



# HOLY FAMILY

## ELEMENTARY SCHOOL



Meeting Attendees:		Regrets:
Amanda Gillard	Mrs. Oliveira	Melissa Galena
Dave Valente	Pamela Barbuto	Silvio Veiera
Elizabeth Tomaselli	Paulette Rupnarain	
Francesca Valente	Samantha Mewa	
Laura Coes	Sandy Marocco	
Mme. Naccarato	Sara Valente	
Mr. Barnett	Thomas Martino	
	Tina Collura	
Date: November 20, 2023 from 6:30 - 8:00PM		In Person Meeting at 61 Allan Drive - Library

### Catholic School Council Meeting Minutes

Agenda		Responsible	Timing
1	Welcome & Prayer	Everyone	6:30 - 6:35
2	Passing of the October Minutes	Everyone	6:35 - 6:40
3	Principal's & Teachers' Report	Mr. Barnett	6:40 - 6:50
4	Discussion on Understanding the Supply Teacher Process	Tina	6:50 - 6:55
5	Living Nativity Event Updates	Tina/Sara/Pam	6:50 - 6:55
6	Approval of the list of the meetings for the remainder of the year	Everyone	6:55 - 7:00
7	Treasurer's Report	Laura	7:00 - 7:05
8	Parish Report	Sara	7:05 - 7:10
9	Pancake Tuesday	Sara	7:10 - 7:15
10	Oliver's Labels Update	Elizabeth	7:15 - 7:20
11	Hot Lunch Updates	Pam/Sara/Elizabeth/Samantha	7:20 - 7:30
12	Poinsettia Fundraiser Updates	Sara	7:30 - 7:40
13	Fundraising ideas for the rest of the year (i.e., Santa pics, Spring market, Chocolates, etc.)	Everyone	7:40 - 8:00
14	New business items/ideas to share	Everyone	8:00 - 8:10

Topic	Discussion	Action Item
Welcome & Prayer	<ul style="list-style-type: none"> <li>Mr. Barnett lead us in prayer and read the land acknowledgment</li> </ul>	
Passing of October Minutes	<ul style="list-style-type: none"> <li>October Minutes and agenda were reviewed and approved by Sara and Pamela</li> </ul>	Approved by two council members

Topic	Discussion	Action Item
Principal and Teacher Report	<p><b>Faith Formation</b></p> <ul style="list-style-type: none"> <li>- Hope Virtue Assembly Dec. 5 @11am</li> <li>- School Mass Dec. 12 @10am</li> </ul> <p><b>Clubs and Team</b></p> <ul style="list-style-type: none"> <li>- Intermediate Volleyball tournaments; Boys advancing to Family of Schools Tournament @St. Mikes</li> <li>- Homework Club</li> <li>- STEAM/ Makerspace Club</li> <li>- Chess Club</li> <li>- PALS program</li> <li>- Choir</li> <li>- French Club</li> </ul> <p><b>Equity/ Diversity/ Wellness</b></p> <ul style="list-style-type: none"> <li>- Indigenous Education Week – Nov. 6-10 <ul style="list-style-type: none"> <li>o Assembly; Walk for Wenjack</li> </ul> </li> <li>- Bullying Awareness and Prevention Week <ul style="list-style-type: none"> <li>o Assembly; Pink Shirt Day; Youth Faith Ambassadors and Student Parliament doing presentations in all classes; instructional material incorporated into daily instruction as provided by the school board Equity and Diversity department</li> </ul> </li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>- School Generated Funds account is now below \$500</li> <li>- Funds needed: <ul style="list-style-type: none"> <li>o Reimbursement for Cross Country Bus \$274.08</li> <li>o Indoor Soccer Registration Fees for Tournament in January – 4 teams @\$175 = \$700.00</li> </ul> </li> <li>- Upcoming for Dec/ Jan: <ul style="list-style-type: none"> <li>o Smartboard replacement, approx. \$2500.00</li> <li>o Bus for choir to sing at King Nursing Home, approx. \$250.00</li> <li>o Chromebook Purchase, approx. \$17 500.00</li> </ul> </li> </ul> <p>*Mr Barnett needs \$974.08 for registration fees to cover the cost of soccer tournament fees and bus for cross country</p> <ul style="list-style-type: none"> <li>- Council voted and approved it with all members in favour of giving \$974.08</li> </ul>	<p>Voted and approved by all council members</p>

Topic	Discussion	Action Item
Discussion on Understanding the Supply Teacher Process	<ul style="list-style-type: none"> <li>Mr. Barnett explained the process for requesting and receiving daily substitute teachers when teachers are absent</li> <li>This was in response to school parents asking council members about this due to seeing a lot of parents in the building</li> <li>Mr. Barnett has advised council members to encourage parents with questions to speak with him</li> <li>Mr. Barnett explained the process the system goes through to fill the daily absent positions</li> <li>When an absence is unfilled by names on the board's teacher supply list (through the automated system), the system then calls parents who have been hired by the board to fill these unfilled daily positions</li> <li>Therefore it goes to the emergency supply list to avoid disbursement of classes or closing classes</li> <li>As noted, these parents are on an emergency staff list I hired by the board for specifically these situations</li> </ul>	
Living Nativity Event Updates	<p>Living Nativity</p> <ul style="list-style-type: none"> <li>240 small sized cups with lids purchased from MVR</li> <li>students made a flyer to advertise the event</li> <li>Coffee Time will donate/provide free hot chocolate</li> <li>School will provide the hot chocolate urns</li> <li>Coffee Time wants to know if we would like to order 600 timbits for \$100 for the event</li> <li>Council members voted on the decision to purchase 600 timbits for \$100</li> <li>\$200 will be used for music and lights for the event</li> </ul>	Voted and approved by all council members
Approval of the list of the meetings for the remainder of the year	<p>December 11, 2023 (Social event/Potluck)</p> <p>January 15, 2024</p> <p>February 12, 2024</p> <p>April 15, 2024</p> <p>May 13, 2024</p> <p>June 17, 2024</p>	Approved by Mr Barnett

Topic	Discussion	Action Item
Treasurer's Report	<div><div>Holy Family CES</div><div>Month: Oct 2023</div><div>Opening Balance\$11,791.39</div><div>1652, Lemonaide\$536.00</div><div>1656, kk donuts\$1,500.00</div><div>COL\$41.40</div><div>COL\$200.65</div><div>COL\$458.70</div><div>COL\$3,277.20</div><div>COL\$124.20</div><div>COL\$898.10</div><div>COL\$3,066.90</div><div>COL\$538.20</div><div>COL\$732.50</div><div>COL\$2,321.70</div><div>COL\$2,891.90</div><div>COL\$82.80</div><div>COL\$2,162.45</div><div>COL\$1,723.05</div><div>COL\$200.65</div><div>1658, Supplies\$27.50</div><div>1659, Supplies\$49.60</div><div>1655, Presswood Ent\$100.00</div><div>1657, H Dance\$1,917.24</div><div>INTEREST\$0.88</div><div>\$26,382.33</div><div>Outstanding cheques\$5,425.31</div><div>Bal\$20,957.02</div><div><div><div>Wish List</div><div><div>Halloween Dance\$2,500.00Rough estimate</div><div>Living Nativity\$1,525.50Actual</div><div>Music for Nativity\$350.00Rough estimate</div><div>Grade 7 &amp; 8 Retreat\$1,500.00Actual</div><div>FKD Support\$500.00Rough estimate</div><div>Graduation Support\$500.00Rough estimate</div><div>Tech Spring Order\$15,000.00Rough estimate</div><div>\$21,875.50</div></div></div><div><div>KK Donuts\$1,500</div><div>Pizza</div><div>Subs</div></div><div>Shrove Tuesday\$250.00Rough estimate</div></div></div>	
Parish Report	<div>Parish Report</div> <div><div><div>Sunday November 26th is the completion of the 45th anniversary and the church will welcome Bishop Ivan Camilleri. He will celebrate the 12 noon mass and bless the new doors. Refreshments to follow.</div><div>Sunday December 3rd 2pm-4pm is the Feast of Saint Nicholas. The event features a spread of food, crafts for children, a free raffle ticket and chance to meet and take pictures with Saint Nick. Register to reserve a spot.</div><div>Children's liturgy begins the weekend of Dec. 3</div><div>Edge continues every Monday at 7:00pm</div><div>Rooted continues every Wednesday at 4:30pm</div><div>Confirmation dates for grade 7 students have been shared via email</div><div>The third confirmation class of six sessions will be held</div></div></div>	

Topic	Discussion	Action Item
	on Dec. 9th, 2023	
Pancake Tuesday	<p>Pancake Tuesday</p> <ul style="list-style-type: none"> <li>• Would like to head a task force in preparation for Pancake Tuesday which is on February 13th, 2024.</li> <li>• WhatsApp group to be created and roles assigned</li> <li>• Updates to follow in future meetings.</li> <li>• Items needed: pancake mix, syrup, forks, tin foil trays</li> <li>• Estimated budget of approx. \$500 to be voted on</li> <li>• Passed by everyone</li> </ul>	<p>Sara will create the group</p> <p>Voted and approved by all council members</p>
Oliver's Labels Update	<ul style="list-style-type: none"> <li>• \$131.94 sold to date</li> </ul>	
Hot Lunch Updates	<p>Hot Lunch Update</p> <ul style="list-style-type: none"> <li>• Subs update - running smoothly, we should start advertising at the beginning of January</li> <li>• Taco Tuesday begins tomorrow. Labels were delivered today.</li> <li>• Tacos - weekly cost is \$689.50 and weekly profit is \$113.00</li> <li>• Pizza update - everything is good</li> <li>• Students volunteer to distribute pizza to classes and receive their volunteer hours for helping</li> </ul>	
Poinsettia Fundraiser Updates	<p>Poinsettia Update</p> <ul style="list-style-type: none"> <li>• Slow sales. Sitting around \$500 with the orders closing Wednesday.</li> <li>• Last minute effort I've created a flyer to go home</li> <li>• Poinsettia delivery to school will be December 7th, 2023</li> </ul>	
Fundraising Ideas for the rest of the year(i.e., Santa pics, Spring market, Chocolates, etc.)	<ul style="list-style-type: none"> <li>• Ideas discussed are listed here</li> <li>• Do we want to do Santa photos without a cost - no go</li> <li>• Chocolate bars - nothing shared</li> <li>• Big box of cards - 35 cards for \$35</li> <li>• *profit is \$11</li> <li>• discussed and will decide if the teachers will use it as a fundraiser for the school</li> <li>• possible spring market right before Mother's Day</li> <li>• Possibly April 27th</li> </ul>	
New business items/ideas to share	<ul style="list-style-type: none"> <li>• Interest in planning for next year's Halloween dance was quickly reviewed</li> </ul>	