



**MINUTES OF THE  
CANADIAN MARTYRS CATHOLIC SCHOOL COUNCIL MEETING**

**SEPTEMBER 25, 2023**

Minutes of the Meeting of the Canadian Martyrs Catholic School Council, held on September 25, 2023 at 6:00pm.

The meeting was called to order at 6:00 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	Lisa Incaviglia	√		
Secretary/Treasurer	Wendy Wilson			
Chair	Deanna Arlia	√		
Teacher Representatives	Sara Peabody and Sandra Borg-Holjak	√		
Non-Teaching Representative	Saundra Kocsis	√		
Parish Representative				
OAPCE Representative	Brittany D’Amario	√		
PARENT/GUARDIAN MEMBERS				
	Deanna Bellante-Gentile	√		
	Nicole Cameron	√		
	Yiching Chua	√		
	Maria Marques	√		

**Minutes of the Meeting taken by L. Incaviglia**

**Guest(s) in Attendance – NA**

**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 4 Parent Representatives.**

**3. Election of Chair and/or Co-Chair**

Deanna Arlia, Yiching Chua and Brittany D’Amario would like to stand for the position of Chair. There were no other nominations for Chair. A vote was conducted and the ballots were tallied. Deanna Arlia received the majority of votes for the position of Chair for The Canadian Martyrs Catholic School Council for the 2023-2024 school year.

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

Brittany D'Amario 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 Canadian Martyrs Catholic School Council Meeting of April 2023**

**B. PRESENTATIONS – None**

**C. PRINCIPAL'S REPORT**

The following Governance Policies are currently being reviewed as part of the [Establishment and Cyclical Review of Policies Policy \(100.5\)](#) review process.

To be considered, all submissions must identify the specific Governance Policy and include your name, phone number, address and affiliation with Niagara Catholic.

*Anonymous or pseudonymous submissions will not be considered*

- [Board By-Laws Policy 100.1](#)
- [Trustee Electronic Meetings \(Board and Committees\) Policy 100.8](#)

*Please submit your feedback to [Anna Pisano](#) by 12:00 p.m. September 28, 2023*

- [Admission of Elementary and Secondary Students Policy 301.1](#)
- [Community Use of Facilities Policy 800.2](#)

*Please submit your feedback to [Anna Pisano](#) by 12:00 p.m. November 1, 2023*

Niagara Catholic Parent Involvement Committee – NCPIC – The NCPIC is our regional CSC. There is representation from all regions. This Committee will typically host an event for all Catholic School Councils. More information will be shared as it comes available.

**Special Education Advisory Committee (SEAC) Report - None**

**Canadian Martyrs Catholic School Council By-laws – reviewed**

1. The Catholic School Councils Policy states that the purpose is to build strong Catholic identity and community, to advance student achievement and well-being for all students in the Canadian Martyrs School Community and to enhance the accountability of the education system to parents/guardians.
2. By-laws will be sent to CSC members for review before posting on the school's website.

**Catholic School Council Financial Statement**

Lisa reported on 2022-2023 school year financials

1. CSC Account \$1257.84

**Fundraising Plan**

Continually purchasing technology for classrooms and students. Many devices are aging and need to be replaced. The goal is to have one device for every student. Chromebooks are important tools for students to use.

The following list of fundraisers were discussed at this meeting:

- Big Box Assorted Cards – the request to have Holiday Cards as a choice will be investigated
- Purdy's Chocolates

- Ravine Winery
- Fielding Winery
- Cobs Bread

Lisa will look into the above fundraising options.

### **Parent Engagement Plan**

\$500 is available to access for a parent engagement event. We can also apply for an additional \$1000 of funding if needed. It was recommended that we ask the community through a survey what topics would be of interest to them. A Google Form will be sent out to the school community mid-October to seek their input. It will be an anonymous survey.

Parents did enquire about having Paul Davis back this school year to speak to the students about internet safety.

Christmas Market & Mingle is tentatively booked for Thursday, December 7, 2023. We will develop a sub-committee to prepare for this event and begin meeting in October.

Food Days are starting in October. The Food and Beverage Policy has been revised and we will be working to ensure that we are in align prior to beginning food days.

Email CSC to see who would like to assist with the Book Fair.

### **D. OAPCE REPORT - NA**

### **E. STAFF REPORT – Ms. Peabody** Religion

Chaplaincy Visits - All classes from K-8 will participate in 4 chaplaincy visits throughout 2023-2024. These sessions have been developed to support the religion curriculum. The first visit will be on November 1st.

Opening Mass at St. Alfred church is on Wednesday, September 27 at 10:30 am.

Thanksgiving Food Drive - Student Council is leading the organization of the Food Drive for the St. Vincent de Paul Society which runs from September 25th to October 4th.

### Special Events

Terry Fox Run - was on Friday September 22. Students also participated in grade appropriate lessons about Terry Fox's perseverance and courage.

Rowan's Law Day - concussion awareness/safety day. "A bump on the head or body can hurt - so tell an adult right away". On Wednesday, September 27th, Students are encouraged to wear purple clothing and accessories to recognize this concussion awareness day.

Orange Shirt Day - Wear orange clothing and accessories on Friday, September 29th. Resources have been provided to teachers to present age-appropriate lessons about this day of Truth and Reconciliation.

Scholastic Book Fair - Mrs. Penner the librarian will be running a book fair during the weeks of October 2-13th. This is a great opportunity for students to purchase books and the proceeds will go back into buying books for the library.

Picture Day is on Thursday, September 28th. These are individual photos of the students.

### Student Clubs and Sports

Junior Soccer practices have begun and the tournament is on Wednesday, October 4 for the girls and Thursday, October 5 for the boys.

Cross Country Running practices for Grades 4-8 have also begun and the race is on Tuesday, October 10th.

- F. AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS – Christmas Market & Mingle, Parent Engagement Event**
- G. NEXT MEETING – Monday, November 20, 2023 at 6:00pm**
- H. ADJOURNMENT**  
This meeting was adjourned at 7:12pm.
- I. CLOSING PRAYER – Hail Mary**