



## **HOLY SPIRIT CATHOLIC SCHOOL ADVISORY COUNCIL** **MINUTES OF November 5, 2019 MEETING**

**Attendees:** Alicia Melady (Co-Chair), Trish Gerth (Co-Chair); Paul Mendonca (Principal), Daniel Mastroiani (Vice Principal), Laura Ferrante (Secretary), Cindy Brown (Library Technician)

**Parent Members:** Alysha Davy, Kim Piche, Kelly Ann Couto, Lisa Costa, Laura Brennan, Marisa Phillips, Sandra Camara, Janice Jaskolka,

**Regrets:** Rose Bettio (Community Rep), Angela Kelpp (Treasurer), Bernadette Dietrich (Parish Rep), Patrizia DiGiantomasso (Teacher Rep), Crystal Whyte (Teacher Rep), Celeste Murphy (Parent Rep), Linda Aruda

<b>Topic</b>	<b>Discussion (Action items in bold)</b>	<b>Action Assigned to:</b>
<p>1. <b>Call to Order</b></p> <p>1.1 Opening Prayer</p> <p>1.2 Approval of Agenda</p> <p>1.3 Approval of Minutes</p>	<p>Meeting was called to order by Alicia at 6:34 pm.</p> <p>P. Mendonca led the group in prayer.</p> <p>There were no additions/revisions to the Agenda. Approved as circulated.</p> <p>The Minutes of October 1, 2019 were pre-circulated by email prior to the meeting and hard copies were available for review at the meeting. The minutes were motioned for approval by Kim. Seconded by Kelly Ann. All in favour. Approved as circulated.</p> <p><b>Approved minutes will be sent out via Newswire and posted on the school website.</b></p>	Paul/Daniel
<p>2. <b>Principal/Vice Principal Report</b> P. Mendonca / D. Mastroianni</p> <p>2.1 Learning Commons</p> <p>2.2 Christmas Liturgy</p> <p>2.3 Communion</p>	<p><b><u>2.1 - Learning Commons Transition Plan</u></b></p> <p>Former libraries are now being transformed into Learning Commons</p> <p>We are receiving grant money, however we are not aware of the amount as of yet. Cindy walked the council members through a slide show. We have been open for 20 years, and everything currently in our Library space is original.</p> <p>“A learning commons is like a collaborative kitchen..., less like a shop where students get things, and more like a kitchen where they make things”</p> <p>Student Centered Focus, flexible – dynamic spaces, collaborative spaces, physical and virtual environments, online access, support for showcased learning, a welcoming engaging atmosphere, a team approach.</p> <p>A library advisory committee was created from all the different divisions from Junior, primary and intermediate teachers to get feedback on what they would like to see in the new Learning Commons. The committee looked at what other schools have done, and decided to go with something more vibrant, lots of different colors, keeping in mind that we have to work with what is already in</p>	Cindy Brown

	<p>the space (wall colour, carpet etc.) A large mural on the wall is in the works, and also a sign “The Learning Commons” over the door to the space, we will also look to paint the door to make it stand out.</p> <p>Flexible seating, being mobile so students can sit next to one another, having soft seating. Products that we are looking at purchasing (tables with 6 chairs) that can be pulled apart and reconfigured, if budget permits, we would like to put the same chairs in the main room, into the computer room and add wheels. In the future look at having a tall table and chairs in the far back corner. Look at putting a few teen reading pod chairs in the opposite far back corner. Having a Lego wall – which is big in schools right now. Cindy shared a handout that described some kits that appeal to all grades. (Makedo, I can build it, Gravitrax, STEM, etc.) It was suggested to have height adjustment seating in the computer room. Another suggestion was to also offer height adjusting tables as well. Ideally they would like to place the order for equipment by Christmas.</p> <p><b><u>2.2 Christmas Liturgy / Celebration</u></b>  Monday December 16<sup>th</sup> – Turkey Lunch  Tuesday December 17<sup>th</sup> – Christmas Concert  Wednesday December 18<sup>th</sup> – Dufflebag Theatre  Thursday December 19<sup>th</sup> - Father is coming for a Christmas Celebration  Friday December 20<sup>th</sup> – Joy Day</p> <p>Having something for the kids to look forward to everyday that week. Photography of the Christmas Concert will be captured and sent to the school – Compliments of Marisa.</p> <p><b><u>2.3 Communion</u></b> – Keep the budget the same for this year. The budget is \$600 for two sacraments</p>	
<p>3. <b>Chair’s Report</b>  A. Melady/T. Gerth</p> <p>3.1 PIC\PRO Grant</p> <p>3.2 Greening Project</p> <p>3.3 Agendas</p>	<p><b><u>3.1 PRO Grant</u></b> –Emails from the board have been circulated regarding Progrant funds which moving forward will go directly into the school's account, not the council's account. Historically, the Progrant has been application based, applied for by the council. This grant has changed to an allocation of funds from the govt, and until monies are received, council will not know how much they have to use.</p> <p><b><u>PIC Account</u></b> – We do not have an update on the account. In the past the school normally receives \$500 (\$250 goes to the church, \$250 for the reception afterwards) for the Advent Mass, however the Advent Mass is not happening this year. What are some other options for this grant? Paul will look into a Mathematic night and get back to council. Whatever the event will be, the criteria is that parents need to get involved.</p>	

	<p><b>3.2 Greening Project Update</b> – In the primary area where the bridge is, currently there is a rain garden. Previously we had the snow removal approved to accommodate this garden. However now the board is saying that we can't add more greenery to the rain garden due to snow removal. We need to use this grant money in the next few weeks (must be used by December). Paul will find out who the snow removal company is and provide the contact information to Trish, and Trish will contact them.</p> <p><b>3.3 Agenda's -</b> The agenda cost went up from \$3 to \$5 this year. Council currently contributes \$1200 towards agendas. 6 classes are no longer using agendas as of this year. We want to look at moving away from agendas for Juniors over time (this idea is currently mixed). The option is to slowly phase out agendas, or have both options available. Suggested to send out a survey asking parents if their child (ren) would be using an agenda.</p>	
<p><b>4. Treasurer's Report</b> A. Klepp</p> <p>4.1 Update on recent transactions and account balances</p>	<p><b>4.1</b> No report as Angela was ill. Treasurer's report will be completed and sent out to council to review balances etc. We will wait until the next meeting to look at annual commitments and what is left after the fundraiser.</p>	
<p><b>5. Fundraising Report</b> K. Piche</p> <p>5.1 Halloween Dance Update</p>	<p>Halloween Dance-A-Thon went really well.</p> <p>Thank you to all volunteers.</p> <p>Feedback, instead of taking breaks between prizes, they found it hard to keep the kids occupied – announce all prizes at once.</p> <p>Pumpkins were donated by Zehrs – We should have done a contest to make it fun for the students (Pizza lunch for the best class pumpkin).</p> <p>The Photobooth was great, parents loved that pictures went home same day. Prizes – we ended up with 58, struggled with the donations of the prizes.</p> <p>Domino's Pizza Vouchers for the best costume in each class Top Fundraiser – Martial Arts Pizza Party</p> <p>Cash online was new for this year, we made a little less than last year using this new system. Overall cash online amount raised was \$9,163.00 (\$622.00 was included in our pledges, that belongs to other schools) we will be giving this back.</p> <p>Glow sticks – Purchased 900 , \$451.50 sales After all expenses (DJ, Prizes, Envelopes, Carving kits) The Profit from the fundraiser was \$8,075.44</p>	

	<p>We should have been more specific on what we were raising the funds for to clarify for parents. It was determined that the funds that were raised will go towards to the new Learning Commons.</p> <p><b><u>Future Fundraising Ideas:</u></b></p> <ul style="list-style-type: none"> <li>● Big Box of cards (33 cards) for \$33.00</li> <li>● Spring Flower Sales – (Sandra Camara offered to investigate costs)</li> <li>● Indigo Shopping Night – Our school can go in and shop and we receive 15% of the profits</li> <li>● Dance-A-Thon in February or March (Valentine’s Theme?)</li> </ul> <p>Suggested implementing a project management template as we move forward as a council, so any new members (and volunteers) know what is going on.</p>	
<p>6. <b>Parish Report</b> Bernadette Dietrich</p> <p>6.1 Bulletin and Updates</p>	<p>Sends Regrets</p> <p>Sign up for Dynamic Advent</p>	
<p>7. <b>Community Report</b> Rose Bettio (Kinbridge Community Association)</p>	<p>Sends Regrets</p> <p>Saturday December 7<sup>th</sup> (9:00am -11:00am) – Breakfast with Santa</p>	
<p>8. <b>Other Business</b></p> <p>Turkey Lunch</p>	<p>Trish and Linda have done the food ordering for the Turkey Lunch, the best price is from Angies Kitchen (Montana’s donates the cornbread)</p> <p>2 Seatings – One in the morning, one in the afternoon</p> <p>Volunteers arrive at 8:00am – 8:30am and are usually finished by 1:30pm -2:00pm</p> <p>Laura and Angela will work on volunteers for the day</p>	

Meeting was adjourned by A. Melady at 8: 20 pm.

**Next meeting:** December 3, 2019