

Minutes

École St Elizabeth Catholic School Community Council
September 11, 2024
6:30 P.M.

Name	Position	*	Name	Position	*
Charlene Drotar	Chair	P	Jennica George	Director – Fundraising	P
Yaya Wang	Vice Chair	T	Moradeke Farounbi	Director – Communications	P
Stephanie Bobetsis	Secretary	P	Ezinne Erege	Director at Large	T
Breanne Howden	Treasurer	T	Jackie Peat	Principal	T
Krista Calfat	Director – Hot Lunch	P	Natalie Mitchell	Vice-Principal	P
Kathleen Gettle	Director – Social		Vanessa Sylvestre	Teacher Representative	T
Members at large and guests: Present: Stephanie White, Gbemisola Alabi, Idorenyin Udoetok, Gbenga Oluwaseye, Cindy Adams, Ada Bran (Huizer) Teams: Ifeolua Oni					

* P = attended in person; T = attended via Teams; blank = not in attendance

Time	Item	Owner
6:35-6:50	Welcome / Call to Order @ 6:35 pm - Land acknowledgement and opening Prayer - Introductions – round table - Approved agenda - Reviewed annual work Addition to work plan to seek feedback from school community: - Moradeke to develop questions for short survey for CSCC approval and work with Mme Mitchell survey format (e.g., Microsoft forms, Google forms). - Discussed options to share survey (e.g., website, Edsby, QR code at CSCC events).	Charlene
6:50-7:15	Principal's Report - Current enrolment 644, up from 533 September 2023 (per Ministry of Education). - School division has recognized high primary numbers and a fourth grade 2 class will be added. This will result in movement in classes, staff currently working to determine moves which will be communicated with parents. Exact date of moves has not been determined. - Mme Marcotte's grade 3 class will be moving upstairs between grade 6 classes and a wall will be constructed. - School board will advocate for additional portables in January 2025 - Fall activities have started, new safety patrollers trained, and school musical announced - École St. Elizabeth received a grant of \$24,265 which was used to purchase a set of Scholastic French decodable books and cart for each grade 1 and 2 class.	Natalie

Time	Item	Owner
	- Liturgical ministries have started. November 3 St. Elizabeth staff and families will be doing Ministry at Resurrection Parish 11:00 mass for the feast day of St. Elizabeth. - School improvement plans are being developed with the staff and will be shared at the next CSCC meeting - Grade 8's assist with pizza lunches throughout the year	
7:15-7:20	Hot Lunch Report - Munch-a-Lunch opened on August 31, thank you to office staff for support - Planned lunches are Sept 27 DQ, Oct 25 Popeyes, and Nov 21 Subway - Winter session will open in December - Requesting families consider donating lunch if child not present on lunch day - Always looking for volunteers; 11:00 on hot lunch days, all volunteers to check in at office and ensure that Criminal Record Check (required each school year) is on file.	Krista
7:20-7:40	Fundraiser Report - Walkathon scheduled for October 25 - Kickoff September 16 – pledge form and letter drafted and will be sent home – will accept e-transfer (eliz.lunch@gmail.com) - Pledges due October 15; Results and prizes October 22 - Donation request letter drafted, Jennica and Cindy will blitz local businesses and asked CSCC community to approach their business connections. - Discussed purchasing some prizes if needed; revenue budget of \$18,000 with up to \$1,000 to cover all expenses including any purchased prizes - Jennica to determine prizes, considering larger prize to encourage participation - School will also discuss classroom challenges to drive participation. - Snow cone machine and popcorn machine available for class prizes. - If the Walkathon is successful, it will be the only fundraiser required for the year.	Jennica
7:40-7:45	Social Report - Back to school pizza supper was a success, thank you to volunteers! - Halloween dance – October 25 – 6:30-8:00 K-6, 8:00-9:00 grade 7-8. Tickets will be available on Munch-a-Lunch. - Next events - Christmas gingerbread house building (tentatively December 15; alternative may be Thursday Dec 5 at 6pm), movie (January), Valentine's dance (February 14), Family skate on Wascana Lake (February), bowling (May), year-end wind-up (June 23).	Kathleen (update via email)
7:45-7:55	Playground Planning - Cannot add any large structures due to available space - Quotes provided for possible learning/seating areas in the bench area that could be added next summer. Would continue to raise and reserve remaining funds for replacement of current three large structures at their end of life (expect in next 7-10 years – estimate cost at \$75,000 to \$100,000 each). - Plan to seek parent feedback and decide on any short-term plan by end of school year. Parents at the meeting suggested long-term plans specifically consider special needs and equipment for older children.	Jackie/ Charlene
7:55-8:00	Treasurer Report - Reviewed financial report and budget - CSCC had a healthy financial position at Aug 31, 2024 to support starting up 2024-25 activities.	Breanne

Time	Item	Owner
	Budget similar to prior year and CSCC continues to try to raise at least \$5,000 for the playground through fundraising each year to spread the burden over time and across all students. School to send Breanne teacher list to refine classroom enhancement funds. MOTION To approve the August 31, 2024 financial report with minor amendments Krista made motion to accept, Moradeke seconded Carried at 7:59 pm MOTION To approve the 2024-25 Budget as amended to reflect the current FTE count as provided by the school for classroom enhancements, at \$200 per class Krista made motion to accept, Moradeke seconded Carried at 8:00 pm	
8:00-8:03	Teacher Report - Additional recess buckets will be needed for new classrooms - Vanessa will check in with staff for other needs and report back. To review and seek volunteer at October meeting.	Vanessa
8:03-8:10	Student Safety Concerns - Results from vehicle counters at school intersections have not been received - Crosswalk painted and signage added on Green Lily Road - School will request lights at the crosswalk in front of the school given the significant school population increase this year. School will also ask for updated signs to allow parking outside of school hours. - Yaya has been in communication with City Councillor Lori Bresciani who has helped to elevate concerns – the City has advised limited response is possible due to past City planning decisions and limitations of existing bylaws	Yaya
8:10-8:14	NEW ideas or concerns - Discussed CSCC sending quarterly newsletter to school community - Yaya working on pilot project for new school hoodies throughout 22Fresh. Will be ordered and printed in batches. - Question regarding double bus runs and student supervision. Natalie confirmed additional paid teacher supervision hours have been added to ensure adequate supervision.	Various
8:14-8:15	Next meetings: - October 9, November 13, January 15, February 26, April 16 - AGM – May 14 Closing Prayer Meeting adjourned at 8:15pm	Charlene

Meeting Date	Work Plan	Responsible	Status
September	Approve prior year-end financial report (year ended Aug 31)	Breanne	Completed
September	Approve final budget for the current year – includes - Detailed budget for main fundraising activities - Detailed budget for main social activities - Playground plans	Breanne	Completed
September	Family CSCC feedback survey	Moradeke	September – planning October - circulate
October	Identify recess bucket needs for teachers	Volunteer needed	
April	Develop 10-year playground plan (sub-committee to work with the school)	Jackie/Natalie	
November	Approve activities and lead for Teacher Appreciation Week events	Volunteer needed	
January	Assess fundraising status – plan additional fundraisers if required	Jennica	
January	Purchase spiritual gifts if needed	Volunteer needed	
April	Plan details for year-end windup event	Kathleen	
May	AGM - Elections - Recognize directors and volunteers - Constitution - Discuss preliminary budget for next year - Consider summer meeting to brainstorm fundraising and social activities for next year - Preliminary planning and lead for next year's welcome back event (in conjunction with school back pack drop off)	Charlene	
All	Updates from school and program directors - Principal's Report - Teacher Representative's Report - Hot lunch - Fundraising - Social - Communications - Treasurer	All - Jackie/Natalie - Vanessa - Krista - Jennica - Kathleen - Moradeke - Breanne	