Catholic School Council Meeting Minutes
St. Elizabeth Catholic Elementary School
Date: October 1, 2018

DATE: October 1, 2018		**RECORDED BY:** Sasha Donker
MEETING COMMENCED: 6:31pm		**MEETING ADJOURNED:** 8:04pm
ATTENDANCE		
CSC MEMBERS		**OTHER ATTENDEES**
Shawna Gavas, Chair	Present	
Jenn McCaig, Vice-Chair	Present	
Sasha Donkers, Secretary	Present	
Amanda Levesque, Treasurer	Present	
Rose Welch-Herd, Parent Rep.	Present	
Quisha Ramatour, Parent Rep.	Regret	
Laura Straughan, Parish Rep.	Present	
Halina St. Jean, OAPCE Rep.	Present	
Gerard Van den Wildenberg, Principal	Present	
Nicole McGill, Vice-Principal	Present	
Deanna Feeney, CUPE Rep.	Regrets	
Beth Cunningham, Teacher Rep.	Present	
PRIOR MEETING'S MINUTES		
Minutes of:	N/A	
MEETING ACTIVITY		
Item	Details	
Attendance 6:32pm	Review of Attendees/Regrets	

Opening	Welcome and Opening Prayer by Laura
Agenda 635	Review and adopt agenda
Prior minutes	Review and adopt prior meeting's minutes

UNFINISHED BUSINESS

Old Business 636	• N/A

NEW BUSINESS

New Business	• Fundraiser – review of pamphlet – Recipe In a Jar. First online order received – to be noted that first and last name must be provided for all online orders. Future promotion to include information regarding meal donations to local food bank. • For large orders, there will arrangements made for order pick up (to possibly include one evening and/or during the November 23rd P.A day) • Fundraiser incentive prizes ($1000 budget) – top seller prize will be an iPad. Amanda confirmed iPad cost should be approximately $440 after taxes and rebate. Raffle prizes will consist of two Subway and two Cineplex gift certificates for Primary, Junior and Intermediate. • Christmas lunch date (Grades 1-8) – December 20th • 1st Mass at 9:45am – Lunch at 10:45am and 2nd Mass at 11am – Lunch at 12:15pm • Amanda confirms $300 from Pizza lunch orders for December 20th to be refunded. • Kindergarten Christmas Lunch to be scheduled with Deanna Feeney. • Council meeting dates confirmed – November 12, December 10, January 14, February 11, March 18, April 8, May 13, June 10. • In the event of inclement weather, Shawna confirmed motions will take place online as required. • Shawna advised it was communicated last year that there was a disconnection between staff and plans from Council. Beth Cunningham suggested that she could relay information form council at monthly staff meeting. • Amanda questioned if weekly parent update would continue to be emailed out – Gerard Van Den Wildenberg confirmed an update is provided on school site however, the weekly update could be continued. • Babysitters for Council meetings will be arranged for November meeting and going forward. It was agreed to acquire students looking to fulfill necessary volunteer hours for this. Shawna will organize babysitters.

COMMITTEE REPORTS	
Committees 6:56pm	• Lunch Programs – nothing to report at this time.
REPRESENTATIVE AND COMMITTEE REPORTS	
Principal 6:57pm	• Current school staff and student numbers are as follows: 32 ½ teachers (1/2 ILP), 25 classrooms, 4 kindergarten and 1 kinder/grade1 combined (capped at 20 – treated as primary classroom; no E.C.E), 4 ECE, 11 EA, 1 Learning Commons Specialist, 2 Secretaries (1 full time and 1 part time), 3 custodians (one will be leaving in near future; in the process of hiring), 121 FDK (67 year 2 students), primary 179 (77 Grade 3 students), 179 juniors (possible 2 more students added), 100 intermediate. 579 total students– up 8 students from previous year. • Gerard Van Der Wildenberg confirmed the main focus from the fall fundraiser this year would be to continue the drive for more and updated technology as well as possibly equipping the Gym with a ceiling digital projector and to improve the sound system. • It was advised that the technology improvements should be first priority. • The digital projector and sound system cost is estimated around $8,000 - $10,000. This may require to be budgeted over a 2 year plan. • An Apple TV would ideally be added to the gym to allow connection with iPads for teachers to review images, etc. Teacher laptops will also be able to connect via HDMI connection. • Shawna requested a WIFI password to complete necessary council documents while at the school
OECTA Rep. 7:34pm	• Nothing to report.
CUPE Rep. 7:34pm	• Nothing to report.
Treasurer 7:36pm	• Opening Balance: $ 7786 • Closing Balance: $ • General Account – 7775.83 • Pro-grant – 276.17 • Scientists in the Classroom -$276 – Amanda was not advised of correct total per class • As of October projection – Pizza – $11,000, Subs – $1200, Milk - $ • Beth Cunningham questioned how to organize Scientists in the Classroom for split classes. Amanda advised that Council has already confirmed the budget per class and that teachers would need to contact Scientists in the Classroom directly as they would be best to organize the lessons depending on the class •

Parent Reps. 7:53pm	• Parent inquiry regarding Parent/Teacher Meeting date. It was confirmed that reports would be sent home October 30th and meetings would take place on November 1st. • Parent meetings will continue to be booked online.
Parish Rep. 7:56pm	• Shawna confirmed that 2 dances have already taken place. Attendance was lower than last year. It was also advised that Parent Volunteers are always needed
ACTION ITEMS	
Action Items 8:00pm	• Photocopies of fundraising pamphlet needed for Teachers • Deanna Feeney to confirm Kindergarten Christmas lunch date • Weekly calendar to Parents sent by Gerard Van Den Wildenberg • WIFI code for Council • Shawna secure babysitting for meetings • Halina and Shawna to confirm Cineplex Costco pass prices • Amanda to confirm Subway gift cards • Everyone to look into best price for iPad (base price is currently $429 – 32GB) • Milk containers to be located
Next Meeting	November 10th, 2018
Closing 8:03pm	Closing prayer read by Shawna
Adjournment	Meeting conclusion at 8:04pm

- Scheduled Monthly Parent Council Meeting Dates
  - November 12th
  - December 10th
  - January 14th
  - February 11th
  - March 18th
  - April 8th
  - May 13th
  - June 10th

Catholic School Council Meeting Agenda
St. Elizabeth Catholic Elementary School
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MOTIONS	
Motion #18/19 – 01 – Amanda Levesque	
Motion moved by: Halina St. Jean	**Seconded by: Jenn McCaig**
Be it moved that:	**Approval of payable bills and costs incurred by Amanda Levesque be reconciled**
Motion #18/19 – 02 Amanda Levesque	
Motion moved by: Halina St. Jean	**Seconded by: Jenn McCaig**
Be it moved that:	**Approval to transfer funds between accounts**
Motion #18/19 – 03 Amanda Levesque	
Motion moved by: Sasha Donker	**Seconded by: Halina St. Jean**
Be it moved that:	**Approval of budget of $5,000.00 ($200.00 per class) allotted for Scientists in the Classroom**
Motion #	
Motion moved by:	**Seconded by:**
Be it moved that:	
Motion #	
Motion moved by:	**Seconded by:**
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