**ST JOHN XXIII CATHOLIC SCHOOL, SCHOOL COUNCIL MEETING: ACTION ITEMS**

**Thursday, 12th September 2019, 7:00-9:00 pm**

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|  | **Agenda item** | **Summary** | **Action Required**  | **Lead**  |
| **1.**  | Council Positions | **The following individuals were elected to council positions:**1. Chair – Lyndsay Shillington2. Vice-chair – Tiffany Myers3. Treasurer – Miriam McGuire4. Secretary – Rosie LaLandePrincipal Muise thanked the outgoing team for their work and commitment.  | **N/A**  | **N/A**  |
| **2.**  | Recess Equipment | A request has been made for recess equipment in certain classes, and the query raised as to funds available. Some funds are available. Additionally, various suggestions were made as to how equipment could be procured through charitable donations. It was decided it would be helpful to ascertain ideally what each class would like, before deciding how procurement might proceed. | Each class teacher will be asked what top 3 items they would most like for the class. | Louise Limoges |
| **3.** | Lunch supervisors | Principal Muise asked members to call on anyone they may know locally who may be interested in being lunch supervisors, This is a paid position and it is a relatively simple process to join. An ideal opportunity for stay at home parents with free time around lunch. | Members to spread the word about this opportunity. | All |

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| **4.** | Language and Literacy | Principal Muise explained his intent to organize a parent evening centered around literacy development. Possibly involving other schools in the area so resources could be shared to hire a speaker and support the event. The need to ensure literacy does not suffer, as a result of the Province’s heavy focus on math, was stated.  | All members to think of contacts they may have who could be useful in supporting such an event. | All |
| **5.** | Finance and Budget | It was decided that a separate meeting to fully cover financial and budgeting matters would be ideal.  | Identify date and organize meeting. | Treasurer  |
| **6.** | Open House – Meet the teacher evening | The date for the Open House was confirmed as Wednesday 25th September, 5:30-7:00pm. Parents and children will be welcomed to the school to meet teachers and view childrens’ learning space.Hot dogs will be served (with a vegetarian option of veggie dogs) and parents and children encouraged to bring water bottles. A cake raffle will take place to raise funds. Detail to be included in the invitation. Cakes must be NUT FREE! Principal volunteered to assist with selling raffle tickets as parents mingle with teachers. Food donations will be welcomed.  | Provisioning for hot dogs ,and information and detail to go to all parents ASAP. | Lyndsay ShillingtonTiffany MyersMichael Muise |

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| **7.** | Fundraising  | Fundraising being a wide topic, with lots of people having ideas, it was decided a separate sub-committee would be formed. This would have minimal commitment, but one good thorough meeting to decide upon and begin to plan the years fundraising would have more value than squeezing in fundraising as one agenda point among others when time is limited. The following would be willing to volunteer for a fundraising sub-committee:1. Sandy Michaud2. Stacey McCullough3. Shannon Shurtleff4. Erin Young 5. Liz Heslinga6. Carolyn Nichols | Plan and schedule meeting | Treasurer |
| **8.**  |  Hot lunch  | Hot lunch will recommence in October. This year month-to-month will be trialed. Tues will be Domino’s pizza & Thurs will be Domino’s pizza and Pita Pitt.Friday may become Hotdog day but this will be discussed at a fundraising meeting.  |  |  |

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| **9.**  | Bus arrival and start of school year | It was noted that for the first few days of the school year, the buses sometimes had to wait before children were greeted and let off the bus. For some children this was a source of anxiety, particularly if they were new or quite young. At no point were the children at any risk. They were contained safely on the bus with the driver. It is an extremely busy time with the Principal and staff being pulled in different directions. It was suggested that next year a group of parents is organized to rally and cover off this duty.There were various conversations around the start of the year and suggestions that may help things run a little more smoothly. It was suggested that an orientation pack be distributed to new parents. | Bring to May 2020 meeting for action before school starts.(Organise volunteer group of parents to support start of school.Develop orientation briefing materials to assist parents.) |  |
| **10.** | Snack Bin  | School will once again be involved with the Food Sharing project and will be able to provide healthy snacks to classrooms each day. | Co-ordinate Snack Bin | June Spooner? |
| **11.**  | Food drive  | The annual food drive will take place again this year, it will start on the evening of the open house (Wed 25th Sept) and will conclude on 9th October.  | Co-ordinate food drive  | Miriam with help from Liz |
| **12** | NEXT MEETING DATE  | 23rd October 2019 |  |  |

Rosie LaLande

Prepared by Rosie LaLande

Secretary

13th September 2019

Minutes to be approved at the next council meeting by the council.