



**MINUTES OF THE
ST. JOSEPH CATHOLIC SCHOOL COUNCIL MEETING**

**SEPTEMBER 25, 2018
School Library**

Minutes of the Meeting of the St. Joseph Catholic School Council, held on September 25, 2018 at 6:30pm.

The meeting was called to order at 6:32 pm by L. Incaviglia.

A. ROUTINE MATTERS

1. Opening Prayer – Prayer for Catholic School Council

The opening prayer was led by L. Incaviglia

2. Roll Call

| CATHOLIC SCHOOL COUNCIL MEMBERSHIP | | Present | Excused | Absent |
|---|------------------|---------|---------|--------|
| Principal/Vice-Principal Secretary/Treasurer | Lisa Incaviglia | √ | | |
| Chair | Ada DeLong | √ | | |
| Teacher Representative | Colleen Morrison | √ | | |
| Non-Teaching Representative | Holly Humphreys | √ | | |
| Parish Representative | | | | |
| OAPCE Representative | Tina Karwalajtys | √ | | |
| PARENT/GUARDIAN MEMBERS | | | | |
| | Stephanie Bays | √ | | |
| | Marylisa Bianco | √ | | |
| | Tim Hendriks | √ | | |
| | Marlies Nanninga | √ | | |
| | Sarah Pegg | √ | | |
| | Leanne Prince | √ | | |
| | Melissa Szkwara | √ | | |
| | Patricia Quirk | √ | | |
| | Sarah Veld | √ | | |

Guest(s) in Attendance – Tom Bowker

L. Incaviglia explained quorum – It is important to note that Catholic School Council meetings shall not proceed unless there is a quorum in attendance (50% + 1). At all meetings there must be a

majority of Parent Representatives as well as the Principal. Quorum for our CSC is 6 Parent Representatives.

3. Approval of the Agenda

Moved by P. Quirk
Seconded by L. Prince

THAT the St. Joseph Catholic School Council approve the Agenda of the St. Joseph Catholic School Council Meeting of September 25, 2018.

CARRIED

4. Election of Chair and/or Co-Chair

Tim Hendriks nominated Ada DeLong for the position of Chair. There were no other nominations for Chair. Ada DeLong agreed to the position of Chair for The St. Joseph Catholic School Council for the 2018-2019 school year.

5. Election of the Ontario Association for Parents in Catholic Education (OAPCE) Representative

Tina Karwalajtys nominated herself for the position of OAPCE Representative. There were no other nominations for this position.

6. Disclosure of Interest

No Disclosures of Interest were declared with any items on the agenda.

7. Approval of Minutes of the St. Joseph Catholic School Council Meeting of May 2018

Moved by S. Veld
Seconded by P. Quirk

THAT St. Joseph Catholic School Council approve the Minutes of the St. Joseph Catholic School Council Meeting of May 2018 as presented.

CARRIED

B. PRESENTATIONS

1. School Health Nurse, Susan Munford – spoke to CSC about her role as the School Nurse regarding the vaccine clinics, PALS Programs and mental health and that she is available by email if anyone has any questions or concerns
 - i. She talked about the Year of the Chef Program
 1. Dietician works with Public Health and offers 2 training sessions in September and February
 2. S. Munford can help with grants for different nutrition programs if interested
 - ii. “School Travel Planning” sponsored by Green Communities Canada
 1. Safety and age of child(ren)
 2. Committee is required at 2:00 pm for about 2 hours at an end of day to monitor the dismissal routine and safety for children – this would be in October
 3. Lisa to email CSC for interest and the feedback would be submitted by Lisa on behalf of the CSC

C. PRINCIPAL’S REPORT

The following Policies and Administrative Guidelines are currently being reviewed as part of the cyclical Policy and Administrative Guidelines Review process. To be considered, all

submissions must identify the specific policy and include your name, phone number, address and affiliation with Niagara Catholic. Anonymous or pseudonymous submissions will not be considered

- Employee Workplace Harassment Policy (201.7)
- Employee Workplace Violence Policy (201.11)
- Occupational Health & Safety Policy (201.6)
- Catholic School Councils Policy (800.1)

Please submit your feedback to Jennifer Pellegrini by October 11, 2018

There is a proposed addition to the Catholic School Councils Policy that each CSC will host a Faith Formation for the community. Leanne Prince, as a member of NCPIC, indicated that our current practice of having a Family Advent Mass meets the criteria.

Niagara Catholic Parent Involvement Committee (NCPIC) Report – Nomination Forms due October 12, 2018 – copies will be provided to interested parents/guardians

Confidentiality – Sharing of emails with CSC members

- i. All were in agreement to sharing their emails with CSC
- ii. All were informed that they have to advise the Principal and/or the Chair 2 weeks in advance if they wish to have an item considered for the agenda for a CSC Meeting

Special Education Advisory Committee (SEAC) Report

The Special Education Advisory Committee (S.E.A.C) of the Niagara Catholic District School Board is made up of local association representatives and Trustees whose role is to support students with special education needs and their families. The Committee may make recommendations to the Board with regards to any matter relating to the establishment, development and delivery of special education programs and services for exceptional pupils of the Board.

All parents are welcome to attend the monthly meetings and learn about different programs and supports that are available in special education.

Meetings are held at the Catholic Education Centre, 427 Rice Road, Welland, Ontario at 7:00 p.m. on the first Wednesday of the month. Please refer to the Niagara Catholic School Year Calendar located on our Board website, www.niagaracatholic.ca for a list of meeting dates.

Further information about the SEAC can be located on our website under Programs, Special Education, Special Education Advisory Committee or contact your Catholic School Principal who will provide you with a list of representatives and their contact information.

The Niagara Catholic Special Education Plan, *Building Bridges to Services 2018 and Beyond*, serves as a resource for parents and can be located on the Board website under Programs, Special Education, Special Education Plan.

For further information there are two links: The Special Education Advisory Committee website; www.edu.gov.on.ca/eng/general/elemsec/speced/seac and the Ministry of Education Special Education website www.edu.gov.on.ca/eng/general/elemsec/speced/speced.html.

Catholic School Council Financial Statement

Lisa reported on 2017-18 school year financials (see attached).

We spent over \$1,600 on Grimsby Public Art Gallery class visits last school year.

CATHOLIC School Council – We must only refer to our group as Catholic School Council. We are not Parent Council. Please ensure that you only refer to us as Catholic School Council to reflect our Catholic Identity.

‘Meetings in the Spirit’ – This is a forum for us to speak openly and from the heart, however, our focus is the entire school community and all of the children we serve. Catholic School Council is not the forum to promote a personal agenda/interest or speak specifically about your own children.

Establish Subcommittees - We will establish Sub-committees on an ‘as needed’ basis.

Active School Travel – As was discussed in the presentation by our School Nurse, we will continue to support students walking and biking to school. The Grade 5s and 6s are participating in a Bike Rodeo. We will also be having a Walkabout of our School Walk Zone. This date is TBD and CSC members will be invited to participate.

Fundraising Plan – Parent/Guardian Engagement Survey

There will be a survey sent out to all families to seek interest in giving a ‘one-time’ donation of \$50 in lieu of fundraising throughout the year

- Questions such as: How they would like to see the funds spent
- Use survey to ask about Health Team, etc.
- Transparency is key
- Give examples of how the funds would be used
- List what we normally would have fundraised for
- Use survey for gaining info on parent’s ideas
- Patricia Q., Sarah V., Tina K., Melissa S., Leanne P. would like to be part of this committee to tally the results from the survey
- It would be a 1 week timeline for the survey online

There will still be a **Family Advent Breakfast and Mass** on a Sunday during Advent (December 2 or 9 in consultation with Fr. Rico) the **Fun Fair** (June 2019 – date TBD)

Ada D. agreed to write a newsletter blurb on behalf of CSC for our newsletter starting in October and then continue every other month.

Police/Vulnerable Sector Check (5 year expiry) and yearly Offence Declarations are required to volunteer in the school and attend class trips.

D. OAPCE REPORT - NA

E. STAFF REPORT

1. Colleen M. gave updates on the new sound system installed in our gymnasium and upcoming sports events and tournaments and the welcoming of new students

F. AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS

1. Report on the Fundraising Survey which will be sent out in October
2. Then to decide on Fundraising ideas if majority do not want to give a monetary donation for the year
3. St. Joseph Catholic School Council Bylaws – will be emailed to all CSC members for review prior to our November Meeting.

G. NEXT MEETING – Monday, November 12, 2018 at 6:30pm

Future CSC Meetings to be determined in consultation with Chair and Principal.

H. ADJOURNMENT

Moved by P. Quirk

Seconded by S. Veld

THAT the September 25, 2018 meeting of the St. Joseph Catholic School Council be adjourned.

CARRIED

This meeting was adjourned at 8:05 pm.

I. CLOSING PRAYER was led by A. DeLong