

Catholic School Advisory Committee
In Person - November 2, 2023 6:30 pm St. Columban School Library

Minutes

Attending: Dan Gracey, Amanda Linton, Dayna Mahon, Julie Ryan, Hope Shantz, Kim Renne, Michelle VanLoon, Kay Cox, Jenny Feltz, Julie Schoonderwoerd, Kelly Drummond, Jessie Nyland

Regrets: Katie Wydeven, Gwendolynn Boughen, Amy Ritz, Katie Louwagie, Cheryl Coyne, Claire Krempien, Kristen Schoonderwoerd.

1. Opening Prayer led by Dan Gracey
2. Approvals: Approval of September 21, 2023 minutes - Motioned by Amanda, 2nd Julie
Approval of November 2, 2023 Agenda - Motioned by Jessie, 2nd Kelly
3. Business Arising From the Minutes:
 - **Fall Open House** Sept 27, 2023 - 342 people said coming, 92 families attended. Both schools had loads of pizza left over. Hardly any water was taken, chocolate milk went over well. Most people left by 6:30. Take into consideration in the future ending before 7. Doesn't need to be 2 hours long as per Hope's feedback. Suggestion of doing two 45 minute intervals between both schools. Questioning if we offer food moving forward. Possibly just a snack and drink. (ie; popcorn) Another suggestion was to move up a week for better weather so people can congregate outside if they wish.
 - **CSAC Promotions/ Social Media** Social media is going well. Cheryl is posting for St. Columban and Gwen is posting for St. Patrick's.
 - **St. Columban Staff Rep** There is no St. Columban Staff representative at this time.
 - **Sprit Wear Report** 72 items were ordered between the two schools.
4. Treasurers Report: (As of October 24, 2023)

Accounts:

Regular Account \$ 1,286.30

HST \$ 2,385.96

Flip Give \$ 608.00

Total: \$ 4,280.26

In Trust:

Catholic Education Centre

Start of school year \$ 1,940.36

Current \$ 2,371.08

Overall Total \$ 6,651.34

Note: St. Columban is donating \$ 5000.00 towards CSAC. This transaction has not occurred yet and is not reflected in the Total of Accounts above.

Outstanding Cheques:

New Orleans Seaforth \$ 410.00

New Orleans Mitchell \$ 522.50

Total Outstanding \$ 932.60

* Cheques have been issued to both vendors.

Zero donations have been received since September 1, 2023

Account Summary After Expenses: \$ 5,718.74

5. Principals Report:

Tuesday December 19th Is the Christmas Concert. Two shows are planned taking place at 1pm and 6pm averaging 45 minutes per show. Location will be at St. Patrick's Gym.

Ongoing Bus behaviour issues. Incident reports coming in from the bus company.

Intent to clean up the front on the school, some fencing possibly to draw a boundary to keep students safe. Possibly moving the gaga ball pit away from the entrance.

Some St. Patrick's students are having a hard time opening their milk cartons. Discussion of possibly changing to plastic with screw off lids for St. Patrick's students.

6. New Business:

- **CSAC Recruitment and Onboarding** Better communication and transparency given to parents instead of just saying we need volunteers and there is only a few meetings per school year. Suggestion of someone to be a liaison for onboarding new parents. Possibly put together a recruitment package with information on general guidelines of meetings, past fundraisers and purchases. Etc. Possibly recruiting and setting up a sub committee of parents that would like to volunteer throughout the year but wish to not be on council. Can put out on social media call for help for that. It's important to keep in mind having equal representation numbers wise for both schools.

- **Fundraising Goals.** Swings are a goal for St. Columban including an accessible swing also an accessible swing to add to existing swing set at St. Patrick's. Hope has shared with us that St. Patrick's staff is requesting battery operated candles for prayer tables, heavy duty sand toys, heavy duty snow toys (shovels, scoops, snow block builders) an outdoor storage bin for toys. Tablet or iPad for teachers to share pictures with parents (the current ones are terribly outdated and slow to upload) 30 yoga mats. Mrs. Scott suggested Egg Farmers Rocks & Rings presents curling school program, they send an instructor, set up in the gym and teach students curling. \$355 fee.

Snow things are urgent, defer sand toys to spring, candles needed now. St. Mike's tech shop to possibly build wood storage box for toys. Dan will reach out to inquire. Amount agreed on for shovel and scoops \$400 motioned by Amanda, 2nd Dayna. Julie to purchase snow items. Dayna looking into cost of yoga mats. Candles to be purchased. Motion to proceed with

curling for St. Patrick's by Amanda, 2nd Julie. (intent that St. Columban will have their curling day later this school year) Possible merry go round might be nice to purchase for St. Patrick's in the future. We are waiting on a donation of \$1000 from Cowan Foundation / Amanda's employers Cowan Insurance.

* Cost for swings for St. Columban including 3 regular swings and 1 accessible is \$ 15,791.00 This does not include all site prepping for set excavating ground prep, borders, mulch, etc. Locates need to be done which is free. In the past, school families have donated their time, machines and materials for prep work. The cost for 1 accessible swing for St. Patrick's is \$ 1,460.00.

Fundraising Events

- No to pies fundraiser that was brought forward. Reason being, not enough volunteers and the church just did one.
- Cinnabon: 9 pkg of mini buns for \$20 with \$2 profit or \$18 gift card with \$4 profit are the options for this fundraiser. Decided against due to low profit.
- Silent Auction: Do we do an entire event come spring or just stick to doing an online auction this year? Consensus to stick with online this year motioned by Amanda, 2nd Michelle. Plan for Spring launch. Everyone on CSAC to come with a list to our next meeting of 10 possible local businesses they can approach. No pressure for those not comfortable asking businesses, please still bring your suggestions!

Christmas Lunch

To be held on Dec. 21st. Rolling Roaster has been booked. Dublin hall has been booked. We will need to ask for donations for various items aside from the rolling roaster quote. I.e; table cloths, napkins, cutlery, etc. Instead of parents donating items and having them brought to the school it was decided that we would ask for monetary donations to purchase these items over school cash online with various donation increments starting at \$5. Motion by Julie, 2nd Amanda. Rolling Roaster to provide food motioned by Dayna, 2nd Kay. Cost for Rolling Roaster based on 300 people is:

\$ 22.00 per person (plus applicable taxes) Adult - no corn
\$ 7.75 per person (plus applicable taxes) Students grade 5-8 - no corn
\$ 5.74 per person (plus applicable taxes) Students JK-4 - no corn

Debbie Terpstra has offered to donate corn. We will need to provide crockpots to keep it warm Debbie has also offered to provide butter tarts at her cost. We agreed that 100 would be a good number as some don't like butter tarts. We discussed the option of parents on council making mini cupcakes for dessert as well. Jenny is going to ask a friend who makes cupcakes what she would charge. Cost to be voted on in our Whatsup app. We will need a tub of margarine and buns, Amanda will ask Valu Mart in Mitchell if they will donate these items. Snack program money will pay for a few juice boxes for lactose intolerant students, as well as a few cases of water bottles. Noon family will be asked to donate milk through the Dairy Board of Ontario. Napkins, utensils, paper plates to be purchased as well as bussing costs. Kelly will draft a letter that will go out to parents explaining the request for monetary donations with details and transparency on cost of this event. Suggestions for students to make thank you cards for businesses that donate. Volunteers will be needed for that day for cutting and

buttering buns, serving and cleanup. Parents/Grandparents must have updated “background” check. St. Patrick’s will be @ the hall from 11:15-12:00 and St. Columban from 12:15-1:00. Bussing cost is involved as the lunch isn’t coordinated with Mass this year. Theme day for that day too would be fun “ ex: red and green “ and volunteers to participate as well!

7. Date of next meeting: **JANUARY 18th 2024 St. Patrick’s School**

8. Adjournment: Motion to adjourn made by Amanda @ 9:35pm.