

# St. Joseph's Catholic School Advisory Council Minutes



Date: Monday June 3rd, 2024 6:39 pm at The School Library

Chair: Erin Marshall

Attendees: Marsha Cook, Dan Bodkin, Christa Broadfoot, Lori Miller, Erin Marshall, Alicia Lobb

Minute taker: Tania deWeerd

Apologies: Amanda Gibson, Alien Wigchers, Kaleigh Flynn-Hugil, Stephanie Flynn

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.

## **1. WELCOME AND CALL TO ORDER**

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.

Add Fundraising report, as 6.3

**MOTION** – the agenda of the regular meeting held on June 3rd, 2024 be approved as printed

1. Lori Miller
  2. Tania deWeerd
- 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 May 6th, 2024 be approved as printed

1. Lori Miller
  2. Tania deWeerd
- CARRIED

## **4. CORRESPONDENCE - n/a**

## **5. PRESENTATIONS/DELEGATIONS**

CPIC Meeting Dates 2023-2024:

Feb. 20th - Tania D. Back up - Alien W

Apr 10th - Erin M. Back up - Lori M

June 11th - Amanda G. Back up - Alien W. Going - Lori M

## **6. REPORTS**

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

CSAC Principal's Report

1. Thank you to CSAC for all of the fundraising and work to benefit students throughout the year! It has been a great experience working alongside this awesome team.

2. Grade 3 & 6 EQAO Testing has almost finished the standardized testing. This process is all completely online now so the work flow goes much faster and smoother than years previous. Results come in the Fall.
  3. End of year trips are on - volunteers are always welcome! June 18 is a big day with grade 3/4 to 6/7 going to the Pinery and the Grade 7/8 class going to Toronto and returning late.
  4. Ojibwe Spirit Horses Presentation - an Indigenous elder will deliver a virtual presentation about the Ojibwe Spirit Horses followed up by an actual school presentation on June 19th when the Ojibwe Spirit Horses will come to our school for a morning. Participating classes will have a chance to meet the horses and engage in some learning with the presenter.
  5. Peer Pals Update - this program has been a terrific success with having the older students lead various activities with the younger students at recess. Peer Pals will be rewarded with an afternoon bowling party. The Peer Pals will also host a school-wide play day on the afternoon of June 26. Peer Pals will resume next year with the next round of leaders coming up.
- Question : First ride program for J/K - Erin will attend as a CSAC rep on the bus tour to introduce/present/recruit

## 6.2 Financial Report – Tania deWeerd, on behalf of Alien Wigchers

- Starting balance: 10,317.07
- End Balance: 3,876.78
- \$30 donation - one family donated instead of placing a Metzgers order
- Teacher retirees - Kelly Anderson, John Wilson (former custodian retired in October). Full time staff leaving. \$50. LTO - card. LTO - Madison Derrough, Sue Wilson, Laynee Partridge.
- Marsha has purchased the frames for the grad gift for just under \$100
- Marsha will follow up with the group photo to add into the frame
- Tania will be working on the frames and dropping them off to Erin for wrapping

## 6.3 Fundraising Report - Tania deWeerd

- Metzgers delivery was early. Not ideal but we made it work. Will plan for earlier in the year next time to avoid the risk of warm temperature

Alicia Lobb departure at 7:08pm

**MOTION** – accept all committee reports

1. Lori Miller
2. Tania deWeerd CARRIED

## **7. OLD BUSINESS**

### 7.1 Staff Appreciation Lunch

- Bartliffs booked for June 13th, delivered at 11:15am

### 7.2 2024/25 Fundraiser Calendar

- Proposed calendar below
- Send home a tentative calendar to send home, just with month

### 7.3 Open House Sept 2024

- Sept 19th, 2024
- Last year we had a great turnout
- Repeat last year's set up - pizza and milk (milk donated by Miller family)
- Plan to use PRO Grant
- Popcorn - reach out to Kinsmen for use of their machine

#### 7.4 Graduation

- Date and time: Jan 24th at 5:30pm. Ceremony at St Anne's cafeteria
- Tania to present CSAC award for top student. Do we increase the gift amount?

#### 7.5 Information Archive

- Tania has started a binder, coming along nicely. Will be ready to go for September

#### 7.6 School yard upgrades - rules?

- Rolled to next year

### **8. NEW BUSINESS - n/a**

### **9. PAYMENTS OF ACCOUNT - n/a**

### **10. OTHER**

- Message from Erin. Thank you to everyone involved and support from staff and parents. We have been able to do much more this year than we have in the past couple years. Looking forward to next year!

### **11. ANNOUNCEMENTS - n/a**

Future meeting dates: Monday Sept 9th at 6:30pm, school library

### **12. ADJOURNMENT - 7:45pm**

### **13. FUTURE MEETING TOPICS**

- Committees - what are needed?
- Playground Equipment safety report
- School yard construction rules, ie. board certified contractors have to be used?
- Yard equipment and sheds - off the agenda for the remainder of the year. Create sub-committee?
- Clinton 150 Year Celebrations next year
- Increase grad top student gift amount?
- Fundraising goals

### **14. DATES TO REMEMBER**

June 4th HPCDSB system Track and Field Elementary

June 5th Rain date

June 7th PD Day

June 12 SK/1 year end trip

June 14 Gr  $\frac{1}{2}$  and  $\frac{3}{4}$  year end trip

June 14 1st Ride program for new JK students

June 17 Spiritual horses

June 18 Gr  $\frac{3}{4}$ ,  $\frac{4}{5}$ ,  $\frac{5}{6}$ ,  $\frac{6}{7}$ ,  $\frac{7}{8}$  year end trip

June 19 Peer Pals year end bowling trip

June 19 Spiritual horses

June 21 Movie day - Inside Out 2 @ Park Theatre

June 24th - Graduation

June 26 Schoolwide Play Day

June 27 Last day of school

## FUNDRAISING REQUESTS / GOALS - 2023 / 2024

ITEM	BUDGET \$	MOTION DATE	Actual \$	COMPLETED DATE
Healthy Weekly Snack - 3 installments *****President's Choice Children's Charity for \$6537.60 grant for the 2024-2025 school year	\$2455.20	Oct. 2, 2023	\$665.28 \$894.96 \$894.96	\$2455.20 - paid Jan 30, 2024 in 1 installment
Skating bus fee - 3 days	\$750	Oct. 2, 2023	02/01/24 and 02/09/24 - \$198.52 ea day	Jan 10, Jan 24 (canceled), Feb 7. Invoice to come after
Christmas Lunch	\$3500	Oct. 2, 2023	\$1991.04	\$1398.38 Scott Saunders paid Jan 8th \$592.66 for turkeys - paid Dec 2023
Goderich church busing x2 May 6/24 - Catholic Women's League declined covering busing	Dec. 4, 2023 Jan 9/24 - adjusted to 1 bus ride Feb 6/24 - will cover busing costs for mass at Easter		1 - \$651.96 2 - \$620.09	1st - Dec 21th trip \$651.96 paid Jan. 5th  2nd - Easter mass. \$620.09 paid Mar. 27/24
Staff appreciation lunch	\$700	Apr. 8, 2024		Increase from \$500 budget in 2023

### ONGOING YEARLY MONETARY COMMITMENTS

ITEM	\$	MOTIONED	2023/24 \$ SPENT
Christmas Lunch	As needed	Ongoing	Motion budget yearly. Donations collected for catering and turkeys. \$1991.04 - 2023
Pancake Tuesday	As needed	Ongoing	2024 - only pancake mix needed. CSAC covered. \$193.65.
Grad decor / food	\$250/year	Apr 13, 2023	
Grad Plaques	As needed		2023 - \$593.03
Grad photo in frame gift	No set \$	Gift as of 2022	2022 - \$86.51 2023 part of \$250 2024 -
Top Student Gift	\$25.00	Ongoing	
Teacher/retirement gifts LTO - Card	Fluctuates	Retirement/full time staff leaving - \$50	2022 - \$101.69 2023 - \$39.55 2024 -

## FUNDRAISER SCHEDULE FOR 2023/24 SCHOOL YEAR

FUNDRAISER	PROPOSED DATE	ACTUAL DUE DATE
Greyhaven Mums	September	September 14, 2023
Raffle baskets	September	Open House - Sept. 21, 2023
Elementary Cross Country Meet	October	October 11, 2023
Fill Your Cellars	October	October 17, 2023
CWOSSA Cross Country Meet	October	October 26, 2023
Poinsettias	End of Nov/early December	N/A
Shop Local	November - June	Variable
Metzgers	April	April 24, 2024
IDEAS: Horton Dairy ice cream in June		

## PROPOSED FUNDRAISER SCHEDULE FOR 2024/25 SCHOOL YEAR

FUNDRAISER	PROPOSED DATE	
Greyhaven Mums	September	
Raffle baskets	September	Open House - Sept. 19-26, 2024
Elementary Cross Country Meet	October	
Fill Your Cellars	September - delivery before Thanksgiving	
Poinsettias	Mid to late November delivery	
Shop Local	November - June	Variable
Metzgers / Frozen Food	February/March	
Horton Dairy ice cream for Christmas Lunch?		

297 Smith Street North, Box 850, Clinton, ON N0M 1L0 \* 519-482-7035