

# CANADIAN MARTYS CATHOLIC ELEMENTARY SCHOOL

Catholic School Advisory Council Meeting

*Proud Home of the Crusaders.*

Tuesday, September 10, 2024,  
7:00-8:30 pm  
Library Learning Commons

Facilitator: Gary Lankowski, Mike Sullivan  
Recorder: Deanna Anene, Courtney Bradshaw

---

## MEETING AGENDA

Land Acknowledgement, Prayer & Introductions	G. Lankowski
<b>CSA Council Chair:</b>	
1. Review of June Meeting	S. Bradshaw
<b>Budget Report:</b>	
2. CSAC Budget Report & Accomplishments	G. Lankowski
<b>Introductory Activities:</b>	
3. CSAC Executive Appointments	G. Lankowski
4. CSAC Handbook & Council By-Laws	G. Lankowski
<b>Principal's Report:</b>	
5. Liturgical Calendar	G. Lankowski
6. CSAC Web Standards	G. Lankowski
7. CSAC Meeting Dates 2024-2025	G. Lankowski
<b>Committee Activities:</b>	
8. CSAC Committees	S. Bradshaw, D. Anene
9. Meet the Staff Night	S. Bradshaw, D. Anene
10. Year End Gathering Review	S. Bradshaw, D. Anene
11. School Fundraiser 2024-2025	S. Bradshaw, D. Anene
12. Spirit Wear Campaign	S. Bradshaw, D. Anene
<b>Financial Requests:</b>	
13. Teacher Requests	M. Forestell

---

**Next Meeting** → Tuesday, October 8, 2024  
6:30-8:00 pm

**CANADIAN MARTYRS CATHOLIC ELEMENTARY SCHOOL  
CATHOLIC SCHOOL ADVISORY COUNCIL**

*"Growing in skill, wisdom and strength."*

Minutes of the Meeting

Tuesday, September 10, 2024,  
6:30 p.m. – 8:00 p.m.  
Library Learning Commons

**Facilitators:** Gary Lankowski, Mike Sullivan  
**Recorder:** Deanna Anene

**Present:** Gary Lankowski, Michael Sullivan, Michael Forestell, Courtney Bradshaw, Sheyenne Tester, Shawn Bradshaw, Tristan Bolton, Deanna Anene

**Regrets:** Greg Querin, Jennifer Goncalves, Luiz Mendes, Ryan Tunney, Avin Albazee, Mariana Silva, Shushan Woldu, Hope Kole, Tanja Boskovic, Jennifer Holmes

---

**Land Acknowledgement & Prayer** were led by Gary Lankowski

**Catholic School Advisory Council Chair:**

1. Review of June Meeting
  - (a) Deanna did a quick run down of last meeting non-meeting (July 2024)
  - (b) Shawn spoke to the year end BBQ/ Food Truck night and how it was a good decision to cancel it due to extreme weather
  - (c) We did have temperatures over 31 degrees Fahrenheit, with sever thunderstorm warnings
  - (d) It was a heart-breaking call to make but given the fact that a sever thunderstorm happened at what would have been the height of the event we all felt confident in the decision

**Budget Report:**

2. CSAC Budget Report & Accomplishments
  - (a) Gary discussed the current CSAC budget and accomplishments from 2023-2024.
  - (b) The current balance for each budget line is as follows:

Fundraising (4000)	\$0
CPIC Grant (4030)	\$0
Council General (4010)	\$5,477.20
PRO Grant (4040)	\$0
Council Funds Balance	<b>\$5,477.20</b>
Play Structure (4020)	\$4,625.89
  - (c) A copy of the June Budget Report is included below with the minutes.
  - (d) Gary has encouraged the following transfers and they were agreed by council:

Amount	Budget Line Transfer
--------	----------------------

\$500.00

Council General

→

Play Structure

**Introductory Activities:**

3. CSAC Executive Appointments

- (a) Chair: Shawn Bradshaw
- (b) Co-Chairs: Greg Querin, Courtney Bradshaw
- (c) Secretary: Courtney Bradshaw
- (d) Treasurer: Ryan Tunney
- (e) Teacher Representative: Mike Forestell

4. CSAC Handbook & Council By-Laws

- (a) The CSAC Handbook has been uploaded in our shared Google folder for reference
- (b) Council By-Laws to be uploaded in our shared Google folder and reviewed by members
- (c) The CSAC Event Planner has also been uploaded to our shared Google folder for our reference regarding up-and-coming meeting topics

**Principal's Report:**

5. Liturgical Calendar

- (a) Gary provided an update on the upcoming Liturgical Calendar.
- (b) The first school mass will be on September 26<sup>th</sup> at 9:30am & 10:45am at Canadian Martyrs Catholic School
- (c) The Liturgical Calendar will be shared with our school community on the October Newsletter

6. CSAC Web Standards

- (a) Standard content for the CSAC section of an elementary school website is (1) a welcome letter, (2) meeting dates for the current academic year, (3) meeting minutes for the current academic year, (4) a list of CSAC members for the current academic year, (5) the CSAC Handbook, and (6) a current CSAC Nomination Form.
- (b) Gary will work with our Admin Assistant to ensure these documents are uploaded to our school website throughout the school year.

7. CSAC Meeting Dates 2024-2025

- (a) Future meetings of the CSAC for Canadian Martyrs Catholic School for the 2024-2025 School year will be: October 8, 2024, November 12, 2024, December 10, 2024, February 11, 2025, April 8, 2025, May 13, 2025, and June 10, 2025
- (b) Meetings are from 6:30pm to 7:30pm at Canadian Martyrs Catholic School; meeting will be generally held in the library learning commons
- (c) CSAC meeting dates and times will be recorded on the monthly school newsletters in the calendar and Council's Corner section of the newsletter
- (d) The Family Fun Night Celebration is scheduled for June 18, 2025, from 5:30-7:30pm at the school

## **Committee Activities:**

### **8. CSAC Committees**

- (a) The committees were established for the school year; we will have a fundraising (e.g., Spook-a-Thon), turkey lunch, yearbook, and play structure committees
- (b) We will also need a committee or interested member to explore various grants throughout the school year
- (c) We will need to vote on whether we will be applying for the annual Parents Reaching Out (PRO) Grant this year; we would want to consider an event at the school involving students and their parents at some point throughout the school year

### **9. Meet the Staff Night**

- (a) Meet the Staff Night is scheduled for Thursday, September 12, 2024, from 4:30-6:30pm at the school
- (b) Parents arrive with their children at 4:30pm and make their way to the back of the school for the BBQ
- (c) Parents and children make their way to classrooms at 5:30pm with wrap up at 6:30pm
- (d) Council had requested a table set up for the evening for potential recruitment of members

### **10. Year End Gathering Review**

- (a) Shawn spoke to the year end BBQ/ Food Truck night and how it was a good decision to cancel it due to extreme weather
- (b) We did have temperatures over 31 degrees Fahrenheit, with severe thunderstorm warnings
- (c) It was a heart-breaking call to make but given the fact that a severe thunderstorm happened at what would have been the height of the event we all felt confident in the decision

### **11. School Fundraiser 2024-2025**

- (a) We have decided on a Spook-a-Thon Fundraiser for the school year
- (b) The fundraiser will be scheduled for Thursday, October 31, 2024, at the school; more details are forthcoming
- (c) We discussed the need for a new play structure for our students; this will be the main item for which we are fundraising this year and in future school years
- (d) We also discussed our desire to have yearbooks for our students and families this year; we are exploring vendors
- (e) We will be scheduling a committee meeting night at the school to explore the above ideas further
- (f) Committees will update members at our next CSAC Meeting in October
- (g) Hot dog days will align with the nutritional free days

### **12. Spirit Wear Campaign**

- (a) We are going with Syco Life Co. for spirit wear for our staff this year; we initiated the order and purchase of spirit wear for staff in late August
- (b) Council members recommended Blue Ocean Graphics for spirit wear for our students and families this year; we went with Blue Ocean Graphics

- (c) We agreed on free t-shirts with the school spirit logo for all our new students; funding this initiative is to be determined
- (d) The approximate cost of providing free t-shirts [based on enrolment] is \$800-\$1,000.
- (e) Council made a few recommendations to the principal at the end of the meeting: (1) grade 5 students were asking about a school newspaper that they could run, and (2) intermediate students were inquiring about the possibility of having a Student Council at the school this year
- (f) The principal informed Council that he would take these suggestions to the teachers for consideration; the principal will follow up with Council at the next scheduled meeting

**Financial Requests:**

13. Teacher Requests

- (a) There was no teacher request(s) made at the meeting from our teacher representative (Michael Forestell)
- (b) We will be recruiting ideas from teachers early in the school year to present to Council

---

The meeting adjourned at 8:00 pm.

Deanna A. motioned for adjournment and Michael F. seconded the motion.

**Next Meeting** → Tuesday, October 8, 2024  
6:30-8:00 pm

**SCHOOL COUNCIL BUDGET REPORT**  
 Canadian Martyrs Catholic School 2023-2024

June 2024

	Credit	Debit
<b>Council Funds Opening Balance</b>	<b>\$2,961.53</b>	
Fundraising: <u>Cat 4000</u>		
Opening Balance	\$0	
Halloween Fundraiser	\$6,018.00	
Transfer 338 Fundraiser		\$5,569.00
Transfer 339 Fundraiser		\$449.00
Fundraiser Deposit	\$13.00	
Transfer 340		\$13.00
Turkey Lunch	\$1,788.00	
Turkey Lunch Expenses		\$72.49
Turkey Lunch Invoice		\$3,895.92
Transfer 344 Turkey Lunch	\$2,180.41	
Hot Dogs	\$1,467.00	
Hot Dogs Expenses		\$227.78
Transfer 355 Hot Dogs		\$1,239.22
<b>Closing Balance</b>	<b>\$0</b>	
CPIC Grant: <u>Cat 4030</u>		
Opening Balance	\$0	
PIC Grant	\$500.00	
Transfer 337		\$500.00
<b>Closing Balance</b>	<b>\$0</b>	
Council General: <u>Cat 4010</u>		
Opening Balance	\$2,961.53	
Meet the Staff Night		\$766.10
Transfer 335 Playground		\$500.00
Dance a thon Purchases		\$99.69
Transfer 338 Fundraiser	\$5,569.00	
Transfer 339 Glow Bracelets	\$449.00	
Cellophane Wrap		\$61.30
Transfer 340 Glow Bracelets	\$13.00	
Santa for Hire		\$150.00
Transfer 344 Turkey Dinner		\$2,180.41
Shrove Tuesday		\$67.89
Blue Ocean Graphics		\$157.33
Big Kahuna Rental		\$477.60
Transfer 355 Hot Dogs	\$1,239.22	
Transfer 356	\$100.00	
<b>Closing Balance</b>	<b>\$5,477.20</b>	
PRO Grant: <u>Cat 4040</u>		
Opening Balance	\$0	
<b>Closing Balance</b>	<b>\$0</b>	
<b>Council Funds Current Balance</b>	<b>\$5,477.20</b>	

Play Structure: Cat 5080

Opening Balance  
Transfer 335  
**Closing Balance**

\$4,125.89  
\$500.00  
**\$4,625.89**