

# CATHOLIC SCHOOL COUNCIL MINUTES

ÉCOLE CATHOLIQUE CATHÉDRALE

Date | Time June 26, 2019 – 6:00 pm | Meeting called to order by Tiffany Emery

## In Attendance

Tiffany Emery Murray, Sajida Shaikh Damji, Karen Crichton-Cadeau, Nienke Hoedeman, Sharon Drouin, Jordan McDonald, Melissa Norton, Trina Zeimbekis, Karen Baird, Shelleen Lamoureux, Anna Brown, Margaret Wiwchar

## Regrets

Amanda Charboneau, Brandi Giffin

## Opening Prayer

Led by Principal Nienke Hoedeman

## Approval of May Minutes

Minutes were emailed to council before meeting via google doc. Motioned by Karen, Seconded by Melissa. Approved.

## Approval of Agenda

Agenda were emailed to council before meeting. Approval of Agenda: Motioned by Shelleen, Seconded by Margaret. Approved.

## Goodwill Report: Sajida Damji

- Sajida prepared the retirement / goodbye cards and gifts.
  - Assembly on last day of school to say goodbye. Karen & Melissa & Sajida will present to staff.
  - Add cards / gifts for Ryan, Louise & Chris
- Sajida prepared Thank you cards for Funeral home, Bethel church, Fr. Stephane, Marg, picnic donors (K of C)

## Follow Up Items

[Review Action Items](#) (Tiffany)

- We will have to arrange a committee meeting at year end to go over this year's fundraising initiatives. - **This committee met (update to come)**

- Shelleen made a motion to move elections back to September. Wendy seconded. Approved. - **Elections in Sept**
- Draft doc will be circulated by Tiffany with council to be edited and used for open house. Christine, Tiffany Karen and Melissa will put together, and Nadia will send photos as needed. **Melissa put together and shared flyer with council**
- Nadia will put together a promo banner for council. Sajida made the motion. Wendy seconded. Approved. - **Started and will be ready for September**
- Karen made a motion that we upload minutes to google doc. on meeting nights and then members in attendance will receive a link to google doc through email and go on and make comments to changes and then approve or disapprove minutes. They'll be passed by the following Monday and then go live online on school website. Melissa seconded. Approved. **This was done and worked well**

#### School Picnic Recap (Karen)

- 175 burgers, 52 left over
- 175 hot dogs, 27 left over
- Less veggie options for next year, most were left over.
- Used left over meat for campus BBQ
- K of C were great - friendly, lots of them, they had to leave early so some people may not have gotten burgers / dogs.
- Needed 2 propane tanks.
- 2 Costco Cakes - plenty for next year.
- Moving forward - can we get a water station from Utilities Kingston to be more eco-friendly? Maybe water bottles from Health Unit. Ask families to bring reusable water bottles.
- Be more aware of recyclables for next year
- Photo challenge was fun

#### Kinder Open House Recap (Melissa)

- We had the brochure available that Melissa put together.
- 7 parents expressed interest in volunteering / learning more about council
- Nienke can attach the flyer to new registrant emails

#### Hot Lunch Update (Shelleen / Nadia)

- Over 40 kids didn't have lunch and thought they were getting hot dogs or asked for one. We ran out of hot dogs today. They are not on the list.
- For Hot Lunch for the Year:
  - We ordered 96 extras of each item for the whole year.
  - **Cheese Slices:** 1,760 (Main Campus), 224 (EYC), 93 Extras
    - Total cheese slices ordered = 2,077
  - **Pepperoni:** 1397 (Main Campus), 220 (EYC), 93 Extras
    - Total Pepperoni Slices ordered = 1,710
  - **Mac & Cheese:** 550 (Main Campus), 90 (EYC) , 93 Extras
    - Total Mac & Cheese ordered = 733
  - **Chicken Fingers (3 pieces):** 702 (Main Campus), 212 (EYC), 93 Extras
    - Total Chicken Finger 3 pc ordered = 1,007
  - **Chicken Fingers (2 pieces):** 64 (Main Campus), 64 (EYC)
    - Total Chicken Finger 2 pc ordered = 128

- **Spaghetti with Tomato Sauce:** 113 (Main Campus), 15 (EYC), 93 Extras
  - Total Spaghetti with Tomato Sauce ordered = 221
- **Spaghetti with Meat Sauce:** 609 (Main Campus), 95 (EYC), 93 Extras
  - Total Spaghetti with Meat Sauce ordered = 797
- **Meat Lasagna:** 315 (Main Campus), 59 (EYC), 93 Extras
  - Total Lasagna ordered = 467
- **Cheese Quesadilla:** 30 (Main Campus)
  - Total Cheese Quesadilla ordered = 30
- **Chicken Quesadilla:** 41 (Main Campus)
  - Total Cheese Quesadilla ordered = 41
- **Burrito:** 26 (Main Campus)
  - Total Cheese Quesadilla ordered = 26
- **Pizza, Chicken Fingers (3 pc), and Spaghetti with Meat Sauce were preferred.**

#### **ACTION:**

- Set up School Cash a month at a time for Sept.
- Duplicate orders are happening for hot lunch- occasionally. We can't call parents to let them know there are duplicates, so just send extras home.
- Ask Paradisio if they can use another container for the chicken fingers and rice because of spillage in bags!
- Next year start the 2nd week of Sept.
- Hot Dog Day will be the last Wednesday of each month, except June (3rd Wed)
- Hot lunch in June the week before school ends will be last week

## **New Business**

### **First Meeting Date & Time for September Meeting**

- Wednesday, Sept 18th at 6:30 pm

### **Transition for New Council (Tiffany)**

- Hopefully everyone who had a council position this year that may not be in that role next year, can pass along info to the new member.

**ACTION:** Karen made a motion that we move forward with the above discussions. Melissa seconded. Approved.

### **OAPSCE Summer Update (Christine)**

- No Report

### **Hot Lunch Volunteers (Shelleen)**

- Suggestion that the 2 or 3 hot lunch volunteers that assisted with distribution. Discussion about this and we can't get something for only a few.

**ACTION:** Suggestion that Nienke invite students who helped to stand for recognition at assembly instead.

## First Day of School (Tiffany)

- Suggestion that we have a table on the first day of school with coffee for parents to welcome them and to let them know about council / first meeting, etc.

**ACTION:** Karen C. & Tiffany will take care of the main campus, coffee will be donated, Melissa & Karen B at the early years campus with just flyers.

## Making Fundraising Coordinator Position Official (Karen)

- Suggestion that we add Fundraising Coordinator to official positions on council.

**ACTION:** Karen made a motion that we add this position to council positions. Sajida seconded. Approved.

## Bulletin Board Updates (Karen)

- Suggestion that we update the bulletin board regularly.

**ACTION:** Encourage at Sept. Meeting that a Communications person be responsible for the bulletin board updates.

## Treasurer's Report: Christine Ferguson

- Christine prepared an annual report on finances for the year. Was circulated at meeting
  - Year to May 23
    - Income \$44,086.28
    - Expenses \$26,077.07
    - Surplus \$13,968.56
  - May Update:
    - Account Balance as of May 21 = \$25,186.03
    - Doesn't include some finances from picnic and cheesecake fundraiser
  - June Update:
    - Account Balance as of 21st = \$18,605.28
  - **Fundraising Total (minus expenses) \$5,295.63 for the whole year.**
    - Top funds raised at movie night, Halloween Dance and the two indigo fundraisers.
    - The board is not renewing the movie license this year, so if we do a movie night, we have to get a one time license for it and consider cost.
  - **Fundraising Total from Hot Lunch (minus June expenses) = \$13,160.93**
  - Classroom Initiative \$2,198.18 given out
- ACTION:** Set up a general donation option for funds for council initiatives - on school cash online to minimize the number of fundraising initiatives. The Fundraising Committee will look into this in Sept.

## Teacher's Report: Sharon Drouin & Jordan McDonald

- Main Campus: Sharon Drouin
  - Volunteer Appreciation Tea was lovely. Thanks to all those parents who attended.
  - June 27 – Twin / School Spirit Day
  - Track and Field Ribbons will be distributed at Assembly
  - Final Assembly tomorrow to say goodbye to retiring and leaving staff.

Early Years Campus (EYC): Jordan McDonald

- Open House Thurs June 20, 5-6 pm Went well. Lots of parents in attendance. Bus was there to give it a try, educators were floating, Karen & Melissa represented council.
- Family Fun Day Friday, June 21<sup>st</sup> from 1 – 2pm for families to come and spend the hour with the kids. Went really well. Great weather! About 90% of parents came which was so amazing. Great way to celebrate Mother's Day, Father's Day, Families.

## Principal's Report: Nienke Hoedeman

- Turnover with staff next year. Leaving staff and new staff were announced in Les Nouvelles.
- New VP at Main Campus - Laurie Day
- New VP at Early Years Campus - Lori Bryden
- Playground - issues:
  - have not received invoice yet. The school board agreed to pay for a majority of it. Hopefully we will have clarification if we have an amount owing in the Fall. We allocated up to \$10,000 for this project as council
  - Climbing Wall being replaced - has a crack

**ACTION:** If there is money from council for further improvements bring those ideas forward in September.

## Next Meetings Dates and Times (Tiffany)

Wed, Sept 18 at 6:30 pm

**Meeting adjourned at 7:55pm. Motion to adjourn by Tiffany, second by Sajida.  
Approved.**

## COUNCIL MINUTE APPROVAL

Please look over minutes above and if you have any edit suggestions you can make them on the document. If you are okay with minutes please add your name below to confirm your approval:

Sharon Drouin  
Nadia Gundert  
Nienke Hoedeman  
Trina Zeimbekis  
Anna Brown  
Margaret Wiwchar  
Shelleen Lamoureaux  
Wendy McAdoo  
Karen Crichton-Cadeau  
Karen Lollar-Baird  
Tiffany Emery Murray