

ATTENDEES: Rayna Carmichael, Heather Gawel, Kathy Bader, Kahlyn Pronk, Michelle Martin, Alison Wilson, Gilda Johnstone, Amanda Roberts, Megan Blair, Andrea Courtney, Alex Kruger, Melissa Harnoch, Natasha Doney

Item	Time	Details/ Action
Opening Prayer	5 mins	<ul style="list-style-type: none"> <li>Gilda lead the group in opening prayer</li> </ul>

## Focus on Student Achievement

Time: 45 mins

- Volunteer Requirements**

A reminder **both** a Criminal Background Check and AODA training modules need to be completed for **any** volunteering at the school. Details can be found on the Board website:  
<https://www.wcdsb.ca/our-schools/volunteer>

Vulnerable Sector Checks can be completed online with Waterloo Regional Police:  
<https://www.wrps.on.ca/en/services-reporting/background-or-record-checks.aspx>. Vulnerable Sector Check is \$20.00 with use of this [letter](#) provided by the school administration.

- Vulnerable Sector Check
- Valid for 3 years
  - Attestation letter  
<https://www.wcdsb.ca/about-us/policies-and-administrative-procedures/the-use-of-volunteers-in-a-school-setting-apo001/>
- Process for checking VSC/Criminal Check - binder is kept in the office, teachers check before event.

AODA training can be found [here](#).

- Volunteer Master sign up sheet** - please add all volunteer names collected to [this spreadsheet](#). This sheet is confidential and all names should be bcc'd.

- Reminder** - [School Events Calendar](#)

- Bylaws** - [Reference document here](#) - confirmed this is the most current version

- Elections**

Selection of Executive Team for 2024/2025

- Co Chair(s) - Rayna Carmichael, Kahlyn Pronk - passed unanimously
- Treasurer - Michelle Martin - passed unanimously
- Secretary - Heather Gawel - passed unanimously
- Community Representatives - Natasha Doney - passed unanimously
- Student Representatives - TBD

- Parent Members - Alison Wilson, Amanda Roberts, Megan Blair, Andrea Courtney, Alex Kruger, Mark Van Dyke
- Staff Representatives: Ms. Johnstone & Angela McLean & Melissa Harnoch
- Catholic Parent Involvement Committee Volunteering opportunities  
<https://wcdsb.ca/our-schools/catholic-parent-involvement-committee/>
- **Subcommittees:** establish lead for each
  - **Fundraising committee (Kahlyn and Michelle)**
    - Major: Spring Carnival May 29, 2025 - Kahlyn
    - Sub-committee for Dance-A-Thon Minor: Dance-a-thon Oct 30, 2024 - already in action - Michelle
  - **Events Sub-committee (Megan and Amanda)**
    - Clothing Swap - 2 weeks before parent teacher interviews - Nov 28th
    - Staff Appreciation: Kahlyn and Andrea (get date from Gilda- Nov. 15 for confirmed date)
    - Feast Day (St Agnes Day - Jan 21) - all school activity (hot chocolate or cookies?)
    - Pancake Day - March 4
    - Catholic Education Week parent cafe (1st week of May 5-10)
  - **Angel Day and Meet and Greet** (actual ornament - star or something else) - **Alex K**
    - Confirm date - Dec 6
    - Budget (ahead of November meeting) for angel day to give time for supplies to be ordered
      - Last year \$1.50, 575 students
      - \$2 → 625 students (Gilda's estimate)--> \$1250
  - **Parent Engagement Committee: (define requirements for funding)** math night or guest speaker or parent cafe's - rolling this in to the 2 parent engagement events (angel day and Catholic education week)
  - **School safety** (bike safety) - not running this subcommittee this year
- **School Communication**
  - Discussion: require consistency for school communication. Suggest using School Messenger and Website vs Admin sending emails.
  - Website update looks great. Calendar update is great
  - Update from Angela:
    - Our website does have capabilities to mimic the website that was proposed as a suggestion.
    - Website must be updated via Gilda
  - Need a template for event communications - CSAC will create a template
- Confirm food bank drive or St Agnes snack cupboard drive for thanksgiving (with a list of helpful food items)
  - Decision: Currently focus is on Nutrition for Learning and financial donations vs. Food drive or food cupboard
- Treasurer's Report (15 min)
  - 1; Summary of last years activities and fundraising revenues  
+ Copy of 2023-4 Spending Review
  - 2. Current account balances

- [+](#) Copy of Account Balances Oct 1/2024
- 3. Moving funds from fundraising account to general account
- 4. Role of treasurer/recording finances going forwards - please make sure the treasurer is informed of any fundraising activities that will result in transactions into our accounts

**Review of Sept 10th Action Items:**

- Rayna/Kahlyn** - Signs and T-shirts for CSAC, how can CSAC members get one
- Alex/Kathy** - Angel day - sub-committee meeting for Angel Oct CSAC
- ~~**Gilda**— Confirm dates and structure of Angel day for December event — to be discussed as an agenda item at Oct meeting~~
- ~~**All**— please merge existing sub-volunteer emails to [this list](#) that we can start adding to this and centralize volunteer communications~~
- ~~**Angela/Gilda**— confirm if we are able to have a CSAC website like the one noted above.~~
- ~~**Gilda/School Admin**— to provide volunteer letter on St. Agnes letter head. Link here for Volunteer access~~

**New Action Items:**

- Quick review of bylaws, bring forward notable required changes to next meeting - Mark VanDyke
- To link the attestation form to this document - Gilda
- Confirm Angel Day, Meet & Greet and Christmas concert are on the same day Dec 6 - Gilda
- Confirm PIC grant can be used for parent engagement night proposed for this year -
- CSAC Communication Template - Amanda Roberts
- All - Ensure Treasurer is aware of all fundraising activities
- Lock down to last years budget and create template for budget going forward - Kathy
- Consider subsidizing all agendas next year so all agendas are subsidized and ask for “donate an agenda” in School CashOnline.
- Heather - look for a meeting date in December or January

**Time: 20 mins**

**1. Principals report**

- Confirmation and First Communion, 14 candidates each
- Hundred km club going well
- Will need parent volunteer for field trips
- Teacher shortage
- No junior intermediate music teacher, no 2nd French teacher
- Terry Fox run went well - thank you to volunteers - \$1300 collected
- Open House and Used Book Sales was a big success
- Purchased 3 more basketball nets
- Also having a RaceCar coming to do a presentation for 4-8
- Many parents did not purchase agendas - Short \$2000 agendas
- Hoping to have a Gaga ball pit this year
- Waiting for final community for playgrounds - Spring

[Link to Principal's Report](#)

Time: 20mins

**Student Engagement, Achievement, & Innovation**

- **Danceathon Update:**
  - Minor fundraising goal of \$10k going towards Gaga ball pit (\$7k)
  - Gym Painted Mural (\$20K) - needs to come out fundraising
  - School cash online is live for Popcorn and Glow kit purchases, along with open donations.
  - Weekly communications leading up to a week of activities.
    - Monday - pumpkin decorating
    - Tuesday - poster decorating
    - Wednesday - Dance A Thon
    - Thursday - Black & Orange day
- **Playground Survey** - status on go live date with students

Next Meeting Dates

**Proposed Meeting Dates:**

- Tuesday, November 12th 2024 (Budget meeting) - 7-8:30 pm
- Tuesday, February 11th 2025 - 7-8:30 pm
- Tuesday, April 22nd 2025 - 7-8:30 pm
- Tuesday, June 10th 2025 - 7-8:30 pm