

**St. John French Immersion Catholic School**  
**Parent Council Meeting minutes**  
**October 27<sup>th</sup>, 2009**

**In Attendance:** Kelly Todd, Judith Mackay Pepe, Lara Chaloner, Greig Archibald, Idalia Pimental, Philip Squire, Tony Sousa, Toni Mc Neil, Anna Dzongowski, Veronica Major, Anna Gladysz, Win Braunsch, Mona Keller, Daniela Albert

**Regrets:** Michelle Carty, Cindy Howard, Daniel Barker, Christina Antal, Kevin Taylor, Carrie Culloden, Mary Anne Ryan, Teresa Luminoso

**Opening Prayer:** Win Braunsch – Prayer to the Holy Spirit

**Approval of Agenda:** 1<sup>st</sup> – Kelly Todd  
2<sup>nd</sup> – Daniela Albert

**Approval of September's minutes:** Not complete. Michelle was waiting to hear back from Phil Squire and Daniel Baker's report. September's minutes to be tabled at November's meeting for approval.

**Mandate and role of Council members:** needed as not everyone is aware of the mandate and roles of council members.

**MANDATE: PURPOSE**

2. (1) The purpose of school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents. O. Reg. 612/00, s. 2 (1).

(2) A school council's primary means of achieving its purpose is by making recommendations in accordance with this Regulation to the principal of the school and the board that established the council. O. Reg. 612/00, s. 2 (2).

**Role of Council Members**

- **Chair**
  - Arrange/chair meetings
  - Prepare agendas
  - Facilitate resolution of conflicts
  - Communicate with school principal
  
- Parent representatives
  - Contribute to discussions
  - Participate in Committees
  - Observe council code of ethics and bylaws
  
- Principal
  - Acts as a resource on laws/policies of school boards
  - Distributes ministry material pertaining to parent councils
  - Solicits views and considered recommendations by parents

**Parent Council Goals**

- Need to set goals so we can focus on certain items instead of all discussions. Perhaps we can set goals that are in conjunction with school goals.

- Need to think about this as some parent councils have been turned into fundraisers. We are not fundraisers. Need to make recommendations to make the school better
- Purpose of council meeting has now moved away from discussions on all teams. If you want to be part of a team and discuss those items they can be done on those set teams and the team chair can provide updates at council.
- What about safety of the children? Should be in mandate?

## Principals Report

- **Staffing** – Mme Wadsworth is set to return to SK on Nov 4; we are grateful for Mme Horrell's help! Noon hour supervisors are: Kathy Fiddick (with supervisory duties), Dawna Kelledjian, Marie Muloko, Nancy Nelson. Mme Sabrina Maxfield, our EA, is also helping us at the park with noon hour supervision. We have 4 'stagiaires' – student teachers at St John for their first practicum; they are with Mme St Laurent, Mme Vuylsteke, Mme Lima & Mme Cardelli; We also have a coop student, Sebastian Kowalczyk and a new volunteer starting on Thursday, Mme Erica McKenzie; Janet Smithson, who has been our outstanding volunteer over the past few years will not be helping us this year for health reasons.
- **Building** – game lines were to be painted on the pavement last Sunday, but... OLOC mass parking prevented that. Many thanks to the parents who came out Sunday to improve our garden at the front of the school (thanks to these families! – Chaloner-Mertens, Webb-Smithson, Zwerello, Ornato). Our tree was planted last Monday! (paid with the Ugly School \$500) – It will bring nice shade & a great place to be. A 'welcome to our yard' ceremony is in the planning stages. Water sample tested show 4.2 parts per billion with the acceptable limits at 10 ppb. M. Gutierrez does a minimum of a 5 min flush daily following ' St John Water Flushing Protocol'. As per the last meeting request, the pipes coming into the building are not lead, but galvanized copper.
- **Faith in the school** – Our next school mass will be next Wed Oct 28, led by the class of Mme Chung; Virtuous reality will be Thurs Oct 29 at 10:55 – the virtue is integrity.
- **Extra Curricular** – Cross Cross Country Terry Fox runs were very successful, thanks to great staff support & organization by Mme Vuylsteke. The boys soccer tournament is soon – thanks to M Mazurkiewicz; the boys & girls volleyball is going well with both teams continuing to improve. Mme Camirand & Mme Smith-Kelly have begun work with our Healthy & Safe school committee, with our Orange & Vert day this Wed Oct 28.
- **School Improvement Planning** In keeping with our School Plan, divisions have either started or about to start activities targeted to improve student spoken French; each division has an activity geared to that group's needs. As there is no existing common assessment (such as PM Benchmarks or EQAO), teachers are creating ones suited to our needs.
  - SK & gr 1: do an oral conference based on a level A-1 (beginner level) activity in the Common European Framework of Reference;
  - Gr 2-3: in final stages of planning
  - Gr 4-6: focusing on specifics of pronunciation; student work is being recorded thru technology, so that teacher moderation can occur.
  - Gr 7 – 8: in final stages of planning, but seek to have students demonstrate their oral proficiency thru technology, having them speak to an illustration with set questions.
  - Following these pathways, teachers will be provided with a ½ day each of in-school pd time to moderate and set common approaches and expectations for student work.
- **Reminder of School Focus** –

- \* Bridging the gap between church and school
  - \* Increasing consistency in the use of spoken French
  - \* Increase exposure to French reading, where students orally express reactions to texts read
  - \* Increase student exposure to meaningful tasks related to numeracy
  - \* Effectively transition students through divisions to High school
  - \* Increase awareness around CFI issues pertaining to the cultural, learning and socio-economic diversity of our students as they strive to pursue their CFI education
- **Technology in the school** – The data projectors are installed in gr 7 classrooms (ceiling mounted) and being used. The SmartBoard continues to be well used & we are still waiting for the new cart to arrive for the document camera. 4 new dvd players were just purchased for classroom tv's.
  - **Raising our visibility** - Wilma deRond has encouraged principals to invite politicians to school events to promote catholic education. Any ideas for this are welcome.

### Vice Principals Report

- EQAO report from M. Baker. Win has a copy of report. Marks are in and on the website

### Lock down drills & Fire drills

Safety continues to be our number one priority at St. John's. It's a well establish practice at St. John's to promote a safe environment through the participation in fire drills (*last one Oct. 8<sup>th</sup>*). At the beginning of November, we are introducing lockdown drills on a more frequent basis in our security practices. At the last staff meeting (*Oct. 9, 2009*), we spoke about our emergency plan in case of a *lockdown*. The *Code Red* is used for lockdown *i.e.* – *there is an intruder in the school who is armed and dangerous. In this case, all staff and students should get out of the hallways, close and if possible, lock door of the room they are in, move away from windows, take cover and remain calm and quiet. In these cases, it is imperative to remain calm and quiet.* This protocol was established in agreement with the *Safe & Healthy Schools* and the *Emergency Response Plan*. Lockdown drills are conducted routinely across schools in our board. Teachers have already revised our lockdown protocol with students, and numerous classes have already practised it many times. Our students are prepared to approach this new learning with the careful attention it deserves and are ready for the first lockdown drill.

**Question:** what about tornados...what do the kids do then?

- 1<sup>st</sup> drill is an intruder drill – “**Code Red**” is used for an intruder drill.
- 2<sup>nd</sup> drill will be a tornado drill?
- What do the kids in the portables do? – All the kids go in the hallways.
- Some parents are concerned that their kids were “freaked out” over the lockdown drill and wanted to know what was being done to prepare the kids. The principal assured parents that the children were being prepared to understand procedure and reassured parents that teachers were working with the kids to keep it calm.

### Safe & Healthy School Committee

St. John French Immersion won the Healthy Living Champions Award (and a cheque for \$120 won – ½ goes to snacks for cupboard, ½ goes to school equipment). Mme Camirand represented us at the Celebration Breakfast & Safe and Healthy School Committee last October 14<sup>th</sup>. The Healthy Living Champions Award is given to elementary schools in Middlesex-London for their outstanding commitment to physical activity and the promotion of healthy eating. St. John is one of the 76 elementary schools in London and Middlesex that received this award in the 2008-2009 school year. Our Healthy School Committee is very active in the school (e.g. Walk to School Day and activities,

Green and Orange day this Wednesday, etc.). Those 15 students, lead by Mme Camirand and supported by Anita Black (*health nurse*) are making an enormous impact in our community.

#### **Question**

*– Is there no parent reps at safe and healthy school committee, & school improvement committee – Tracy Critch used to be the parent rep. Mme Braunsch will follow up.*

#### **Sabrina's Law: An act to protect Anaphylactic Pupils**

This law helps to protect pupils with life-threatening allergies and to create a safe and healthy school environment. We received an updated Anaphylaxis Resource Kit on Monday (*October 26, 2009*). Included in the new kit is information from a variety of sources (DVD, auto-injector training device, posters, etc.). We have many students with life-threatening allergies at St. John's and our staff is trained each year to use an EpiPen. The kit will also be presented at the next staff meeting. St. John's is committed to the safety and well being of all students and for that reason we have developed a system where posters of students with life-threatening allergies are available in different areas of the building (classes, staff room, intranet system (i.e. first class). Our school is in accordance with Sabrina's Law and the policy code J 5.8 (Student safety and welfare – protection of anaphylactic of anaphylactic students) from the London District Catholic School Board

#### **H1N1, pandemic planning and cleaning**

Additional cleaning requirements to assist with the prevention of spreading the flu virus were implemented since our last meeting. Gustavo, our custodian, has been asked to complete the sanitizing of all backs of chairs and desk tops on a daily basis, and touch points: glass in entrance doors, push plates, phones, keyboards and computers, etc.

We have sent home (*Friday, October 23*) information about Pandemic (H1N1) Influenza Vaccination Clinics for High Risk Individuals. Visit the website [www.healthunit.com/h1n1info](http://www.healthunit.com/h1n1info) for more details.

Staff members know and are asked to continue to follow these protocols: wash your hands with soap and warm running water for at least 15 seconds or, if water is not available, use an alcohol-based hand sanitizer; cough and sneeze into a tissue or, if a tissue is not available, your sleeve - and not into your hands. Dispose of tissues immediately and follow-up with hand washing using soap and water, or an alcohol-based hand sanitizer; keep commonly touched surfaces and items clean and disinfected; don't share personal items such as eating utensils or drinks

#### **Questions**

*– Where are we at with rate of illness? We hit our peak as to the number of children sick that have been reported. When you hit 23%, the board contacts the health unit. Protocols were put into place to get this under control i.e. kids were sent home if signs of sickness. A lot of concern as to the high numbers. This was 1 or 2 days, but the numbers have come down*  
*– Do we have something in place to replenish the hand sanitizer as it's being used frequently. We have a good stock of sanitizer. The only downfall of the sanitizer is that it's wrecking the floors.*

#### **Teachers report – Mme Pimental**

- Hot lunches – please remind pizza and hot lunch distributors to arrive before 12:15.
- Milk orders – some issues. Can we remind teachers to send it out before the beginning of the month.

#### **Chair Report – Anna**

- New hooks that release are available to schools at a cost of \$14.99. These brightly coloured safety hooks were developed by the father of Miles Neuts after the tragic accident which caused the death of Miles. The info flyer will be kept on file in case we would like more info about purchasing them in the future. People of education – sent a questionnaire

- “Parents for Education” sent out a survey to all Parent Councils that they have chairs to fill in and send back. It is like a census to see what we are doing, how often we meet, how many member etc. I will fill it out and send it back on council’s behalf.
- Teacher’s award – Lara forwarded e-mail. We can nominate teachers that our deserving. Ontario Ministry has a variety of award categories.  
<http://www.news.ontario.ca/edu/en/2009/09/nominations-open-for-top-educators-in-ontario.html>
- Veronica (vice-chair) presented the possibility of a survey to be conducted to identify if the new TVDSB site would pose a threat to our enrollment. Do we ask the board for another Catholic French Immersion School. – A request has already been made. The Province makes the decision. Lara has a copy of the old survey if we want to revise it. Perhaps the Board Watch committee can be responsible for this survey. Communications team would be happy to distribute the survey.
- Bylaws – No one has seen this yet. Do we want to draft new ones? Lara to e-mail Sharon for bylaws. Phil says that district council bylaws are ridiculous. Phil can draft bylaws. Win will look for past bylaws.
- Next step for the council – Would we want to invite the Superintendent Sharon Wright Evans to our meeting
- Please send all items to Veronica and Anna as they will be doing the agenda going forward. Please forward info at least 7 days prior to the next meeting.

**Catholicity team** – Nothing to report

**Communication team** –

We will be meeting in November to develop a plan for the year and delegate responsibility. Until then, we are looking to coordinate our communication to the community more effectively and, on the advice of the Vice Principal, have developed a newsletter from council. We are currently working on the idea that it will be published every three months. And we will continue to update the website. We welcome anyone who is interested in developing a communication plan and remind the council that we are trying to coordinate all communication to the school community—so if you have something that you would like on the website or would like in the newsletter, send us an email so we can make it happen. *No concerns*

**Green team**

We are happy to report that THE TREE was planted on October 19<sup>th</sup> and seems to be doing very well. Yahoo!

We have a meeting planned for November, likely the 11<sup>th</sup> but will confirm by email and post to the website. Anyone interested please let us know...the more, the merrier.

**Board Watch team** – Phil Squire

- Phil contacted the rest of the committee with regard to making a presentation to the Board on the need for a new French Immersion school. As of this date he has not received any responses.
- District Council met on Tuesday October 20. The new Co-Chairs are Linda Steel and Mary Lou Van Berkel. Phil was elected as one of two Vice-Chairs.
- The Council has made a submission to the Board on the new Field Trip policy. Phil can provide copies upon request.
- The Parent Learning Forum was held on Saturday, October 24. This was a co-operative effort of our Board and the Thames Valley Board.
- The Council will be making submissions on proposed changes to the Elementary School Curriculum. This is a very important issue for all of us.

- The Program Committee of the Board is being re-imagined. The proposal is available on the board site.
- The London District Catholic School Council annual general meeting and commissioning ceremony is scheduled for Tuesday November 17 at 7:00.
- The Habitat for Humanity Project is underway. Phil hopes to get St. John's involved as he is on the Board of Habitat. Habitat for Humanity – LDCS is part of the team. Members of St. John's can do a loonie drive or messages to the family. – 2010 project. Build is set for the fall of 2010. Youth Ministries, UWO ministry, LDCS and Habitat for Humanity or all part of this.
- The Board has funding for a new high school and it is expected to be built by 2012-2013. This will lead to a city wide ARAC for high schools which will be very complicated and contentious. New Catholic High School being built in the North West. Goal is to eliminate portables in the Catholic High Schools.
- Phil does not want to make the presentation to the board but will help anyone that does.

## **New Business**

### **Lead in the water**

- The city said it wasn't lead pipes going into the school and that the city's feed pipe in front of the school has already been replaced so it also not lead. Principal brought the lead readings from flushed water. The readings for standing water are requested. We were a school with one of the highest lead readings when the testing started a few years ago. The principal indicated that our readings are dramatically better than at that time. The question remains, where is the lead coming from if the city water line in the area has been replaced and the building's feed pipe is not lead?

### **School Calendar**

- Dates for interviews? One evening or two? All schools have the same dilemma. There are 2 PD days and only 1 is going to assessments. All schools are doing 1 evening. Tuesday Dec 4<sup>th</sup> from 4-8 pm. Teachers will meet with parents at alternate times if the parents cannot attend.

### **Reserve fund**

- What's in it and what are we doing with it? In past, the District council mandated that we split off money manner from "Parent Council". We chose to create "home and school", whose meeting runs directly after parent council. Should be addressed during the Finance Team portion of the meeting as that is when the balance is available and the budget can be appropriately analyzed.
- Reserve fund is money that has been sitting in the bank. It is not fund raised.
- Should we carry a surplus from year to year? How do we spend it if the answer is no? It was commented that those who have sat on other school's council carry a balance from year to year--a reserve fund.
- Reserve fund will be tabled until next meeting.

Chair Adjourned meeting – 1<sup>st</sup> Lara Chaloner  
2<sup>nd</sup> Greig Archibald

**St. John French Immersion Catholic School**  
**Home and School Meeting minutes**  
**October 27<sup>th</sup>, 2009**

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**Regrets:** Michelle Carty, Cindy Howard, Daniel Barker, Christina Antal, Kevin Taylor, Mary Anne Ryan, Teresa Luminoso

**Minutes & Agenda** – 1<sup>st</sup> Kelly Todd  
2<sup>nd</sup> Greg Archibald.

**Fundraising Team**

To date, we have collected \$2960. Of that \$1295 is directly to the school, \$1710 is to the Mons. Feeney Foundation. These donations come from 40 families of the approx 375 families at the school. That's about 11% participation rate.

**Questions**

*Do we always give \$\$ to Monsignor Feeney? Answer: Donations are given to Parent Council via the MF Foundation as they provide tax receipts. The amount donated is included in the anticipated donations line of the budget.*

**Hot Lunch Team**

Pizza Fridays have started. Thanks for the pizza team for all their hard work. Alternate healthy hot lunches have also started. The November menu will be sent home Wednesday, Oct 28.

*There have been some complications with deliveries of both lunch styles and the hot lunch team is working hard with vendors to resolve the issues.*

**Social Team**

Deferring its report to November.

**Library Team**

Nothing to report at this time.

**Finance Team**

Nothing to report at this time.

*Discussion ensued about current budget and whether we reached our targets for last year. Will table until next meeting when year end report will likely be available.*

*It was noted that several years ago the Ministry of Education became very specific as to what money can/can't be spent on by Parent Council. Will look into specifics of the legislation/policy that was implemented a few years ago.*

**Questions**

- *If the school is moved, do we lose the stuff that gets added to the school i.e. data projectors, smart boards....etc. Answer from principal: no, the things that have been purchased would be moved with the school.*

Chair Adjourned meeting – 1<sup>st</sup> Daniela Albert  
2<sup>nd</sup> Veronica Major