



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

**MINUTES OF THE
NOTRE DAME CATHOLIC SCHOOL COUNCIL MEETING**

**TUESDAY, SEPTEMBER 26, 2023
NOTRE DAME CATHOLIC SCHOOL LIBRARY**

Minutes of the Meeting of the Notre Dame Catholic School Council, held on September 26, 2023 at 6:00 PM.

The meeting was called to order at 6:00 PM by Principal, Emmanuel Roussos, until the election of the 2023-24 Catholic School Council Chair/Co-Chair was complete.

A. ROUTINE MATTERS

1. Opening Prayer

The opening prayer was led by Mr. Roussos

2. Roll Call

CATHOLIC SCHOOL COUNCIL MEMBERSHIP		Present	Excused	Absent
Principal/ Secretary/Treasurer	Emmanuel Roussos	✓		
Chair / Co-Chair(s)	Erin Lafford	✓		
	Stefanie MacLeod	✓		
Teacher Representative	Rachel Cha	✓		
Non-Teaching Representative				
Student Representative				
Parish Representative				
OAPCE Representative				
PARENT/GUARDIAN MEMBERS				
Frances Conidi-Martin		✓		
Christina Guarino		✓		
Tara Thornton		✓		
Elizabeth Fraser		✓		
Lindsay Nasato		✓		
Diana Sanchez		✓		
Melodie Renette		✓		

3. Approval of the Agenda

Moved by Erin Lafford

THAT the Notre Dame Catholic School Council approve the Agenda of the Notre Dame Catholic School Council Meeting of September 27, 2023.

CARRIED

4. Election of Chair and/or Co-Chairs

Erin Lafford and Stefanie McLeord were acclaimed as Co-Chairs of the 2023-24 Catholic School Council at Notre Dame Catholic Elementary School.

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

6. Disclosure of Interest

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

5. Approval of Minutes of the Notre Dame Catholic School Council Meeting of _____

- N/A

B. PRESENTATIONS

1. Notre Dame Catholic School Council - By-Laws & NCDSB Policy Review

- Principal explained the role of the Council members as a connection to the community
- The possibility of sub-committees was mentioned based on member interest (ie. Grad Committee)
- The agenda for meetings will be created by Catholic School Council Chairs and Principal, then emailed to Council prior to meeting. CSC members could request to have items on the agenda

2. Notre Dame Health & Safety Protocols

- Due to health and safety regulations and prevalent medical conditions in the school, treats sent from home to school will not be distributed to students
- A message will be going home to the community to communicate this health and safety message and to specifically mention that no treats will be sent in for Halloween. The students will have an ice cream day on Halloween as a treat in their classrooms.
- Parking lot safety was discussed. The results of the Active School Travel report from last school year was communicated by Mr. Roussos.

3. Niagara Nutrition Partners Grant

- Healthy Snacks in classrooms daily – fresh fruit, cheese, apple sauce, yogurt and granola bars. Students in Grade 7/8 classes deliver food to classrooms in bins just before morning announcements.
- Students are encouraged to take from snack bins – these snacks are for everyone to enjoy
- Food delivered to classrooms has to meet certain criteria to be considered “healthy” (ie. Sugar content cannot be too high, etc)
- A staff member orders food weekly and submits reports to Niagara Nutrition Partners

4. 302.7 Food & Beverage Policy – Alternate Lunch Options
 - We have 1 pizza day scheduled in September
 - We will look to support local businesses with our alternate lunch days
 - Frequency of lunches? Payment for the entire month on School CashOnline
 - Substantial Subs has inquired about being an option for our students
 - Presentation: Dominos Pizza
 - The Council requested: that the school look at 12” options on sub day, and breakfast options (ie. Pancakes).

5. Catholic School Council Dress Code Donations Support
 - In support of NCDSB Policy 302.6.10, Notre Dame Catholic School and its CSC are required to facilitate a dress code exchange to help offset costs to families.
 - The October Newsletter will contain information asking parents to send in “gently used” items of dress code that are no longer needed in their household.
 - This will be facilitated at the Curriculum Evening in October

6. Fundraising Goals / Delta Bingo – School Fundraising
 - Mrs. Thornton presented information to families about last year’s Bingo revenue generated for the school
 - The school is again looking for volunteers to help at Delta Bingo. The school receives proceeds from each bingo session we provide volunteers for. Our timeslot is from 12-2 PM, and we are required to provide 2 volunteers. There will be an opportunity to switch to a later timeslot if it is more convenient for volunteers to come out.
 - The preference of CSC is to have parents volunteer.
 - Parents need to be trained to volunteer by participating in a short online video.
 - Dress code is strict – volunteers must wear a white Notre Dame polo (or plain white polo). The school has polos for parents
 - Job Description for a volunteer – customer service. Volunteers are not to be cleaning tables or machines
 - Each bingo session we provide volunteers for nets the school between \$500-\$1000 (if we only provide 1 volunteer, we only make ½ the amount)
 - The school also has a Nevada ticket license – tickets sold are also accounted for in our fundraising initiatives.
 - The school is limited to purchasing items that benefit the entire student population as a whole, not specific grades or classes. Approved items the school is looking to purchase are STEM (Science, Technology, Engineering & Math) learning tools and TV displays for classrooms Fundraising Goals
 - Mr. Guarino has met with school staff regarding the front gardens. Funds raised from last year’s Big Box of Cards Fundraiser will go towards offsetting costs.
 - The school is looking to purchase a few more TV displays for classrooms, laptop computers for Intermediate students, and Chromebooks for Primary/Junior students
 - Restocking of the school PE resources will be a priority for the beginning of the year
 - New school team jerseys are being priced out from different suppliers.

6. Elements of Risk – Educational Field Trips and School Activities
 - New “consent” form
 - Included in SchoolCash Online or through Permission Click

C. PRINCIPAL’S REPORT – see Appendix A attached

1. Niagara Catholic Parent Involvement Committee (NCPIC) Report
2. Special Education Advisory Committee (SEAC) Report
3. Catholic School Council Financial Statement
4. School News

D. POLICY REVIEW AND FEEDBACK

- 100.1 – Board By-Laws Policy
- 100.8 – Trustee Electronic Meetings Policy

Anonymous or pseudonymous submissions will not be considered. Please submit your feedback by September 28, 2023 - 12:00 p.m.

- 301.1 – Admission of Elementary and Secondary Students Policy
- 800.2 – Community Use of Facilities Policy

Anonymous or pseudonymous submissions will not be considered. Please submit your feedback by November 1, 2023 - 12:00 p.m.

E. STAFF REPORTS

F. AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS

G. NEXT MEETING

H. ADJOURNMENT

Moved by Tara Thornton

THAT the September 27 meeting of the Notre Dame Catholic School Council be adjourned.

CARRIED

This meeting was adjourned at 6:58 PM

I. CLOSING PRAYER was led by Mr. Roussos

Appendix A – Principal’s Report

Principal Report – Tuesday, September 26, 2023

Niagara Catholic Parent Involvement Committee (NCPIC)

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Niagara Catholic Parent Involvement Committee (NCPIC), is a regional body of representative stakeholders, that supports the Mission of Catholic Education and the Mission of the Niagara Catholic District School Board, by providing a communication link to parents/guardians, Catholic School Councils, the Director of Education, and the Board of Trustees.

The Niagara Catholic Parent Involvement Committee, as supported by the Niagara Catholic District School Board, promotes active parent/guardian engagement with all parents/guardians in all schools for the improvement of student achievement and the well-being of all students in the Niagara Catholic District School Board.

There is currently a call for nominations for Parent/Guardian Representatives. Please visit the NCPIC page of the Niagara Catholic DSB website here for more information and nomination forms. Nomination forms are due no later than October 5, 2023 at 4:00 PM.

The meeting for September 7 has been cancelled and rescheduled to November 2, 2023. Agenda and minutes from that NCPIC meeting can be found on the NCPIC page of the website.

Special Education Advisory Committee (SEAC)

The SEAC of the Niagara Catholic District School works with school staff, and the Special Education Department of the Niagara Catholic DSB in implementing instructional and assessment strategies in all elementary and secondary schools in the Board.

Please visit the SEAC page of the Niagara Catholic DSB website here to find agendas and minutes from meetings throughout the school year.

Catholic School Council Financial Report

No report for the September Meeting.

Fundraising – Bingo

Notre Dame Catholic Elementary School

Bingo Revenue and Expenditures - As of August, 31, 2022

Revenue:

Bingo Sessions Earnings	\$15,923.65
Nevada Ticket Earnings	\$1,343.25
Bank Balance - As of Aug. 31, 2022 <i>(What was carried over from the previous year)</i>	\$19,690.76 Bingo = \$11,289.55 Nevada = \$8,401.21
TOTAL REVENUE	= \$36,957.66

Expenditures:

Bank Charges	\$134
Licensing Fees	\$370.80
Expenditures (see attached table for breakdown)	\$17,377.50
Bank Balance - As of Aug. 31, 2023	\$19,075.36 Bingo = \$12,394.99 Nevada = \$6,680.37

School News

INTRODUCTIONS

1. Welcome: Our newest additions to the Notre Dame staff are: Mr. Barr (Gr. 5/6), Mme. Chambers (Gr. 2/3FI), Miss Cole (Kinder FI ECE), Mme. D'Uva (Gr 1/2FI), Mrs. Deeacon (EA), Mme. Hasan (P&P), Mme. Jaramillo (Gr. 5/6 FI), Mrs. Mellen (Gr. 6/7), Miss Muraco (Gr 2/3), Mrs. Parillo (Kinder), Miss Penzek (Kinder FI ECE), Miss Ricci (PTM), Mme. Solefack (FSL)

CATHOLIC FAITH, COMMUNITY, CULTURE

2. Faith Theme: The Niagara Catholic DSB theological theme for 2022-26 is "Called by Name". The subtheme for the 2023-24 school year is "Hear My Voice". This theological theme will guide students and staff through their faith development during morning prayers and spiritual retreats. Each month, there will be a reflection in our newsletter that builds on the theme

“Called by Name – Hear My Voice”. The Journey Retreat held in previous years is now replaced with a Faith Day at Saint Paul High School.

3. School Mass: Our opening school mass is tomorrow, Wednesday, September 27 at 9:00 AM. The Notre Dame community is invited to attend mass with us. Each week, a division of classes will attend 9:00 AM mass with the OLOS parishioners. Due to our close proximity to OLOS Parish, our students will be attending mass twice per month.
4. Terry Fox Walk: Notre Dame held its annual Terry Fox Walk on September 22. Our community raised close to \$425 for cancer research. Thank you to the community for donating.
5. Halloween: On Monday, October 31, Notre Dame students will be celebrating Halloween. It will be an out of dress code day and students will be invited to wear a costume (no masks) or black and orange. Parents will not be permitted in the school so students are to arrive at school in costume. Some notes for consideration - All costumes should be “student-friendly” so students can independently change and a change of clothes could be beneficial if students want to change out of their costume part way through the day.
6. Classroom Treats: Parents are asked not to send any treats for their child’s class over the course of the school year (ie. Halloween, etc). The school will not be distributing treats sent from home.
7. Stay Connected: School social media accounts are active and advertised through the school newsletter. Sometimes, classroom activities will be posted. Only students whose parents completed the “Consent to release information” form will be included.
8. Purple Shirt Day / Rowan’s Law Day: Notre Dame students are invited to wear purple shirts with dress code bottoms on Wednesday, September 27 for concussion awareness.
9. Orange Shirt Day / National Day for Truth and Reconciliation: On Friday, September 29, students are invited to wear orange shirts with dress code bottoms to recognize this special day. On Orange Shirt Day, our intermediate students will be leading our primary and junior students in an Indigenous dance activity. Families that ordered orange shirts through the NCDSB supplier were sent home with students this afternoon.
10. Thanksgiving Food Drive: Our school will be running our Thanksgiving Food Drive from October 2- 5. A message was sent to the community this week.

SCHOOL IMPROVEMENT

11. Notre Dame School Building Improvements: The school was scheduled to undergo construction to update the gymnasium and the library areas. This project has been postponed with no timeline set for the start and completion.

PATHWAYS

12. School/Classroom Communication: The school will communicate information to families through School Messenger. Parents who have not yet done so, are asked to register at go.schoolmessenger.com using the email address on file at the school. Each teacher will share their preferred method of classroom communication (Messenger App, NCVLE, Remind App, etc) on Curriculum Night if they haven’t already. The school will send emails to families shortly after student dismissal and different topics will be sent in separate emails.

13. Fire Drills and Lockdown Practice: Emergency procedures are in place and practiced in all Niagara Catholic schools throughout this school year. We continue to be required to conduct 6 fire drills and 2 hold & secure and/or lockdown drills each year. We have completed our first fire drill. The Hold & Secure will be postponed until October. The fire drill practice was well done, and the school use these practices as an opportunity to fine tune its emergency procedures.
14. Extra-Curricular Activities: Students will begin extra-curricular activities. We are currently running our Soccer and Cross-Country teams. Student Council elections for class representatives will be in October. We aim to offer a variety of activities that allow our students' gifts and talents to shine.
15. Transition to Saint Paul High School: Our Grade 8 students were visited by Saint Paul admin and teachers today. Grade 8 students will begin attending activities offered by Saint Paul High School to aid in their transition there for September 2024. On November 16 is the Grade 8 Open House at 6:30 PM and on December 7, our Grade8s will travel to saint Paul for the day to participate in activities.

LITERACY/ NUMERACY

16. Curriculum Night: On October 4, the school will host a Curriculum Night from 5:30-7:00 PM, where parents can meet their child's teacher and better understand the routines and topics covered in the classroom. There will be 3 sessions (20 mins each) where parents can go into classrooms and interact with teachers. This is meant to be a light, social evening, with general information being conveyed. Parents are encouraged to make an appointment to talk with teachers about specifics pertaining to their child's education.
17. NCVLE: This is a tool for teachers to communicate information being presented in class to parents, and a way for students to access work if they are off for an extended period of time.