

St. Patrick's Elementary School – Local School Council Meeting – MINUTES

Date: Wednesday, 10 March 2021

Time: 18:30-20:00

Location: Virtual Meeting through St Patrick's School Zoom Account

Council Members: Graham McDonough, Chair; Peter Blencowe; Rob Cvitanovic; Andrée Lambert-Dubois; Tanya Leduc; Diane Lianga; Sarah Loos; Euan Skinner; Kristine Votova

Non-Voting Members: Rev William Hann; Angela McLeish; Deanne Paulson

Community Members in Attendance: Monica, Drew, Stephen, Kelly, Susie, Mary, Jason

Staff: Samantha Butler

#	ITEM	LEAD
1	Opening Prayer	Fr William
2	<p>Introduction</p> <p>a) Welcome to community members in attendance <i>Overview of Council members, roles, responsibilities of Council.</i></p> <p>b) Approval of the Agenda <i>Motion to approve: Rob</i> <i>Seconded: Euan</i> <i>No objections; Motion carried</i></p> <p>c) Approval of February 2021 LSC meeting minutes <i>Motion to approve: Rob</i> <i>Seconded: Andrée</i> <i>No objections; Motion carried</i></p>	Graham
3	<p>Marketing and Parental Involvement (Strategic Plan)</p> <p>PURPOSE: Development of Action Items from Strategic Plan PREPARATION: Review <i>Strategic Plan</i> document PROPOSED PROCESS: Discussion</p> <p><i>The goal is to promote the school, get some PR, and increase community outreach. We need to work on internal and external relationships, promote teamwork and morale. The idea is to create a brand that reaches new families.</i></p> <p><i>Rob looked at the ICS strategic plan and made two points:</i></p> <ol style="list-style-type: none"> <i>1) Need to develop an analysis that looks at strengths, weaknesses, opportunities that we can use to our advantage. Also look at threats that challenge our ability to meet goals.</i> <i>2) Need to collaborate with school admin, ICS, diocese. Develop a campaign together.</i> <p><i>Word of mouth is the best advertising.</i></p> <ul style="list-style-type: none"> <i>- Look at getting parents involved with videos.</i> <i>- Social media content</i> 	Rob

	<p>Ideas: Monthly teacher profile, rep from a classroom highlight what classes are doing, virtual tour, social media advertising is easy to do, blogs, bring in community leaders to speak and get engaged, have an “ask the expert” option where kids can ask an expert questions, more charities and other efforts to raise our profile.</p> <ul style="list-style-type: none"> - A member noted that the high school has done a lot of things that have raised the relationships with families such as interviews between students and teachers. The Mission Possible video was really great. - A member asked Rob what he would like to start with? <ul style="list-style-type: none"> o Rob: Ask for teacher and parent testimonials. - It was noted that a company is creating a promotional video in the summer. These ideas fit in very well with that. 	Action Item
4	<p>Revisions to Council Orientation Items (Tabled in January) Descriptions of Council Roles and Additions to Orientation Document PURPOSE: Develop concise statements of roles and answers to orientation questions PREPARATION: Review <i>Council Orientation</i> document PROPOSED PROCESS: Discussion and assignment of tasks</p> <p><i>Graham proposed that this is something we could do in advance of the April meeting. Graham would like a document from each member describing what they do.</i></p> <p>He will send an email summarizing what he wants from members: 1) description of role 2) how it fits with strategic plan 3) answers to orientation questions.</p>	Graham
5	<p>Administration Report PURPOSE: Information PREPARATION: Read attached <i>Administration Report</i> PROPOSED PROCESS: receive report; questions and discussion</p> <p><i>We have had an increase in instructional costs as well as more students joining. 3 families joined us from Korea, another to come, 3 other families from Canada and US. We have increased our time with English language supports and some students were also approved for assistance grants.</i></p> <p><i>Scents are no longer allowed at school.</i></p> <p><i>The chickens are a big hit. The kids love them. It has been positive for staff and kids.</i></p> <p><i>Paint is needed in some parts of the school.</i></p> <p><i>New floor mats at the entrances look great.</i></p> <p><i>The names of the chickens are Dream, Wasabi, Spark, Betty</i></p>	Deanne

	<p><i>We have just started the second half of hot lunch. Numbers are back to historic levels. We are working to find ways to support kids who don't get hot lunch. Purdy's Easter fundraising is ongoing and will close at the end of March. PSG will be facilitating a grade 7 Bottle drive April 10 to raise funds for camp pringle day trips.</i></p> <p><i>PSG will be looking for suggestions for our accrued gaming money. We will be asking for suggestions and putting it to the parents to decide.</i></p> <p>12. Marketing & Public Relations – Rob</p> <p><i>He will be working with administration to implement his ideas.</i></p>	
7	<p>Summary & Evaluation</p> <p><i>A summary of discussions and action items. Graham will send out an email to council members.</i></p> <p><i>There was a brief question and answer session for visiting parents:</i></p> <p><i>Q: How often does council meet?</i></p> <p><i>A: Monthly</i></p> <p><i>Comment: The meeting was efficiently run. The chickens are great.</i></p> <p><i>Q: How did you figure out how to divide up the portfolios?</i></p> <p><i>A: It's in the policy manual that there are core areas and we have added a few as well. We generally have people assigned to roles as needed. It tends to be a person's area of interest. The Chair need to be a practicing Catholic.</i></p> <p><i>Q: What is the level of work outside the meetings?</i></p> <p><i>A: It depends on individual situations and available time. Chair and Finance are more demanding.</i></p>	Graham
8	In-Camera Session	
9	Adjournment 8:20pm	

Next Regular Meeting: Wednesday, 21 April 2021 – 18:30-20:00 – via Zoom.