

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

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

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

**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)**