

CATHOLIC SCHOOL COMMUNITY COUNCIL

St. Angela Merici Catholic School

Monday, September 17th, 2019

Attendance - Council

Frank Zaffino – Chair
Maria Cipponeri-Patricelli – Vice-Chair
Irene Vena – Treasurer
Nicole Hill – Secretary
Christine Massone - Parish Rep
Anna Cocco - Community Rep
Joe Almeida – Principal
Sonia Bowen - Vice Principal

Parent Members – Tina Ocovich, Sarah Mannone, Raquel Sorrenti, Sandra Silva, Donna-Maria Osieck and Rose Catania

REGRETS

Jennifer Quattrociocchi-Onorati

Absent

Jennifer Vecchiarelli
Michelle Vernon - Support Staff Rep
Kim Gallagher
Amy Murray - Teacher Rep

Visitors

Catherine Martins
Antonella Primorac
Daniela Reali
Maria Angela Weeda
Karla Conflitti
Lisa Montevirgen

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 heard
- Honour time limits and stay on task
- Be prepared to accept and ask questions
- This is a shared responsibility.

WE WOULD LIKE TO THANK PREVIOUS COUNCIL

1. REVIEW MINUTE - NICOLE HILL JUNE MINUTES

- Motion to approve the June Minutes- Christine Massone; Second Tina Ocovich

2. TREASURER- IRENE VENA

THANK YOU IRENE VENA FOR CRUNCHING THE NUMBERS EACH MONTH

- Lottery - Profit \$24, 565.50

- in the account \$4013.91 still owing \$4314.34 (difference will come out of SAM's school generated funds =\$300.43)
- Purchases made over summer - LCD Projectors X20
Chromebooks X38
Video Equipment
Macbooks X2
- General account \$35, 984.43
- Playground Expenses \$37, 669.68
- Joe proposes to take \$30, 000.00 to cover the Kindergarten Yard - Vote - All but 2 were yes motion carries.
- All the funds from the Lottery will be moved to the Technology pillar

3. PARISH REPORT - CHRISTINE MASSONE

- Alpha Back by Popular Demand - Thursday, October 3rd, 2019 at 6:30 pm in the Parish Hall. Alpha is a program which seeks to introduce, or hear anew, the basics of our Christian Catholic Faith through a series of talks and interactive sessions and discussions. It's run worldwide and Everyone is welcome
- Thanksgiving is Coming - Food Bank: Feel free to drop off your food items in the crate at the back of the Church
- Sacraments - Confirmation Parent Meetings:
 - Tuesday, October 1st at 7 pm, or
 - Saturday, October 5th, 10 am
 - Please attend one
 - **Confirmation will be on May 2nd, 2020 at 11 am and will be presided by Bishop Kirkpatrick**
- First Communion Parent Meeting - Tuesday, October 8th at 7 pm, or
- Saturday, October 12th 10 am
- Please attend one
- Edge Program for Grade 6 to 8 — registration is September 23rd at 7 pm in the Parish Hall
- Octoberfest: Save the date Oct. 26th — details to follow

4. COMMUNITY REPORT - ANNA COCCO

- Smile cookies supporting CHATs Sept.16 - 22, 2019
- WE Day on Sept. 19th — Join us at the Scotiabank Arena on Thursday, September 19, 2019 for an unparalleled event, bringing together world-renowned speakers and performers and tens of thousands of youth, educators, and families to celebrate a year of action that transformed communities and changed lives. Learn more at we.org
- Science Literacy Week - this week to Sept. 22nd. Science Literacy Week highlights Canada's outstanding scientists and science communicators from coast-to-coast. The goals are to showcase the excellence and diversity of Canadian science and to show how exciting science is. Be it as simple as a science-themed book display encouraging people to read something a little different to multi-day events, the Week offers something for everyone. For one week in September, libraries, universities, museums and other partners put on a spectacular nationwide festival of science. Visit ► www.ScienceLiteracy.ca for the list of all activities
- Join us on Saturday, September 21 from 11:00am - 2:00pm for Oxford Learning Bradford's (483 Holland St W) annual Ice Cream Truck Social. Free ice cream, face painting, raffles, giveaways and more!
- Bradford Farmers Market weekly on Saturday from 8-1
- Don't miss the October 1st deadline to apply for grants to local not-for-profit organizations. Visit our website for complete details and an application form: www.townofbwg.com/Grants
- BWG Town Council meets the first and third Tuesday of each month at 7:00 pm in the Zima Room of the BWG Public Library. Council meetings are always open to the public and agendas are available online the Friday prior at: bradfordwestwillimbury.civicweb.net/Portal/ Residents who wish to address the council on other topics may do so during Open Forum by signing the register at the door immediately before the meeting. Open Forum does not include an opportunity for question and answer - if you wish to ask questions and receive responses you may request a deputation at least 5 days in advance of the meeting.

5. COUNCIL ELECTION

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
- 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

Vice-Chair (Co-Chair) - does the above items if Chair is unavailable

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
- 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 a 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 SMCD SB 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 cannot 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:

Co-Chair -Nominated: Frank Zaffino and Maria Patricelli - **Acclaimed positions**

Treasurer - Nominated: Irene Vena - **Acclaimed position**

Secretary - Nominated: Nicole Hill - **Acclaimed position**

Parish Rep - Nominated: Christine Massone - **Acclaimed position**

Community Rep - Nominated: Anna Cocco - **Acclaimed position**

Teacher Rep - Amy Murray and Lisa Montevirgen (shared position)

Members:

Tina Ocovich
Sarah Mannone
Raquel Sorrenti
Sandra Silva
Donna-Maria Osieck
Rose Catania
Maria Angela Weeda
Catherine Martins

6. PRINCIPAL REPORT

REINTRODUCE PALS PROGRAM

- We will need to buy equipment for this program.
- Upcoming Events:
 - Thursday, September 26th - SAM Meet & Greet
 - 5-7 pm
 - order pizza through school-day
 - Council - water/concession Stand - Once we have times for classroom we will make the volunteer list.
 - South Simcoe Police - Officer Elisabeth
 - Dairy Belle Ice Cream truck
- Ontario Active School Travel Planning
 - Maria Benjamins: Public Health Nurse Simcoe Muskoka District Health Unit
 - What is it? Intent to get more students walking, and wheeling to and from school by looking at the barriers and opportunities, and creating a plan to address them
 - Involves different phases: Data Collection, Action Planning, Implementation of Action Plan, Re-Assessment
 - Committee will be created involving staff, parents, students,

- Check out the website for more info: [Ontario Active School Travel](#)
- 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 Caroline Sillers-Reid no later than September 30th, 2019
 - see Joe/Sonia for [CPIC Application Form](#)
 - Appointment Procedure:
 1. **An invitation to apply to the PIC will be announced during the first regular school council meeting (prior to September 30th of each school year).**
 2. Each parent seeking election will be nominated or self-nominated by filling in the application form, and submitting the form to the principal of their school.
 3. The principal will forward applications and references to the Director of Education (or designate) by October 15, 2019. The Director of Education (or designate) will present the applications to the PIC.
 4. The Director of Education (or designate) and the PIC will review the applications and fill the vacancies on the PIC for the school year, by October 30, 2019.
 5. A list of candidates will be kept on file by SMCDSB PIC for use in the event that a vacancy on the SMCDSB PIC occurs later during the school year. In the event of such an occurrence, the next applicant on the list who is willing to serve as a SMCDSB PIC member shall fill the vacancy.
 6. All individuals who have applied shall be notified of the results before the results are released.
 7. The Director of Education (or designate) shall post the listing of the PIC on the board website by November 15, 2019.
 8. The term of office shall commence November 15, 2019 of each school year
 9. Appointment to the PIC is for a two year period, which may be renewed through the appointment process.
- Commissioning Ceremony - November 11th this year — more info to follow
 - Held every year. It will be either in our community (Holy Trinity) or centrally in Barrie
- School Council Liability Policy/Renewals - Vote to have the insurance - All yes - \$151.20
 - 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 , 2019 to October 31st , 2020.

- \$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
- \$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 an option to purchase it mid-term, and the premium will be prorated accordingly.

New Business

- Movie Nights
- First Fundraiser - What the School Needs
- Donation of Fridge
- Jesse Tree
- Family Skate Night

Next Meeting

- Monday, October 7th, 2019
- Monday, November 4th, 2019
- Monday, November 11th, 2019 (Commissioning Ceremony)
- Monday, December 2, 2019
- Monday, January 13, 2020
- Monday, February 10, 2020

All Meetings are held in the school library at 6:30 pm