

Our Lady Immaculate Catholic School

75 Head St. Strathroy, ON

Wednesday, October 18, 2017

School Council Meeting Minutes:

ATTENDANCE:

Present: Diane Fritz (Co-Chair), Jessica Mitchell (Co-Chair), Christa Rosser (Co-Treasurer), Liz Greve(Principal), Maria Ott (Teacher), Sonya Arruda (Non-Teacher Rep), Jill Zavitz, Emily Pacheco, Michelle Callipari, Sarah MacGillivray (Secretary), Jenny Rose, Vanessa Pereira, Andrea Bezaire, Tracey Melo

Regrets: Michelle Garcia (Co-Treasurer), Anita Orsini (Teacher), Lucia Lilbourne, Melissa VanGeffen, Kristen Ferreira, Caroline McKenzie

1. Opening Items

- Called to order at 6:00pm by Jessica
- Opening prayer

2. Introductions

2.1 Approval of minutes from the previous meeting

- **MOTION:** To adopt the minutes as presented. **Moved by** Andrea, **Seconded by** Jill, **Carried.**

2.2 Review, revisions and approval of the agenda

- Request to discuss sending a gift from council to Mrs. Orsini as she is off on medical leave. This was quickly discussed and all agreed this would be a nice gesture. Jessica, Liz and Sonya will co-ordinate.
- **MOTION:** To adopt the agenda as presented. **Moved by** Andrea, **Seconded by** Jill, **Carried.**

3. Co-chair Report

- **Pro-Grant:** our application was declined so we will not be hosting the previously discussed family paint night. Unfortunately, very little feedback was received, but we will try again next year

- **Secretary Position:** Sarah MacGillivray has volunteered to fill the vacancy. There were no other nominations. **MOTION:** To elect Sarah MacGillivray as Secretary. **Moved by** Andrea, **Seconded by** Emily, **Carried.**
- **Vice-Chair Position:** Sarah McLinchey has stepped down from this position due to other commitments, so there is a vacancy. We are comfortable to proceed for now as there are Co-Chairs, however if anyone is interested please let Diane or Jessica know. It would be ideal to have someone in the role now so they can learn from current Chairs to gain experience for future years.
- **Diane won't be Chair Next Year:** Diane has decided to announce now that she will not serve as Co-Chair next year. It will be her last year at OLI and she intends to continue supporting council and will be available to provide advice to new members of the executive. As a Council it is important to have a transition plan in place for our leadership.
- **Teachers given letters, copy of budget and funds request form:** Co-chairs were unable to attend a staff meeting in person due to scheduling conflicts, but all staff have received this info, and there has been much positive feedback and appreciate from staff
- **Babysitting:** In the past the Chair would make arrangements for babysitting, but this will no longer be provided due to uncertainty of number of kids, how long meetings will last, etc. It was discussed that perhaps there may be an opportunity to seek out an older high school student or two to fill this gap. Time babysitting could count towards volunteer hours. Michelle C. will make some inquiries at the high school. Any babysitting would be required to take place in the library with the meeting.
- **Laptop for Council? Council members cannot use school computers, as per board policy:** this was put forward as a suggestion for count nights, however it was explained that members are ok to continue with current practice of using personal computers providing they are able to access the school's Wi-Fi to access the internet. Liz said she is able to provide required volunteers with the Wi-Fi password as needed, but stressed that the board has a very strict policy against sharing this and **it must be kept confidential.** Therefore, it was determined council does not require its own laptop.
- **Healthy Snack:** Still needs more volunteers. Again it was asked if Highschool students would be able to support this. Michelle C. will ask at HCC. Challenges with time commitments and storage space in fridge continue. Jessica is going to try to arrange a meeting with Sylvia to get better understanding of how it should be running.
- **Facebook Policy:** (Handout—attached) This was shared with the group for feedback as a result of feedback from previous meeting. Current Facebook page will be changed to be specifically for OLI School Council. After discussion it was felt that the policy should be broadened to cover all Social Media with a look to the future. Also it was felt point 5 should be changed so that it could be used to promote events and activities related to the school, parish and parent council, but no other outside activities. Any inquires that are not specific to parent council will be re-directed to the school by site administrators and Liz will ensure that the school website is current and regularly updated. Michelle C. will update Facebook accordingly.

4. Principal's Report

Faith

- School Mass – Oct 19(Our Lady of Fatima)
- Father Blondin visits continue
- 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)
- Faith In Action Team FIAT Program starting for Gr. 3-8 with Mrs. Botheras as the leader.

Staffing Update

- 5 full EA's now, this is increase of 0.5, Amanda Duffy will be new AM EA
- Mrs. Orsini is off on medical leave, as is Ms. Da Ponte, both until further notice

Good News

- Construction in the school—new accessible washroom, renovation of bathrooms nearest office, first the boys, then the girls, whole school is getting retrofitted with LED lighting
- Playground has been repainted, new mulch by equipment—we are doing the best to work with what we've got, walnuts have been a concern this year and some of the trees will be trimmed
- One of the plumbers working on the bathrooms told Liz OLI was the happiest school he's worked in
- Liz also shared that she received a call recently from a former student wishing to thank all staff for their dedication to her when she was a student

Educational

- PD Learning Sessions to focus on literacy/math
- Elementary and High School teachers will continue working together
- EQAO results have been sent home with students, general results will be reviewed later in the meeting

Questions:

- Are Gr. 2's allowed to join FIAT? Liz will confirm
- How are costs for FIAT being covered? the plan is to cover from the principal's fund and hope to also speak with Parish/Knights of Columbus/CWL, there will be no charge to students

5. Teacher Report

- Reviewed dates of upcoming events
- Request from Ms. Surowaniec for \$90 to assist with tournament fee for girls' volleyball. This can be requested under the allotted Athletic fund already designated

6. Budget Report

- See attached budget
- Not many changes, Harvestfest was successful we still need to pay some bills for food and to receive the \$500 grant, extra hot dogs have been used for Hot Lunch

7. Parish Update

- Meetings for parents of children preparing for First Reconciliation and First Holy Communion were held Oct 10 and classes will take place at Mass throughout November; registration forms are due Oct 22 to the parish office
- Our Lady of Fatima festival will be celebrated throughout next week
- Trunk or Treat new event at church (this has been **cancelled** due to scheduling conflict since meeting)

8. Group Activity – Council Code of Conduct:

The Co-Chairs presented a draft version and asked all members to review in pairs and provide feedback and suggestions. This was collected for review and a final version will be presented at the next meeting.

9. School Climate Survey & EQAO Results

- Liz reviewed both of these in more depth
- EQAO is standardized provincial tests for Gr. 3's and Gr. 6's (completed last spring)
- School Climate Survey (AKA Belonging Survey) looks at perceptions of bullying and inclusiveness in the school and across the board
- Liz invited comments and feedback on her action plan for the Belonging Survey next steps

10. Open Forum

- Jill, on behalf of Event Committee, asked about council buying some folding tables, extension cords and a cash box to use for events (in lieu of current practice of using personal items), after discussion it was agreed this will be tabled to next meeting when they will provide some quotes for consideration

Meeting was adjourned at 8:12 pm by Diane

Follow Up Items:

- Jessica/Liz/Sonya to coordinate gift for Mrs. Orsini
- Michelle C. to inquire at HCC about youth for babysitting and/or to support Healthy Snack prep

- Jessica to arrange meeting with Sylvia to discuss Healthy Snack
- Michelle C. to update Facebook page
- Liz to confirm school website is current and regularly updated
- Liz to confirm if Gr. 2's are included in FIAT program
- Jill to obtain quotes for items requested for Event Committee

Upcoming Dates:

Oct 19 – School Mass, Big Crunch Day

Oct 20 – Ag Day @ HCC for Gr. 4-6

Oct 27 – PD Day

Oct 31 – Halloween—Monster mash in the pm for gr. 4-8

Nov 1 – All Saints Day, Gr. 8 Orientation @ HCC

Nov 2 – All Souls Day

Nov 3 – School Mass

Nov 8/9 - Rosary Apostolate begins

Nov 10 – Progress Reports go home

Nov 15 – Parent-Teacher interviews

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

Our Lady Immaculate School Council Budget 2017-2018 October		
Budget Item	2017-2018 Budget	2017-2018 Spent
Buses (class field trips \$202 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	\$55.62
FDK - 3 classes \$200 x 3 [Teacher + ECE], gr 1-8 \$250 each)		
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	
Total Budgeted Items	\$16,447.50	\$55.62
Extra purchases approved	\$1,555.90	
Total Spent		\$55.62
	Actual Profit	Projected Profit
Fundraising		
Milk Program/hotlunch #1		\$ 4,011.39 *Based on 2017
Milk Program/hotlunch #2		\$ 3,020.87 *Based on 2017
Milk Program/hotlunch #3		\$ 4,295.53 *Based on 2017
Harvestfest	\$556.71	\$ 750.57 *Based on 2017
Samko Sales		\$ 55.19 *Based on 2017
Rheo Thompson		\$ 2,236.02 *Based on 2017
Third Wave		\$ 2,067.50 *Based on 2017
Movie Night		\$ 277.46 *Based on 2017
Year End BBQ		\$409.71 *Based on 2017
Quarter Auction		\$ 3,059.17 *Based on 2017
Total	\$556.71	\$20,183.41