

BISHOP ALLEN CATHOLIC SCHOOL ADVISORY COUNCIL

Minutes of the September 28 2010 CSAC Meeting

In Attendance

CSAC (2009/2010)

Staff/Students

Others

Art Hileman
Aoife Humphreys
Andrew Kwiatkowski
Krystyna Dix
Maureen Gomes
Lucie Jaboar
Denise Williams
Anne Walsh Rieger

Adrian Della Mora
Don Walker
Jen Smolders
Mary Keenan
Joshua Calafato
Michael Kim

Joanna Bak
Christine Kwiatkowski
Josie Allen
Adam Coote
Chester Budziak
Audrey Butrimus-Halpin
Valerie Devine
Connie Gemma
Enzo Lo Faso
Anna-Maria Lo Faso
Marisa Neim
Martha Yurcan
Walter Daschko
Deirdre Mackintosh
Mary-Jo DeQuintal

1. Opening:

Meeting opened with a prayer.

Mr Della Mora expressed thanks to Art for all his service on CSAC over the years as he will no longer be a parent at the school.

2. Adoption of Minutes from the May 25 2010 Meeting

Minutes of the May 25 2010 meeting were circulated for review. No revisions noted. Aoife Humphreys moved to accept the minutes and Lucie Jabour seconded.

It was suggested that in order to be more environmentally friendly, hard copy minutes be no longer circulated at the meeting. The minutes will be published on the web site as “unapproved minutes” after circulation amongst CSAC council. It is expected that any interested parties review on-line prior to the next meeting. It should then be matter of approving the minutes at the next CSAC meeting. This suggestion was accepted by the group.

3. Chairs Report (Art Hileman)

- Art presented attached annual chairs report for 2009-2010 year for review by group – see Appendix A attached

4. Student Rep Report (Joshua Calafato & Michael Kim)

- School Dance held last week and was very successful
- Spirit wear orders are in place
- Proposing to run golf tournament to raise funds to be used by school. Tentatively looking at June 2011. For staff, students and alumni.
- This is year 22 for the school and initial plans are in touch to get in touch with Alumni for a celebration in 3 years for the 25th anniversary of the school.

5. Teachers Report

Jen Smoulders presented – see Appendix B attached

6. Principals Update

Presented by Mr. Della Mora

- Mr Della Mora acknowledged the work by Ms Smolders, Mr. Wilson and the student volunteers in organizing this year's grade nine Muskoka Woods Orientation Camp experience. He also highlighted specific activities (barbecue, club day, curriculum night and dance) designed to ease our grade nine students' transition to high school.
- Scholarships: Mr Della Mora advised that information relating to a diverse range of scholarship was shared at grade level assemblies. A Facebook group has been established within the school and is run by guidance counselling staff. It was setup last year and has proven to be a great way to keep students informed about scholarships, upcoming deadlines, contests and general graduation-related information. About a third of the graduating class belonged to the group last year and counsellors hope to increase student participation rates this year.
- Mr Della Mora presented a PowerPoint to share identified goals and priorities for this academic year. Topics included:
 - Three hallmarks of Service, Leadership, and Excellence to be put on the walls at the front of the school to allow all students and staff to be reminded daily of these hallmarks.
 - Philosophy of No Regrets! Encourage students to know and find out information and expectations ahead of time.
 - Contentious student issues such as late arrivals, uniform, garbage, visitors, safety, suspensions and class ejections are measured so improvements can be tracked and monitored

Plan to invest in technology; modeling and self-advocacy

Owning achievement – introduction of late policy for assignments. Posters detailing the Bishop Allen late assignment policy now posted in all classes for all students to see. Gives students expectation that assignments should be submitted on time with reasonable consequences assigned if a student deliberately hands in work late. See Appendix D for copy of the class poster.

Also trying to invest in staff wellness awareness – lunch and learn sessions on health, yoga etc,

Sustained investment in tri-school TLCP (teaching and learning critical pathway) targeting grade 9 and 10 applied level Science, English and Geography – shared with Michael Power and Father John Redmond

- Mr Della Mora proposed a once a month late start in order to allow staff to engage in professional dialogue and guided data-based review. A scheduled which provided minimal instruction to class time was presented and unanimously approved by CSAC. Dates would be scheduled for the year and parents advised via a letter. A synervoice message will be sent home each month 2 days ahead of time reminding parents of the late start.
- In relation to the late start proposal two suggestions were recommended; (i) that it be made very clear in the communication to parents exactly what the scope and specific goals will be for the teachers as well as highlights of the outcomes; (ii) that this be evaluated by CSAC in 4 months.
- CSAC request for funds – will look to sustain same support as in previous years.
- Anne Walsh-Rieger extended thanks to the staff and students for the Muskoka Woods trip and all the other activities designed to make the grade 9s feel welcome.

7. Treasurer Report

Lucie Jabour presented.

- Accounts closed at end of year and funds transferred to school accounts.
- Audit report remains to done and will be presented at the October meeting.
- Art explained that in previous years school would give CSAC its share of funds and then CSAC would write a check back to the school after it had been approved. It was agreed last year that effective September 2010 this would no longer occur. The school administration will report to CSAC on how the funds are allocated.

8. FOBA Update (Andy Kwiatkowski)

- Explained FOBA (Friends of Bishop Allen) is the fund raising arm of the CSAC. It is a registered charity.
- Previously FOBA met separately but this year it is being incorporated into the CSAC so that parents can be more aware and involved in FOBA activities.
- Previously FOBA funds have allowed the school to purchase projectors, monitors, computers, display board, TVs etc for the benefit of students which was over and above that provided by the school board.
- FOBA can offer charitable receipts for gifts in kind, donations etc.
- Opportunity for parents to get involved

- All monies raised go directly back to the school and students
- Audit of the FOBA books for 2009/2010 is also pending.
- FOBA registered with United Way and Canada Helps and donations can be made through those organisations. Corporate donations can also be made directly by check etc
- Valerie Devine advised she has received a \$500 from RBC as an Employee Volunteer Grant in recognition of volunteer work done by RBC employees in their local communities
- As an example of uses for these funds, Mr Della Mora spoke to the potential to have a projector in the cafeteria for notices to the students to be seen daily.
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9. FOBA Treasurers Report (Anne Walsh-Rieger)

- Anne presented financials for period Sept 1 2009 to August 31 2010. Anne volunteered to prepare the Registered Charity Information Return at no cost this year (to negate the \$350 for each year over the last two years). Jody Rathgeber has agreed to review the Return and the Financials as an objective third party.
- Increase in donations between 2009 and 2010 years doubled. Andy advised this was a resulting of a mail campaign directly to parents (as opposed to back-pack mail which seldom makes it home!), and the accessible for donations through Canada Helps and The United Way.

See Appendix C for FOBA financial reports as presented.

10. Elections of CSAC committee

Art explained that to be on committee, need to commit to attending meetings throughout the year.

CSAC committee is made up of 12 people as per the CSAC constitution for Bishop Allen. There were 14 nominations/volunteers from within the group. The group accepted these 14 nominations and agreed to amend the CSAC constitution to allow 14 voting members.

The election of the CSAC executive then commenced.

- Chair: Anne Walsh-Rieger nominated Andy Kwiatkowski and Josie Allen seconded. There were no other nominations. Andy accepted position as Chair.
- Vice-chair: Valerie Devine nominated herself. Adam Coote also nominated himself. It was proposed to amend the CSAC constitution to allow 2 vice chairs. The group approved this. Valerie and Adam both accepted the position of co vice-chair.
- Treasurer: Andy Kwiatkowski nominated Anne Walsh-Rieger as treasurer There were no other nominations and Anne accepted this position.
- FOBA Chair: Andy Kwiatkowski nominated John Grassby as Chair of FOBA and advised that John has agreed to accept this position (John was away on business). There were no other nominations.

- Secretary: Aoife Humphreys and Venita Indewey nominated themselves to share position as co-secretary again this year. (Aoife advised that Venita had advised she was willing to do this) There were no other nominations. Aoife and Venita accepted the position.

Subsequent to the elections the 14 member CSAC committee for 2010-2011 is as follows:

1. Andy Kwiatkowski (Chair)
2. Adam Coote (Co Vice-Chair)
3. Valerie Devine (Co Vice-Chair)
4. Anne Walsh-Rieger (Treasurer)
5. Aoife Humphreys (Co Secretary)
6. Venita Indewey (Co Secretary)
7. John Grassby (FOBA Chair)
8. Krystyna Dix
9. Josie Allen
10. Joanna Bak
11. Marisa Neim
12. Audrey Butrimas-Halpin
13. Deirdre Mackintosh
14. Mary-Jo deQuintal

11. Open Forum

- N/A

12. Adjournment and Next Meeting

The meeting was adjourned at approximately 8:40 pm. Next meeting – October 26 2010 7pm.

13. Appendix A

Chairs Annual Report for 2009-2010 as presented September 28 2010



Sept 28 2010 Chairs
Annual Report.pdf

14. Appendix B

Teachers Report Sept 28 2010



Sept 28 2010
Teachers Report.pdf

15. Appendix C

Updated FOBA Income Statement and Financial Reports for period Sept 1 2009 to Aug 31 2010



FOBA Financials
2010A.pdf

15. Appendix D

Bishop Allen Late Assignment Policy Sept 28 2010



Sept 28 1010 Late_
Policy_5.pdf