

ST. MARK CATHOLIC ELEMENTARY SCHOOL

Catholic School Advisory Council Meeting

Growing in skill, wisdom, and strength.

Thursday, November 28, 2023,
7:00-8:30 pm
St. Mark Catholic School

Facilitator: Gary Lankowski
Recorder: Claudia Brown

MEETING AGENDA

Territorial Acknowledgement & Prayer	G. Lankowski
Presentation:	
1. Adventure Works – Thanks to Council	Int. Students (2)
School Council Chair:	
2. Review of September Meeting	E. Hartlen D. Darcey
Budget Report:	
3. CSAC Budget Report & Accomplishments	G. Lankowski
Principal's Report:	
4. EQAO & Report Card Data 2022-2023	G. Lankowski
5. School Improvement Plan 2023-2024	G. Lankowski
6. Fees & Fundraising Report 2023-2024	G. Lankowski
Committee Activities:	
7. CSAC Committees	E. Hartlen/D. Darcey
8. Grants	E. Hartlen
9. PRO Night Events	E. Hartlen/D. Darcey
10. School Fundraisers 2023-2024	E. Hartlen/D. Darcey
11. Lunch Program (Lunch Box)	C. Newman
Financial Requests:	
12. Teacher Requests	L. DeJong

<p>Next Meeting → Tuesday, January 30, 2024 7:00 – 8:30 p.m.</p>

**ST. MARK CATHOLIC ELEMENTARY SCHOOL
CATHOLIC SCHOOL ADVISORY COUNCIL**

"Growing in skill, wisdom and strength."

Minutes of the Meeting

Thursday, November 28, 2023,
7:00 p.m. – 8:30 p.m.
St. Mark Catholic School

Facilitator: Gary Lankowski

Recorder: Claudia Brown

Present: Gary Lankowski, Emily Hartlen, Diana Darcey, Claudia Brown, Catherine McCaffery, Paula Jacobs, Jennifer Grogan, Joe Preis, Lisa DeJong, Praem Mehta, Claudine Newman, Nicole Nash, Leslie Maxwell (presenter)

Regrets: Geraldine Doerr, Chetna Tomar, Krysti O'Kelly, Liz Searam, Michelle Proctor, Liz Drolle-Bast, Nancy Lameira

Land Acknowledgement & Prayer were led by Gary Lankowski

Presentation:

1. Adventure Works – Thanks to Council

- (a) There was a presentation from two grade 8 students who participated in the leadership trip to Adventure Works on October 18.
- The girls shared stories and pictures of their day, telling council about what they learned and experienced. They learned about the five acts of leadership, and participated in various activities throughout the day to challenge each other and grow in their connections with each other as school leaders.
 - The presentation concluded with the students expressing a large thanks to Saint Mark's CSAC for sponsoring their trip.

Catholic School Advisory Council Chair:

2. Review of September Meeting

- (a) Minutes were reviewed from last meeting. Some corrections were made, and gaps filled in.
- (b) Joe Preis motioned for council to approve the minutes, with revisions, and Paula Jacobs seconded the motion.
- (c) The revised September minutes will be made available in the November Meeting Folder.

Budget Report:

3. CSAC Budget Report & Accomplishments

- (a) Gary discussed the current CSAC budget & accomplishments.
- (b) The current balance for each budget line is as follows:

Opening Balance	\$27,770.23
Fundraising (4000)	\$656.49
CPIC Grant (4030)	\$1,143.25
Council General (4010)	\$9,310.95
Play Structure (4020)	\$1,500.20
PRO Grant (4040)	\$815.09
Council Funds Balance	\$13,425.98

Note: We have an additional \$3,089.00 (CCFOWR).

- (c) Emily applied to the PRO grant for this year again, so that line will increase for this year's budget if we get it.
- (d) A copy of the November Budget Report is included with the minutes at the end.
- (e) Gary has encouraged the following transfers and they were agreed by council:

Amount	Budget Line Transfer		
\$500.00	Council General	→	Play Structure

Principal's Report:

4. EQAO & Report Card Data 2022-2023

- (a) Gary shared the results of the EQAO stats from Saint Mark's.
 - A higher percentage of Grade 3 students participated than Grade 6 students.
 - Saint Mark's School continued to show above provincial and above schoolboard results for students achieving Level 3-4.
 - Not shown in the report, but there were different results from 2022 for those students achieving levels 3 and 4 (slight decrease), but in 2022 there was adjustment to the new online evaluation system. Therefore, it's too early to determine a trend.
 - Grade 3 data in reading and math show increase over time (upward curve).
 - Grade 6 data in all areas show decreases over time (downward curve) especially in math.
 - The data for both Grades 3 and 6 indicate Data and Spatial Sense, as well as Thinking problems, being most problematic for students.
 - These results will help inform the school improvement plan.
- (b) Gary shared results from the 2022-2023 Report Cards.
 - Council was happy to see that the report card results are also being analysed and used for the school improvement plan; these results together with the EQAO results are all data points that help to tell a story, but it is recognized there is many limitations (e.g., student movement, change in assessment tools, disruptions in learning, etc.).
- (c) The results of the EQAO and Report Card Data are available in the November Meeting Folder (see

https://drive.google.com/file/d/1ZfjHtxjswyHce XkPcXbLgTZpBk1ciGb/view?usp=drive_link

5. School Improvement Plan 2023-2024

- (a) Overall goals were presented by Gary. Please see “St Mark School Improvement Plan Goals 2023-2024.pdf” in the November Meeting folder (https://drive.google.com/file/d/1nIRJcfoldzJMqZS2NFFYK-g5KJpibRdt/view?usp=drive_link).
- (b) The overall goals are grouped into three pillars:
 - Faith & Well Being Goals
 - Curriculum and Achievement Goals, with subcategories for literacy and numeracy
 - Engagement, Pathways & Renewal Goals; these goals are designed to help kids with exploration of what they want to be, with tools such as the individual pathways plan (IPP). Part of this goal is providing opportunities to learn more about Resurrection high school.
 - It was asked if there’s opportunities for students to learn about other specialized “magnet” high schools in the area. There are not meetings for these because they are part of the public-school board; if families are interested in these they will need to handle on their own.

6. Fees & Fundraising Report 2023-2024

- (a) Ongoing fundraising continues through Factory Shoe, Flip Give, Mabels labels and Olivers labels.
- (b) To do fundraising events, volunteers are required.
- (c) The annual fundraiser event is slotted for May. The Fundraising Committee will organize it.

Ad-hoc Discussion (CPIC, Christmas Concert):

7. CPIC Grant

- (a) There was a discussion regarding the use of the CPIC grant. In the past, council has used this grant to fund at home reading materials/decodables.
- (b) It was asked why some of these books are not making their way home for home reading; Lisa DeJong noted the decodables are with the teachers, but it is unclear from teachers about whether they go home or not.
- (c) Clarity was provided that the grant is intended for home use.
- (d) Lisa DeJong said she will ask the staff for suggestions about what is best to use this funding for, given the funding is for materials to be lent to students for home use.
- (e) IF teachers want continued funding for decodables, with the stipulation they be lent to students for home reading, THEN council approved the use of CPIC funds for more home reading materials.
- (f) IF teachers would like to explore other options, THEN staff ideas will be brought forward to council and voted on at the next meeting in January.
- (g) The next staff meeting is Tuesday December 5, where Lisa will seek direction from staff.

8. Christmas Concert

- (a) Council asked if there would be a Christmas Concert this year.
- (b) There was discussion around the challenges given the increased attendance at the school now compared to when concerts used to be held pre-pandemic. The school no longer has capacity to host families in addition to all children for an event. It was asked if tickets could be given out to manage numbers, but there was no clear solution re: capacity.
- (c) There are also challenges regarding the setup and accessibility for the stage if an event were held at the school (buying an accessible stage is not feasible, and rental stages are not available this year), as well as seating (we can no longer use chairs from Resurrection High School).
- (d) It was asked if another venue could be used to host a Christmas Concert, such as St. Mark's Church, or another walkable venue like the community centre. No decision was made but this idea could be explored in future if there's staff interest.
- (e) It was asked if a video could be made or live streamed as was done during COVID times, but videos are no longer able to be shared.
- (f) This year the school Christmas events will be:
 - Mass on the 14th – parents welcome to come, there will be a singalong.
 - Wednesday the 20th – craft day, parents also welcome to participate/help (especially in younger classrooms).

Traffic Report:

9. Special Traffic Committee Update

- (a) Leslie Maxwell, who has been working with Saint Mark's from the school board, provided an update of recent small studies that have been conducted with the school community.
- (b) Results show that for kids that are not bussed, 51% are being driven.
- (c) The traffic committee (comprised of school staff, parents and local residents) is trying to do more to reduce traffic in front of school. These include:
 - Trailblazers (peer support walking to school travel program).
 - Working with city to support kids on streets.
 - Wanting to start an encouragement program, such as winter walk day, but more than once a year. E.g., "Walking Wednesday".
- (d) Leslie wanted to come to council to talk specifically about the idea the traffic committee has, to have a competition to get kids walking.
 - In order for it to work, she will need to know how many kids walk each day from teachers.
 - Will it be it feasible to ask kids to identify as bike/walk/roll? Can this be asked during attendance (i.e., kids raise hands)? What is the best data entry method (tally sheets, use of an app)?
 - It was supported by Lisa DeJong that teachers would be able to do collect this information during attendance and use the app that would be provided by Leslie.

- Leslie also wanted to know which idea would work better; competition by class (percentage, to account for different class sizes), or competition by house.
 - It was decided that competition by class would provide more incentives.
 - There was a discussion about what could be done for prizes.
 - It was decided that extra recess would be the prize; however, if this proved not a successful enough incentive, council can be approached for financial support for something like a pizza party.
 - It was suggested that, to encourage reduced traffic on Autumn Hill, that we consider everyone a walker as long as they don't park on Autumn Hill. It can also count as walking if they walk to their bus stop.
- (e) Lisa DeJong recommended that the incentive program for walking be initiated with recess as a reward, and competition by class percentage. This recommendation was supported unanimously. No cost to prize at this point.

Committee Activities:

10. CSAC Committees

- (a) Emily noted that she has provided everyone access to the shared drive. In the 2023-2024 folder, there is a file to sign up for sub committees (see https://docs.google.com/document/d/1iz8DgZAaU_lenTc2yrc346R-pmlhMEBQw2YghPljng/edit?usp=drive_link).
- (b) CSAC members, as well as any parents at the school outside of council, are welcome to sign up and participate in sub committees. There is no obligation to sign up, but it is hoped that each committee will have a lead that will report back to larger council.
- (c) Parents are encouraged to sign up as soon as possible.
- (d) In order to get the sub committees going, all committees will meet at school on January 16.
 - Fundraising
 - Eco
 - PRO Grant/Family Engagement
- (a) Another committee could be developed to help parents and new families get connected – this can also be explored with the Family Engagement committee.

11. Grants Update

- (b) Emily has a list of what grants are applicable to schools, which could be explored.
- (c) Emily made a request to staff: if there is grants that staff want support to write, council can support this. Council needs more direction from staff of what could be needed to apply to relevant grants and reduce burden for reporting.
- (d) Ms. Butson and Ms. Najar have led on seeking grants/outside funding for their clubs, and there was a parent who liaised with them in the past. This can be supported by the Eco/Clubs Committee.

12. PRO Grant/Family Engagement Committee

- (a) The PRO Grant evening will be held in April.
- (b) Emily prepared grant for this year; Gary will submit Wednesday November 29.
- (c) The event proposal includes a presentation and STEM activities for families.
- (d) ***A meeting will be held for this committee in December***, because the committee hopes to plan an outdoor fun event for January/February (sledding, hot chocolate, and games); this is separate from PRO Grant funding but with similar goals for family engagement.

13. School Fundraisers 2023-2024

- (a) The Fundraising sub committee meeting will be held in January to begin planning the spring fundraiser.

14. Lunch Program (Lunch Box)

- (a) No update.

Financial Requests:

15. Teacher Requests

- (a) Craft Day: ask, \$50 per class, or \$2 per student
 - Emily Hartlen motioned that \$1000 in council funds be provided for craft supplies for the craft day that will be held place of a Christmas concert on December 20th. This recommendation was supported unanimously; all in favour.

16. Sacramental gifts

- (a) Sacramental gifts will be supported this year since the school has run out of stock from previous years. Paula will source the gifts; approximately \$3 per child is allotted.
- (b) Mount Mary Bussing will be supported, \$600.

17. Other Funding

- (a) Graduation:
 - Grad awards up to \$700, and Decorations up to \$200.
- (b) Recess Outdoor Equipment:
 - The supplies are getting low, and student need proper equipment for blacktop play to prevent injuries (i.e., balls for four square that are not basketballs).
 - \$100 per class will be supported, totalling \$1,600.
- (c) Board Games:
 - Unused funds for board games from last year will be carried forward. Teachers have lists already to work with.

Emily Hartlen motioned that all funding decisions discussed in this agenda item (financial requests) be passed. All voted in favour.

Forward Agenda Items:

- CPIC (parent involvement funds) – decision from Agenda Item #7 to be discussed at next meeting.
- Options for the safety/less mud in the gaga ball pits to be discussed (i.e., wood chips or explore other options).

The meeting adjourned at 8:50 pm.

Catherine McCaffery motioned for adjournment and Paula Jacobs seconded the motion. In-person meetings at the school will continue with options for attending virtually.

<p>Next Meeting → Tuesday, January 30, 2024 7:00 – 8:30 p.m.</p>

SCHOOL COUNCIL BUDGET REPORT
St. Mark School 2023-2024

November 2023

		Credit	Debit
Council Funds Opening Balance		\$27,770.23	
Fundraising: <u>Cat 4000</u>	Opening Balance	\$10,266.97	
	Transfer 179		\$10,266.97
	Lunch Program	\$656.49	
	Closing Balance	\$656.49	
CPIC Grant: <u>Cat 4030</u>	Opening Balance	\$643.25	
	PIC Grant	\$500.00	
	Closing Balance	\$1,143.25	
Council General: <u>Cat 4010</u>	Opening Balance	\$14,544.72	
	Transfer 179	\$10,266.97	
	Gaga Ball Pits		\$8,921.63
	Adventure Works		\$1,471.10
	Adventure Works Bus		\$662.51
	Sports Uniforms		\$1,609.02
	CCFOWR		\$3,089.00
	Prof Jamz Fundraiser	\$252.52	
	Closing Balance	\$9,310.95	
Play Structure: <u>Cat 4020</u>	Opening Balance	\$1,500.20	
	Closing Balance	\$1,500.20	

PRO Grant: <u>Cat 4040</u>	Opening Balance	\$815.09
	Closing Balance	\$815.09

Council Funds Current Balance	\$13,425.98
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Lunch Program Commission	\$198.33 (Sept)
	\$458.16 (Oct)