teachers are inquiring about the status of the wish list purchases

## **7. Treasurer Report** – included in 4.

## **8. Parish Update** (Sarah MacG.)

- New priest, Fr. Thom Blondin, seems very enthusiastic to be here, great with kids
- Over 60 kids attended VBS program run by the parish in August
- Meetings for parents of children preparing for First Reconciliation and First Holy Communion coming up Oct 10
- Preparations are being made for Our Lady of Fatima festival which will be celebrated in October
- Knights of Columbus Fish Fry, Sept 22—they are looking for youth Gr. 7 + to volunteer, they will sign-off for volunteer hours

## **9. Committee Reports**

### 9.1 Fundraising Committee (Kristen)

- Fundraisers have been tentatively planned for the year
- Going back to trusted Norcard, historically our best fundraiser. Packages will be going home Sept 28, with orders due Oct 13. Delivery will be Nov 27.
- Rheo Thompson Mint Smoothies and Chocolate Pops again, with pick-up also Nov 27, feedback from last year requested this be done earlier so it has been moved up
- Considering a "shopping night" at Windells for spring before Easter. Anyone can go into store on selected evening, give the school's name and 20% of proceeds from that night go directly to the school
- Planning to send out a letter to families outlining fundraising plans for the year, as well as events

### 9.2 Hot Lunch & Milk (Melissa)

- Online ordering is now underway, starting Sept 22
- No issues so far, lots of orders coming in, people love the online system
- Boston Pizza has been added as a new option for pasta
- Hot dog price was increased \$0.25 to cover the increased costs of online ordering
- Christa has formally step-down from this committee; Alisha, Sonya and April Hallock have offered to join/help

### 9.3 Event Committee (Melissa)

- Harvestfest planning is underway
- Offering similar to last year, horse rides, face painting
- Flyers going home soon
- Book fair will be open that night as well, KYIS will not be available for spirit wear, classrooms to be open from 6-7
- Caroline has joined this committee

## **10. Open Forum** – nothing further to discuss

Meeting was adjourned at 7:30pm by Jessica

All executive and committee members remained to review online platforms

**Follow Up Items:**

- Chairs to look into gift for Anna
- Committees to send anticipated volunteer needs to Chairs

**Upcoming Dates:**

Sept 28 – Norcard Fundraiser goes home

Sept 29 – PD Day

Oct 4 – Cross Country @ RMC

Oct 10 – Sacramental Preparation Meeting @ All Saints (Gr. 2 parents)

Oct 10/11 – Picture Day

Oct 13 – Norcard Fundraiser orders due back

Oct 18 – School Council

Oct 19 – School Mass

Nov 22 – School Council

Nov 17 – Day of Prayer (No School)

Nov 27 – Norcard & Rheo Thompson's Fundraisers pick-up

Dec 15—Christmas Dinner

## Council Executives and committee Email Addresses

Principal	Liz Greve	<a href="mailto:egreve@ldcsb.ca">egreve@ldcsb.ca</a>
Teacher Rep	Maria Ott	<a href="mailto:mott@ldcsb.ca">mott@ldcsb.ca</a>
Teacher Rep	Anita Orsini	<a href="mailto:aorsini@ldcsb.ca">aorsini@ldcsb.ca</a>
Non-Teacher Rep	Sonya Arruda	<a href="mailto:sarruda@ldcsb.ca">sarruda@ldcsb.ca</a>
Chair	Diane Fritz & Jessica Mitchell <i>*managed by school board</i>	<a href="mailto:immldcsbcs@outlook.com">immldcsbcs@outlook.com</a>
Secretary	VACANT	<a href="mailto:CouncilSecretary.imm@outlook.com">CouncilSecretary.imm@outlook.com</a>
Treasurer(s)	Michelle Garcia Christa Rosser	<a href="mailto:treasurer1.imm@outlook.com">treasurer1.imm@outlook.com</a>
Lunch & Milk Committees	Melissa VanGeffen Andrea Bezaire Emily Pacheco	<a href="mailto:LunchMilk1.imm@outlook.com">LunchMilk1.imm@outlook.com</a>  <i>*parent 'help' emails from hotlunches.net will come to this account</i>
Online Coordinator	Michelle Callipari	<a href="mailto:OnlineCoord.imm@outlook.com">OnlineCoord.imm@outlook.com</a>
Events Committee	Michelle Garcia Melissa VanGeffen Emily Pacheco	<a href="mailto:Events.imm@outlook.com">Events.imm@outlook.com</a>
Fundraising Committee	Emily Pacheco Kristen Ferreira Jessica Mitchell	<a href="mailto:Fundraise.imm@outlook.com">Fundraise.imm@outlook.com</a>

## Approved Budget for September 2017 – June 2018

Our Lady Immaculate School Council Budget 2017-2018 Approved Budget September		
Budget Item	2017-2018 Budget	2017-2018 Spent
Buses (class field trips \$175 per class )	\$3,030	
Spirit Days (Carnaval, Play Day)	\$300	
Library	\$1,500	
Principal's Discretionary Fund	\$2,000	
Musical Production	\$500	
Teacher Allocations	\$4,200	
<small>FDK - 3 classes \$200 x 3 [Teacher + ECE], gr 1-8 \$250 each)</small>		
Let's Get Cooking	\$200	
French Department (gr 1-4/5 \$200, gr 5-8 \$200)	\$400	
Learning Lab	\$200	
EA allocation	\$250	
Athletics ((\$500 remaining from 2016-2017)	\$1,000	
Hot Lunches.net	\$468	
Guest Artists (\$500/division)	\$1,500	
Graduation	\$500	
Recognition (Retirement, Relocation, Bereavement)	\$200	
Administration fees (paper, cheques)	\$200	
<b>Total Budgeted Items</b>	<b>\$16,447.50</b>	<b>\$0.00</b>
<b>Total Spent</b>		<b>\$0.00</b>
	Actual Profit	Projected Profit
<b>Fundraising</b>		
Milk Program/hotlunch #1	\$ 4,011.39	<i>*Based on 2017</i>
Milk Program/hotlunch #2	\$ 3,020.87	<i>*Based on 2017</i>
Milk Program/hotlunch #3	\$ 4,295.53	<i>*Based on 2017</i>
Harvestfest	\$ 750.57	<i>*Based on 2017</i>
Samko Sales	\$ 55.19	<i>*Based on 2017</i>
Rheo Thompson	\$ 2,236.02	<i>*Based on 2017</i>
Third Wave	\$ 2,067.50	<i>*Based on 2017</i>
Movie Night	\$ 277.46	<i>*Based on 2017</i>
Year End BBQ	\$409.71	<i>*Based on 2017</i>
Quarter Auction	\$ 3,059.17	<i>*Based on 2017</i>
<b>Total</b>	<b>\$0.00</b>	<b>\$20,183.41</b>
Actual Bank Account Balance @ Aug 31/17	\$ 14,308.71	
Outstanding Cheques	\$960.00	
Additional Expenses Approved	\$8,267.18	
<b>Total Surplus Funds</b>	<b>\$5,081.53</b>	