



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

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

**SEPTEMBER 30, 2024
Room 119**

Minutes of the Meeting of the Canadian Martyrs Catholic School Council, held on September 30, 2024 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 Secretary/Treasurer	Lisa Incaviglia Wendy Wilson	√		
Co-Chairs	Rose Allison and Nicole Cameron	√		
Teacher Representatives	Sandra Borg-Holjak	√		
Non-Teaching Representative	Alexandra Moore	√		
OAPCE Representative	Yiching Chua	√		
PARENT/GUARDIAN MEMBERS				
Melissa Sticca		√		
Jacqueline Rizza		√		
Shannon Walton		√		
Maria Marques		√		
Deanna Arlia		√		
Betty Subic		√		
Anthony Adeoye		√		
Martha Sanusi		√		

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 6 Parent Representatives.

3. Election of Chair and/or Co-Chair

Rose Allison and Nicole Cameron would like to stand for the position of Chair. There were no other nominations for Chair. Rose Allison and Nicole Cameron agreed to be Co-Chairs of The Canadian Martyrs Catholic School Council for the 2024-2025 school year.

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

Yiching Chua nominated herself for the position of OAPCE Representative. There were no other nominations for OAPCE Representative.

6. Disclosure of Interest

Members of Catholic School Council shall declare a conflict of interest in matters that they, members of their families or their business affiliations could directly or indirectly benefit from the decisions of the committee.

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 2024

B. PRESENTATIONS – The Role of Catholic School Council – Lisa Incaviglia - Slideshow presentation that focused on the purpose of Catholic School Council, membership, meetings, subcommittees and attendance.

C. PRINCIPAL’S REPORT

Niagara Catholic is governed by policies approved by the Board of Trustees. These policies are reviewed or vetted on a five-year cycle to ensure they meet legislative requirements and the needs of our system. The Board may also review a policy sooner, if necessary.

We invite all stakeholders to take part in the vetting process by providing feedback.

Stakeholders include:

- Parents and guardians
- Students
- Staff
- CUPE (the union representing jobs such as custodians and caretakers, educational assistants, early childhood educators, librarians, secretaries, and other support staff)
- OECTA (the Ontario English Catholic Teachers’ Association, which represents teachers)
- The Special Education Advisory Committee (SEAC)
- The Niagara Catholic Parent Involvement Committee (NCPIC)
- The Diocese of St. Catharines

To be considered as part of the vetting process all feedback must include:

- The stakeholder’s name
- The stakeholder’s address and phone number
- The stakeholder’s connection to Niagara Catholic

When vetting closes, the Director and Senior Staff review all feedback. They provide a summary of comments and suggested changes to the Committee of the Whole for consideration and recommendation. Once approved by the Committee of the Whole, the policy is forwarded to the Board for final approval. The following Governance Polices are currently being reviewed as part of the Establishment and Cyclical Review of Policies Policy (1100.5) review process.

- [Trustee Code of Conduct Policy 100.12](#)

Please submit your feedback to [Anna Pisano](#) by 12:00 pm November 4, 2024

L. Incaviglia will send the policy via email to the CSC for their review and consideration to provide feedback before the deadline.

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 - SEAC has also hosted events for parents/guardians in previous years. There is no report at this time. More information will be shared as it becomes available.

Canadian Martyrs Catholic School Council By-laws

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 final review before posting on the school's website.

Catholic School Council Financial Statement

Lisa reported on 2023-2024 school year financials

1. Big Box Fundraiser Profits \$2393.15
2. Cobs Bread Card Fundraiser Profits \$5887.50
3. Christmas Market and Mingle is a non-profit event. After cookie decorating kit sales and vendor tables, the profit was \$75.
4. Love Builds Brains Parent Engagement Event - We receive \$500 each year in support of a Parent Engagement Event. Last year's event cost \$197.89 as there was no charge for the speaker. We will receive \$500 for the 2024-2025 school year.

Fundraising Plan

The school is 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.

We will be having a Halloween Dance-a-thon on October 31st. This was shared in the October Newsletter and Calendar. More details will be forthcoming.

The following list of fundraisers was discussed at this meeting:

- Krispy Kreme Doughnuts
- Little Caesar's Frozen Kits
- Mitchell's Soups
- Cobs Bread

Lisa will look into the above fundraising options.

Parents asked about fundraising for a playground. L. Incaviglia will review the policy, look into a natural playground, and report to the group about cost and feasibility.

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 in mid-October to seek their input. It will be an anonymous survey. For this year's survey we will also include financial literacy as an option and expand the Equity, Diversity and Inclusion option to include social justice.

Parents did enquire about having Paul Davis back this school year to speak to the students about internet safety. Wendy will look into Paul Davis' availability.

Christmas Market & Mingle - We will develop a sub-committee to prepare for this event and begin meeting in mid-October. Lisa will review available dates.

D. OAPCE REPORT - NA

E. STAFF REPORT – Mrs. Borg-Holjak

Religion

Chaplaincy Visits - All classes from K-8 will participate in chaplaincy visits throughout 2024-2025. These sessions have been developed to support the Religion curriculum. The first visit will be on November 22nd.

Opening School Mass at St. Alfred Church is on **Wednesday, October 2nd** at 10:30 am.

Thanksgiving Food Drive - The Student Council is collecting and organizing donated items on a daily basis. Donations will be given to the St. Vincent de Paul Society. The Food Drive runs until **Wednesday, October 9**. We have already collected over 15 heaping bags of canned goods and non-perishable items. A list of preferred items is in the October Newsletter.

Special Events

Rowan's Law Day - Concussion Awareness/Safety - **Wednesday, September 25th** - "A bump on the head or body can hurt - so tell an adult right away". Students were encouraged to wear purple clothing and accessories to recognize this concussion awareness day.

Picture Day was on **Thursday, September 26th**. These were individual photos of the students. Group photos will take place in the spring.

Terry Fox Run - Friday, September 27th - Students also participated in grade-appropriate lessons about Terry Fox's perseverance and courage.

Orange Shirt Day - We wear orange clothing and accessories today, **Monday, September 30th**. Resources have been provided to teachers to present age appropriate lessons about this day of Truth and Reconciliation. The theme this year is: Truth Before Reconciliation -Living the Good Life - mino-pimatisiwin". (meeno pee mah tie zih win) A schoolwide initiative is evident throughout the hallways of our entire school - student cut outs wearing orange t-shirts

Scholastic Book Fair - Mrs. Penner, the librarian, is running a book fair from **Monday, September 30th-Thursday, October 10th**. The first week is book viewing only. Book buying begins Oct. 7th. Parents are welcome before school and after school on Wednesday, Oct. 9th and Thursday, Oct. 10th.

This is a great opportunity for students to purchase books and the proceeds will go back into buying books for the library.

Student Clubs and Sports

Junior and Intermediate Soccer teams have been selected and are practising. The Intermediate tournament is on Thursday, October 3 for the boys and Friday, October 4 for the girls. The Junior Tournaments is on October 7th for the girls and October 8th for the boys.

Cross Country Running practices for Grades 4-8 have also begun and the area meet is on **Tuesday, October 15th.**

Upcoming Sports: Intermediate Volleyball and Junior Tripleball

- F. AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS – Christmas Market & Mingle, Results from the Parent Engagement Survey, Dance-a-thon Recap**
- G. NEXT MEETING – Monday, November 25, 2024 at 6:00pm in the Library.**
- H. ADJOURNMENT**
This meeting was adjourned at 7:25pm.
- I. CLOSING PRAYER – Hail Mary**