



Holy Trinity Catholic Elementary School

Catholic School Advisory Council

"Ignite the SPARK through Faith and Learning."

Meeting Agenda

October 7, 2025

General Information	In Attendance		Absent/Regrets
Date: October 7, 2025 Time: 6:00 pm Location: Learning Commons	Principal Ms. Rosemary Kavanagh Teacher Ms. Amanda O'Brien Mrs. Catherine Brown Community Representative Ms. Dannon Vasey	Parents Nicola Giralt Amarachi Chukwu Isabela Cerceaux R. Matos Francisco Gadea Daniel Bokhre- Abraha Merhawit Gebre Monti Sachdeva	Parent Representatives Colin Robertson Monti Sachdeva

Agenda Topic/Item	Responsibility & Time Allotted	Action Required/Decisions
Welcome Land Acknowledgement Prayer * <i>Invitation to make any prayer intentions</i>	Ms. Kavanagh 5 min	
Approval of Agenda	1 min	consensus/approval of the agenda
Introductions	ALL 10 min	All members introduced themselves and shared their connection to the school.
Mission & Overview → Annual School Activities/Events Fundraiser Book Fair (November 27) Shrove Tuesday	10 min	Discussion on annual school activities and fundraising events, including Book Fair (November 27) and Shrove Tuesday. - Decision: Fundraising events and timing to be decided (suggested Valentine's Day event). - Recommendation: Fundraising proceeds should be spent within the same year.

		<ul style="list-style-type: none"> - A subcommittee will be formed to oversee fundraising. - Shrove Tuesday plans will be finalized at the next meeting.
Elections/Appointments of Position <ul style="list-style-type: none"> → Review of Role of CSAC WCDSB School Council → Responsibilities of each roll → Election/Appointment of positions <ul style="list-style-type: none"> ○ Chair/Co-Chairs ○ Secretary ○ Treasurer ○ Parent Representatives ○ Community Representative ○ Staff Representatives 	Ms. Kavanagh 10 min	<p>*Attendees to introduce themselves and indicate their connection to the school.</p> <p>Nicola Giralt as Chair acclaimed the role.</p> <p>Amarachi Chukwu for secretary acclaimed the role.</p> <p>Isabela Cerceaux R. Matos for Treasurer acclaimed the role.</p> <p>CONGRATULATIONS: 2025/2026 Executive Chair: Nicola Giralt Secretary: Amarachi Chukwu Treasurer: Isabela Cerceaux R. Matos</p> <p>Governance bylaws reviewed.</p>
Principal's Report <ul style="list-style-type: none"> → School Overview/Enrollment/Staffing → Recess times and School day → Open House → Parents on the Yard and Staff Vest → Student Agendas → School Pastoral Book "I am WE" → 2025 SPARKS Spirit Shirt → Other Spirit Wear Suppliers → Future CSAC Dates → Chair Commissioning Ceremony 	Ms. Kavanagh 10 min	<ul style="list-style-type: none"> - Enrollment/Staffing: Overview provided. - Recess Times & School Day: Reviewed and confirmed. - Open House: The open house was deemed a great success. - Supervision & Safety: Staff are identified by blue/green vests; parents wait near bike racks. - Student Agendas: Distributed to Grades 1-8 at \$5 each. - Pastoral Focus: "I am WE" book and "We are the SPARKS" initiative were highlighted. - Spirit Wear: All students received a SPARKS shirt; the spirit wear store to open soon. - Chair Commissioning Ceremony: Date to be determined. - Future CSAC Dates: Confirmed (see below).
Faith/Parish Updates <ul style="list-style-type: none"> → Pastoral Plan (Listen, Serve, Engage) → Sacrament Information Nights and Dates → First Reconciliation TBD → FIRST HOLY COMMUNION TBD → Grade 4 Bible Celebration TBD 	Ms. Kavanagh 5 min	<ul style="list-style-type: none"> - Pastoral Plan: Listen, Serve, Engage took place on Oct 10, 2025. - Key Dates: <ul style="list-style-type: none"> • Sept 24 – Holy Trinity School Mass • Oct 9 – Parent Confirmation Night (7:00 PM)

		<ul style="list-style-type: none"> • Nov 28–29 – Confirmation • Dec 10 – Advent Liturgy • Feb 18 – Ash Wednesday • June 15 – Graduation Mass (6:00 PM) <p>- Grade 4 Bible Celebration: Date pending; awaiting Bible delivery.</p>
Facility Updates: <ul style="list-style-type: none"> → Parking Update → TV → Recess Bins 	Ms. Kavanagh	<p>- Parking: Kiss and Ride expectations reviewed; traffic flow supervised.</p> <p>- TV for Foyer: Approved and pending installation.</p> <p>- Recess Equipment: Funded by \$2,000 grant from the Kitchener Optimist Club.</p> <p>- Gaga Ball Ring: Supported by a grant from Kitchener Grand River Rotary.</p>
Community Updates	Dannon 5 min	Shared information on fall community programming and partnerships. Officially opened on October 14, 2025.
Treasurer's Report <ul style="list-style-type: none"> → Financial Updates 	5 min	Financial updates to be provided at the next meeting.
UPDATES FROM COMMITTEES		
Spirit Wear	2 min	- Spirit Wear: All students and staff received t-shirts through PRO Grant funding.
Hot Lunch	2 min	- Hot Lunch: Pizza (Tuesdays) and Guac Mexi Grill (Thursdays) to be offered; more info forthcoming.
Adjournment <div>Motion to Adjourn Second</div>		

Future Meeting Dates 6pm -7pm November 4th, 2025 January 6th, 2025 February 3rd, 2026 April 7th, 2026 May 5th, 2026		
Next Meeting Date: November 4, 2025 6:00 - 7:00pm)		