

CATHOLIC SCHOOL Council Minutes

ÉCOLE CATHOLIQUE CATHÉDRALE

Date | Time February 20, 2019 – 6:36 pm | *Meeting called to order by* Christine Ferguson (for Tiffany Emery)

In Attendance

Christine Ferguson, Edward Nkole, Amanda Charboneau, Tonya Galjot, Sharon Drouin, Jordan McDonald, Brandi Giffin, Steph Brown, Sajida Shaik Damji, Melissa Norton, Karen Crichton-Cadeau, Nienke Hoedeman, Margaret Wiwchar

Regrets

Wendy McAdoo, Tiffany Emery, Shelleen Lamoureux, Karen Baird, Sarah Cooke, Niina Mendez, Sarah Stanley, Nadia Gundert

Opening Prayer

Led by Principal Nienke Hoedeman

Review / Approval of January Minutes

Minutes were emailed to council before meeting. Approval of Minutes: Motioned by Sajida, Seconded by Karen. Approved.

Review / Approval of Tonight's Agenda

Motion to approve agenda: Sajida, Seconded by Edward.

Treasurer's Report: Christine

- February Report:
 - Account Balance at February 15th is \$ 21,462.50. (Noted: that several key budgeted expenses for the year have yet to be deducted. i.e. Playground, Picnic, Teacher Support Initiative)
 - Total Hot Lunch Income \$19,205.05 year to date. Total Hot Dog Day Income: \$3,795.12
 - Lunch Expenses: \$ 13,310.50 HL Net income: \$9,689.67 YTD.
 - Some concern about logistics and profit margins expressed about hot lunch. Sharon reports that it seems fewer lunches are handed out this year compared to last. As well, some reports from parents regarding difficulties with School Cash online. Order items are confusing and items remain available for sale even after order for that item is already placed. Verification of receipts and being short lunches was reported. Lunches going to EYC vs. MC, etc.
 - Action Item: Requesting hot lunch committee (Wendy/Shelleen) to share profit margins on food. Are sales down/ up due to food choices? Cash online challenges? Snow storms? Other?
 - Transfer of Pay Pal account funds - closure complete: \$1,149.98.
 - Parent Involvement Grant received: \$500 (used for childcare at meetings; \$20.00 remaining)
 - Fundraising Income received this month:
 - Mabel's Labels: \$129.67
 - Indigo Fundraiser: \$978.19
 - Movie Night: \$193.30 online sales + ~ \$475 at the door through tickets & concession sales. (Expenses on Concession items to come.)

- Christine shared a revenue trendline for Sept – Feb on hot lunch shared.
 - February comparison report & graph shared to illustrate a comparison from Feb financials YTD in 2018 to Feb financials YTD 2019. The higher quality pizza and food options this year have increased expenses over the service provider last year.
- Concern that financial reports printed for council review at the meetings are not being passed around for people to view and are being missed by some that may wish to see it. One member felt the financial summary in the minutes every month was insufficient data. A request was made to use the income and budget statement that was developed at the beginning of the year. Christine has agreed to expand on her current comparison graph to include more comparative budget data.

Teacher's Report: Sharon Drouin & Jordan McDonald

- Main Campus: Sharon Drouin
 - Jr. Boys & Girls Basketball next week.
 - Carnival: Friday, Feb 22nd @ Early Year's Campus. Parents don't need to prepare. Apple Juice and snacks to be served.
 - First Reconciliation is this Sunday, Feb 24th at SMC.
 - Feb. 27th, Skating at Market square for Gr. 2s.
 - Feb. 28th, Ski trip Grades 4-8. M. Kyte
 - March 1st, Gr. 1-3 French play at Cultural Centre.
 - March 1st, Gr.7/8 Evening dance for Quebec Trip.
 - March 5th: Shrove Tuesday – Pancakes to be served.
 - March 6th, Ash Wednesday service at SMC 12pm.
 - March 6th – 8th, Skating trips
- Early Years Campus: Jordan McDonald
 - Unable to find drying racks for winter wear of type preferred. Other options too expensive. Will table for future as winter season is nearly over.
 - Self- Regulation night has been moved to Feb 28th. 5:30 to 7pm due to the weather last week.

Goodwill Report: Sajida Damji

- Cards are up to date and a few in process of being mailed.
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Communications Report

- We learned a lot with the Movie Night communication. Many positive areas, but also opportunity to get students more excited in classrooms. – More posters, email blasts; improve roll-out plan. Successful event all told.
- Steph noted that Facebook page admin have to be more discerning when sharing content. Ensure all community posts require approval by admin before posting. Communication leads to approve or Nienke.

Action Item: Facebook Admins who were in attendance agreed to create guidelines for online posting which include Facebook Messenger and page. Christine as an admin of several FB groups will share some established common group code of conduct and social justice guidelines, we can adjust to suit our group. Draft CoC to be ready for approval next meeting Reminder to all that we are only to be sharing relevant ECC school council events, and topics. Outside opinions, social and political comments cannot be added.

Action Item: Event/Promotions Committee rolling out an event communication “check list” for the committee to ensure both external and internal communications (FB & posters) to students, parents and staff about ECC School council events are well met.

- Discussion - communication tools should be available to all members on council who wish to participate and be more inclusive to the ECC community on the whole; welcoming to new parents through the year, not just at the beginning.

Action Item: Explore options to reduce the use of messenger conversation chats, yet still able to have centralized chat about council specific items (suggestions: closed linked group(s) directly to our FB page to create a separate space to share conversations and committee planning; Possibly edit page roles for FB page (Editor, Admin, Moderator, etc.?)).

Principal's Report: Nienke Hoedeman

- PRO School Grant partnership event April 3rd at Holy Cross CSS: Dr. Alex Russell ‘Raising Resilient Children’: event April 3rd. Action Item: Nienke to share more information via email/newsletter.
- Play structure update: Teacher consensus was to have 3 small structures for more students to play at one time, rather than one climbing wall.
- Learning Commons: Better utilization of space. Proposal to create Tech and Coding area: makers-space, electronics, etc. Teachers encouraged to bring classes in. Examples: Stop motion, Lego programming robotics.
- Movie Night. Very well received. Positive Feedback by Community. Action Item: We will still need to do the draw for the movie and announce a winner.

Fundraising Committee (Brandi)

- Learned a lot from movie night. Recommend doing it again and learn from our first experience what changes to make (clear advertising, more signage and promotion, increased communication to students in class.)
- Pleased with donation option at door; also well received.
- Indigo fundraiser successful. Another Indigo Fundraiser proposed for spring. Action Item: Fundraising committee to follow up with proposed dates, etc. to present next meeting.
- Fundraising group is proposing “Jack Links” fundraiser for April (requires two-week order window). Cheesecake Bakery for March (online process for ordering). Action Item: Committee Lead to work with Nienke offline to sort out payment logistics with School Cash Online. The Cheesecake Bakery was approved if an online process for ordering could be established. April “Jack Links” fundraiser was to be voted on at the next meeting.
- Other fundraising tactics being discussed to ensure no year-end budget deficit is left. Will be working with treasurer and finance to understand budget and setting goals to achieve.

- Action Item: Online donation campaign for outdoor playground revitalization with School Cash online still to be implemented. Nienke to follow-up.
- Welcoming to new members anytime to committees, but request that they be respectful of current strategies and efforts currently in progress. New ideas or process suggestions be shared with committee lead and/or group as a whole before proceeding.

Follow Up Items

- Christine for Nadia – Hot dog day is running smoothly.
- Snack program is also running very well.
- Paradiso is paying forward 5 lunches this week and parents have supported 3 additional lunches.
- Hot lunch bags working very well. Motion to approve \$57.51 expense reimbursement, by Sajida. Seconded by Steph.
- OAPSCE report Christine:
 - PRO grants have been “unpaused” thanks to overwhelming advocacy by parents and community to Ministry of Ed (MoE).
 - MoE is looking to review the regulations that address class sizes, teacher mobility...
 - Fix our Schools Campaign
 - Play and Physical Literacy partnership – Playocracy
 - For further reading and relevant links visit: <https://www.oapce.org/january-2019/>

New Business

- June Picnic: Venue City Park again. Dates discussed so Karen can book the park. June 9, 2019. 12-3PM. Decided. Rain date: June 15, 2019. Action Item: Karen to call for committee.
- Shrove Tuesday (Pancake Day): Motion to approve: \$225 supplies budget (higher this year due to the two campuses), by Karen. Seconded by Edward. Action Item: Nadia to organize. Message Nadia if you’d like to volunteer.

Educator Support Initiative: Fall recommended for \$200. Budget requirements have increased due to staff increase. 22 Teachers, 2 EA, 4 ECE = Estimated \$5600 total (if all educators participate). An increase of \$600 over last year’s budget of \$5000.

Meeting Adjourned at 8:03 pm.

Next Meeting

Wednesday, March 20th at 6:30 pm at Main Campus