



# Meeting Minutes

Immaculate Conception Catholic School Council

September 29, 2021

*Meeting called to order by Guy Mathieu*

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## **Attendance**

In Attendance: Guy Mathieu, Susan Traverse-Wong, Stella Holloway, Moira Swiatek, De-Anne Szwed, Ellen Balfe, Toni Leclair, Sarah Coulombe, Maggie Paton, Lisa-Lynn Hunter, and Tina Dubois

Regrets: Sarah Tousignant, Meghan Simon, Monique Martin

## **Opening Prayer and Welcome**

- Catholic School Council meeting opened in prayer
- all meetings on Zoom will be recorded for notetaking/minutes purposes
- Catholic School Council meetings always follow a pre-set agenda

## **Approval of Minutes**

-since this is the first meeting, approval of minutes will be done at the November 17, 2021 meeting

## **Nominations and Elections**

- members were all thanked for offering to serve on the Catholic School Council this year
- all members of this year's council introduced themselves to the group
- elections were held and the results of the election can be found in **Appendix A**
- student representatives and alternates will be invited to join this year's council
- a copy of the document "Catholic School Councils – A Guide for Members" will be provided electronically to all council members

## **Financial Update**

- a financial update was provided by the principal to all members
- there were no expenditures to report so far this year
- Parent Involvement funds currently stand at \$783.88
- we are expecting to receive another \$500.00 this year to add to this account
- these funds are to be used to promote parent involvement in the school

## **Report from the Daycare**

- the daycare has worked hard during the summer to prepare for the opening of the school; everyone is working towards a positive start
- at this time, daycare children who have Covid symptoms are being sent home
- if a child from the daycare has Covid symptoms and there are siblings attending the school, the daycare will inform parents that they must notify the school
- it is very busy at the end of the day, however staff members are doing their best to stagger the students to ensure proper social distancing
- in the school yard, the children are permitted to play by the trees
- the sign on the playground equipment (stating that the equipment is closed) was installed centrally in all the schools; it will be removed soon because the playground equipment is now open for use
- due to increased enrolment at the school, one of the classrooms shared between the school and the daycare has been converted to a regular classroom (Mrs. Adler Gr. 2/3)

## **Report from the Principal**

- the main focus this year is to gradually start bringing back a sense of "normal"
- we are using a cautious and gradual approach to bring back as many programs and services as possible, for example mixing cohorts at recess, lunch services (pizza to start in October), monthly calendar and newsletter, extra-curricular athletics program (basketball to start this fall), spirit wear (King Sportswear will use our new athletics logo), Virtue of the Month recognition of students
- so far, there have been no cases of staff/students testing positive for the virus
- Covid-19 board documents and resources can be found on the board's website at [School Reopening Information for 2021-2022 – Sudbury Catholic District School Board \(sudburycatholicsschools.ca\)](https://www.sudburycatholicsschools.ca)
- the board will finalize the installation of the school's new sign with the board logo early this fall
- there are many areas on our school website that parents can access to make sure they are kept in the loop, including "Letters to Parents", "School Calendar", "Athletics", etc... [Immaculate Conception Catholic Elementary School – Home of the Cougars! \(sudburycatholicsschools.ca\)](https://www.sudburycatholicsschools.ca)
- parents will be invited to sign up to receive paperless communication from the school; we are expecting a positive uptake on this option
- transition to Bishop Alexander Carter and Marymount went very well for our graduating students

- Gr. 6 students who went to Bishop Alexander Carter were among the first cohort of students to attend the school this year – there was a grand opening celebration held in September; this was highly publicized by the school and the school board
- enrolment at Immaculate has increased significantly this year, from 200 to 229 (enough to open a new classroom & continue to offer the French Immersion program)
- there are only 5 students who are learning online this year; everyone else has chosen to learn face-to-face this year
- some of the immediate challenges we are currently facing include: class cohorting (no student helpers permitted in other classrooms indoors), shortage of educators and other replacement workers, record keeping for the purposes of contact tracing, Ministry and school board reporting requirements, managing student attendance/illness, students maintaining social distance
- a Health Unit nurse is assigned to our school again this year (serves as a resource to the principal)
- celebrating our faith – school masses and prayer services currently being held online
- sacramental preparation information will be shared with parents when received by the parish
- the secretary at St. Kevin’s parish has been very diligent in keeping in touch with the school
- it will be a very busy year; the staff is quite excited about bringing back many services and opportunities to the students
- the children appear to be happy and excited to be back in school

### **Round Table Discussion**

- involving the community in the discussion of educational issues is highly valued
- it is important for everyone to always follow protocol and practice kindness
- communication with parents is done in a variety of ways in the hopes of reaching everyone (e-mails, website, social media, hard copies)
- what are some of the pressing needs parents and students are facing right now?
- there was a questions around how the outdoor supervision of students will be handled this year; the principal explained that for the most part, supervision is provided almost at a ratio of 1 supervisor per cohort – the various play areas will gradually be combined, and the staff will evaluate its effectiveness and make adjustments accordingly
- there was a question around why students cannot wear a medical grade mask; the principal explained that the children are required to wear a cloth mask at a minimum, however if they wish to upgrade to a medical grade mask they may certainly do so

### **Fundraising Plan**

- we are planning to offer some food services this year (pizza to start in October)
- we are hoping to do a book fair later on in the year (possibly in the spring)
- at this time, parent volunteers are not allowed in the school unless they can show evidence of being double-vaccinated and have a criminal background check on file

- we may soon be looking for volunteers to help us out with the Fruits and Vegetables program (will hopefully begin in late fall)
- spirit wear will be made available to staff, students, and parents this fall
- we are looking at purchasing a quality speaker for each homeroom
- fundraising for the speakers will be held during the course of this school year and will be integrated into our fundraising plan (some ideas around fundraising were discussed and will be finalized at the next meeting)

### **Future Meeting Dates**

- Wednesday evening works for most members of the Council
- meetings will be held every 6 weeks or so on Wednesdays at 6:30 p.m.
- minimally, there will be 2 meetings before and 2 meetings after Christmas
- parents will be offered extra opportunities for participation in board-wide events
- our next meeting will be held on Wednesday, November 17, 2021

## CATHOLIC SCHOOL COUNCIL MEMBERS

Date: September 29, 2021

| SCHOOL                | TEL. NO.       | FAX. NO.       | EMAIL                                |
|-----------------------|----------------|----------------|--------------------------------------|
| Immaculate Conception | (705) 897-4483 | (705) 897-7512 | immaculate@sudburycatholicschools.ca |

| CATHOLIC SCHOOL COUNCIL EXECUTIVE MEMBERS |                     |          |                |
|---|---------------------|----------|----------------|
| POSITION                                  | NAME                | TEL. NO. | E-MAIL ADDRESS |
| Principal                                 | Guy Mathieu         |          |                |
| Vice-Principal                            |                     |          |                |
| Chair/Co-Chair                            | Susan Traverse-Wong |          |                |
| Chair/Co-Chair                            |                     |          |                |
| Vice-Chair                                | Stella Holloway     |          |                |
| Secretary                                 | Moira Swiatek       |          |                |
| Treasurer                                 | De-Anne Szwed       |          |                |

| MEMBERS                           |                                |
|-----------------------------------|--------------------------------|
| Parent Representative             | Ellen Balfe                    |
| Parent Representative             | Sarah Tousignant               |
| Parent Representative             | Toni Leclair                   |
| Parent Representative             | Sarah Coulombe                 |
| Parent Representative             | Maggie Paton                   |
| Parent Representative             | Meghan Simon                   |
| Parent Representative             |                                |
| Staff Representative              | Lisa-Lynn Hunter               |
| Student Council President         | N/A                            |
| Student Council Alternative       | Mason Mailloux and Avary Derry |
| Student Representative            | Noah Maxwell and Delila Coutu  |
| Parish / Community Representative | Tina Dubois                    |
| Teacher Representative            | Monique Martin                 |
| <b>TOTAL</b>                      | <b>18</b>                      |