

PARENT SCHOOL COUNCIL 2024/2025
MEETING MINUTES FROM October 03, 2024

Acknowledgement and thanks to 2023-2024 School Council

In Attendance:

- **St. James Staff:** M. McCann (Principal), A. Litster (Secretary), S. Kelenc (Teacher Rep), J. Roy (Teaching Rep), R. Johnson (Non-Teacher Rep)
- **Council:** N. Popova (Co-Chair), A. Patola (Co-Chair), T. Morris (OAPCE), K. Zeljkovic (Co-Secretary), A. Pronski (Co-Secretary), H. Jagiello (Treasurer), N. Sarin (Parent Rep), E. Mayen (Parent Rep) J. Bird (Parent Rep)
- **Parents:** J. Dtz, S. Bhola, T. Chan, K. Paisa, A. Budjos, T. Areola, L. Ma, T. Ngo, Ais, Villanueva-Taruc

A. ROUTINE MATTERS

1. Welcome/Opening Remarks – M. Cloutier McCann
2. Opening Prayer – Nina
3. Land Acknowledgement
4. Approval of Agenda
 - nothing added to agenda
 - **MOTION:** A. Pronski motioned for approval, N. Sarin seconded motion
5. Amendment and approval of April 24, 2024 Meeting Minutes
 - a) Business arising from the minutes
 - Added addendum to the meeting minutes as council needed to vote outside of meeting to put forward funds to cover some of the BBQ costs (Including beverages, tax on food items, School cash online fees). Council wanted to keep the cost for our families as low as possible/similar to the previous years.
 - **MOTION:** A. Pronski motioned for approval, N. Sarin seconded motion
 - b) BBQ debrief
 - Council put together overview on how things went from their perspective, will be available to all families. In short, we felt the vendor was extremely professional and was able to keep up with mains (burgers/hotdogs) but we found the fries were holding up the line. Vendor realized he was not going to be able to cook churros and fries at the same time. Next year we plan to offer a ready made snack in lieu of the fries but perhaps offer churros as an option at the end.
 - We have received preliminary results from the survey (only 20 surveys completed). Low number could be because we emailed out the QR code instead of the link so parents were unable to access it the following days after the BBQ. Link will be emailed out once more time in hopes to receive more responses. Survey results will be posted online.
- Updated survey results included at the end of these minutes
 - Mrs. McCann advised the staff were happy to not cook for the event and mingle with the families.

- o Council hopes food can be available for a longer time next year in hopes teachers /volunteers can eat before parents arrive and parents have options to visit classrooms before they pick up their food. Still to be discussed
- o Council would like to work with the vendor and hope to put him on the approved vendor list.

ACTION: Ms. McCann will help facilitate approving them as a vendor and E. Mayen will correspond with the vendor

c) BBQ orders not picked up

- o school generally does not refund on missed pizza day orders as funds still need to be paid to vendor and council can choose to do the same
- o **MOTION:** A. Pronske motioned to not refund any BBQ orders, N. Popova seconded it

B. REPORTS

1. Financial Report – H. Jagiello

| | |
|---|-------------------------------------|
| Bank Balance (As of April 24, 2024) | \$7629.99 (March 28 bank statement) |
| - Bank Fees – 4.95 x 6 | - 29.70 |
| - Liturgical Crowning of Mary (May) | - 33.90 |
| - Liturgical (First Communion Celebration) June | - 259.90 |
| - Recess Equipment (June) | - 361.26 |
| - Journey Into Learning (July) | - 230.00 |
| - Awards (July) | - 350.00 |
| - Liturgical(First Communion) Aug. | - 86.72 |
| - BBQ - deposit cheque (Sept) | - 993.27 |
| - BBQ - balance of invoice (Sept) | - 3,010.05 |
| - Library, recess equipment (Sept) | - 987.10 |
| - BBQ (beverages) | - 159.95 |
| Deposit | |
| Lunch Lady & Mabel Labels | + \$283.88 |
| BBQ | \$3,262.05 |
| BBQ (Staff) | + \$228.00 |
| Commitment: - grad tree/2024-2025 agendas/sensory pathway | - 2,438.97 |
| - whole school presentation | - 700.00 |
| - ECO | - 250.00 |
| Available funds | \$1,513.10 |

- o We only have space for 1 more grad tree for this year which will be planted once the walkway is completed, This tree may also be a good option for a tree hugger as we have done alternate trees every other year

- School presentation is currently being planned by Ms. Thibault and details will be released in due time
- Sensory pathway – was to be added into the junior hallway, but as the walls are always full of displayed work the library may be a better option
- ECO team received a grant that can be used towards the green bins
- Recess Equipment – has been purchased for both indoor and outdoor. Outdoor equipment still needs to be set up/pumped up, came in under budget for those purchases

2. OAPCE – T. Morris

- Encourage parents to visit the website www.oapce.org and follow on Instagram
- Read new blog post for September 2024, offers advice and tips for parents and students for a successful school year.

2023-2024 Council Dissolved

- **MOTION:** A. Pronski motioned to dissolved 2023-2024 council, N. Popova seconded it

C. ACTION ITEMS

1. Introduction of 2024-2025 Acclaimed Members

- | | |
|---------------|----------------|
| ○ H. Jagiello | ○ A. Pronski |
| ○ T. Morris | ○ N. Sarin |
| ○ A. Patola | ○ K. Zeljkovic |
| ○ N. Popova | ○ S. Bhola |
| ○ K. Paisa | ○ J. Bird |
| ○ E. Mayen | |

2. Appointment 2024-2025 of Member Roles:

- a. Chair/co-chair-must attend meetings in person - Adam Patola and Nina Popova
- c. Treasurer – Neil Sarin
- d. Community Representative – Jason Bird
- e. Parish Representative – Stacy Bhola
- f. Ontario Association of Parents in Catholic Education Representative – Tina Morris

Teaching Representative – Steven Kelenc, Janette Roy

Non-teaching Representative – Reagan Johnson

3. Setting dates for future meetings

- Thursday, November 07th, 2024
- Thursday, February 06th, 2024
- Thursday, April 03rd, 2024

4. By-Laws review

- By laws allowed council to increase council to 15 members from 10 to avoid many elections
- **MOTION:** A. Pronski motioned for approval, K. Zeljkovic seconded it

5. Community Skate – Carnaval Week Feb 27 – 530 – 7 port credit loop

- S. Kelenc advised Mme. Stalony is asking if council could plan a community skating event during Caranaval
 - Tried to plan last year but we had trouble finding available skate time at the arenas
 - This year we could offer public skating at Celebration square (further out but skate rentals are available) or within our community at the outdoor Port Credit skating loop.
 - If we choose Port Credit where there are no rentals we could market the event as a winter event and have activities for those who do not have skates. We could offer hot chocolate and coffee
- Event could be on Feb 27 from 530pm - 7pm
- **MOTION:** A. Pronski motioned to approve event, N. Popova seconded it
- **ACTION:** N. Sarin and J. Bird have offered to be the event coordinators and will begin planning the event

6. Donation Campaign

- Recent survey from BBQ showed more families in favour of one time donation
- **ACTION:** H. Jagiello to write up letter to be sent out to families, asking for this donation and also Include what we funded last year
- **MOTION:** A. Pronski motioned for approval, N. Popova seconded it

7. Catholic School Council Priorities

- Community Building/ School Spirit – parent engagement
 - Carnival event to be planned
 - Coffee Mix & Mingle was a hit in the past, offer coffee and hot chocolate in the gym one morning after drop off
 - Could plan a movie event – options were inviting both kids and parents to a movie at Cineplex or buying rights to stream a movie in the gym one evening
- Graduation Gift
 - Ms. Litster suggested to put a bench in the front of the school since we are unable to plant anymore trees in the yard
- Technology (e.g, Chrome Books)
- S. Bhola asked if we could install lower basketball nets, Mrs. McCann advised there is space near the grade 5 classroom but the students do play ball there but could be an option, students do prefer soccer so may consider for future

D. INFORMATION

1. Central Committee of Catholic School Council – chairs meeting – October 24, 5:00-8:00 pm
Cardinal Leger Secondary School – Brampton
2. St. Mary Star of the Sea Parish Advent Mass/Blessing of Creche/Social – December 10th
 - Drinks leftover from BBQ can be used for this event
 - S. Bhola to help coordinate event
3. Transition to Secondary School Open House
 - November 06 - St. Martin SS
 - November 13 - St. Paul SS

Catholicity

- Rosary Apostolate
 - Come in monthly from Oct 09 until May, will explain how the rosary works and will teach students how to pray with it
- Sacraments
 - First Communion Parent Meeting - Oct 5 (St Mary Star of the Sea)
 - Confirmation Parent Meeting - Sept. 28
- School Liturgy of the Word - October 17 11am
- Family Advent Mass - December 10th 7pm
- Pastoral Plan – will post to website once it has been reviewed by Father

Curriculum

- Truth & Reconciliation Week
- Edwins
- Digital Citizenship
- Technology
- Mental Health Leaders
- Outdoor Learning - Grade 6 Camp Muskoka trip Nov 27 - 29

Safety

1. Communication
 - When unsafe items have been found on the property Mrs. McCann advises the board and communication officer.
 - Any individual who has been in our yard when the students were still on premises were asked nicely to leave and everyone has left quietly. Most are unaware the students are still in school.
 - Knife recently found in the yard was broken, not a pocket knife, but most likely brought on premises with a bag of fruit and snacks, which was also found nearby
2. Morning Announcements & class discussion
 - Students are already being educated on not to pick up any unusual/unsafe items if found in the school yard and let a teacher/staff know immediately.
3. Cameras
 - No elementary schools have cameras and cannot be installed
4. Gates
 - They used to be locked at night but found the locks broken each morning, gates are now locked when students are in class, but not in the evening
 - A gate has to be left open at night during the winter to allow snowplows to come and plow
5. Fencing
 - Our community either walks through, or uses our yard in the evening for many different reasons. We may cause more frustration by not allowing access at any time

E. STANDING ITEMS

1. School Report
 - PYP – Who we are
 - How we organize ourselves

- Grade fives have been learning about the government and have a field trip coming up to Queen's Park
 - En Francais – Who we are but in french
 - Truth and Reconciliation Week
 - Many activities in all classes, classes were able to connect into a live stream with an indigenous artist and learn how to create their own art pieces
- MYP
 - Grade six class lead the virtue assembly on faith, created a skit on how kids should feel at school, connecting their theme to residential schools, overnight excursion to Muskoka Nov 27 - 29
 - Grade 7 and 8's are researching ways on how to reconcile
 - Grade 6, 7 and 8 students are all doing novel studies on residential school

Co-Curriculum

- Book Drive
- Food Drive
- Athletics
 - Cross Country – meet will take place in a couple of weeks
 - Junior Volleyball – pod tournament next week
- Student Council – includes reps from each grade even kinders
- ECO team – hasn't started yet, but are eager to roll out green bins and educate students
- Choir Facilities – started meeting each week
- Fire Drills – have begun
- Lockdown drill – have not yet begun
- No dog on School Property signs – many people still bringing dogs on the property, however no cases of droppings found by anyone
- Walkway – schedule to be completed in next couple of weeks, we may have to close gate between by plaza for a day or 2 but students/parents will have ample notice
- FDK yard – came in the summer but realized it was bigger job than anticipated as it now requires a retaining wall, job has been postponed until the can complete all of the work

Other

- Picture Day - Oct. 18 (grade 4 pictures on retake day due to scheduling conflict with trip)
- Teacher candidates
 - Year 1 - FDKB, Gr 1
 - Year 2 - Gr 2,3,4
- Ms. Reagan Johnson was the recipient of the 2023-2024 St. Hildegard of Bingen Viriditas award of Stewardship & Sustainable Practices recognized at the September 24 Dufferin Peel CDS Board of Trustees meeting

Upcoming Events:

- October 24 - Central Committee of Catholic School Councils

F. ADJOURNMENT

- MOTION TO CLOSE THE MEETING
 - A. Pronski motioned to approve, N. Popova seconded it

Future meetings (St. James School Library & Virtually via Zoom):

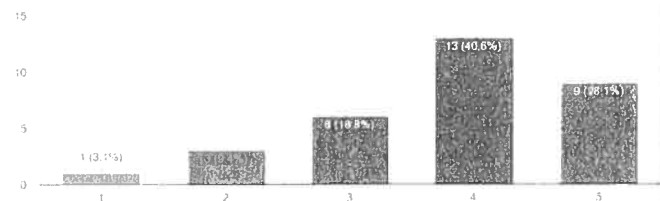
- Thursday, November 07, 2024
- Thursday, February 06, 2025
- Thursday, April 03, 2025

ST JAMES IB SURVEY RESULTS

St. James Council 2023-2024

1. Overall, how was your experience at the School BBQ?

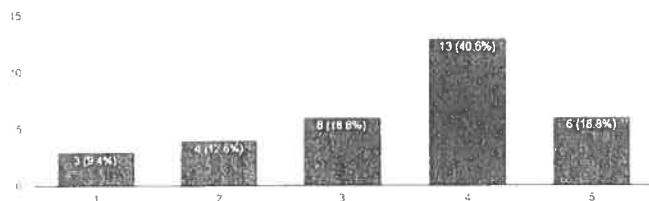
32 responses



• 68% had a positive experience, 19% were neutral and 13% identified there is room for improvement

2. How was the food?

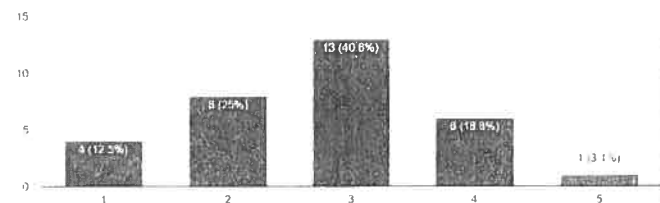
32 responses



• 59% of respondents felt the food was good, 19% were neutral and 22% were not as positive

3. How was the food vendor's service?

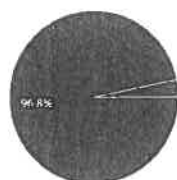
32 responses



• Over 1/3 (41%) felt the service was neither slow nor fast
• Almost 1/3 (37%) felt the service was on the slow side
• Almost 1/3 (22%) felt the service was on the faster side

4 Was the food vendor professional?

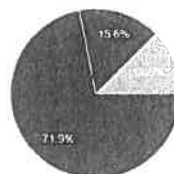
33 responses



- Yes
- No
- Not applicable: I did not order food

5 Thinking about the BBQ in previous years, did you prefer to have a food vendor or staff volunteers prepare the food?

32 responses



- I preferred the food vendor
- I preferred the staff volunteers preparing the food
- We are new to the school, we have not attended previous BBQ events

- 72% of respondents prefer utilizing a food vendor
- Based on the results from the survey, we believe that this vendor can be utilized in future years

Additional Feedback

- Suggestion to have more than one food truck (mentioned a lot!)
- Some received too few fries
- The food line was too long, not enough time to mingle
- Some hot dogs were cold
- People liked that the teachers were free to mingle
- Open the classrooms early so people can choose to grab their food after the classroom visit, would prevent large line ups
- The classroom visits could be better structured, parents don't know what to do/ask, maybe have a presentation style
- Love for churros was expressed, but also hindered by the long line up
- Praise for the teachers and event organizers

7 St. James offers families an opportunity to make an fundraising donation to the parent council at the beginning of the year. The funds raised have been used for fundraising opportunity at the beginning of the year?

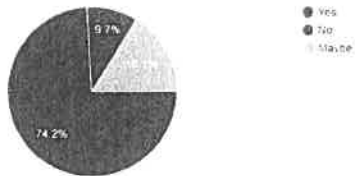
32 responses



- Yes, we donate every year!
- We are new to the school and plan to participate in the next fundraiser
- No, I prefer to donate throughout the year
- No preference
- I like the one time donation but am also open to fundraising initiatives like St. James
- A beginning of the school year is a good time to donate every year but are flexible

8 Would you be interested in purchasing spirit wear for your child(ren), for example shirts, sweaters, etc. with the school name?

33 responses



Future Events and Topics

- More fundraising events, like a Fall Fair
- Family fun nights (e.g. bingo or movie night at the school gym (good for socializing and a fund raising opportunity)
- Group-specific events (e.g. kindergarten family night, middle years night)
- For students: sessions about managing finance and entrepreneurship
- The majority of respondents were not interested in volunteering; however, 5 people are interested!
- School-yard safety (concerns of sharps found in the yard)

Thank you to everyone who provided feedback!

Title Lorem Ipsum



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