

Guardian Angels Catholic School Council
Tuesday, November 7, 2017
MEETING MINUTES

Online Votes that took place between November 7, 2017 and January 15, 2018 are included, under number 3.

Position	Name	Attendance	Voting Member
Chair	Peter Vukovic	Present	Yes
Vice-Chair	Melanie Doucette	Present	Yes
Past Chair	Kat Bissonnette	No	Yes
Treasurer	Sarah Armstrong	Present	Yes
Secretary	Cheryl Pauls	Present	Yes
CSPA Representative	Joan-Anne Cantley	Present	Yes
Fundraising	Shannon Reidel	Present	Yes
Parish Representative	Shelley Carbonetto	Present	Yes
Parent Representatives	Kristal Kirkwood	Present	Yes
Communications Coordinator	Heather Driscoll	Present	Yes
Food Program Coordinator	Linda Lawrenz	Present	Yes
Principal	Michelle Corbett	Present	No
Vice-Principal	Craig Skinner	Present	No
Teacher Representative	Katherine Laushway	Present	No

Please note that a list of the names of attendees at this meeting is available at request.

1. Welcome

School council chair, P. Vukovic, welcomed everyone to the meeting at 7:06 p.m.

- **Prayer led by Mrs. Corbett**

2. Previous Minutes

Minutes of the school council meeting dated Tuesday, October 3, 2017 were distributed to the members and approved with changes.

3. Online Vote

Online votes that took place following the November 7, 2017 school council meeting by prior to the January 16, 2018 council meeting.

December 13, 2017

Motion: That the total cost of the shed, including delivery and installation, is \$11,865.00.

The Child Care corporation has agreed to contribute \$3,000 to help pay for the shed; however, they cannot pay us until the new year.

Therefore, I am asking that Council write a cheque, payable to the Ottawa Catholic School Board, for the full amount of the shed (\$11 865.00) with the understanding that Council will receive \$3,000 from the Child Care Corporation in the New Year.

As the original motion approving the purchase of the shed and shelving for the shed was for \$10,000, I do believe that Council will have to pass a new motion to approve the upfront cost that Council is paying.

For your information, the invoice from Anchor Concrete is attached.

Motion proposed by K. Kirkwood; type yes below, if against, type no below.

Record votes as follows:

- K. Kirkwood - Yes
- H. Driscoll – Yes
- C. Pauls - Yes
- J. Cantley – Yes
- P. Vukovic – Yes
- L. Lawrenz – Yes
- S. Carbonetto – Yes
- K. Bissonnette –Yes
- M. Doucette - Yes
- S. Reidel – Yes

CARRIED



Our Quotation # 031692

12/30/2017

To :

**Ottawa Catholic School Board
 Catholic Education Centre
 570 West Hunt Club Rd
 Nepean ON K2G 3R4**

Quotation Valid Thru : 12/30/2017

NET 30

Customer Contact Jacques Marcil
 Phone (613) 224-4455 Fax (613) 224-8881

Ref Name: Guardian Angel

We are pleased to quote your requirements as shown below.

Item	Item	Description	U/M	ea	Qty	Unit Price	Extended Price
S001	REDI 10						\$ 10,500.00 Can\$
	M00911S	Redicast 10 - 10'x10'x8'4 W/Aggregate Finish & Double Door			1		
	P00686	Delivery - Ottawa Area			1		
	P00521	Installation			1		
Quotation Total, All Items							\$ 10,500.00 Can\$
HST 13%							1,365.00 Can\$
Grand Total							\$ 11,865.00 Can\$

CUSTOMER ASSUMES LIABILITY FROM THE CURB IN. OWNERSHIP OF ABOVE GOODS REMAINS WITH ANCHOR CONCRETE PRODUCTS LIMITED UNTIL PAID IN FULL. SERVICE CHARGE OF 2% PER MONTH (24% PER ANNUM) CHARGED ON ALL PAST DUE AMOUNTS.

Customer
 HST # 10020 0369 RT0001

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Authorized Signature



Anchor Concrete Products Limited
 1645 Sydenham Rd. Kingston, ON K7L 4V4
 Phone: (613) 546.6683 Fax: (613) 546.4540
 TOLL FREE: 1.800.223.0012
 www.anchorconcrete.com

Our Quotation # 031692

12/30/2017

To :

**Ottawa Catholic School Board
 Catholic Education Centre
 570 West Hunt Club Rd
 Nepean ON K2G 3R4**

Quotation Status : Open

Quotation Valid Thru : 12/30/2017

NET 30

Customer Contact

Item	Item	Description	U/M ea	Qty	Unit Price	Extended Price
<p>Notes:</p> <p>**Delivery of product between March 1 and April 30 may incur additional cost due to 1/2 load restrictions. If delivery is planned between these dates please contact your sales representative for updated delivery costs. **</p> <p>Prices excludes: epoxy reinforcement, waterproofing membrane, geotextiles, joint connectors, concrete base, and concrete sealer. Unless noted as line item on quote, price excludes Engineered Stamp Design and QVE. Unless noted as line item on quote, for Box Culverts, price excludes apron wall, head wall and wing wall. Unless noted as line item on quote, price excludes miscellaneous metals and section connectors.</p> <ol style="list-style-type: none"> 1. Harmonized Sales Tax extra at 13%. 2. Prices are FOB jobsite. Contractor to off-load. 3. All precast sections are supplied with Swift Lift lifting anchors installed. Swift Lift hardware, if required, is extra. 4. 2016 Price List - Standard Terms & Conditions apply. If you require a copy, please contact us. 5. No hold backs will apply. 6. Rates for trucking are only valid for loads delivered within 30 days of placing an order, due to rapidly changing fuel costs. As such fuel surcharges may apply at time of delivery. 7. Quality Verification Engineering is excluded on all orders unless otherwise stated. 8. Additional charges will apply after 1 hour delay. Trucks are chargeable at a minimum of 3 hours. 9. This product has been test fitted to ensure proper fit at the joints. Waterproofing and sealing of any and all joints is the responsibility of the contractor. Installation guidelines can be provided upon request. 10. The Purchaser will inspect Anchor products and other goods purchased at the time of delivery. Anchor Concrete will not accept any back charges or short payments of its invoices for any Purchaser claims for costs unless advised, in writing, regarding such claims within 7 days of receiving the product(s) in question. No additional warranty will be provided for product replacement or repair. 11. Maximum storage on Anchor property is 4 months from date of production. A monthly storage fee equal to 2% of the value of the product will be charged for all structures that remain on Anchor property after 4 months. <p>Thank you for the opportunity to quote you on the above products.</p> <p>Regards,</p> <p>The Sales Team: (613) 546-6683 1-800-223-0012</p>						

CUSTOMER ASSUMES LIABILITY FROM THE CURB IN. OWNERSHIP OF ABOVE GOODS REMAINS WITH ANCHOR CONCRETE PRODUCTS LIMITED UNTIL PAID IN FULL. SERVICE CHARGE OF 2% PER MONTH (24% PER ANNUM) CHARGED ON ALL PAST DUE AMOUNTS.

Customer

HST # 10020 0369 RT0001

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November 22, 2017

Motion: That the Float Committee is requesting \$500 to purchase new items for the Parade of Lights float. The current two Guardian Angels are getting worn/damaged, lights need to be replaced and (6) wreaths are required. Requesting new Guardian Angels (which are approx \$120-\$150 each). These items are also used at the Christmas Market, Movie Night and can be used at the Dance.

Motion proposed by S. Reidel; type yes below, if against, type no below.

Record votes as follows:

S. Armstrong – Yes

L. Lawrenz – Yes

H. Driscoll – Yes

S. Reidel – Yes

K. Kirkwood - Yes

P. Vukovic – Yes

J. Cantley – Yes

K. Bissonnette – Yes

C. Pauls - Yes

S. Carbonetto – Yes

M. Doucette - Yes

CARRIED

November 21, 2017

Motion: That School Council pay for part of the cost of the Artist Kate School Art Program for kindergarten and primary students. The cost of the program for our kindergarten and primary classes is \$3,330. \$1,500 of that is covered by the Proud to Be Me Grant, leaving a balance of \$1,830. Please vote YES for school council to cover the remaining \$1,830 or NO for school council to not cover the balance.

Should this motion pass, payment will be as follows:

From November through December, Artist Kate will see 9 classes.

12 x \$185 = \$2,220

Less the \$1,500 PTBM grant

Balance owing \$720

* Due December 1st, 2017

In January Kate is scheduled to see 6 classes.

6 x \$185 = \$1,100

* Due January 1st, 2018

No tax will be charged on top of these prices.

Motion proposed by C. Pauls; type yes below, if against, type no below.

Record votes as follows:

P. Vukovic – Yes

L. Lawrenz – Yes

M. Doucette - Yes

J. Cantley – Yes

K. Kirkwood - Yes

H. Driscoll – Yes

S. Reidel – Yes

S. Armstrong – Yes

S. Carbonetto – Yes

CARRIED

November 8, 2017

Motion: Christmas Market - Last year approx \$100 was spent on Marketing/Supplies. Looking at printing flyers in colour at a cost of \$100 and \$50 for supplies. Coloured flyers are more noticeable to send home with students. Requesting a total of \$150.

Motion proposed by S. Reidel; type yes below, if against, type no below.

Record votes as follows:

L. Lawrenz – Yes
C. Pauls - Yes
K. Kirkwood - Yes
P. Vukovic – Yes
J. Cantley – Yes
S. Armstrong – Yes
S. Reidel – Yes
K. Bissonnette - Yes
H. Driscoll – Yes

CARRIED

October 30, 2017

Motion: That funding for the cement shed, as phase 1 of the outdoor classroom initiative. The following quote was given by Anchor Concrete Products. The Ottawa Catholic School board has a standing offer in place with this company for this shed. Asking all voting members to vote below by 5:00pm November 1st. This is a time sensitive vote, as we still need board approval before moving forward. We are hoping to have it installed before winter.

Motion proposed by K. Kirkwood spending \$10,000 for an outdoor cement shed under Phase 1 of the outdoor classroom project; type yes below, if against, type no below.

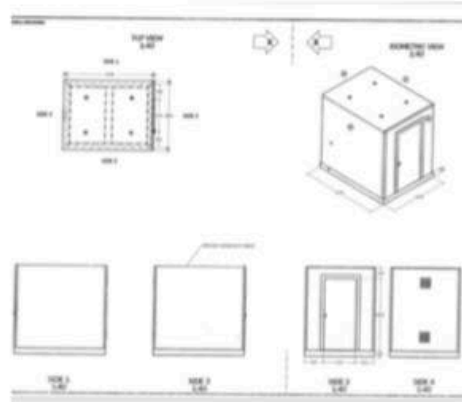
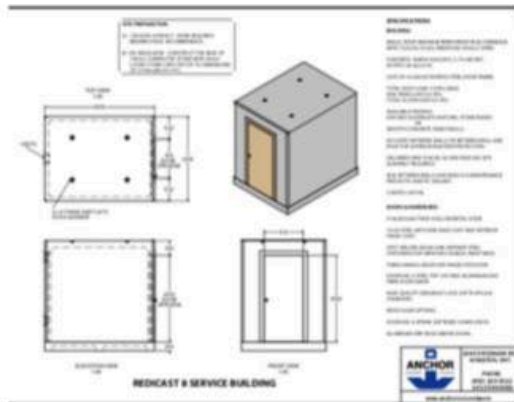
Record votes as follows:

K. Kirkwood - Yes
H. Driscoll – Yes
K. Bissonnette –Yes
S. Reidel – Yes
J. Cantley – Yes
C. Pauls - Yes
S. Carbonetto – Yes
S. Armstrong – Yes
L. Lawrenz – Yes
P. Vukovic – Yes

CARRIED

Outdoor Classroom Phase 1

Request for funding approval Outdoor Cement Shed



Total Amount Requesting
\$10,000

Breakdown of Shed Costs

Shed: \$7,526 including HST.

Installation: \$1,200

Extra Costs that may occur: \$1,274

These funds may not be needed, however I am requesting they be released for this project to be used at the discretion of Michelle Corbett.

These funds would be potentially used for the following.

1. Pre existing fencing may need to be moved to allow the shed to be placed in an area that is accessible for snow removal.
2. Levelling of the shed using Gravel.

Having these funds released for this project would allow Michelle Corbett to make quick decisions about installation, and allow the project to be completed before winter.

4. **Treasurer's Report**

- Bank Balance as of November 7, 2017 - \$95,445.30.

5. **Communications Report**

- Switched blog to website
- Will post council minutes, special events and CSPA events
- S. Reidel will maintain the school white board
- J. Cantley will post CSPA activities on Facebook

6. **Parents Report**

- Has received over 10 inquiries about running lunch programs or clubs for children grade 3 and under. K. Kirkwood did look into Squirmies and they do offer other lunch time options. M. Corbett will look into the options. M. Corbett did mention they are exploring the option of intramural.
- There still seems to be a lack of communications around sport tryouts and school clubs. School council will work on promoting/sharing school run activities on Facebook, webstie and lobby white board.
- GUA will be running the annual Christmas Show slightly different. Usually this Christmas Show only involves the Kindergarten students, GUA will now include all grades. The show will broken up into 3 groups. GUA will reserve the front row for viewing when your child is performing. *Suggested Idea:* Outdoor winter carnival that involves incorporating the Christmas Show.
- Every time around Halloween parents ask about why their children are not able to wear Halloween costumes to school. GUA, celebrates Halloween by inviting the children to wear black/orange or a Halloween shirt. *Halloween Idea:* hold a movie night to allow kids to wear their costumes.

7. **Outdoor Classroom Report**

- See online vote, number 3. Further to this, GUA asked Baywood if they wish to partner with the Shed, they are still waiting for a final response but it's looking very positive. With this partnership the shed would increase to a 10 x10 shed
- Members are welcome to join the subcommittee for outdoor classroom
- Potential of installing a stage in the yard and looking into a Home Depot grant.
- Phase 1 includes the shed and the interior shelving for the shed.

Motion: It was **MOVED** by L. Lawrenz and **SECONDED** by H. Driscoll to allocate another \$5,000 to phase 2 Outdoor Classroom, which will be for outdoor seating.

CARRIED

8. **Teacher's Report**

- Collected non-perishable food for We Scare Hunger, GUA filled 20 boxes. This event was organized by The Social Justice Club.
- Remember day ceremony will be held Friday, November 10 at 1:15 p.m.

9. **Vice Principal's Report**

- MindMaster group - Grade 1 working on self regulation. Working with the older grades about how to manage anxiety
- Peer mediators – A group of grade 4/5 students have been trained by the Resource team to be a peer mediator during outdoor lunch/recess. The students will wear an orange vest. The students

in the yard, who experience minor peer conflict, will be encouraged to seek support from the Peer mediator. Allowing the teachers/VP to manage the more involved student conflicts.

10. **Principal's Report**

- Continuing to search for a grade 6 French teacher, this is a Province wide issue.
- Received gratitude/thanks from St. Rose of Lima in regards to the donation from school council.
- A group of grade 5 students are looking for kindergarten/early reader books for St. Rose of Lima. St. Rose of Lima are also looking for parent volunteers to read to students Wednesday mornings.
- Mask program – Starting in the next 2 weeks for junior students.
- Artist Kate starting November with primary students.
- Tentatively booked an April date for the parent art night.

11. **CSPA Report**

- Catholic School council Guide is available online (<http://www.ottawacspa.ca/cspa/school-councils/resources-for-school-councils>).
- October Presentation: Fundraising equity
- The Board is going to look at generating a reference guide on partnering with other schools.
- Bootcamp for school council is being held tonight at holy trinity, will post the presentation and key points.
- Advocating for your child with special - Thursday, 30 November 2017 07:00 PM - 09:00 PM, Thomas D'Arcy McGee Catholic School - 635 La Vérendrye Dr, Gloucester, ON K1J 7C2, Canada
- Next CSPA meeting - Wednesday, November 22.

12. **Parish Report**

- 10 students registered for Eucharist, which is low from last year's numbers
- 12 students registered for Confirmation
- June 9 at 10:30 - Confirmation
- January TBD – Reconciliation. Monsignor Jo will do the reconciliation for the students; students will receive a date/time.
- Right of Christian Initiation of Adults will start in January
- November 11 at 5:00 p.m., John Orban's Ordination to the Diaconate. Archbishop Prendergast will preside at this Mass. Our seminarian, John Orban will be ordained to the transitional diaconate at this Mass. There will be a reception in the Parish Hall after this Mass hosted by our Knights of Columbus. All are welcome to attend.
- November 18 09:00 to 14:00 – CWL Annual Bazaar
- Book of remembers available in the atrium for the month of November.

Recommendation: To better connect our school community with our Parish, it was recommended to invite the Parish to speak at Program Night.

13. **Fundraising**

- McDonald's nights – November 21, January 30, April 10
- Christmas Market – Thursday, November 16. The event has 20 vendors registered.
- December 2 - Stittsville Parade of Lights – Lead organizer for GUA is Jan Luxton. Jan to look into wavier. Parade starts at 6:00 and set-up will begin at 12:30. Scott will drive the float and has asked about the Saunders trailer. *Next year Idea:* having the school choir participate and sing.
- Movie Night – Friday, December 15

- Family Fun dance – Looking for a lead organizer and it's usually in February.
- Art night – April
- School Carnival – June 13
- Cake Walk – April or May, subcommittee is being built to look at logistics and event recommendations
- Senators Games Night – More of a spirit night, still in gathering information stage

14. **New Business**

Motion: It was **MOVED** by S. Carbonetto and **SECONDED** by S. Reidel to provide funding to GUA in the amount of \$700 for transportation of students to Holy Spirit Mass.

CARRIED

Recommendation: To list on the school website, links to teacher's communication websites, Twitter, SeeSaw, etc. The teacher links tend to come home in student's communications bags at the beginning of the school year and may have been overlooked. Having them listed in one spot on the GUA website will assist parents in staying connected.

15. **Next meeting**

December's meeting will be School Councils annual Christmas gathering. Date/time and location are TBD

16. **Adjournment**

The meeting was adjourned at 9:45 p.m.