

# St. Joseph's Catholic School Advisory Council Minutes



Date: Monday, November 13th, 2023 5:00pm School Library

Chair: Erin Marshall

Attendees: Kristyn Egli, Amanda Gibson, Kaleigh Flynn-Hugil, Lori Miller, Evan Hickey, Alien Wigchers, Marsha Cook, Alicia Lobb, Steph Flynn

Minute taker: Tania deWeerd

Apologies: Shalena Reid

Visitor: N/A

Quorum requirements: A school council meeting must operate with a quorum. A quorum requires not less than one half of school council members currently holding office to be present at the meeting and the majority of members present must not be school board employees.

\*New quorum requirements - will update details for the next meeting

## **1. WELCOME AND CALL TO ORDER - 5:07pm**

1.1 CSAC PRAYER (Principal) O HOLY SPIRIT, Source of truth and grace, for those entrusted with the Christian development of children, enlighten our minds, strengthen our wills, and fill our hearts with generosity so that our homes, our parishes and our schools may cooperate effectively with You, and with one another in the exalted mission of Catholic Education. We make our prayer through Christ, our lord. Amen.

1.2 APPROVAL OF AGENDA (Additions/Deletions/Corrections)

- New additions under New Business

**MOTION** – the agenda of the regular meeting held on Nov. 13th, 2023 be approved as printed, as amended

1. Evan Hickey
  2. Steph Flynn
- CARRIED

**2. DECLARATION OF CONFLICT OF INTEREST:** If a member of the council or their immediate family has a direct conflict of interest (including a pecuniary interest) in with a matter under discussion at a school council meeting that member:

- must not be present during the discussion unless invited to do so by the person presiding at the meeting and when a vote is being taken
- may be included in the quorum for that meeting

The declaration of interest should be included in the minutes of the meeting.

## **3. APPROVAL OF PREVIOUS MINUTES**

**MOTION** – the minutes of the previous meeting held on Oct. 2nd, 2023 be approved as printed, as amended

Treasurer Report completed by Alien Wigchers

1. Alien Wigchers
  2. Lori Miller
- CARRIED

3.1 Business arising from the minutes - n/a

**4. CORRESPONDENCE** - Friend of the Community - thank you for your support

## **5. PRESENTATIONS/DELEGATIONS**

CPIC Representative 2023-2024 needed.

Dates: 4 meetings per school year. Next meeting is Nov. 13th (tonight) and Dan will find out more dates.

Goal is to have a rep at every meeting. We can rotate who goes to meetings, and reports back to CSAC

Meetings held at the Board office in Dublin. Any member of CSAC or a parent from the school community can go. It's not a requirement to attend, but gives a great glimpse into what is going on at the Board level.

## 6. REPORTS

### 6.1 Principal's Report – Mr. Dan Bodkin

1. St. Anne's is rebuilding their gym bleachers so they are using our gym this week and daycare is using our library and this is why we are meeting in Ms. Weiler's room.
2. Literacy Initiatives being supported by Karen Kramers from our School Board Literacy Team. Ms. Kramers is collaborating and co-teaching with our primary teachers as well as working with small groups to support literacy.
3. Peace and Kindness Week - November 13-17 - is celebrated in our school board. Across Ontario, this week is known as Bullying Awareness and Prevention Week. Bullying prevention is on-going and runs throughout the year. Emphasis is placed on Peace and Kindness and teaching The Golden Rule (Jesus Christ's teaching in Matthew 7:12)
4. Christmas Concert is to be discussed at Staff Meeting tonight. We will host it at St. Anne's and we have requested Thursday, Dec. 14th. Similar set up as last year.
5. Scholastic Book Fair will be hosted by our librarian, Kim MacLay, for the week of December 11-15th
6. The Ontario Skills Truck will be visiting our school during the week of Dec. 11-15th. It will be parked behind the school as some senior classes rotate through. Mark Flanagan, from the board office, is coordinating this for the board and our school.
7. Considering around Dec. 21st a visit to the Goderich church for a school mass - busing needs? Join in with St Mary's school in Goderich for a joint mass? Would be a large group. More info to follow

### 6.2 Financial Report – Mrs. Alien Wigchers, Treasurer. See attached report - [CSAC Financials October 2023](#)

Greyhavens Mums revenue: \$1288.54

Fill Your cellar revenue: 629.99

CWOSSA cross country meet revenue: TBD

Current balance: 7795.92

### 6.3 Christmas Lunch Committee Report – Mrs. Lori Miller

Christmas Lunch sign up forms went home with students today

Committee - provide Erin how much turkey required to purchase, on behalf of Scott Saunders

### 6.4 Fundraising Committee Report - Various

- Fill Your Cellar from Kayleigh Flynn-Hugil
  - \$732.75 profit to the school
  - Great feedback from the school community and looking forward to it for next year
  - Consider having it before Thanksgiving for next year
    - Have a food bank donation option?
    - Build your own bundle?
- WOASSA Cross Country meet
  - 120 pizzas ordered. Roughly 30-35 pizzas sold by slice during the day
  - Whole pizzas were sold to staff/friends at a \$5 profit
  - At the end of the day, roughly 40 pizzas sold at cost
  - Discussion for next time - worth the work? Only held every 4 years
  - Final numbers still not available - gatorade still being sold

- Cost is \$0.97/bottle
        - Selling for \$1.50each (33 bottles) to staff
  - Shop Local
    - Approached 11 businesses:
      - Lifted, Blyth Inn, Nature's Nest, Village Toy Castle, Cafe Loco, Backyard flower shop, Elliott's, Bartliff's, Noah's pizza, The Old Mill, Pine Ridge, Greyhavens, Willy's
      - Lifted, Blyth Inn, Backyard flower, Toy Castle, Willy's, Nature's Nest, Old Mill - on board with a proposal, or in discussion with proposal
        - Lifted - a different service every month
        - Blyth Inn - 10% of sales on Tuesdays in Jan/Feb
      - Continue past the end of March, since it would not be a 'competition' with year end school trip fundraisers.
      - Copy of contracts will be kept in a binder at the school
      - How to track donations? How much background do we need for the donations? Do we ask from businesses some kind of report/receipt?
        - Consensus is that requesting a very minimal report with their donation is fair - ie. Lifted would provide a receipt/note of some kind they had x number of manicures completed, at \$5 donation each = \$Y donated
          - We are NOT saying that we don't trust our local businesses, we want to be as transparent as possible with any monetary transactions and set the stage of how this fundraiser will run for every business moving forward
        - Donation cheques will be picked up by Evan and Kaleigh.

**MOTION** - to go ahead with contracts, with above businesses associated with our Shop Local initiative, with reporting to CSAC at meetings

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|----------------|----------------|---------|
| 1. Lori Miller | 2. Evan Hickey | CARRIED |
|----------------|----------------|---------|

**MOTION** – accept all committee reports

- |                   |                |         |
|-------------------|----------------|---------|
| 1. Alien Wigchers | 2. Evan Hickey | CARRIED |
|-------------------|----------------|---------|

## 7. PAYMENTS OF ACCOUNT

- Previous process - Sue received invoice, and it's paid, without notifying CSAC
- New process - Sue will email Alien and Erin when an invoice is to be paid or cash is to be deposited

**MOTION** - any funds that come in via cash needs to be double counted by school secretary and CSAC member

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|------------------|----------------|---------|
| 1. Amanda Gibson | 2. Lori Miller | CARRIED |
|------------------|----------------|---------|

## 8. OLD BUSINESS

### 8.1 Yard Upgrades:

Tabled

### 8.2 Dinner Schedule at Upcoming Meetings

Pizza at meetings - paid for out of pizza funds

### 8.3 Information Archive

Tabled

### 8.4 Goderich Church Visit/Tour - busing

Tabled - total for busing TBD

## 9. NEW BUSINESS

### 9.1 - Fundraiser Procedures

- Create a Fundraiser Procedure protocol for future fundraisers - a step by step protocol to follow
- Communication outside of meetings
  - Another means of communication is important - text/whatsapp/email?
    - Urgent business only.
    - All CSAC members, including staff and Dan, on a group email
    - A Whatsapp group has also been created - for time sensitive emails, a text can be sent out to check your email

### 9.2 - CSAC Back drop rental

- Approached to borrow the back drop - thoughts?
  - Rental / donation for use to cover wear/tear/damage?
    - Pick up / delivery?
    - Open use to CSAC only?

Think about it for next meeting

### 9.3 - The Buzz

Different format requested to make it mobile friendly

### 9.4 - Time of Meetings

5pm is difficult for some members to be here vs 7pm start takes the meetings going long

- Majority rules meetings stay at 5pm

## 10. ANNOUNCEMENTS

Future meeting dates:

Monday: December 4, January 8, February 5, March 4, April 8, May 6, June 3 at 5:00pm

## 11. ADJOURNMENT - 7:00pm

## 12. FUTURE MEETING TOPICS

- CPIC meeting dates - rotate reps for meetings
- Musical instruments - long term goal
- Playground sheds - St Anne's
- Pancake Tuesday
- Yard sandboxes
- Information archive
- Goderich church visit busing
- Loaning out back drop

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