



NIAGARA CATHOLIC
DISTRICT SCHOOL BOARD

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

**FEBRUARY 7, 2024
Virtual**

Minutes of the Meeting of the St. James Catholic School Council held on February 7, 2024, at 5:30 pm.

The meeting was called to order at 5:30 pm by Mr. Lococo.

A. ROUTINE MATTERS

1. Opening Prayer – Prayer for Catholic School Council

The opening prayer was led by Mr. Lococo

2. Roll Call

CATHOLIC SCHOOL COUNCIL MEMBERSHIP		Present	Excused	Absent
Principal Secretary/Treasurer	Ken Lococo	√		
Chair	Alexis Laframboise	√		
Co-Chair	Rosie Dzugan	√		
Teacher Representative	Cheryl Ann-Smith	√		
Teacher Representative	Sylvia Wilson	√		
Non-Teaching Representative				
Parish Representative	Father Stephen Bru		√	
OAPCE Representative				
PARENT/GUARDIAN MEMBERS				
Sandra Richea		√		
Stephanie Russell			√	
Jenn Howe			√	
Aaron Mendonca				√
Anne Harte		√		
Kara Petraroia		√		

3. Approval of the Agenda

Moved by Sylvia Wilson

Seconded by Anne Harte

THAT the St. James Catholic School Council approved the Agenda of the St. James Catholic School Council Meeting of February 7, 2024.

4. Disclosure of Interest

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

5. Approval of Minutes of the St. James Catholic School Council Meeting- none

B. PRESENTATIONS – NA

No presentations were brought forth for the meeting.

C. FINANCIAL REPORT



- 2023-2024 Purchases made included:
 - Smart televisions were purchased for the grade 4/5, 5/6 and 6/7 classrooms to support the teacher in facilitating instruction in the split grade. The mounting cost varied from 350-450 depending on what was required to mount the television in each classroom. Television invoice amount was approximately \$900 per smart television.
- January 2024
 - Smart Board in the grade 8 room bulb was malfunctioning. Unit is so old that a replacement bulb may not be available. 75” Smart TV was ordered and installed for classroom use. Both devices were used for a number of days prior to the smart board no longer functioning. Television cost was approximately \$1200 and the mounting cost was approximately \$400.
- 2023-2024 Budgeting
 - Budgeting for some new student devices. A number of old HP Laptops were recycled as well as approximately 10 chromebooks that were not repairable. Approximate cost of device is \$700-\$1 000 per unit.
 - Account is being consolidated as we wait for some invoices to be processed.

D. 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

-  Niagara-Catholic-Parent-Involvement-Committee-Policy-800.7.pdf
-  Code-of-Conduct-Policy-302.6.2.pdf

Please submit your feedback to anna.pisano@ncdsb.com by 12 p.m. on February 21, 2024.

- Board Policy Approval Updates Effective January 30, 2024
 - 202.3 - Catholic Leadership - Supervisory Officer and CFS Selection AOP.pdf
 - 302.6 - Safe and Accepting Schools Policy.pdf
 - 600.4 - Corporate Cards, Purchasing Cards and Petty Cash Policy.pdf
 - 600.4 - Corporate Cards, Purchasing Cards and Petty Cash Policy OAP.pdf
 - 302.6.6 - Dress Code - Secondary Uniform Policy AOP.pdf

Niagara Catholic Parent Involvement Committee – Next Meeting will be held on Thursday March 7, 2024

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.

Special Education Advisory Committee (SEAC) Report - Next Meeting will be held on Wednesday March 6, 2024.

Fundraising Plan

- Parent Engagement CSC Memo \$500 in funds to support Parent Engagement that is curriculum related (Parent Involvement Memo 069)
- Food Days: In February we will be running hot lunch options including subs, mandarin day, pizza, mexican and chicken and pasta.
- Based on student feedback we moved are using Pete's pizza company as per previous years. in order to limit the amount of waste we have moved to slices of pizza by ordering trays. Tray are cut in 20 slices to provide a larger portion for students.
- Planning for additional hot dog days when the weather is warmer to cook outside.
- The Milk Program continues with a slight price increase from the supplier.
- Toonie Tuesday continues to be a very popular option for students every week.
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- Shrove Tuesday: a google survey for parent council volunteers to assist with pancakes will be sent out. Require hot plates for cooking, cooking utensils (approximately 2 hours).
- Events from the February Calendar were reviewed and reminders about the Kids Helping Kids Events.
- Father Stephen will be at the School for a Liturgy for Ash Wednesday

E. OAPCE REPORT - None

F. STAFF REPORT – Mr. Lococo

- Welcome new staff to the St. James Team: a Roy (Child Youth Worker) and Amanda Goulet (Library Technician), Andrew Hall (Grade 8), Andrew Urlocker (FSL), Danielle D'Andrea (Grade 6/7) and Maggie Gomez (ERT p.m.)
- Empower Training was held for Educational Resource Teachers. This is a program from Sick Kids designed to address reading for students. The Resource Teacher will work with a specific group of 6 students everyday for approximately 115 lessons.
- The Sports Council met as St. James is now grouped with the smaller schools. Scheduling is being worked on. We are awaiting the meeting minutes from the meeting. Cross Country has run with Board Meet scheduled for October 24th and a rain date of October 25th at Fireman's Park in Niagara Falls. Boys and Girls Junior Soccer will occur October 2nd and 3rd.
- On September 28, 2023 an Open House was held at St. James School for students and parents to tour the building and meet staff. It was meant as an informal way to welcome families back into the school.
- St. James participated in the Terry Fox Walk/Run: Chalk Art that was created out front of the school and all classes went out for a walk/run. Over \$1 800 in donations were received.

G. NEW DISCUSSION ITEMS

- Mrs. Richea asked if the school would be open to a social event in June organized by the Parent Council. Council would put a proposal together and create their own working group. Consultation with the Principal would be ongoing throughout the process.
- Mr. Lococo advised that the student council has been taking pictures of events and teams and placing them in a drive on google. This is in following the request of some grade eight students to have a yearbook for the 2023-2024. Mr. Lococo noted that a platform would be needed through Lifetouch or another company to start the process of developing the yearbook.
- Mrs. Harte advised that she had previously worked on the St. James yearbook and that they used a program called picaboo. Pricing a few years ago was \$14-15 per yearbook. Mrs. Harte advised that she found the platform easy to navigate and the quality was very nice. She will share the link with the school and offer to assist in the development of the yearbook with the student council.
- Mrs. Laframboise also stated that she is willing to assist in the development of the yearbook.
- Mr. Lococo will speak with the student council to ensure they continue to update the google drive pictures and take a look at the picaboo platform.
- Mrs. Dzugan asked if school dancers were occurring. Mr. Lococo advised that dances occurred last year and are an option this year. The Student Body President would be discussing with the intermediate teachers the request to have a Valentine's Day Dance. Mr. Lococo will consult with other schools due to the proximity of Ash Wednesday.
- Discussion will take place regarding an end of the year fundraiser and Council was asked to bring forth any ideas and proposals so that they can be discussed at staff meetings.

H. AGENDA ITEMS-DISCUSSION FOR FUTURE MEETINGS

1. - The success of our fundraising efforts will be discussed.
2. - School Yearbook Committee

I. NEXT MEETING

- To be determined. A Google Survey will be sent to members for preferred date and time.

J. ADJOURNMENT

- This meeting was adjourned at 6:20 p.m.

K. CLOSING PRAYER - Hail Mary