



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: Feb 3, 2026 Time: 6:00 pm Location: Conference Room	Principal Ms. Rosemary Kavanagh Teacher Ms. Amanda O'Brien 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 formal approval of the minutes from the last meeting without corrections.
Principal's Report <ul style="list-style-type: none"> → Pancake Tuesday → Hot Lunch Program Impact → Innovation Lab → Guest speaker 	Ms. Kavanagh 10 min	<ul style="list-style-type: none"> Pancake Tuesday to hold on February 17. A vendor has been secured. Each child will receive one pancake and maple syrup delivered to their classroom in the morning. This cost is fully covered by the school's hot lunch funds; there is no charge to families. Ms Kavanagh reminded the committee that hot lunch revenue supports Nutrition for Learning (snack bins with fruit, granola bars, cheese, and yogurt in every classroom), guest speakers, math competitions, gym equipment, craft supplies (e.g., Christmas ornaments), field trips, and transportation costs.

		<ul style="list-style-type: none"> • A small staff committee has developed a foundational framework for major fundraisers to transition these responsibilities to the parent-led CSAC committee. A comprehensive binder is being prepared to guide parent-led organization and management starting in September 2026. • The school has partnered with the WCDSB to host an innovation lab on the second floor, equipped with a 3D printer and robotics. Grade 7 and 8 students will work with Communitech and the City of Kitchener to solve regional problems, such as language barriers and newcomer supports. Students will develop prototypes over two months and eventually pitch their ideas to the CEO of Communitech, featuring a keynote from the mayor. • Paul Davis will present on social media, AI, cyberbullying, online gaming, and privacy on March 4 at 6:00 PM at John Sweeney School.
<p>Fundraising Updates</p> <ul style="list-style-type: none"> → Valentines Dance-a-thon → Fund approval → Sub-committee formation 		<ul style="list-style-type: none"> • A DJ has been secured, and communication has been sent via School Messenger. Ticket sales are live on School Cash Online. As of 3:30 PM on the meeting date, the school has raised \$1,480. Staff are organizing student prizes such as extra gym time for a winner and three friends. • Guac and Dominos have donated prizes, including "pizza for a year". • Each child will now receive three tickets. Tickets must be individually bagged and labeled with student names. • The committee approved a request for 500 from raised funds for startup costs. The Motion was Moved by Nicola, seconded by Danny. • CSAC members are asked to reach out to the community and local businesses (e.g., Cineplex, Chapters, family restaurants, Cobbs Bakery) for prize donations. A formal school letter is available for these requests.

		<ul style="list-style-type: none"> Two people needed for approximately two hours in the library to set up the prize table. Volunteers needed from 9:15 AM to 3:30 PM on Feb 12, 2026, to supervise the prize table and assist students. Two parents needed at 2:00 PM to pull winning tickets and organize prizes for announcement the following morning. One parent committed to the 9:15 AM – 11:15 AM slot on February 12.
Faith/Parish Updates	Ms. Kavanagh	<ul style="list-style-type: none"> None
Facility Updates	Ms. Kavanagh	<ul style="list-style-type: none"> Updates on replaced floor tiles, new window blinds, and the delivery of a lobby television.
Community Updates <ul style="list-style-type: none"> → Community Center Donation → Registration number → Summer Camp → PD day 	Dannon 5 min	<ul style="list-style-type: none"> Community Donation: The Community Center and Association provided a joint basket featuring a soccer ball, scarf, books, rock painting kit, modeling clay, puzzle, chocolate, Uno keychain, and six swim pass vouchers. Spring registration opens March 10; Summer camp starts March 24. Summer Camp: Williamsburg Community Center will be a site for eight weeks (ages 4–11 divided into three groups) at \$128/week. PD Day: May 29 is a confirmed professional development day.
Treasurer’s Report <ul style="list-style-type: none"> → Financial Updates 	5 min	As of 3:30 PM on February 3, 2026, the school has raised \$1,480.
UPDATES FROM COMMITTEES		
Spirit Wear	2 min	
Hot Lunch	2 min	
Graduation <ul style="list-style-type: none"> → Retreat 	2 min	<ul style="list-style-type: none"> The committee discussed the importance of holding a meaningful ceremony to recognize the students' achievements, especially since many have attended multiple schools due to new boundaries. A committee of Grade 7 students will be formed to help create a ceremony that is special for the current

		<p>graduates without necessarily setting a permanent precedent for future, larger classes.</p> <ul style="list-style-type: none"> • The retreat for Grade 8 is scheduled for April 14 at Mount Mary. • Due to high costs (previously upwards of \$300) and the difficulty of securing male and female staff for overnight supervision, the retreat will be a full-day and evening trip rather than an overnight stay.
<p>Adjournment Motion to Adjourn Second</p>		
<p>Future Meeting Dates 6pm -7pm May 5th, 2026</p>		
<p>Next Meeting Date: May 5, 2026</p>		