



Saint  
Peter  
CATHOLIC SCHOOL

St. Peter Catholic Elementary School  
**Catholic School Advisory Council Meeting**  
Wednesday November 15, 2023  
6:07 pm

Name	Present	Absent
Lorraine Harris	X	
Sharon Forrow	X	
Tania Almeida		X
Beth Freiter	X	
Anita Cozier	X	
Lizzy Hauser		X
Kristen Lauzon	X	
Dawn Deklein		X
Sheria Cotter		X
Alyssa Younan		X
Silvana Cortez	X	
Linda Knight	X	

Name	Present	Absent
Hufriya Adin		X
Rosa Lourenco-Chora		X
Shona Majuery	X	
Bree Almeida	X	
Monique Chestney	X	
Ana Cvitanovic		X
Rachel Kumar	X	
Jackie Steenbergen	X	
Andrew Plester	X	
Lisa Cotter	X	
Christina Romano		X

## Items

Meeting commenced at 6:04 pm

### 1. Land Acknowledgement

- Legend of the Wind

### 2. CSAC Prayer

- Bridges
- Prayer about linking parish, school, and home

### 3. Lorraine's Items

- As discussed before, CSAC holding one meeting per month is a lot and unusual – it can become overwhelming if not targeted and there is no plan on how to use it
  - There is a lot coming at her personally and she is always willing to make room to meet with everyone but there is a noticeable trend and Lorraine would like to ask that all of the messages go through the co-chairs so there is a singular line of discussion rather than meeting with multiple different people often about the same thing
  - Going forward there should be a collective voice through the co-chairs

- With regards to events – CSAC has a lot of different ideas and a focus on events that we want to run however the staff feel there is some duplication of items and events
  - When considering events CSAC should be looking at the school improvement plan to see what is needed
- We need to remember that the role is to take care of the school community and their needs – not necessarily creating things for the school community to sift out
- We, as CSAC, should be mindful that we don't compare what we received and completed last year to this year – we have a new administration and there is a transition period
- Lorraine is giving us grace through the transition and would like to request the same from us
- For our school financial updates – this is a courtesy that comes from the office and usually is provided between 2-5 times per year to the CSAC
  - Lorraine has never seen this provided to CSAC on a monthly basis
  - The office administrative assistant is doing us a favour by providing this so we need to meet in the middle
  - The current frequency is not part of Darlene's job description
- Lorraine likes to plan ahead and we need to consider not only this school year but next year when we are discussing and planning things so that we can start to put a planned out, thought out, purposeful, targeted plan in place for next year rather than waiting until next September and scrambling to put things in place again

#### 4. Update on Funds

As of November 14, 2023			
SCHOOL YARD IMPROVEMENT			
Balance from last update			\$2423.57
		TOTAL	\$2423.57
SCHOOL COUNCIL FUNDRAISING			
Previous balance			\$0.00
		TOTAL	\$0.00
SCHOOL COUNCIL GENERAL			
Opening Balance			\$5755.88
Cooking Club Supplies	\$168.88		
Bible Celebration Cake	\$95.00		
Transfer to General Classroom	\$100.00		
	\$363.88	TOTAL	\$5392.00
LOTTERY			
Balance from last update			\$18145.64
Bank Interest October		\$88.29	
EFT September		\$526.02	
EFT August		\$1520.10	
Silver Birch Reading Club	\$555.89		
Blue Imp Invoice – Kindy Playground	\$3032.11		

	\$3588.00	\$2134.41	\$16692.05
		GRAND TOTAL	\$24507.62

- Funds
  - There have been some expenses since the last meeting – cooking club, bible celebration cakes, part of the kindy yard improvement update
  - We are still waiting for several items to hit the accounts such as Mount Mary (\$3000) and the bus for Mount Mary (\$500)
  - Christmas crafts were purchases at a cost of \$367.92 – the subcommittee voted to approve \$750 on the Christmas evening event since we will not have as many donated items this year and it was better to ask for more than required
  - We need to consider whether CSAC wants to host a turkey lunch again for the school – this is usually covered by Bingo funds because it serves the entire school community and is equitable for everyone in the school
    - The cost is \$10/person – it used to be Rememberme Catering but has changed to Clover Kitchens
    - The date they proposed was December 20<sup>th</sup> however this is the date of our morning and afternoon Christmas concerts so this will not work
    - Bree will propose the dates December 11, 13, 14, 15 so as not to interfere with pizza day which has already had the orders submitted.
    - VOTE – Motion to approve the full cost of the turkey lunch for the school using funds from CSAC (Bingo if allowed) – carried by majority
  - St. Peter is being asked to supply the beverages for the Karl night – the cost is unknown at this time as we are waiting to confirm regarding coffee and water and what, if anything, is being donated

**ACTION ITEM: Bree will confirm with Clover Kitchens a date for the turkey lunch**

## 5. Equity Statement

- Working on the equity statement still but it will be great once completed

## 6. Chair emails

- Please make sure if sending communication regarding CSAC – send to both Monique and Bethany
- There were some where only one was copied and so there was information missing

## 7. Fundraising

- We went ahead with the McMillan’s fundraiser with the funds to be applied towards school improvements as a blanket statement – specifics to be determined at a later time
- The arrival date for McMillan’s orders is December 8<sup>th</sup> around 2:00 pm in the afternoon so pick up can take place at the end of the school day
- Please email Dawn or the co-chairs if you are able to volunteer; there can be a lot of sorting involved
- Parents have had questions about incentives – examples to keep things cost effective would be silly things at school like extra recess, principle for the day, break the rules day
  - Another idea would be to do the school dance again like we did last year
  - There could be a family dance after school where the whole family participates

## 8. Karl Night

- The doors will be open at 5:30 pm with the presentation starting at 6:00 pm and finishing at 7:00 pm
- Volunteers for the evening so far for greeting, mingling, helping with beverages are
  - Linda
  - Dawn
  - Shona (has to leave early)
  - Sharon
  - Bree
- St. Anne's is coming to St. Peter to join for this event

## 9. New CSAC Members

- A concern was brought forward by a brand new member indicating that her experience so far is that, as a new person, she is coming in and feeling totally lost
- The emails and reply all threads are completely overwhelming and hard to follow
- As someone new to the community her suggestion would be to provide something to new families when registering at St. Peter to outline things like the facebook page, website, twitter feed
  - Can we put together a letter/email that can be sent to the new parents by Darlene both from a school perspective and a CSAC perspective to give tips and tricks etc
- From a CSAC perspective, now that we are aware of this concern – Bethany and Monique will create a subcommittee for new members to help get them up to speed with who is in the various roles, plans, previous discussions and important information that will help them be aware of how we operate as a CSAC group
- At the start of the school year it may be a good idea for the chair to attend a staff meeting to see what the school plan is so that CSAC can best support and use that information going forward so as not to duplicate efforts
- New members don't have shirts yet – Bethany and Monique are going to arrange for shirts

**ACTION ITEM: Monique/Bethany to create a subcommittee for the new CSAC members to bring them up to speed**

**ACTION ITEM: Monique/Bethany to arrange the ordering of CSAC shirts for the new members who do not have them**

## 10. Math Literacy Night

- This is for parents and will be taking place on Tuesday November 28<sup>th</sup> from 6-730 pm with doors to open at 530 pm
- Volunteers for this event so far are
  - Tania – for greeting, mingling, beverages
  - Sharon
  - Grade 9's – for child care
- We do not have enough parent volunteers because the parents was to take part in the event

## 11. Christmas Event

- The crafts were delivered today – examples were displayed on the tables
- Our Christmas event will take place in the evening of December 19<sup>th</sup>

- The plan will be to have games, a movie in the gym with pop corn and hot chocolate (if it can be approved), crafts in library, Santa in the back of the library
- We are waiting for confirmation on whether the grade 7 and 8s can do the backdrops
- Anita is providing a Christmas tree for the event
- The Angel Tree is not happening this year in any capacity (including the hat and mitt drive)
  - The teachers pay \$25 a month to wear jeans and will be paying \$10/week for the month of December – all of the money collected will be divided to buy gifts and gift cards for families in need within our school
  - We do not need to duplicate our efforts
  - We can start to plan on an Angel tree event again for next year; Christmas tree from anita
- Santa has expressed that he doesn't want to be in the library - they want to be in the gym again because they liked the atmosphere
- There was feedback provided that a movie may not be the best use of our space and time
- Anita will take the feedback back to the subcommittee meeting to discuss and details will be confirmed

#### **12. Picture Retakes**

- Taking place November 17<sup>th</sup>

#### **13. Basketball team**

- Cancelled due to lack of teacher volunteer

#### **14. Parking Lot**

- No real improvements in parking lot since the last letter was distributed
- This is still a dangerous situation

#### **15. WWJD**

- Lorraine would like CSAC to think about they might want to include on the shirts
- This is planned to start at in January
- The previous discussion was 'WWJD' on the sleeve with a cross

#### **16. Next Meeting**

- There will be no CSAC meeting in December
- There will be an events sub-committee meeting in December – date TBD
- Next meeting set for Tuesday January 16<sup>th</sup>, 2024

#### **17. New Business**

- Planning to follow up the math and literacy night with a math games night at the end of January
- Purchasing math games relating to some areas that the EQAO results indicated our school is struggling with such as spatial sense

**ACTION ITEMS:**

Item	Owner	Status
Create an equity statement	CSAC	
Send out an email to facilitate ideas for the equity statement ahead of the next meeting	Mo/Beth	
Send out a summary of fundraiser options and a vote to all CSAC members	Dawn	Completed
Count the inventory of the shirts and other items at the school for spirit/student of the month	Mo/Beth	Completed
Confirm the number of busses that would be required for teams so CSAC can motion and vote on funding	Lorraine	
Reach out to new Bingo volunteers to get shirt sizing	Shona	
Confirm a date for the turkey lunch	Bree	
Create a subcommittee with new members to bring them up to speed	Monique/Beth	
Order CSAC shirts for the new CSAC members	Monique/Beth	