



**St. Brigid Catholic School Advisory Council
MINUTES**

Date: Tuesday, April 2, 2019

Attendees: Jennifer Emery - *Co-Chair*, Laura Druar - *Secretary*, Matthew Aubrey - *Treasurer*, Nicola Gawaziuk - *Parent Rep*, Cheryl Janes - *Parent Rep*, Lisa Vermet - *Parent Rep*, Theresa St. Peter - *Pastoral Council Rep*, Anita Janssen - *Staff Rep*, Michelle LeDuc - *Staff Rep*, Cathy Kuntz - *Principal*

Regrets: Christa Charrette - *Co-Chair*, Sarah Andrade - *Parent Rep*, Michelle Dawtrey - *Parent Rep*, Tasha Godfrey - *Parent Rep*, Pam Hall - *Parent Rep*, Sandra Ludwig - *Parent Rep*, Ashley Neves - *Parent Rep*, Stephanie Pottruff - *Parent Rep*, Goretti Seton - *Parent Rep*

Item No.	Item	Person Responsible
1	Opening Prayer <ul style="list-style-type: none"> Prayer led by Theresa St. Peter. 	Theresa St. Peter
2	Approval of Minutes from February 5, 2019 <ul style="list-style-type: none"> Minutes approved by Matthew Aubrey and seconded by Michelle LeDuc. 	Jennifer Emery
3	Principal's Update <p>School Council Name Change</p> <ul style="list-style-type: none"> School Councils across WCDSB have differing names, such as Parent Council, School Council, and Advisory Council. Moving forward, WCDSB will use the term 'Catholic School Advisory Council' to name the parent committee that contributes to this very important role within our Catholic Schools. The name 'Catholic School Advisory Council' (CSAC) will more clearly define the advisory role of the council, as well as highlight the Catholic lens from which all decisions are made. Cathy Kuntz was asked about timing for making this name change in all places where the old name is currently 	Cathy Kuntz

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	<p>referenced, e.g., school web site, student agendas, staff handbook, etc.</p> <p>Highlights Since Last Meeting</p> <ul style="list-style-type: none"> ● The Valentine's Day Cake Walk raised \$1,309.00 in support of Me to We initiatives. ● Highlights from the Skills Challenge at Conestoga College include: <ul style="list-style-type: none"> ● Both the Junior and Intermediate Design and Technology teams placed PLATINUM (above Gold). ● Lego Robotics placed GOLD. ● Both Junior and Intermediate 3D Printing teams placed GOLD. ● Junior and Intermediate Coding teams were not placed as the Co-Chairs did not award levels on the day of the competition. ● Shrove Tuesday Pancakes were a success; all students gathered in the gym at the same time to enjoy this event; thanks to the leadership of our Gr. 8 students who helped cook, to our Gr. 7 students who helped wash dishes, and to our many parent volunteers who made this event possible. ● Both kitchens were used to cook the pancakes and tables were borrowed from Ayr Public School so everyone could eat together. <p>Walk/Bike/Roll</p> <ul style="list-style-type: none"> ● A Traffic/Walking Committee has now been established; Cathy Kuntz met with Student Transportation Traffic Planner, Dawn Cordeiro and parent rep Michael Rattee; Christa Charrette (parent rep) is also on this team, but was unable to attend the first meeting. ● Teachers attempted to gather data on the Bike Walk Roll Survey in February 2019; some technical difficulties occurred with the technology for inputting students' responses rendering the results unrepresentative of the school community; St. Brigid will attempt to re-administer the survey at the end of April 2019; this survey was done in April 2018, so year to year comparisons could be done. ● A 'Walk in your Sneaker Day' is being planned in the Spring 2019; 2 different routes will be considered; one in the vicinity of St. Brigid and another route from the Inglis Street direction. ● St. Brigid is hoping to implement a 'Trail Blazers' program where student volunteers walk to school along a designated route wearing yellow vests and other students can join along the route; this leadership opportunity for students also comes with training as is done for bus patrols; signage such as 'Drive to 5', 'Walk to 10' is part of this program, but in North Dumfries signage is not allowed unless posted on private property. <p>ECO Certification</p>	

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	<ul style="list-style-type: none"> ● The WCDSB is trying to get all schools ECO certified. ● St. Brigid has implemented organic green bins with student leadership collecting the organics. ● Planning for a school garden has commenced; funds from a previously awarded Speak Up Grant were used last year to purchase Home Depot gift cards to put towards the garden; the current idea is 4 raised beds located behind the moluks; Mr. Lund and Mrs. Macdonald are the staff involved in this initiative, along with Mr. Pagliaro, Head Custodian. <p>Beacon of Hope</p> <ul style="list-style-type: none"> ● St. Brigid recognized Ashley Musca-Rife, Gr. 7 student, as our Beacon of Hope for 2019 on March 7, 2019; Ashley was instrumental in researching and implementing St. Brigid's organics recycling program. <p>Upcoming School Events</p> <ul style="list-style-type: none"> ● April 6, 2019 - Confirmation at 11:00 am - Blessed Sacrament Parish. ● April 8-15, 2019 - CCAT (Gr. 4). ● April 9, 2019 - PRO Grant Event - Carousel of Family Learning. ● April 12, 2019 - PA Day. ● April 18, 2019 - Bread Ceremony for Holy Thursday. ● April 22, 2019 - Easter Monday - no school. ● April 23-25, 2019 - CAT-4 Assessment (Gr. 7). ● April 24, 2019 - Walk in their Sneakers day (tentative). ● April 27, 2019 - First Communion at 5:00 pm - Calvary Church. ● April 29 - May 3, 2019 - Walk/Bike/Roll Survey. ● May 6-10, 2019 - Catholic Education Week. ● May 6, 2019 - OCSGE Assembly; Open House (PM). ● May 7, 2019 - Muffins for Moms; Open House (AM). ● May 8, 2019 - Crowning of Mary Mass; Volunteer Recognition; Welcome to Kindergarten / Kindergarten Orientation. ● May 9, 2019 - Gr. 4-8 School Track and Field meet at Monsignor Doyle. ● May 14, 2019 - Bishop's Banquet. ● May 21-24, 2019 - Gr. 6 EQAO. ● May 27-30, 2019 - Gr. 3 EQAO. ● May 31 - PA Day. <p>Bishop's Banquet</p> <ul style="list-style-type: none"> ● Tickets are still available for the annual Bishop's Banquet on Tuesday, May 14, 2019. ● The Waterloo Region Catholic Schools Foundation is looking for donations for a Silent Auction table for the Bishop's Banquet on May 14, 2019; if you have a connection that you can reach out to for a donation, they would love your help; all proceeds from this 	

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	<p>event go back into schools through their Grants Process; please contact Jody Fritz at 519-576-3660 ext. 2373 (Jody.Fritz@wcdsb.ca) if you have a donation.</p>	
4	<p>Treasurer’s Report</p> <ul style="list-style-type: none"> ● Matthew Aubrey reviewed “St. Brigid SGF Financial Information As of Mar 29, 2019” (see handout). ● Highlights include: Account Funds = \$5,408.48 with \$2,100.00 in Council Approved Recurring Expenses and \$1,800.00 in Council Approved Expenses - Pending, for a balance of \$1,508.48 in <i>Available Local Council Funds</i>, in addition to the <i>Foundation Account</i> = \$5,222.14, and <i>Play Structure</i> = \$903.05 for a combined balance of \$7,633.67 as of Mar 29, 2019. ● \$300.00 for Dundee Doodle and \$200.00 for Pound has been paid from the PRO Grant. ● Note that there will be an inspection of the Play Structure on Easter Monday. ● Cheryl Janes and Nicola Gawaziuk approved the Treasurer’s Report. 	Matthew Aubrey
5	<p>PRO Grant Update - Carousel of Family Learning</p> <p>RSVPs</p> <ul style="list-style-type: none"> ● RSVP Total = 116 (60 adults/56 children, 12 families per group, ~40 people per group); ● 38 Primary (JK=10, SK=6, Gr. 1=11, Gr. 2=8, Gr. 3=3) + 3 Pre-schoolers; 14 Junior (Gr. 4=5, Gr. 5=7, Gr. 6=2); 1 Intermediate (Gr. 7=1). ● Laura Druar is aware of 2 families from CSAC whose RSVP slips were never received; we need to be prepared for unexpected families (blank nametags, blank prize ballots). <p>Family Reminder Letters</p> <ul style="list-style-type: none"> ● Family Reminder letters were prepared and distributed to teacher mailboxes on April 2, 2019 for all families that an RSVP was received for; the letters were sent home with the youngest in the family. <p>Colour Groups</p> <ul style="list-style-type: none"> ● Laura Druar has divided the RSVP’s into the 3 colour groups. ● Anita Janssen has prepared the name tags for the colour groups. ● Group Leaders are needed for each colour group who will assist, if needed, with directing groups through activity rotation, help hand out nametags; point out location for coats, washrooms, water fountains, etc. ● Due to the timing of meetings and event deadlines, this year groups were formed before leaders could volunteer; therefore, 	Cathy Kuntz, Nicola Gawaziuk, Laura Druar, Lisa Vermet

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	<p>CSAC members have specifically been asked to step up and volunteer; thank you to Christa Charrette (Green group), Nicola Gawaziuk (Blue group), and Sarah Andrade (Orange group) who will be the Group Leaders for this event.</p> <p>Prize Donations</p> <ul style="list-style-type: none"> ● Cathy Kuntz has received the art-themed photography prize from Amanda Lucchese. ● Laura Druar has the physical activity-themed prize from North Dumfries Sports Camp; it needs to be assembled and wrapped and then will be brought into the school. ● Christa Charrette has the Ayr Financial Services STEM-themed prize and she needs to bring it into the school. ● Laura Druar has prepared donor signage and pre-printed prize ballots with family names; the ballots will be distributed at the Learning Commons activity location and the prizes will be on display somewhere in this room. ● Cathy Kuntz will announce the 3 prize winners over the PA system at the end of the final activity <u>before people move to the snack station</u>; we need to keep people in place and quiet for this brief announcement; activity facilitators, activity/group leaders, volunteers, prize donors, teachers and families in attendance will also be formally thanked. <p>Dundee Doodle</p> <ul style="list-style-type: none"> ● Sandra Ludwig has coordinated with Dundee Doodle and payment has been made to the instructor. ● The instructor will arrive at 5:15 pm the day of the event. ● Tables with brown mural paper will be set up in the hallway leading to the POD where artwork can be left to dry until families go home. <p>Pound</p> <ul style="list-style-type: none"> ● Lisa Vermet has coordinated with the Pound instructor; the cheque has been generated. ● Group sizes are already at 40 people, so if any extras show up we could surpass 40, which is Pound's limit for sticks. ● St. Brigid has rhythm sticks which Michelle LeDuc will get so we have extra sticks on hand, if needed. ● Mats are also needed; St. Brigid has 40 including the ones on the gym wall which will be set up after school; the mats are big; could students share if we need extras? ● Anita Janssen will have headsets by the gym entrance for younger children who may want to block sound. ● Cathy Kuntz will ask the custodian to drop the stage and have one set of stairs. 	

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	<ul style="list-style-type: none"> ● The Pound leader may need a volunteer to start her music because the port is not by the stage; there is not any WIFI in the gym; Lisa Vermet to advise the Pound instructor. ● The instructor will arrive at 5:30 pm. <p>STEM</p> <ul style="list-style-type: none"> ● Michael Leonard, Student Success Coordinator, is taking the lead with getting resources, organizing and set up for the STEM activities. ● Mr. Loft, Mrs. Lloyd, and Miss Knopinska (previous LTO) are teacher volunteers to help with the STEM activity. ● Family photos with a green screen app will be taken by Mrs. Andrasic and families will be able to pick their own photo background. ● Other activities will be mostly self-serve, e.g., mazes on the carpet where students can code their own sphero to navigate through the maze; lego wall, etc. <p>Budget</p> <ul style="list-style-type: none"> ● Cathy Kuntz will be purchasing parent lending technology kits with some of the grant money; \$350.00 will be available, which could mean up to 7 kits; the parent lending process will be managed through library staff. ● It was discussed that this parent lending concept should be promoted at the event in order to capitalize on interest in the moment. ● Nicola Gawaziuk will require all receipts for submission of the final report to the Ministry of Education for the PRO Grant. <p>Snack</p> <ul style="list-style-type: none"> ● The snack allocation will be \$150.00. ● Nicola Gawaziuk will handle the snack purchases; any leftover snacks can be stored in the office for use when students forget their lunches; similar to last year. ● Cathy Kuntz has advised on allergies. <p>Parking</p> <ul style="list-style-type: none"> ● The Family Reminder letters included the below note about parking: Vehicles must be parked in the designated parking spaces in the St. Brigid parking lot. Please do <u>not</u> park in the OWL Child Care spaces, or along Broom Street (or on Douglas Street where it meets Broom Street), or in the 'loop road' in front of the school. The 'loop road' is reserved for OWL Child Care and St. Brigid Extended Day pick up. ● Families are <u>not</u> allowed to park at the Ayr Curling Club if the St. Brigid lot gets full; Cathy Kuntz will communicate this message 	

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	<p>via NewsWire; greeters and signage on front door will also be used to reinforce this message.</p> <ul style="list-style-type: none"> ● Lisa Vermet contacted the Ayr Curling Club and they have an event on April 9, 2019; the Club has given St. Brigid permission for 10 staff members and the Pound instructor to park in their lot, but not families, otherwise their own members will not have enough parking; Cathy Kuntz to follow up with staff about parking on this day. ● Cathy Kuntz to contact Calvary Church about overflow parking. ● It was discussed that at the Christmas concert in December 2018 there were some vehicles parked in the fenced off field (where the old St. Brigid parking lot used to be); this field is <u>not</u> a parking lot and these vehicles caused damage to the field when they entered it. <p>Clipboards</p> <ul style="list-style-type: none"> ● Cathy Kuntz to provide clipboards (~6) for the event, which will be used by Group Leaders, Greeters and the volunteer distributing prize ballots. <p>OWL Child Care</p> <ul style="list-style-type: none"> ● Cathy Kuntz to contact OWL Childcare to inform them of the April 9, 2019 event as there will be a significant increase in foot traffic in the school after 5:30 pm; the request will be made that all OWL staff and children are in the OWL room by 5:30 pm due to the expected congestion in the front foyer. <p>Tables</p> <ul style="list-style-type: none"> ● Table set up will include down the hallway with brown mural paper for artwork, and 3 in the front foyer for each colour group with the name tags; one of these tables will then be re-used for the snacks. 	
6	<p>Muffins for Moms - PIC Grant Update</p> <ul style="list-style-type: none"> ● Through a parent contact employed by Tim Horton's, St. Brigid has placed an order for 3 cases of 72 muffins; approximate cost is \$38.26/case; due to the Tim's ordering process, the muffins will arrive on May 3, 2019, and will require freezing prior to our event on May 7, 2019; TBD if volunteers will need to take a case home to freeze or if the school can accommodate all of them. ● A small group of volunteers is needed for set up in the gym. ● Coffee will need to be pre-ordered and picked up; before committing to Tim Horton's, Nicola Gawaziuk volunteered to price the new coffee places in Ayr (new Bakery and Settlement Coffee Roasters by Abe and Erb). ● Some gluten-free and peanut-free options are necessary; President's Choice mini muffins were discussed. 	Cathy Kuntz

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	<ul style="list-style-type: none"> ● Cathy Kuntz to send home a parent letter in the next week or so to get a sense of attendance; it was requested that this letter does not get distributed until after the April 9, 2019 event. ● Families will be asked to bring their own mug and cup as we strive to be eco-friendly. 	
7	<p>Pillers BBQ Prize Update</p> <ul style="list-style-type: none"> ● Jean Aoun has offered to bring a BBQ and cook the sausages for staff and students on Mission Day, which is tentatively set for June 21, 2019. ● St. Brigid will need to provide buns and condiments. ● To be discussed further at our final meeting. 	Cathy Kuntz
8	<p>Kindergarten Gated Area - Details and Funds Discussion</p> <ul style="list-style-type: none"> ● Cathy Kuntz presented a more detailed proposal for the Kindergarten gated area, including the following items, with cost estimates based on samples (note that costs may be on the high side and would represent a maximum): ● Buddy Bench (existing) - propose to secure it to the brick of the building closer to the OWL side. ● Messy Kitchen (\$432.95) - secure to the shared OWL fence in the corner where there is asphalt; Jennifer Emery asked if all loose items (e.g., stainless steel bowls) would be moved in and out of storage each day as they could easily disappear otherwise; water would not be part of the messy kitchen unless brought out from inside. ● Chalkboard flowers (5) (\$169.95) - zip tied to the fence on the loop road side. ● Wooden Cedar Shed (\$3,289.00) - located in the corner by the building closest to the main entrance of the school; lockable and would be an inside/outside mini classroom for a limited number of students at a time; as an alternative to a shed purchase, St. Brigid could work with a high school shop class to build a shed as a school project, and we would just pay for the materials. ● Shading/Pergola (\$1,800.00) - possibly located over the messy kitchen area; Michelle LeDuc raised the point that the natural shade during the warmest months should be confirmed before artificial shade is added. ● Bikes (4) (\$1,600.00) - such as tricycles, scooters, tandem bike; helmets were discussed, but Cathy Kuntz said they would not be included. ● Sourcing for these items has come from an outdoor learning catalogue geared towards education. ● Cathy Kuntz said Facilities does not allow structures (e.g., shed, pergola) close to a school building where access to climb onto the roof becomes easier; someone will be coming on site to look at this area further. 	Cathy Kuntz

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	<ul style="list-style-type: none"> ● The vandalism concern was raised again, and it was discussed that CSAC cannot be expected to replace these larger priced items if anything were to happen to them in an outdoor space, especially without any deterrents such as security cameras. ● CSAC members were asked to vote on a motion to spend \$3,500.00 of the Foundation Account money to pay for the above items; this allocation of money would be in addition to the \$1,800.00 that has already been approved. ● All parent reps in attendance at the meeting voted in favour of this motion, but not enough parent reps were in attendance for the vote to pass; subsequent to the meeting, Jennifer Emery composed an email to the remaining parents with the above details and votes in favour were provided via email from Stephanie Pottruff, Michelle Dawtrey, Christa Charrette, and Goretti Seton. ● Lisa Vermet asked about investigating grants for this initiative. 	
9	<p>Other Items</p> <p>Agendas for Next Year & Fundraising</p> <ul style="list-style-type: none"> ● Cathy Kuntz said enrolment could be higher next year which means more student agendas may be needed and the approved recurring amount may not be enough money to cover the cost. ● The above point started a conversation about fundraising in general, including why this year’s Fresh From the Farm fundraising raised less money with a higher enrolment than with many past fundraisers; discussed were timing, type of fundraiser, everyone has to fundraise for sports, selling/buying items vs. a fundraiser event, too vague as to what funds are being raised for, lack of volunteers, lack of engagement, and in many previous years, there was a fall and spring fundraiser (special permission required for 2nd fundraiser), whereas last year, there was only one fundraiser. <p>Fundraising - Past Summary and Moving Forward</p> <ul style="list-style-type: none"> ● Matthew Aubrey will summarize all past fundraisers that we have records for to share what has been done and how much money was raised. ● All CSAC members are asked to come to the final meeting with fundraising ideas and details for next year. <p>Agenda Call Outs</p> <ul style="list-style-type: none"> ● Jennifer Emery would like the following noted: When there is a call out for agenda items, please email your regrets to the Co-Chair if you cannot attend, so that we can ensure in advance whether there are enough parents in attendance to vote when decisions need to be made. 	All

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10	Establishment of Final CSAC Meeting Date <ul style="list-style-type: none"> ● The final meeting of the 2018/2019 school year will be held on Tuesday, May 28, 2019 @ 6:00 pm. 	Jennifer Emery
11	Proposed Agenda Items for May CSAC Meeting <ul style="list-style-type: none"> ● Donuts for Dads - update. ● Pillers BBQ Prize - update. ● Kindergarten Gated Area - update ● Fundraising discussion for the next school year. 	