

St Agnes CES - CSAC Minutes
Monday September 23, 2019

Attendees: Tonya Reesor, Judy Merkel, Melissa Henderson, Karen Maric, Yuly Munoz, Samantha Kohn, Robyn Beresford, Steph Andrews, Michelle Martin, Heather Gawel, Nancy Gawel, Stefanie Cooper, Kevin Cooper, Mark Van Dyke, Jill Duncan, Maryam Latifpoor Kepourtis, Carrie Grudnik, Laura Umbrio, Sarah Kirkup
 Regrets: Leslie Shaw

Item	Time	Details/Action
Opening Prayer	5 mins	<ul style="list-style-type: none"> Tonya lead group in prayer

Focus on Student Achievement/SIPSA

Time:
55 mins

Nurturing our Catholic Community

Introductions: Tonya Reesor - Principal

Judy Merkel - Superintendent in our family of schools. School Board guest to first meeting, and Tonya will have other guests throughout the year. If Tonya cannot answer the question, she may have to redirect to the board.

- Agendas and minutes will be shared on St. Agnes website
- All info is available on the school website calendar - it will be continuously updated. If there is a link, you can add it to your personal calendar.
- Website has been updated with Catholic School Handbook and St. Agnes CES Constitution.
- Meeting dates are all in the calendar.
- Website will be the resource to house all information that is needed.

1. Review of Catholic School Councils Handbook 2017 and APSC001: School Councils

- APB004: School Generated Funds and Fundraising (currently under revision) - link is found on website but not current version. Tonya met with school board auditor last week, said the current version will clarify major and minor fundraisers.
- Hope by Oct meeting that the revision to APB004 is completed.
- Second 'minor' fundraiser has to indicate how that money is used, and outlined if it's ongoing or being spent during the same year.
- What is the purpose of CSAC? CSAC supports student achievement at St. Agnes CES.
- What is the purpose of the fundraising? By Nov 15th, you need to put forward the purpose for fundraising.

2. Suggestion to open a dialogue regarding the St. Agnes CES Constitution to continue to evolve the document. Does not have to be annually. E.g student representative to speak out for the student body creates a different dynamic

3. Review of the 3 laws impacts the school protocols and school management decisions.

- Sabrina's Law - based on student dying at school from Anaphylaxis
 - very clear expectations from school board level, principal, teacher and how the school operates,
 - pertains to both students and staff who have life threatening allergies (e.g people assume it references only tree nuts and peanuts, fact is should be free of any allergen)
 - even a user (gym rental) have to honour the allergens that cannot be brought into the school; (nuts, sesame; dairy, egg, latex)
 - specific stop signs have been posted outside of specific classes with life threatening allergens posted

-hot breakfast was eliminated because we cannot serve eggs in this school to lawfully say school did everything it could to minimize the life threatening allergen

-fact - classes begin gym right at 9:20am and clean up turnaround is not reasonable for custodian

-Nutrition for Learning bin program will run in the classrooms beginning next week Sept 30th. Dry bins and cold bins.

-Volunteers are welcome to help and be involved, especially on delivery day. Tonya is the point of contact running the program with Nutrition for Learning.

-Do not need to change the bins everyday. Cold bins are stocked at lunchtime, get delivered by 1:05pm and use that until afternoon snack and collected during PM recess.

-Parents can opt out of bin program. Opt out is not weekly Can opt out for the year or your child always has access to the bin.

-Parent ask is to share what is ordered for the week

- Ryan's Law- memo shares the Asthma Protocol. Students with asthma are expected to keep the inhaler on them. PPM161 must have a plan of care for 6 different medical conditions added anaphylaxis, asthma, epilepsy/ seizure, diabetes, heart condition, and other. Staff need to know this plan of care and will be trained to respond as outlined in the individual plan for the above 6 different medical conditions
- Rowan's Law- memo for Concussions; Rowan returned to play before she was ready. e.g Why can't you throw a football around on the blacktop. Preventive measures. No flying objects (footballs, frisbees, soccer balls) on the blacktop, must be on the field.
- Staff point of view regarding Protocols: Friday PA Day had to do some training, they will be going through modules that pinpoint the 6 medical conditions.

Creation of an emergency response team that include support staff, as well as teachers

Plan on how to access the team - who do we call, how to respond in a timely manner.

Implemented series of 14 walkie-talkies. Staff are assigned walkie talkie numbers and the communication is critical.

4. Parish Report: visit the St. Agnes Church website for info. www.saintagnescatholicchurch.org

**Time:
15 mins**

Student Engagement, Innovation and Achievement

1. EQAO results

-2018-19 will be available on school website - Click "about us" - under EQAO results "click here for results" hyperlink. Redirected to a school specific page created by EQAO

-On right hand side there is a section called "Reports", can click on the hyperlink. It's a snapshot of the 2017-18 achievement, also has past 5yrs, etc.

-Lots of info on the site, just need to find it and know it is there.

-The 2018-19 has not been updated as of this date. Breaks down primary and junior.

-This is where the CSAC can look to support student achievement

-How these results impact our SIP for 2019-2020 will be at our next meeting

2. EcoSchools

-Gold certified in June 2019. Last year every school in WCDSB put forward the practice.

-Intent is to have the community involved, and need to find staff representative.

-Staff have to submit lesson plans. Mark Van Dyke, parent volunteer lead it last year, but it's vital to have collaboration and teamwork with school member.

-There are opportunities for workshops and grants

3. Healthy Schools: This has not been completed or introduced at St. Agnes CES. Goal for Gold Certification. Program has just initiated today -- door monitors sign the recess equipment out. New process for all of the students and staff.

Time:
10 mins

Building Capacity to Lead, Learn and Live Authentically

1. Subcommittees

- Lead must be a member of CSAC but Sub-committee members are not required to be CSAC members
- Sub-committee work happens outside of CSAC meetings; these are not official CSAC meetings
- Reports are made in writing to CSAC Co-chairs prior to next CSAC meeting
- Melissa Henderson to provide a list of subcommittees with these minutes
- If you had a school management issue, who would you direct it towards? It would be redirected to principal or school board. It is not discussed at a CSAC meeting.
- If a non-executive member of the council has an item for the agenda, contact co-chairs to possibly be added to the meeting's agenda - Co-chairs determine if the item will be added to the agenda in consultation with the principal

2. Selection of Executive 2019-20:

Staff Reps: Karen Maric and Lorie Sorger-Needham will share the role

Co-chairs: Laura Umbrio & Melissa Henderson

Treasurer: Heather Gawel

Parish Rep: Leslie Shaw

Community Rep: no volunteer

Secretary: Maryam Latifpoor Kepourtis

Back up secretary: Nancy Gawel

Parent members: Mark Van Dyke, Stephanie Andrews, Carrie Grudnik, Sarah Kirkup, Stef Cooper, Samantha Kohn, Jill Duncan, & Michelle Martin

*these members have made a commitment to attend all 5 meetings for the school year.

3. Nancy Gawel provided Fitness Frenzy update -- need of guest instructors and Grand Prizes

Time:
10 mins

Financial Report

- Referenced Board Memo APH016: Play Structures - this outlines the equipment and the responsibility, financially, to allocate the money.
 - CSAC has to demonstrate through accounting (SGF) that money is available for repairs every year, minimum \$500.
 - The Board does not pay for the repairs of the climbers.
 - Memo outlines what the reserve funds can be used towards.
- OPHEA safety Guidelines: Rules & Expectations for Playground Structures
 - no longer funded by the provincial government.
 - Teachers and staff have to reference this memo on the expectations of the structures. E.g can't have a hoodie on with strings on the slide. Maximum fall height, etc.
 - Would there be a volunteer to spearhead a long range plan for the structure?
- Playground reserve needs to be clearly established in CSAC funds

Next

- October 28, 2019

Meeting Dates	<ul style="list-style-type: none"> ● November 25, 2019 ● February 10, 2020 ● March 30, 2020 ● May 4, 2020
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Meeting adjourned at 8:10pm
Items deferred to next meeting:
 Discuss how EQAO results impact our SIPSA for 2019-2020 at our next meeting
 Update on use of 2018-2019 CSAC funds
 School Chairs Commissioning Wed Nov 6 at TBD

List CSAC subcommittees

<p>Nutrition for Learning Coordinator Bin Program Fitness Frenzy - Oct 18th, 2019 - lead Nancy Gawel Angel Day - TBD - lead Heather Gawel Feast Day - January 21 Pancake Day - February 25 Welcome Gathering - August 27 2020</p>	<p>Spring Fundraiser Bike Rodeo Mission Day Yearbook - lead Anne Marie Boll (staff) Track and Field?</p>
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