



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

Date: Tuesday, September 24, 2019

Attendees: Christa Charrette - *Co-Chair*, Jennifer Emery - *Co-Chair*, Laura Druar - *Secretary*, Matthew Aubrey - *Treasurer*, Sarah Andrade - *Parent Rep*, Amanda Fournie Nafziger - *Parent Rep*, Pam Hall - *Parent Rep*, Lauren Lewis - *Parent Rep*, Jeremy Ludwig - *Parent Rep*, Megan McLaren - *Parent Rep*, Ashley Neves - *Parent Rep*, Stephanie Pottruff - *Parent Rep*, Lisa Vermet - *Parent Rep*, Theresa St. Peter - *Pastoral Council Rep*, Michelle LeDuc - *Staff Rep*, Cathy Kuntz - *Principal*

Regrets: Nicola Gawaziuk - *Parent Rep*, Tasha Godfrey - *Parent Rep*, Cheryl Janes - *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 May 28, 2019 <ul style="list-style-type: none"> ● Minutes approved by Matthew Aubrey and seconded by Christa Charrette. 	Christa Charrette
3	Treasurer's Report <ul style="list-style-type: none"> ● Matthew Aubrey reviewed "St. Brigid SGF Financial Information As of Sep 23, 2019" (see handout). ● Highlights include: Account Funds = \$2,277.62 with -\$800.00 in Council Approved Recurring Expenses and \$0.00 in Council Approved Expenses - Pending, for a balance of \$1,477.62 in <i>Available Local Council Funds</i>, in addition to the <i>Foundation Account</i> = \$1,722.14, and <i>Play Structure</i> = \$1,403.05 for a combined balance of \$4,602.81 as of Sep 23, 2019. ● All approved expenses for the Kindergarten gated area (shed, flower chalkboards, messy kitchen and bikes) have been processed. ● Treasurer's Report approved by Stephanie Pottruff and seconded by Christa Charrette. 	Matthew Aubrey

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4	<p>Election of Council Positions</p> <ul style="list-style-type: none"> ● Christa Charrette and Jennifer Emery expressed their interest in remaining in the shared position of Co-Chair; no one else expressed an interest in this position at this time. ● Laura Druar has chosen to step down from the position of Secretary after 5 years in this role; Sarah Andrade has volunteered to take over as Secretary. ● Matthew Aubrey said he was willing to remain in the position of Treasurer; no one else expressed an interest in this position at this time. ● All Council members present at the meeting were in support of these individuals to hold the above noted Council positions for the 2019/2020 school year. 	Jennifer Emery
5	<p>Principal's Update</p> <p>Nurturing Our Catholic Community</p> <ul style="list-style-type: none"> ● Current enrolment at St. Brigid is 251 students, which is an increase of 25 students from the 1st day of school in 2018 to 2019; more growth in the junior and intermediate grades. ● A classroom has been added due to enrolment growth; this added classroom is currently working out of the Learning Commons and will transition to a portable upon its arrival (October). ● Staffing - a permanent Lunch Hour Supervisor has been recommended to Human Resources to replace Mrs. Nowak; training for this hire is currently pending; also, St. Brigid has finalized teacher staffing for Gr. 2, Gr. 5/6 (new classroom) and Planning Time. ● Miss Melissa Bowden is teaching the Gr. 2 class in Mrs. Correia's absence; Miss Stephanie Buffone is teaching the Gr. 5/6 class for the remainder of the school year; and Miss Lindsay Eden is supplying for Mrs. Andrasic. ● September 17, 2019 - Open House/Sub Night was well attended. ● September 19, 2019 - WE Day in Toronto; several Intermediate students attended. ● September 20, 2019 - PA Day - staff focused on school improvement planning and assessment and evaluation; also focused on how to further communicate with families; monthly flyer/1-page summary to be shared by classroom teachers. ● September 23, 2019 - opening school Mass and Bible celebration. ● September 23, 2019 - St. Brigid school participated in the Intermediate Girls/Boys 3-Pitch tournament; boys competed in the finals and finished 2nd and the girls finished in 3rd place. ● St. Brigid will be launching the Umbrella Project this year school wide; 2 year cycle highlighting 8 skills that need to be developed 	Cathy Kuntz

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	<p>so students can better respond to life's experiences (rain in the storm of life); will focus on one at a time each month; 8 student recognition assemblies throughout the school year; each student to be recognized with an Umbrella Skill throughout the year; school will share information about parent resources; empathy will be the 1st Umbrella skill to be introduced.</p> <ul style="list-style-type: none"> ● More students will be recognized for Umbrella skills than the number recognized under the Ontario Catholic School Graduate Expectations. ● Gr. 6 students will be using the new Growing in Faith/Growing in Christ Religion program which is electronic format only. ● St. Brigid's 2018/2019 EQAO results are as follows: ● Gr. 3 Reading - 90%, Writing - 100%, Math - 85%. ● Gr. 6 Reading - 100%, Writing - 100%, Math - 58%. <p>Building Capacity to Lead, Learn and Live Authentically</p> <ul style="list-style-type: none"> ● 23 students across Gr. 6-8 attended Bus/Foot Patrol training; will be implementing student Foot Patrols at Broom/Douglas Streets this year; an adult supervisor is in close vicinity and the Foot Patrollers wear vests and do not step onto the road. ● A small committee continues to meet to discuss Walking/Transportation issues; group is working with a rep from STSWR as our liaison. ● St. Brigid is hoping to increase the # of students who walk to school and encourage families driving their children to school to consider dropping students off in a nearby 'Drive to 5' zone. ● October 2, 2019 - Walk to School Day - students will be given a 'shoe' ballot to be eligible for a draw to win a prize if they walk to school or if their family drops them off in the 'Drive to 5' zone; initiative will be launched beginning October 2, 2019 and continue for a week; <u>post-meeting update</u> - this initiative is paused due to CUPE job action. ● St. Brigid will be re-administering the Walk/Bike/Roll survey mid/late October to see if any improvements since the last survey. ● Christmas Turkey Lunch - would like to continue the tradition for our students and staff; will need a team of champions to assist with the planning and execution of this initiative; please let Cathy Kuntz know if interested in helping to organize this event. <p>Other Information</p> <ul style="list-style-type: none"> ● Repairs were completed to the Creative Playground throughout the summer; one of the slides was damaged during the work; the company has taken responsibility and the slide has been replaced at the company's expense. ● Christa Charrette and Jennifer Emery raised concerns in the late summer about the inadequacy of these repairs and discussions 	

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	<p>are currently taking place at the School Board level.</p> <ul style="list-style-type: none"> ● The repair bill has not been paid yet, but note that Catholic School Advisory Councils are responsible for play structure costs and repairs; at St. Brigid, fundraising money is set aside each year to cover repairs and if none are needed in any given year, then the money is rolled forward in a Play Structure account for future use; St. Brigid has gone many years without needing major repairs, but additional funds will still be needed to cover the most recent repairs as they were quite extensive. ● Every school must have a Safe Schools Team as part of Ministry Legislation to address bullying; the team includes representation from Principal, teachers, support staff, and parents; if anyone would like to join this team, meetings are 3-4 times/year and usually held right after school; please email Cathy Kuntz if interested in the Safe Schools Team. <p>Upcoming School Events</p> <ul style="list-style-type: none"> ● September 26, 2019 - Junior Co-ed Soccer Tournament, Terry Fox Walk. ● September 27, 2019 - Railway Safety Presentation (post poned; re-scheduled for October 4, 2019). ● October 1, 2019 - School Photos. ● October 14, 2019 - Thanksgiving - No School. ● TBD - Thanksgiving School Liturgy. ● October 15, 2019 - IEPs go home. ● October 21, 2019 - Federal Election; St. Brigid is a polling station. ● October 25, 2019 - PA Day. ● November 5, 2019 - Progress Reports sent home; CSAC Chairs - WCDSB Commissioning event. ● November 7, 2019 - Parent/Student/Teacher Conferences. 	
6	<p>Classroom Resources</p> <ul style="list-style-type: none"> ● Sarah Andrade raised the question about missing/additional items for the FDK rooms. ● It was discussed whether some fundraising dollars or requests to the parent community for gently-used donations could fill some of the gaps. ● Cathy Kuntz and Sarah Andrade to meet and discuss in more detail. 	Sarah Andrade
7	<p>One Heart One Soul Capital Campaign</p> <ul style="list-style-type: none"> ● Theresa St. Peter discussed the One Heart One Soul Capital Campaign which is currently ongoing in the Diocese of Hamilton. ● 75-80% of the money raised will stay in the community; the remaining funds will be directed to specific Ministries that in the past had been partially funded by the Diocese, including Ministries for Prisons, Hospitals, Campuses, Migrant Workers, as 	Theresa St. Peter

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	<p>well as to Parishes struggling financially.</p> <ul style="list-style-type: none"> ● The local focus for money raised will be “Youth”; as one example, St. Brigid Mission is partnering with the WCDSB to support the Kenya Service-Learning Program (Monsignor Doyle/St. Benedict); several local youth have gone to Kenya through this project. ● Blessed Sacrament Parish is hiring a full time Youth Minister, and money will need to be contributed for this person to come out to Ayr to support St. Brigid. ● St. Brigid Mission is trying to raise \$40,000.00 for this initiative over 3 years. 	
8	<p>Children’s Liturgy</p> <ul style="list-style-type: none"> ● The Children’s Liturgy program that runs during Saturday Mass at St. Brigid Mission is looking for more volunteers; this program is run for Kindergarten to Gr. 2 students. ● All materials are provided and 2 adults are scheduled at a time. ● The 2nd individual helping with the program could be a high school student fulfilling volunteer hours. ● Note that a police check is mandatory for any volunteer working in this program. ● Cathy Kuntz to send out a NewsWire with this detail as well. 	Christa Charrette
9	<p>Fundraiser Discussion</p> <ul style="list-style-type: none"> ● Ashley Neves created a Google Survey on fundraising in June 2019; there were only 9 respondents with only 3 willing to support a fundraising committee at that time; the top ideas were spaghetti dinner (6); Dance-a-thon (4), and Gala (2), with some other miscellaneous suggestions (selling Poinsettias, Fun Fair/Kids Carnival/buying gardening supplies where a % is donated, selling cards that students make). ● Michelle LeDuc mentioned her daughter’s swimming program runs e-waste recycling fundraisers; it was also noted that Ayr Public School has been running this type of fundraiser every April for many years. ● Cathy Kuntz reviewed that schools are typically allowed to run one fundraiser and one charity fundraiser per school year; schools can apply for permission for a 2nd fundraiser if money is earmarked for a specific cause (e.g., creative playground); Cathy Kuntz also has to submit a report to the Board indicating what St. Brigid’s plans are for fundraising by November/December 2019. ● Todd Bender from Foodland (and a St. Brigid parent), approached Cathy Kuntz with a Thanksgiving food drive fundraising idea; parents could buy \$10.00 bags of groceries to be donated to the Foodbank and then a percentage would be donated back to St. Brigid; this process could be run virtually through SchoolCashOnline, but more details would be needed for 	Jennifer Emery All CSAC Members

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	<p>a roll out.</p> <ul style="list-style-type: none"> ● In discussing a Dance-a-thon, it was agreed that running our own version vs. hiring Professor Jam who keeps a percentage of the profit is a better approach for St. Brigid. ● A Dance-a-thon could be held in October to align with Halloween, and then if approved, a 2nd fundraiser could be held in the Spring 2020 (e.g., end of year BBQ, fun fair with raffles, tickets for games, etc). ● Ashley Neves has experience with Dance-a-thons; it is good for the younger students, and relatively low-effort; rather than students getting “pledges” to raise money, items could be purchased (e.g., glow sticks, popcorn, etc) at the Dance-a-thon with tickets bought through SchoolCashOnline (similar to the Mission Fun Day approach); profits from ticket sales would be the fundraising. ● Items could be purchased by CSAC members and costs reimbursed out of profits. ● Donated prizes (e.g., Toys R Us gift certificates, etc) could be incorporated into the planning for best costume, etc. ● Lisa Vermet said it is better for the students to get their items ahead of time, so they do not spend too much time in line rather than dancing. ● SchoolCashOnline is required to be used for fundraising going forward (e.g., tickets for items would need to be purchased through SchoolCashOnline); Cathy Kuntz was asked if the administrative fee could be waived/reduced for fundraisers if parents are forced to use SchoolCashOnline for fundraising. ● It was also discussed that allowing for donations to be accepted would be helpful; Matthew Aubrey and Cathy Kuntz to confirm if tax receipts for donations over \$25.00 can be provided and how would the process work. ● <u>Post-meeting update</u>: all funds/donations must be collected through SchoolCashOnline; upon completion of the fundraiser, St. Brigid’s Administrative Assistant would collate information from SchoolCashOnline for individuals who want a receipt (\$25 or more) to be processed by WRCSF (Waterloo Region Catholic Schools Foundation); if an email address is not provided, receipts are returned to the school in sealed envelopes to be distributed accordingly. ● It was discussed that there have been some issues with SchoolCashOnline with the back to school forms; Ashley Neves said the contact for parent feedback for SchoolCashOnline is Mandy Lamba who can be reached at 519-578-3660. ● Megan McLaren discussed that Jackie Hergott, the Branch Manager from CIBC could possibly be approached about a fundraising donation; Jennifer Emery to reach out. ● Intermediate students could possibly help run the Dance-a-thon 	

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	<p>the day of the event; classes would take turns coming to the gym; a playlist of Halloween themed, school-appropriate music that runs for ~45 minutes, such as The Monster Mash would be needed (assuming playlist approach and not “Just Dance”).</p> <ul style="list-style-type: none"> ● It was agreed to proceed with a Halloween Dance-a-thon on October 31, 2019; the following CSAC members have volunteered to be on a fundraising committee: Ashley Neves, Lauren Lewis, Stephanie Pottruff, Sarah Andrade, Amanda Fourni Nafziger and Christa Charrette; Jennifer Emery will start a fundraising email communication, so initial planning for the Halloween Dance-a-thon can begin over email. ● Communication to parents about the Dance-a-thon should be done prior to the Thanksgiving long weekend. ● <u>Post-meeting update</u> - all fundraising is on hold due to CUPE job action 	
10	<p>Establishment of Next CSAC Meeting Date</p> <ul style="list-style-type: none"> ● The next Catholic School Advisory Council (CSAC) meeting will be held on Tuesday, October 22, 2019 @ 6:00 pm. 	Jennifer Emery
11	<p>St. Brigid School Yearbook</p> <ul style="list-style-type: none"> ● A sincere thank you to Ashley Neves who volunteered many personal hours to lead the creation of the 2018/2019 St. Brigid school yearbook, which is a wonderful keepsake for our students. ● Ashley Neves has also volunteered to work on the yearbook for the 2019/2020 school year. 	Ashley Neves
12	<p>Closing Prayer</p> <ul style="list-style-type: none"> ● Theresa St. Peter closed the meeting with a prayer. 	Theresa St. Peter
13	<p>Proposed Agenda Items for October CSAC Meeting</p> <ul style="list-style-type: none"> ● Spring 2020 fundraiser proposal. ● Christmas Activity Planning - Ayr Santa Claus Parade, North Dumfries Christmas Tree Festival, Christmas Turkey Lunch. ● Additional School Council Meeting Dates. 	