



Holy Trinity Catholic Elementary School

Catholic School Advisory Council

“Ignite the SPARK through Faith and Learning.”

Meeting Agenda

January 2026

General Information	In Attendance		Absent/Regrets
Date: April 7, 2026 Time: 6:00 pm Location: Conference Room	Principal Ms. Rosemary Kavanagh Teacher Ms. Amanda O’Brien Ms. Catherine Brown Community Representative Ms. Dannon Vasey	Parents Nicola Giralt Amarachi Chukwu Isabela Cerceaux R. Matos	Parent Representatives

Agenda Topic/Item	Responsibility & Time Allotted	Action Required/Decisions
Welcome Land Acknowledgement Prayer * <i>Invitation to make any prayer intentions</i>	Nicola Giralt 5 min	Nicola led the land acknowledgement and prayer
Approval of Minutes from Last Meeting	Nicola Giralt 1 min	<ul style="list-style-type: none"> The meeting commenced with the review and formal approval of the minutes from the last meeting.
Principal’s Report <ul style="list-style-type: none"> → 2024-2025 Organization → Community Interest → Parent Night with Paul → Planning for next year 2026/2027 <ul style="list-style-type: none"> Council elections Fundraising strategy Meet the teachers’ night → Upcoming School Events <ul style="list-style-type: none"> Mount Mary Retreat: Easter mass First Holy Communion Track and Field Welcome to Kindergarten Night Graduation Mass 	Ms. Kavanagh 10 min	<ul style="list-style-type: none"> Early planning for the next academic year has commenced, including the preliminary organization of classes and school structure. There has been a significant number of interviews with non-Catholic families who are eager to join the Holy Trinity community, which is viewed as a very positive trend for the school. The session on social media and TikTok safety was highly impactful. Official voting for the new executive will take place during the first meeting in October. There is a proposal to move the main fundraiser to October (Halloween/Fall theme) to secure funds earlier in the year, allowing more time for the school to utilize the money.

		<ul style="list-style-type: none"> • CSAC will set up a booth to distribute flyers and a volunteer questionnaire. Questionnaire will be distributed to ask for help with reading programs, Pancake Day, and fundraiser planning. A reminder will be issued for parents to update their police background checks in advance. • Mount Mary Retreat: scheduled for April 14th. • Easter Mass: Wednesday, April 22nd at 1:30 PM. Parents are encouraged to attend. • First Communion: Saturday, May 9th. • Track and Field: May 21st. • Welcome to Kindergarten Night: May 28th from 6:00 to 7:00 PM. CSAC will have a presence to meet and recruit new parents. • Graduation Mass: June 15th
<p>Funding Approvals and new projects</p> <ul style="list-style-type: none"> → Library Support → First Holy Communion mementos → Graduation mementos → Sunshade project → Allocated/up-coming expenses 		<ul style="list-style-type: none"> • Council approved a \$1,000 donation to the library for new books to ensure fundraising money benefits all students within the current school year. • Approved a budget for religious gift, such as a wooden bookmark or a rosary. • Ideas were discussed for the seven graduating students, including 3D-printed keychains or USB drives containing a graduation slideshow. • A request for funds for a sunshade/canopy for the kindergarten plays area was made. • Approximately \$400 is still to be paid for Paul's presentation. • Grade 8 Retreat: A contribution of \$20 per student was confirmed to help cover costs for the Mount Mary retreat.
<p>Faith/Parish Updates</p>	<p>Ms. Kavanagh</p>	<ul style="list-style-type: none"> • None
<p>Community Updates</p> <ul style="list-style-type: none"> → Earth day clean up → Williamsburg Community Association → Williamsburg Community grand opening 	<p>Dannon 5 min</p>	<ul style="list-style-type: none"> • Saturday, April 25th, from 9:30 AM to 12:30 PM. Supplies (bags/gloves) will be provided at the center. • Spring programs have begun; some spots remain available • The community center's grand opening celebration is set for Saturday, June 27th, from 1:00 to 4:00 PM.

