

CATHOLIC SCHOOL COMMUNITY COUNCIL

St. Angela Merici Catholic School
Tuesday, September 19th, 2017

ATTENDANCE - OLD COUNCIL

Susie Newman – Vice Principal
Joe Almeida – Principal
Jennifer Onorati – Co-Chair
Angela Aiello-Sergio – Co-Chair
Nicole Hill – Secretary
Maria Cipponeri-Patricelli – Treasurer
Parent Members – Lisa Zalewski, Tina Ocovich, Jessica Bly, Anna Cocco, Sandra Cinquemani
Kimberley Ball, and Christine Massone
Teacher Rep – Jennifer Beaton

REGRETS

Benedita Wilkerson
Staff Rep - Sharon Crowe
Lorelle Leonienico

Visitors

Sandra Medeiros
Raquel Sowenti
Stephanie Toste
Brad Barnes
Susan Miranda
Alexandra Crawford
Tonia Cosentino
Ugo DiSalvo
John McBeth
Irene Vena
Christina Pereira

AGENDA

Welcome, Prayer, Roll Call

Jennifer Onorati, Angela Aiello-Sergio

1. Review of Minutes

Nicole Hill

2. Treasurer's Report

Maria Patricelli

3. Parish Report

Angela

Aiello-Sergio

4. Principal/Vice Principal Report

Joe Almeida Susie Rego-Newman

5. New Business

6. Prayer and Adjournment

We went over the Meeting Norms and Expectations - make sure we are respectful and the views of others

Thank you to the Outgoing council for their work last year

1. Review of Minutes - Nicole Hill

May Minutes - Approved Motion - Jennifer Onorati Second- Kimberley Ball

2. TREASURER REP REPORT – MARIA CIPPONERI-PATRICELLI

- **OPENING BALANCE: \$26 959.41**

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- Discrepancy of \$500 it is suspected that the drama production was taken out twice.
- Graduation was taken out with an expense of \$1096.11 Grad awards \$410.13, Grad Breakfast \$594.33 Pizza \$91.65 Additional cost organist \$50 DJ Photobooth \$536.75 Council agreed to pay additional money passed the original \$1500 per year marked.

3. Parish Rep - Angela Aiello-Sergio

- First Communion Parents and Confirmation Parents have to go to the parish to collect a letter The new Priest believes that the students will learn about confirmation in school and no longer need to attend the classes as before.
- looking for volunteers for the Children's Liturgy at the 10 mass. Looking for 2 more teams for this
- October Fest is happening in September tickets are on sale.

4. PRINCIPAL/VICE PRINCIPAL REPORT - Joe Almeida

CBC/VSS: Volunteers

- to be able to volunteer in the school or participate in Council activities, parents must hold a valid Criminal Background Check (CBC) with Vulnerable Sector Screening (VSS)
- initial check is through South Simcoe Police subsequent years: Annual Offence Declaration —through the school at no cost

BBQ/Meet and Greet

Tuesday September 28th 2017 5 - 7 pm

Letters will be going home on what time you may visit your child's classroom

School - Day Online payment

- working towards being a cashless school
- many benefits:
- no time wasted counting money and making deposits
- zero risk of theft
- online permission forms
- avoid NSF cheques and collection afterwards

Concern brought up: School Days and the school not being lined up with each other. If there are any concerns or conflicting information let the office know right away.

The Catholic Parent Involvement Committee

- mandate to ensure all Councils have representation with CPIC
- Council members may select or select themselves to represent their COS – up to 2 members per area
- CPIC application to JDL to later than September 30th

Invitation to Council Chair

- celebrate launch of new book: *A History of the Simcoe Muskoka Catholic District School Board and Its Predecessor Boards*
- mass and official launch on October 25th at Holy Spirit Parish in Barrie RSVP no later than Sept. 29th
- initial space limitation to Principal and Chair general invitation to follow, with space limited to capacity of the church

Council Elections:

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Representation:

- parents /guardians of students enrolled at St. Angela (as the majority group)
- school principal (non-voting member — appointed by the school Board)
- 1 teaching staff member (sometimes shared position)
- 1 support staff member (EA, DECE, Custodian — sometimes shared position)
- pastor or his designate (Parish rep appointed by Council)
- community rep appointed by Council
- not to exceed 18 Council members. If interested parties exceeds 18, then a secret ballot will be held to determine membership

Election and Appointment Process

- A member of the board cannot serve unless they notify the voting members that they do
- Election happen on or before October 1st of each school year (within 30 days)
- elections are organized by the retiring Council & principal
- election committee — including 2 council members & 2 scrutineers to be appointed by Council and principal•
- must be a parent/guardian of student enrolled at SAM
- Council members are elected for a one year term and may run for any number of terms as long as eligibility requirements are met

Terms of Reference:

membership on Council will terminate when a member:

- no longer has a child at the school moves from the school area
- no longer is employed at the school (teaching & support staff)
- has missed two consecutive meetings without proper notice to the Chair — 18.1.17 has violated the Code of Ethics
- submits a letter of resignation to the Chair

Roles and Responsibilities:

- a voice for Catholic education in our school community
- within its advisory role, help establish annual goals and priorities that meet the needs of the school community
- foster positive relationships among families, staff, parish, and local community
- elect Chair & Vice-Chair or Co-Chairs, Treasurer, and Secretary
- organize and participate in information and training sessions to enable
- members of Council to develop effective and collaborative leadership skills
- promote best interests of the St. Angela Merici school community

Council Members will:

- participate in all regular Council meetings
- inform Chair/Co-Chairs of his/her absence
- avoid conflict of interest
- maintain school-wide perspective on issues
- represent interest of all members

Principal/Vice Principal will:

- provide materials to assist the Council in fulfilling its responsibilities
- assist, advice, support, co-operate, and consult with the Council
- attend meetings and publicize its activities through newsletters & web site
- with Chair/Co-Chair(s), determine agenda for meetings
- maintain authority, responsibility, and obligations as mandated by Board Policy, and Acts and Regulations of Ontario
- share information on school activities and concerns with Council
- maintain on file a copy of Council meeting minutes

Chair/Co-Chair will:

- preside at all meetings and provide leadership to Council
- prepare written agendas in co-operation with Principal and distribute to all members

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- serve as spokesperson for Council
- monitor implementation of Council decisions
- participate in all training as deemed necessary and when available
- express consensus as reached by Council
- when appropriate, conduct a vote to determine the final decision of the Council

Treasurer will:

- insure that the accounting and bookkeeping work of the Council is being accomplished according to generally accepted methods
- maintain independent statements to compare with school statements; present financial statements to the Members of the Council
- be familiar with budget of Council, its monthly spending patterns, and report these regularly to Council

Secretary will:

- keep a full and accurate account of meetings (minutes)
- provide copy of minutes to Principal for distribution among Council members
- maintain an up-to-date Council membership list, displaying addresses and phone numbers (and email addresses)
- provide copies of minutes to Trustee (Jeanny Salmon) and to school office administrator (for posting on school web site)

Teaching and support staff:

- contribute to Council discussions
- solicit views from staff groups to share with Council
- communicate back to respective groups
- option to participate on sub-committees established by Council

Parish Rep:

- act as liaison with the parish
- appointed by Council
- encourage and promote programs, events and gatherings that support the Catholicity of the school environment and the enrichment of the student's Catholic education

Community Rep:

- act as liaison with the community
- appointed by Council
- encourage and promote programs, events and gatherings that support St. Angela Merici
- report to Council opportunities for school involvement in the community

Code of Ethics:

- be a member in good standing within the Catholic community
- promote and work within the interest of SMCDsB's and St. Angela's Mission Statements
- act in the best interest of all students of the school
- not accept any gifts or promise of reward where it is clear that such gift or promise of reward is made solely because he/she is a member of the Council (no personal gains)
- conduct all activities in a manner that will reflect credit upon self or other members of Council

Meetings:

- all meetings are open to the public
- requirement to meet at least 4 times annually
- all members, parents, and staff will be given proper notification of the time and date of each Council meeting
- committee meetings may be held as required, without public notice
- extra meetings may be held provided all parents, members and staff have been properly and adequately informed
- special requests to address the Council must be given in writing to the Chair, at least 14 days before scheduled meeting

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Decision-making Process:

- any matter raised at a meeting of the Council should be dealt with by achieving a consensus of the Council members
- Should a consensus not be reached, the issue will go to a formal vote.
- when a formal vote is required, each member will have one vote. Absentee ballots and/or proxies will not be permitted. A simple majority wins.
- A simple majority, 50+1%, of the Council membership shall constitute a Quorum.
- The following members must be present to constitute a Quorum:
 - a presiding officer (Principal, Chair/Co-chair, Vice Chair)
 - at least two (2) parent members
 - at least one (1) teaching or support staff representative
 - at least one (1) member to act as Secretary

Operating Funds:

- the Council shall maintain an "operating budget" to compensate for basic operating expenses as may be incurred from time to time
- fundraising activities are to be conducted in accordance with Board Policy and Guidelines
- for cheque-signing privileges, two signatures will be required:
- the Treasurer and the Principal must sign consent (cheque request) to issue cheque
- two signatures (Principal, Vice Principal, Office Administrator) must sign cheque

Members Are:

CoChair - Angela Aiello-Sergio, and Kimberley Ball - voted in

Treasurer - Nominated Brad, and Irene
Maria was nominated but declined

Voted in: **Irene Vena**

Secretary - Nominated **Nicole Hill** - voted in

Parish Rep - Nominated **Christine Massone** - voted in

Community Rep - Nominated Tina Ocovich Anna Cocco
Voted in - **Anna Cocco**

Teacher Rep Mrs. Jennifer Beaton

Support Staff - Mrs. Sharon Crowe

Other Members:

Susan Miranda
Brad Barnes
Ugo DiSalvo
Cristina Pereira
John McBeth
Lisa Zalewski
Stephanie Toste
Tonia Cosentino
Alexandra Crawford

Fundraising Ideas

Angela will look into the information for the Big Box Fundraiser. She will email us with the information so we can do an online vote on if we proceed with this fundraiser. Big Box Fundraiser school made \$9 for every box sold.

Need to form a fundraising subcommittee. We will do this through email over the next few weeks

6. NEW BUSINESS

- Fundraising suggestions and ideas -Christmas Bazaar

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NEXT MEETINGS: October 16, 2017 @ 6:30 PM in school library
November 13, 2017 @ 6:30 PM in school Library
December 4, 2017 @ 6:30 PM in school Library
February 5, 2017 @ 6:30 PM in school Library