

**BISHOP ALLEN CATHOLIC SCHOOL ADVISORY COUNCIL**

**Summary of Meeting of November 27, 2007**

**In Attendance**

Susan Sillery

Don Walker

Mark Stadnyk

Andrew Kwiatkowski

Krystyna Dix

Jane Fleming

Barb Di Santo

Jane Suban

Denise Mucha

Marie Couture

Lucie Jabour

Liz Sabatino

Doris Ciaravella

John Grassby

Art Hileman

Susana Rodrigues

Chester Budziak

Meeting opened with a prayer.

1. Motion to accept October 30, 2007 Summary made by Andrew Kwiatowski. Seconded by Marie Couture.
  
2. There was no Student Council report tonight.
  
3. Treasurer's Report. Marie reviewed her handout with those present. With respect to the Parent Involvement Fund, the school is to write a cheque for \$500.00. There are further funds available, but an application must be made for them. This money has to be spent by September 2008.

4. Parent Involvement Conference. John Grassby spoke on this. He recently attended a conference where a speech was given by the Minister on how to conduct your own conferences within your community. He left conference early as it didn't offer a lot of practical suggestions. He prepared a list for review and comments which was handed out.

Suggestions made at tonight's meeting – generate a list of interested parents and their professions to use as a resource, approach various associations to get information from them. Another suggestion was to have a Career Day at the school. Ms. Sillery advised that Career Days used to be common practice in schools but have since been replaced by guest speakers in individual courses and by the compulsory Careers credit in Grade 10. Career guidance and counselling are a major area of responsibility of the Student Services Department and of the Co-Op Department. Teachers also have a responsibility to acquaint students with career opportunities related to their subject area. Counsellors use different formats, one of which is to group several classes in the Chapel to hear one or more speakers on a particular career area. General discussion was held on this – perhaps send e-mail to parents to ask if they would be interested in participating? The parents at this meeting were in general agreement that e-mail in this regard should be sent out. Another idea would be to included with the final report card, or to be put in the next newsletter, an invitation to parents to complete a form indicating their occupation and their willingness to speak with students or classes. It could also be put in the June mailing to the incoming grade 9's, and/or as a hand out to students in February when they submit option sheets. As to the suggestion of sending an email to all parents, the admin has not sent a general email to all parents and was not clear as to whether the system had the capacity to do a general email distribution. Mr Grassby seemed knowledgeable in this area and Ms Sillery welcomed him to advise the admin as to some of the technical aspects should the admin wish to send such a blanket email request to parents.

5. FOBA update – Andrew Kwiatowski. The first FOBA meeting was on November 20, 2007. A letter concerning the meeting went out to parents with the report card. A table was set up for parent/teacher interview night. To date almost \$3,000.00 has been raised. Individual donations have ranged from \$25.00 to \$500.00. Allocation for this money has not yet been discussed. Question asked – how can FOBA continue to grow, i.e. bring closer to CSAC so CSAC and FOBA work hand in hand? To do this the FOBA Constitution has to be amended accordingly, and the amended copy will be voted on at the December 17, 2007 FOBA meeting. This will be mailed to CSAC members. Next meeting is December 17, 2007, at which time elections will be held. All positions will be voted on. FOBA wishes the administrative part to be handled by parents, and teachers will be on the executive as an advisory body. As of today, FOBA has been added to the school website. Also added to the website – next year is the 20<sup>th</sup> anniversary for Bishop Allen. An Alumni link will be up and running in the first quarter of 2008. This year's grade 12 students will be asked to put their names on the list. An alumni committee can maintain the list.

6. Teacher Representative Report – Michael Wahbi. – A \$1,000.00 grant was awarded to ESP. Mr. Stadnyk has been advised. Debate Team will be participating on December 1<sup>st</sup>. Ms. Sillery asked how the new parent/teacher night went? Suggestions – maybe it could wrap up by 8:00, and afternoon times were too early. Ms. Sillery advised that the plan for Semester 2 is to only have an evening session. General discussion held by group present.

7. Principal's Update – Susan Sillery

- (a) Principal Profile – this is due January 31, 2008. We can look at it now or revisit it. Mr. Hileman suggested that CSAC parents can e-mail their input to him.
- (b) In response to a request to speak about security in the Phys.Ed change room, Ms Sillery said that guidelines are in place. The procedures are sound but at times they are not followed, the change room is left vulnerable and theft has occurred.. The change room has two doors: one leads to the main hall; the other, to the gym. After the students have used the change room in preparation for a class or a game, the teacher or coach needs to ensure that both doors are locked. Late comers should not be admitted, or admitted only if supervised. A breakdown occurs if one of the doors isn't locked or if it is unobtrusively jammed for easy entry. Concerning the evening caretakers – they said that they don't leave the doors of the phys ed change room ajar. Suggestions were made to improve security – doors can be switched to one exit only and one entrance only. Doors can be fitted electronically to light up when they're ajar. Ms. Sillery advised that they will be talking to teachers and coaches again concerning security issues in the change room. Other suggestions – maybe put half lockers in the change rooms to put belongings? In addition to the procedures for securing the change room, students are repeatedly told that valuables should not be brought into the change room and that locker combinations should never be shared with others.

A parent had a question concerning the boys' washrooms – Are only two out of the six boys' washrooms open? Ms. Sillery asked Mr. Stadnyk to check with the caretakers. As to the number of washrooms in the school, Mr. Walker mentioned that an assessment was done prior to the cafeteria construction and the school admin was told that the number of washrooms is in compliance with the by-laws.

On December 6<sup>th</sup> the Board has invited a team to attend to hear Archbishop Thomas Collins speak.

Festival Dinner for refugee families is on December 10<sup>th</sup>. Approximately 300-400 people attend. It's held in the cafeteria and students cook the whole meal. The school Christmas Masses are on December 19<sup>th</sup>. December 21<sup>st</sup> is the last day of school before Christmas break. It will be a short day that will include a variety show .

December 21<sup>st</sup> is the teacher Christmas luncheon. Mr. Hileman made a motion to have a cake sent for the luncheon compliments of CSAC as token thank you. Mr. Kwiatowski seconded it. All were in favour. Cost would be about \$100. Ms. Sillery thanked CSAC.

Other business – Mr. Hileman received a letter from McCarthy's stating that the school admin must notify McCarthy's by Nov 30, 2007 of any uniform changes requested for Sept 08. Ms. Sillery said that the school admin is not asking McCarthy's for any changes to the school uniform.

Next FOBA meeting is December 17<sup>th</sup>.

Next CSAC meeting is January 15, 2008.

Meeting adjourned.