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St Joseph's School Council

Minutes of Meeting

September 27, 2011

Present: Simon DiCatri, Principal
Father William Hann
Dianne Tremblay, Co-Chairperson
Tammy Brissette, Co-Chairperson
Jack Moreau, Parish Liaison
Robert Grant, Buildings & Grounds
Jason Stearns, Marketing
Angela Hudson, Finance
Robyn Gallard, Human Resources, Secretary

Audience Members: 0

Meeting called to order at 7:02 pm

Opening prayer by Simon DiCatri

Additions to the agenda: class sizes, new council member meeting, council chatter newsletter

Approval of June 21, 2011 Minutes:

1st: Dianne Tremblay

2nd: Robert Grant

PASSED

Approval of May 30, 2011 Minutes:

Minutes accepted as presented as no Quorum at May 30, 2011 meeting

Correspondence:

Received: Thank you card received from Jude Fernandos past St. Joseph school student for scholarship

Sent: None

Administrators Activity Report: Simon DiCatri

- As attached

Father William

- \$350,000.00 from Diocesan Appeal last fall went to Catholic Schools
- Joint event coming up November 19 – casino night

- Father William will also be running from Duncan to Victoria November 19th with a school parent and it is called “Building the Spirit”, to raise funds.

Parents’ Auxiliary Group: Tammy Brisette – 1st meeting was well attended, fundraising discussed at length and will include some fundraisers from last year and a 2 new ways to raise funds for the school

- Criminal record checks was discussed
- Introduction of the 3 new PAG members
- PAG meetings changed to 1st Wednesday of the month at 6:30pm

Finance: Angela Hudson



- Council to review income statements monthly (variance reports)
- Statements have been presented, reviewed and accepted by Council
- Discussed Uniform showing deficit
- Discussed milk cards = self-supporting fund and should be a profit. Shows under school activities on budget
- Angela Hudson motioned to accept budget as presented, all in favour.

Buildings & Grounds: Robert Grant

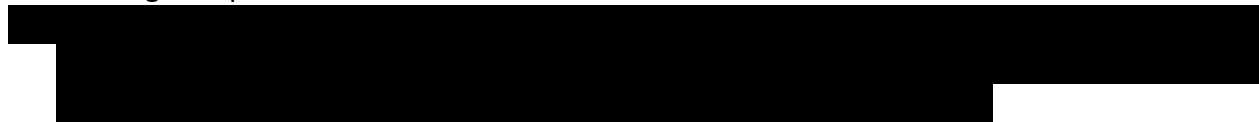
- Urge us to attend the October 3, 2011 meeting at the high school pertaining to the re-configuring of St. Joseph’s School. Presentation will be made about how new school will fit into existing school.
- Existing grounds: Paint gym or Banner/slogan in gym. Studs can be seen but is not dangerous.
- Parking lot issue is minor. Robert will get prices for remedial repairs. Old material is under the pavement and cannot hold the weight of new materials being put over top to cover potholes. Maybe 4 areas to tentatively fix until new school construction begins in the summer. Could be a parent volunteer type job and suggest not spending too much money to fix at this point.

Human Resources: Robyn Gallard

- Met with the teacher representatives who currently have no issues or concerns at this time but they appreciate the ongoing ‘open door’ and having a single rep on council if they do have anything to suggest/request.
- Truly appreciate the wellness incentive
- Very happy about the approval of a 2 week spring break for the 2011/2012 school year
 - Question: Does union apply to our teachers? (Seniority could be an issue)
 - Answer: no, we are the last school that is non-union

Parish Liaison: Jack Moreau

- Nothing to report



Marketing: Jason Stearns/Tammy Brisette

- a committee will be formed and hopefully go forward with marketing plans/brand identity in-house rather than contracting out
- Waiting to hear about next meeting date

Secretary and Communications: Robyn Gallard

- Presented a copy of an informative newsletter that Council used to send out called “Council Chatter” to see if interest to send out again but revamped, renamed. All in favour to send out every 2nd month.

Co-Chairpersons: Diane Tremblay/Tammy Brissette

- Dance/Auction – really need to promote and get parents to donate items to the cause.
 - Question asked if silent auction tickets for parking spots out front of the school could be sent home with the students? Yes, as long as the proper reports are filled out for gaming
- Christmas fund for teachers and Simon to go out for lunch at a place of their choice, will be done again this year
- Cookies/coffee will be offered again this year after the Christmas concert – December 15th. Event will be organized closer to the event date

Old Business: Time of meeting: everyone in favour of a start time of 6:30pm

New Business:

- a) Mobius Communications – logos, Simon emailed Mobius to inform them he had not received great responses to the logos
- b) Criminal record checks – parents to have them updated every 2 years, Council motion to approve
- c) Joint event with St Andrew’s Elementary – TABLED to October 25, 2011 meeting
- d) Angela went over what was covered at the new member orientation meeting and what is expected of Local School Councils
- e) Tammy expressed a concern of the class sizes. Ideally should be 25 and is sometimes 26 maximum with siblings being admitted. Simon confirmed the maximum is 26 and the expectation that when we have enough space, the numbers will even out and the smaller classes should be seen.

Action Items:

- Simon to email Jason the contact name in I.T. for the Diocese so he can inquire about adding ‘donation button’ to the ICS website, he will inquire about their progress
- Add to Finance part on the agenda: Present Monthly Income Statement (Variance Report)
- Ask Milbury Uniforms to only come to the school once per month
- New Committee formed: Angela, Jason, Tammy to look into uniform sales, will report back next meeting on their findings
- Simon to email Father William Council meeting dates
- Ask about pressure washer to take care of goose droppings on basketball courts
- Jason to research goose deterrents
- Simon to email all Council members the annuals plan and handbook to review

Meeting adjourned 8:55pm

Next meeting: October 25, 2011 – 6:30pm