

ST. MARK CATHOLIC ELEMENTARY SCHOOL

Catholic School Advisory Council Meeting

Growing in skill, wisdom, and strength.

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

Facilitator: Gary Lankowski
Recorder: Claudia Brown / Emily Hartlen

MEETING AGENDA

Prayer & Introductions	G. Lankowski
School Council Chair:	
1. Review of June Meeting	E. Hartlen D. Darcey
Budget Report:	
2. CSAC Budget Report & Accomplishments	G. Lankowski
Introductory Activities:	
3. School Council Executive Appointments	G. Lankowski
4. CSAC Handbook & Council By-Laws	G. Lankowski
Principal's Report:	
5. Liturgical Calendar	G. Lankowski
6. CSAC Web Standards	G. Lankowski
7. CSAC Meeting Dates 2023-2024	G. Lankowski
Committee Activities:	
8. CSAC Committees	E. Hartlen/D. Darcey
9. Grants	E. Hartlen
10. PRO Night Events	E. Hartlen/D. Darcey
11. School Fundraisers 2023-2024	E. Hartlen/D. Darcey
12. Lunch Program (Lunch Box)	C. Newman
Financial Requests:	
13. Teacher Requests	G. Lankowski

<p>Next Meeting → Tuesday, November 28, 2023 7:00 – 8:30 p.m.</p>
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**ST. MARK CATHOLIC ELEMENTARY SCHOOL
CATHOLIC SCHOOL ADVISORY COUNCIL**

"Growing in skill, wisdom and strength."

Minutes of the Meeting

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

Facilitator: Gary Lankowski
Recorder: Claudia Brown / Emily Hartlen

Present: Gary Lankowski, Emily Hartlen, Diana Darcey, Claudine Newman, Claudia Brown, Catherine McCaffery, Geraldine Doerr, Joe Preis, Paula Jacobs, Krysti O’Kelly, Jennifer Grogan, Liz Searam, Michelle Proctor, Chetna Tomar, Praem Mehta, Liz Drolle-Bast, Nancy Lameira, Lisa DeJong

Regrets:

Land Acknowledgement & Prayer were led by Gary Lankowski

Catholic School Advisory Council Chair:

1. Review of June Meeting
 - (a) Gary reviewed the minutes from June.

Budget Report:

2. CSAC Budget Report & Accomplishments
 - (a) Gary discussed the current CSAC budget and accomplishments from 2022-2023.
 - Council was able to support the purchase of gaga ball pits last year, which were successfully installed.
 - School team uniform updates have also been updated.
 - (b) The current balance for each budget line is as follows:

Family Assistance (1101)	\$0
Fundraising (4000)	\$0
CPIC Grant (4030)	\$643.25
Council General (4010)	\$24,811.69
Play Structure (4020)	\$1,500.20
PRO Grant (4040)	\$815.09
Council Funds Balance	\$27,770.23
 - (c) A copy of the September Budget Report is included with the minutes.
 - (d) Gary has encouraged the following transfers and they were agreed by council:

Amount	Budget Line Transfer	
\$500.00	Council General	→ Play Structure
\$10,266.97	Fundraising	→ Council General

Introductory Activities:

3. CSAC Executive Appointments
 - (a) Co-Chair: Emily Hartlen
 - (b) Co-Chair: Diana Darcey
 - (c) Secretary: Claudia Brown
 - (d) Teacher Representative: Lisa DeJong

4. CSAC Handbook & Council By-Laws
 - (a) A shortcut to the CSAC Handbook and Council Bylaw documents have been added to the Google shared folder under the 2023-2024 school year for review and information.

Principal's Report:

5. Liturgical Calendar
 - (a) Gary provided an update on the upcoming liturgical calendar.
 - (b) The first school mass will be on September 27th at 9:30 am at St. Mark Church

6. CSAC Web Standards
 - (a) Standard content for the CSAC section of an elementary school website is (1) a welcome letter, (2) meeting dates for the current academic year, (3) meeting minutes for the current academic year, (4) a list of CSAC members for the current academic year, (5) the CSAC Handbook, and (6) a current CSAC Nomination Form.
 - (b) Gary will work with our Admin Assistant to ensure these documents are uploaded to our school website throughout the school year.

7. CSAC Meeting Dates 2023-2024
 - (a) Future meetings of the CSAC for Saint Mark Catholic School for the 2023-2024 School year will be:
 - Thursday, September 28, 2023
 - Tuesday, November 28, 2023
 - Tuesday, January 30, 2024
 - Tuesday, March 19, 2024
 - Tuesday, May 14, 2024
 - (b) Meetings are from 7:00pm to 8:30pm at Saint Mark Catholic School.
 - (c) Meeting dates, the School Councils "A Guide for Members", the CSAC welcome letter, and the CSAC nomination for additional interested members will be sent out in an October Newswire.
 - (d) Thank you to Michelle Proctor who has offered to develop the council welcome letter and to work with Gary/school administrator to provide council announcements/posters for the monthly newsletter and newswire mailings.

Committee Activities:

8. CSAC Committees
 - (a) Emily provided a summary of the various sub-committees that the parent community can become involved in throughout the year.

- (b) In each committee we will aim to have a “lead” to help facilitate side meetings in between parent council meetings and then the ideas can be brought to council.
- (c) Members of sub-committees do not need to be on council.
- (d) Claudia Brown noted that it would be encouraged for parents to get involved in the subcommittees and try to limit pressure on the co-chairs.

9. Grants Update

- (a) Emily led the work on grants in the past school year. New ideas and support for this subcommittee are welcome.
- (b) It will be important to ensure the grants council apply for have teacher support and buy in, as some require follow up and reporting afterwards.

10. PRO Night Events

- (a) The family PRO night event in May was a HUGE success. It was an evening dedicated to showcasing recent CSAC STEM and board game purchases, guests from the University of Guelph (Wild Ontario) and their wild bird program, and pizza.
- (b) This event is typically held in the spring and must involve the school community.
- (c) Pro grant budget for this school year is \$815.09.

11. School Fundraisers 2023-2024

- (a) Last year we held one large and successful “dancathon” fundraiser.
- (b) We will have to determine how many fundraisers to do; in the past more than one was considered, but a fall fundraiser is not typically well supported with the focus on Terry Fox support-raising and the pressures of the holiday season.
- (c) We still have our smaller ongoing fundraisers (Factory Shoe, Mabel’s Labels, Oliver’s Labels, FlipGive). FlipGive was especially easy and successful last year. A letter outlining how the school community can support these fundraising efforts will be send out through Newswire.

12. Lunch Program (Lunch Box)

- (a) Claudine to continue to manage lunchbox program.
- (b) Last year a few different options were tried, and the lunch program has already been launched with what was being run at the end of last year.
 - Pizza (every Friday)
 - Harvey’s (alternating Wednesday)
 - Subway (alternating Wednesday)
- (c) New ideas are welcome.
- (d) In the past (pre-pandemic) the school was able to run milk program as well, but this is not feasible to reintroduce due to no storage space for product.

Financial Requests:

13. Teacher Requests

- (a) Council is very pleased to have a teacher representative join! Welcome to Lisa DeJong!

- (b) Lisa presented to council the opportunity to support an upcoming leadership program at Adventure Works for students in Grades 7 and 8 who have volunteered to lead intramurals at the school this fall. It is an opportunity to build into and invest in future student leadership.
- Lisa asked for a portion of the funding to be covered (bus).
 - Diana echoed that she had heard this intramural program was seeing great success and involvement from students, and recommended council support the entire cost of the program.
 - Catherine McCaffery motioned for council to cover the full cost of the student leadership program, and Claudine Newman seconded the motion.
 - Total amount of CSAC funds to support this request: We covered the whole amount, \$1,471.10
- (b) Lisa will continue to engage with staff to bring teacher requests forward to council.
- For example, only some teachers used the board game money last year.

The meeting adjourned at 8:30 pm.

Claudine Newman motioned for adjournment and Catherine McCaffery seconded the motion. In-person meetings at the school will continue unless directed to pivot to virtual meetings.

<p>Next Meeting → Tuesday, November 28, 2023 7:00 – 8:30 p.m.</p>
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SCHOOL COUNCIL BUDGET REPORT
 St. Mark School 2023-2024

September 2023

		Credit	Debit
Family Assistance: <u>Cat 1101</u>	Opening Balance	\$0	
	Closing Balance	\$0	
Fundraising: <u>Cat 4000</u>	Opening Balance	\$10,266.97	
	Transfer 179		\$10,266.97
	Closing Balance	\$0	
CPIC Grant: <u>Cat 4030</u>	Opening Balance	\$643.25	
	Closing Balance	\$643.25	
Council General: <u>Cat 4010</u>	Opening Balance	\$14,544.72	
	Transfer 179	\$10,266.97	
	Closing Balance	\$24,811.69	
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 Balance		\$27,770.23	