



HOLY NAME OF MARY CATHOLIC SCHOOL



Holy Name of Mary CATHOLIC SCHOOL ADVISORY COUNCIL

MINUTES

Holy Name of Mary Catholic School
161 Peel St
St. Marys, ON N4X 1C8
(519) 284-2170

Principal: Jennifer Keene

Tuesday, September 19, 2023 5:30 PM
Holy Name of Mary School Library

1. Welcome/Introduction and Prayer: Jennifer Keene

Catholic School Advisory Council Prayer:

God, the source of every good gift,

Grant us Your Spirit to guide us in our responsibilities as a School Council.

May we work together in harmony for the common good;

May we listen to one another in a spirit of genuine respect;

May we encourage and reverence one another's unique talents;

May we use the gifts of the Spirit in creative Christian leadership;

May we approach our decision-making through discernment and prayer;

May we respond effectively to the needs of the children in our care.

God of Love, May Your blessings radiate from us to others as we strive to do Your will,

We ask this through Jesus Christ, the Light of the World. Amen.

2. Call to Order & Recording of Attendance: Leah Verbaan, Megan Horenburg, Drew Shaule, Ashley Low, Katie Simons, Sarah Becker, Kaitlyn Spicer, Carly de Wit, Shawn Terpstra, Sarah Forbes, Ashley Agar, Jennifer Keene

3. Approval of Agenda: approved by Shawn Terpstra and Sarah Forbes

4. Approval of Minutes from last meeting: Carly de Wit will look for minutes from the last meeting as the last ones posted on the school website was January 2023

5. Financial Report & Approval of Financial Report:

All CSAC meetings are held in the school library unless otherwise posted. There must be a minimum of 5 parents/council members (Chair, Vice Chair (or Co-Chairs), Treasurer, Secretary and the chair or delegate from each committee and sub-committee) there in order for voting to be able to take place.



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-report was shared that we have 26,124.73 in our account but we still need to pay \$6215.00 for line painting

-report approved by Shawn Terpstra and Carly de Wit

6. Principal's Report & Business Arising from Report: Jennifer Keene

- We have 9 classes this year with a total of 212 students: JK/SK, SK/1, Gr. 1, Gr. 2, Gr. 2/3, Gr. 4/5, Gr. 6/7, Gr. 8
- New staff members: Ms. O'Reilly Gr. 2/3, Ms. Boles (Educational Assistant), Mrs. Connolly (Office Assistant), Myself- (new principal)
- Students are adjusting to being back at school
- Grade 7 and 8 students will continue the tradition of "Lunch Out on The Town" on Tuesday, Wednesday and Fridays
- Struggling to find noon hour monitors- this is a paid position 1 hour/day (11:30-12:30)
- 2 new policies this year to share with CSAC: Code of Conduct and Educational Field Trips (share Code of conduct for Students and Parents)
- Late summer we had painting of the lines completed: Thank you to CSAC for cover the cost for this
- Opening Mass is Thursday September 21st at 10am
- Open House: Thursday September 28th @5:00-6:30
- Elementary Sports Council- Transportation will be giving Holy Name \$900.00 to help cover the cost for sports/extra-curricular activities related bussing this year
- Intermediate school play will take place this Fall: Beauty and the Beast- auditions have been held
- Thank you to CSAC for covering the cost of painting the lines- we received the bill of \$6215.00 and will pay it this week from CSAC money

Business Arising from Report:

1. How can we recruit others to be our noon hour monitor? Leah mentioned advertising through the Friendship Center to see if we could find someone- Jennifer will put together a "write up" and share it with Leah to share with the Friendship Center.
2. Request from Gifts from the Heart to cover the cost of \$5-\$6.00/student- it was decided that we will ask parents to cover this cost but CSAC would cover the cost for any families needing support or not covering their cost

3. Open House support from CSAC

-CSAC will cover the cost for milk (organized by Carly De Wit)

-Pizza will be order from Sarah/Jennifer- we will order 50 pizza in total (30 for 5:00 and 20 for a 5:30ish)

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- Timbit donuts will be organized by Sarah Becker
- Fruit/ Veggie platters, plates will be organized by Sarah Frobos
- Spirit Wear samples will be set up- Leah Verbaan will supervise this area with the support from Jennifer and Kim
- Approved by Sarah Forbes and Leah Verbaan

Healthy Snack Program:

- Jennifer will connect about information from Dan about Healthy Snack initiative this year
- Hilary will continue leading this initiative but Sarah Forbes will take on the workload moving forward
- Melody will continue to support this program in the school also

Hot Lunches:

- Melody will continue to support this program- first order (end of October until Christmas break), will come out tomorrow
- We will look at the orders to determine families that are not ordering and reach out to families to see if they would like CSAC to cover orders for them for our next order
- We will add a “donate a slice”/ “donate a dollar amount to help support this AND the remainder of the money will be donated to the local food bank

7. Policy Review: Jennifer Keene

Educational Field Trips and Excursions P 2.2.3

Student Behaviour, Discipline and Safety P 2.1.5

Jennifer reviewed both new policies and discussed how we need to shift our plans for the Warrior Will FunFair based on the new policy

Jennifer reviewed Code of Conduct and how Holy Name has adopted the Board’s Code of Conduct for consistency across the school board

8. Elections of Officials for CSAC Executive & Committees:

- a) Chair: Shawn Terpstra
- b) Vice-Chair: Carly De Wit
- c) Treasurer: Drew Shaule
- d) Secretary: Kaitlyn Spicer
- e) Teacher Rep: Sarah Becker
- f) Fundraising Committee: we discussed how we need to organize “sub committees” so when we come together for CSAC Meetings we have one representative from each committee sharing updates- this process will save time for our meetings.

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-Sub Committees can meet on-school property if needed- next meeting we will establish our sub committee titles and then seek support from the school community

9. Other Business:

Money allocation for the year:

1. \$600.00/teacher: \$200.00 will go towards a class excursion/trip and \$400.00 will support the classroom teacher resources for the classroom
2. \$20/student towards Paint & Palette/ or Pottery/ Art experiential learning opportunity for all students in the school
3. Bussing for sporting events will be covered from CSAC
4. Bussing for skating events will be covered from CSAC
5. \$1000.00 towards kindergarten purchases (plasma cars etc. for outdoor learning space)
6. \$400.00 toward Goalie Equipment purchases- Carly de Wit will look into this
7. School productions: \$1500.00 has been allocated toward this- any money not spent will be reserved into looking for a new lighting options in the gymnasium
8. Ronald McDonald House donation will be made on behalf of CSAC again this year- possibly look into getting a parent group to donate their time to prepare a meal also
9. St. Andre Bessette donation will be decided on

Money allocations was approved by Shawn Terpstra and seconded by Sarah Forbes

Next Meeting Date: **Tuesday October 24, 2023 at 5:30 in the Library**

10. Closing Prayer: Our Father

11. Meeting Adjourned:

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