



St. Bernadette Catholic Elementary School

245 Lorne Avenue, Kitchener, Ontario, N2M 3Y9

Phone: 519-743-1541

Website: <http://stbernadette.wcdsb.ca/>



General Information

Date: January 13, 2026
Time: 6:00 pm
Location: Learning Commons

In attendance: Tracy, Kelly, Tiffany, Mary-Lou, Ayokunle, Lei Ann, Joanne, Catherine B., Oriely, Jennifer M.

Regrets:

| Agenda Topic/Item | Responsibility | Time Allotted | Action Required/Decisions |
|--|-----------------|---------------|--|
| Welcome Land Acknowledgement Prayer * <i>Invitation to make any prayer intentions</i> | Tracy and Kelly | 5 min | <ul style="list-style-type: none"> Meeting started at 6:08pm. No additions to the agenda. |
| Welcome and Introductions | ALL | 2 min | <ul style="list-style-type: none"> The meeting began with a warm welcome. Several new people attended, and everyone introduced themselves. Council members shared quick updates about their roles and desire to stay connected with the school community. The group noted that council representation continues to grow. |
| Principal's Report December Events ❖ EQAO Results January Offerings | Tracy | 15 min | School Events and Activities <ul style="list-style-type: none"> The holiday concert and theme week were a success and well-received by students and families. The Advent Mass went smoothly, with the choir and student musicians performing on site. Safety and parking messages continue. The school is following up with neighbours and reminding families about parking rules. Intermediate students will run student-led indoor intramurals throughout January. The PALS program will restart soon to offer organized games for primary students. Junior activities will follow. The school introduced a shared Vice-Principal, Mr. Kyle Sutter, who will be on site Mondays, Wednesdays, and alternating Fridays. EQAO Results – 2023-2025 Summary General Overview <ul style="list-style-type: none"> The school continues to receive support from math and literacy coaches as part of its "priority school" status. Early signs show stronger student resilience |



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| | | | <p>and confidence in math based on teacher observations.</p> <ul style="list-style-type: none"> • Junior EQAO results improved in 2024/2025, especially in reading. <p>Areas for Improvement</p> <ul style="list-style-type: none"> • Writing and math scores remain below board and provincial averages. • The school plans to do a deeper review of the results, including gap analysis and discussions about test stamina. • Staff noted a positive link between stronger reading skills and improvements in other testing areas. <p>Action Items</p> <ul style="list-style-type: none"> • Staff will review the EQAO results in detail to identify specific gaps and areas for improvement. • Teachers will work together to create an improvement plan, with a focus on writing and math, while continuing to support gains made in reading. • The broader team—including teachers, volunteers, and support staff—will collaborate on strategies that build on recent growth and help students continue to progress. <p>Acknowledgements</p> <ul style="list-style-type: none"> • Tracy and parents expressed appreciation for the collective efforts of teachers, volunteers, and staff. Their ongoing hard work has helped build positive momentum and maintain high expectations for student success. |
| <p>Community Update → Mill Courtland Information</p> | <p>Tiffany/ Joanne</p> | <p>5 minutes</p> | <ul style="list-style-type: none"> • Joanne DeSouza, the Coordinator and Community Support Worker from Mill-Courtland, shared an update on community programs. • The community centre renovation is on schedule. The team expects to return to the building in Summer 2026, with fall programs likely running as usual. All programs remained stable during the transition to the temporary location. • Over the holiday season, the Angel Tree and food drive supported 78 families, including 30 families from this school. <p>Action Item</p> <ul style="list-style-type: none"> • Continued sharing of information between Mill-Courtland staff and the school. Opportunities and program details from the community centre will be passed along through school communication channels to help families stay informed and connected. |



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| <p>Financial Update → As applicable</p> <p>See also: CSAC Popcorn Sales Planning (Under Planning and Engagement Section)</p> | <p>Tracy Oriely</p> | <p>2 min</p> | <p>TD Grant – Rain Garden Project</p> <ul style="list-style-type: none"> The final report for the TD Green Grant, which supported the rain garden project, is due this spring. Council members briefly reviewed what will need to be included in the report, including final figures, project activities, and outcomes. <p>Action Item</p> <ul style="list-style-type: none"> Kelly and the Community Reps will gather the remaining details and finalize the project numbers. They will prepare a draft of the TD Grant final report and share it with Council for review before the submission deadline. | | | | | | | | | | | | | | | |
|--|---------------------|------------------------------|--|-------------|-------------|------------------------------|---------------|---------|-----------|-------------|---------|------------------------|---------------|---------|------------------------------|----------------|--------------|--|
| <p>Faith/Parish Updates → Sacramental Preparation Information</p> <p>Easter Triduum Schedule – St. Francis Parish</p> <table border="1" data-bbox="82 919 607 1100"> <thead> <tr> <th>Event</th> <th>Date</th> <th>Time(s)</th> </tr> </thead> <tbody> <tr> <td>Palm Sunday</td> <td>March 28/29</td> <td>Sat 5:00 p.m.; Sun 9:00 a.m.</td> </tr> <tr> <td>Holy Thursday</td> <td>April 2</td> <td>7:30 p.m.</td> </tr> <tr> <td>Good Friday</td> <td>April 3</td> <td>11:00 a.m. & 3:00 p.m.</td> </tr> <tr> <td>Easter Sunday</td> <td>April 5</td> <td>Sat 5:00 p.m.; Sun 9:00 a.m.</td> </tr> </tbody> </table> | Event | Date | Time(s) | Palm Sunday | March 28/29 | Sat 5:00 p.m.; Sun 9:00 a.m. | Holy Thursday | April 2 | 7:30 p.m. | Good Friday | April 3 | 11:00 a.m. & 3:00 p.m. | Easter Sunday | April 5 | Sat 5:00 p.m.; Sun 9:00 a.m. | <p>Lei Ann</p> | <p>5 min</p> | <ul style="list-style-type: none"> Lei Ann Wade, the Pastoral Assistant at St. Francis Parish, shared an overview of parish support for the school. She introduced the parish team, which includes Father Paul Voisin (Pastor), Father Murray McDermott (Priest in Residence), Deacon Philip, and Amanda Sage in the parish office. The school community recently transitioned from St. Joseph Parish and is now fully connected with St. Francis Parish for liturgies, sacraments, and faith activities. Since September, St. Francis Parish has supported the Opening Mass and Christmas Mass, with Father Paul leading both. The parish team also visited the school in December to prepare students and celebrate Reconciliation with Grades 4–8. Preparations have begun for First Reconciliation and First Communion. A parent registration meeting will be held at St. Francis Church on Tuesday, January 20 at 6:30 p.m. for families interested in First Communion preparation. Easter planning is underway. Ash Wednesday liturgies will take place on February 18 in the afternoon. During Lent, various parish groups will lead the Stations of the Cross each Friday, with one evening led by youth—intermediate students will be invited to participate. Families are welcome to attend Easter Triduum celebrations at St. Francis Parish, including Palm Sunday, Holy Thursday, Good Friday, and Easter Sunday services. <p>Action Items</p> <ul style="list-style-type: none"> School Staff: Share information about the January 20 First Communion parent meeting with all Grade 2 families and any older students preparing for the sacrament. School Staff & Parish Team: Coordinate |
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| | | <p>logistics for Ash Wednesday liturgies on February 18, including timing, supervision, and class participation.</p> <ul style="list-style-type: none"> • Intermediate Teachers: Follow up with the parish to confirm details for student involvement in the youth-led Stations of the Cross during Lent. • Office: Promote Easter Triduum service times to families through regular school communication channels. |
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| <p>Planning and Engagement</p> <p>CSAC Popcorn Sales Planning</p> <ul style="list-style-type: none"> • Sales Schedule: Popcorn Tuesdays starting in February. • Price & Flavours: \$1.50 per bag, multiple flavours available. • Ordering: Orders will be placed through SchoolCash Online starting in January. • First Distribution Date: Tuesday, February 3rd. • Volunteers: Create a list of volunteers to help sort and organize popcorn each week. • Pick-Up Plan: Kelly will handle popcorn pick-up for a 3-month trial period. • Promotion Feedback: Discuss how to advertise to families (newsletter, posters, etc.). • Contingency: Plan for missed orders or extra bags. • Review: Decide how success will be measured after the 3-month trial (sales, feedback, volunteer experience). <p>Shrove Tuesday Pancake Breakfast</p> <p>Event: Preparing and serving approximately 600 pancakes to students. Date: Tuesday, February 17, 2026 Time: 8:30 AM – 11:00 AM (includes set-up and clean-up)</p> | <p>Kelly/Tiffany</p> | <p>25 min</p> | <ul style="list-style-type: none"> • The council confirmed the popcorn sale will proceed at a price of \$1.50 per bag, with all profits allocated to help cover school trip and bus costs to start. Other suggestions can be explored as they come up. • Council agreed to continue promoting the fundraiser while confirming final details with the supplier. • Popcorn sorting and distribution will follow the same simple process used in previous years, with support for training offered at the first session. <p>Action Item</p> <ul style="list-style-type: none"> • Kelly: Contact Farm to Table to confirm flavour availability, invoicing process, and pickup instructions. Share details with Ms. Coon as soon as possible so the online ordering portal can open next week. • Lei Ann: Support the first sorting and distribution session in early February to teach the process. After this, volunteers will take over. • Staff: Continue promotional efforts for the fundraiser. • Parents: Maintain the volunteer sign-up list (potentially on Google Drive or via email). <p>Needs/Assigned Accountability:</p> <ul style="list-style-type: none"> • 2026: 500 students and staff • ~10 parent volunteers to assist with preparation, cooking, and serving • Confirmation of dietary restrictions and allergies (school office) • Supplies from Costco (based on last year's list, adjusted for current numbers) • Equipment: griddles, spatulas, pouring |
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| | | | <p>jugs, and a large mixer for batter preparation</p> <ul style="list-style-type: none"> • Communication to families encouraging students to bring reusable plates and utensils to reduce waste <p>Action Items</p> <ul style="list-style-type: none"> • Staff: Locate last year's supplies and develop a plan for preparing and mixing pancake batter. • Kelly: Review and share last year's supply lists. Follow up with Ms. Coon to confirm the number of students with dietary restrictions. • Tiffany: Call local businesses to request donations of supplies, if still possible at this point in the year. • All: Make a final decision on who will purchase remaining supplies no later than early February, once donation outcomes are known. • Further planning via email. <p>Respect for Lent as well as Fasting Considerations</p> <ul style="list-style-type: none"> • The council discussed the timing of both initiatives in relation to Lent, fasting, and general faith-based expectations. • The group agreed to move forward with both activities in a respectful and mindful way, ensuring that scheduling and communication are sensitive to the season. |
| Adjournment | | | |
| <p>Tentative Future Meeting Dates: May 12, 2025 June 9, 2025</p> | | | |
| Next Meeting Date: March 10, 2025 | | | |