

# CATHOLIC SCHOOL COMMUNITY COUNCIL

St. Angela Merici Catholic School  
Tuesday, September 18th, 2018

## **Attendance - Council**

Joe Almeida – Principal  
Sonia Bowen - Vice Principal  
Kimberley Balls – Co-Chair  
Angela Aiello-Sergio – Co-Chair  
Nicole Hill – Secretary  
Irene Vena – Treasurer  
Christine Massone - Parish Rep  
Anna Cocco - Community Rep

**Parent Members** – Frank Zaffino, Sandra Silva, Christine Montesano, AND Lisa Zalewski

REGRETS

## **Absent**

John McBeth  
Jessica Bly  
Brad Barnes  
Susan Miranda

## **Visitors**

Raquel Sorrenti  
Maria Cipponeri-Patricelli  
Rose Catania  
Tina Ocovich  
Jennifer Vecchiarelli  
Kim Gallagher  
Jennifer Quattrociocchi-Onorati  
Donna-Maria Osiuk  
Sarah Mannone  
Maria Jensen

Note: Please make sure you let either the Chair or Vice Chair know that you will not be able to attend a meeting.

## **Meeting Norms and Expectations**

- Adhering to meeting norms promotes successful meetings.

This meeting model only works if all participate openly.

Hear and respect the views of others

- open, honest, respectful conversations/questions
- all are heard

Honour time limits and stay on task

Be prepared to accept and ask questions

This is a shared responsibility.

### **1. REVIEW MINUTE - NICOLE HILL MAY AND JUNE MINUTES**

Change on the May minutes under the Chocolate Fundraiser that we sold approximately \$30,000

May Minutes - Approved Motion - Angela Aiello-Sergio Second - Frank Zaffino

June Minutes - Approved Motion - Angela Aiello-Sergio Second - Sandra Silva

### **2. TREASURER- IRENE VENA**

May 11 - Our Council runs on a Pillar system for our account.

# CATHOLIC SCHOOL COMMUNITY COUNCIL

St. Angela Merici Catholic School  
Tuesday, September 18th, 2018

We spent \$6,564.71

We open this year's balance at \$44,952.39

Amount earned on each fundraiser:

- Big Box Fundraiser \$9,854.68
- Chocolate Fundraiser \$14,916.74
- Movie Night \$233.75 (not really a fundraiser)

Irene broke it down by grade but we discussed that the information is skewed because all fundraiser items are sent home with youngest and there is so many more students in the younger grade compare to older grades.

Available Budget per Pillar - will be coming by email and added at a later date

Thoughts for the account

- relook at the pillars and how they are placed and run

Needs - School need Technology - carts, projectors, smart boards Kindergarten Yard - Sand Table, benches around garden, triple throw basketball thing, outdoor hut

Grad Council Spent a. Grad award \$431.66

b. Grad Bfast \$520.70

C. Pizza \$136.70

D. Mass Music \$50

E. Photobooth & DJ \$565 Grand Total is \$1704.06 Council voted that they will support the extra \$200.00 We approved the \$1500 at our first meeting.

### 3. PARISH REPORT - CHRISTINE MASSONE

Meeting Dates for Confirmation and First Communion

Oct 4, 11 Confirmation 7 and 10 am

Oct 7, 13 Communion 7 and 10 am

Letters will be going home this week

### COUNCIL ELECTIONS:

#### Council Elections:

#### 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

## CATHOLIC SCHOOL COMMUNITY COUNCIL

St. Angela Merici Catholic School  
Tuesday, September 18th, 2018

- 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
- 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 website)

### **Teaching and support staff:**

- contribute to Council discussions
- solicit views from staff groups to share with Council

# CATHOLIC SCHOOL COMMUNITY COUNCIL

St. Angela Merici Catholic School  
Tuesday, September 18th, 2018

- 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

## **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:**

# CATHOLIC SCHOOL COMMUNITY COUNCIL

St. Angela Merici Catholic School  
Tuesday, September 18th, 2018

**Chair** -Nominated:Frank Zaffino, and Maria Patricelli, and Angela Aiello-Sergio - **Frank Zaffino - voted in**  
**Vice Chair** - Angela Aiello-Sergio declined nomination Maria Patricelli, and Sandra Silva - **Maria Patricelli - voted in**  
**Treasurer** - Nominated Irene Vena, **Irene Vena - Acclaimed position**  
**Secretary** - Nominated **Nicole Hill - Acclaimed position**  
**Parish Rep** - Nominated Angela Aiello-Sergio declined nomination **Christine Massone - Acclaimed position**  
**Community Rep** - Nominated **Anna Cocco - Acclaimed position**

Jennifer Quattrociocchi-Onorati  
Raquel Sorrenti  
Sandra Silva  
Tina Ocovich  
Rose Catania  
Kim Gallagher  
Jennifer Vecchiarelli  
Donna-Maria Osieck  
Sarah Mannone

## Principal Report

### PizzaQue/Meet & Greet

Thursday, September 27th, 2018 5 - 7 PM

Order pizza through school-day

Does Council want to do Water/Concession Stand? - yes council would like to do it Volunteers - Irene, Sandra and Tina

Asking South Simcoe Police — Officer Elisabeth and Holy Martyrs of Japan Parish — Fr. Josh/ Ray (EDGE) to join us for the evening.

There will be Dairy Belle Ice cream truck as well and looking into another one to come.

### The Catholic Parent Involvement Committee (CPIC)

- 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 Stephan Charbonneau's office no later than Sept. 30th, 2018
- Message Joe for more information

### Commissioning Ceremony

- Held every year
- In community of Schools (Holy Trinity) or Centrally (Barrie location)
- Oct. 18th this year, more info to follow
- We will coordinate our October meeting with this

Council would like a separate meeting in October date will come earlier in the month Joe will let us know

The meeting will be on Oct 1st at 6:30 to 8:00 in the library

### School Council Liability Policy/Renewals

-A School Council liability insurance policy product is available for purchase through the Ontario School Boards' Insurance Exchange (OSBIE), who provides insurance for the Board for its liability, property, automobile, boiler and machinery, and fidelity coverage. The School Council liability insurance coverage is a General Liability Policy that provides protection for school Councils when they participate in events/activities that are not under the direct control of the school board, and therefore, are not covered under the board's insurance policy (i.e., fundraising activities including fun fairs, socials, homecoming class reunions, Santa Claus parades, etc.).

- Coverage outline:

Policy period for this coverage is November 1st , 2018 to November 1st , 2019.

- \$2,000,000 Bodily Injury/Property Damage Liability – per occurrence
- \$2,000,000 Products and Completed Operations – annual aggregate
- \$2,000,000 Tenants Legal Liability
- \$2,000,000 Personal Injury and Advertising Liability

## CATHOLIC SCHOOL COMMUNITY COUNCIL

St. Angela Merici Catholic School  
Tuesday, September 18th, 2018

- \$2,000,000 Non-Owned Automobile
- \$1,000,000 Errors and Omissions/Directors and Officers Wrongful Acts

The cost is \$140.00 per council plus \$11.20 PST (8%) = \$151.20. This is the same rate as last year, and a cost that is to be covered by the School Council.

The Board will pay the premium, and will then issue a Board invoice to the School Council to recover the cost of the insurance policy.

Please note that it is preferred by OSBIE that School Councils purchase the coverage prior to November 1st for it to be in effect for the entire policy period. However, if the School Council is not ready to purchase the coverage at this time, depending on the date they join, there may be the option to purchase it mid-term, and the premium will be prorated accordingly.

- Council would like to purchase the insurance

### **Metro Green Apple Grant Program**

- Application Due early September
- Must be within 30 Km of a Metro or Food Basics
- Here are some ideas to inspire you
- Prepare healthy lunches for students
- Get “kids in the Kitchen” by facilitation a cooking session for students to teach important tips on healthy alternatives

#### ELIGIBILITY

To qualify, schools must comply with and meet all the following conditions:

- Must have approval from school principal to set-up the project and administer the funds.
- Applications must be submitted online by completing the appropriate form.
- Projects that are accepted must be viable over time, and do so without the continual support of the Green Apple School Program.
- Projects will be analyzed on a first-come, first-serve basis and grants will be allocated if all the conditions are met.
  - As part of its corporate responsibility approach, METRO is committed to making a positive contribution to the communities in which it operates and sources its merchandise. To ensure that METRO invests in these specific communities, grants will be awarded to schools located within a radius of 30 km of a Metro or Food Basics store.

#### FUNDING:

- Funding will be paid directly to the selected school to cover the expenses of their project.
- Grants worth \$1,000 each will be awarded to selected applicants.
- Any one school can receive a maximum of two grants during the school year for two different projects.
- All funding must support the selected school’s nutrition education initiatives and those initiatives must meet the criteria. The class/school must provide a project post-mortem including a compilation of achieved results, once the project is completed.
- Grants awarded to schools must be used to cover expenses for the completion of the projects.
- Classes/schools must submit a summary report at the end of the project.
- If a grant is awarded, a cheque payable to the school will be sent directly to the Principal (please ensure that they are aware they will be receiving it). Please allow 6-8 weeks for the cheque to be processed.

Anna and Nicole will spearhead it

**NEW BUSINESS**

## CATHOLIC SCHOOL COMMUNITY COUNCIL

St. Angela Merici Catholic School  
Tuesday, September 18th, 2018

- Fundraising - what are we doing and when
- family skate??
- movie nights

### NEXT MEETING

- October 1, 2018 @ 6:30 PM
- October 18, 2018 @ 6:30 PM (Commissioning Ceremony)
- November 12, 2018 @ 6:30 PM
- December 3, 2018 @ 6:30 PM
- February 4, 2019 @ 6:30 PM

All Meetings are held in the school library