

St. Patrick's School
Local School Council Meeting Minutes
Sept 20th, 2017: 6:30 p.m. – 8:00pm

Attendees: Peter Blencowe, Euan Skinner, Rob Citanovich (Chair), Diane Lianga, Kristine Votova (Secretary), Tanya Leduc, Mrs. Paulson, Mrs. Diane Chimich, Andrée Lambert-Dubois (Secretary)

1. Opening Prayer

- Father Eduardo opened with a prayer.

2. Welcome to community members in attendance

- a. Francis Camaraille
- b. Graham McDonough
- c. Peter Blencowe

3. Additions/Approval of the Agenda

- a. Kristine put forward a motion to approve agenda, Euan seconded.

4. Adoption of Previous Minutes (June, 2017)

- a. Euan put forward a motion to approve, Tanya seconded.

5. Business Brought by Community Members

- a. None brought forward at this time.

6. Administration Report (Principal)

- See page 4-5.

7. Outstanding Business – (From June Meeting)

ACTION: Kristine to ADD Public relations/ parade involvement TO SEPT 2017 AGENDA.

- **DONE.**

ACTION: Rob to continue to work with other LSCs to aim for an October 2017 meeting.
DONE.

- Rob has been in contact with the other two LSCs. Wed October 4th @ 630pm works. The location is set for St. Patrick's school. Suggestion by the LSC Chair is to limit the combined LSC meetings to 2-3 times a year.
- Rob will work with the LSC Chair to compile an Agenda—each school community will bring 1-2 pressing issues.

ACTION: Euan/Rob to consider a video clip that explains to parent community what the LSC does, its mission, its accomplishments, and how LSC is different than from PAC.

- LSC specific highlights no longer deemed necessary.

ACTION: Kristine to check with hot lunch team about the possibility of including this option before forms go out in September.

- **DONE.** Attempts were made in June to initiate a Lenten hot lunch program in June but the Hot Lunch team moved forward without re-engaging LSC.

ACTION: Kristine/Diane/Tanya to bring the call for members out to the parish supporters at the next St. Patrick's Parish meeting, Wed June 21, 2017.

- DONE

ACTION: Mrs. Chimich to see if the IT folks for the school can set up an LSC listserv

- In progress. Tabled to next meeting.

8. New Business-

- Public relations/ St. Pat's school: parade involvement (Diane Chimich)
 - OB Tea Party Parade has been done in the past, and it is noted that the target group is limited. Truck Parade, Santa Parade, choir involvement?
 - Explore options to increase St Pat's visibility as one school or present ourselves as one ICS group formed of three Victoria schools.

ACTION: Rob to see if there is ICS interest in forming a group visibility or school-specific visibility in community events—to be discussed at the multi-council meeting of October 4, 2017.

- LSC/ school community: video clip (Rob, Euan)
- Potentially involving students at St Pats to increase "ownership" in the initiative: the name of a family came up whose children are already savvy film / video clip makers.

ACTION: Euan to explore options with St. Andrew's high school parents to promote the school community.

ACTION: Mrs. Chimich will speak to the St. Andrew's drama/film teacher (Film & TV course) about opportunities for students to create a promo video for the school eg., independent study.

- LSC Membership
 - Recruiting new members
 - It was noted that the nomination process had been followed in the spring of 2017, and that the numbers matched the vacancies.
 - Rob nominated each of the community members in attendance (names above), Euan seconded, and each gentleman was welcomed on the Council.
 - Assigning Portfolio Reports (fill vacancies)
 - Graham offered to take the Policy portfolio;
 - Other portfolios would be discussed at the next meeting, once duties for each portfolio were made available to the new members.

ACTION: Rob add assigning portfolios to the next meeting agenda.

- All other business
 - St Pat's Parish Council's new Chair is Ms. Melanie Johnson. Ms. Johnson welcomes new participants to assist with the tea and is inviting names to be put forward.
 - Could include St. Patrick's classes to participate in the parish Sunday tea as part of the 'social justice opportunities' initiative underway at the school

ACTION: Mrs. Paulson to bring the idea of St. Pat's classes signing up for the parish Sunday tea back to the teaching community as an option for social justice initiatives.

- Accessible parking spots for school families in need.

ACTION: Rob will approach the Dzousa family to see if they are amenable to having a designated parking spot in the school.

9 Portfolio Reports- only as required

1. Chairperson (Rob) – nothing to report that was not already discussed.
2. Finance Report (Diane)
See report prepared by Diane page 6.
3. Buildings and Grounds (Euan)
Euan suggested ongoing improvements to the basement. In the meantime, and on a smaller scale but no less important, a quote was received from Durwest to maximize the usable space in the library (notably, the room with sliding doors). Estimated cost: \$15,000. Timeline: before the New Year if possible. It was noted that Mrs. Paulson would benefit from the council's support to in turn seek the Board of ICS' approval. Euan put forward a motion to approve, Diane (L.) seconded.
4. Marketing / Public Relations (Tanya) – nothing to report
5. Policy (Vacant ?)
6. Parish Liaison (Mrs. Paulson) – nothing to report
7. LSC Social (Vacant)
The teachers' tea was organized by Tanya for the coming Friday.
8. PAC Update/HR (Rotating)
An overview of the PAC's fundraising initiatives was conducted, noting that the Hot Lunch initiative is the primary driver. There was a discussion about a possible "Google class" initiative with potential fundraising for individual computers in a dedicated classroom. As the PAC is comprised of new members, it was noted that the PAC would benefit from regular communication with this Council to provide input on role, process, and required budget approvals.

ACTION: Rob and one other LSC member to engage with new PAC and confirm process for budget approvals and other matters.

10 In-Camera Session – required (not minuted)

11 Adjournment

8:55 pm



Local School Council Meeting Wednesday, September 20, 2017

Administration Report

For this report, I would like to share my main administration goals for this year.

Professional Learning Community (PLC)

The most promising strategy for sustained, substantive school improvement is developing the ability of school personnel to function as a PLC. In a productive PLC, teachers work collaboratively to design a research-based curriculum that gives relevant information that leads to student success.

Educators have different understandings of what constitutes a PLC and it is commonly misunderstood to be a cooperative department. This is the case for some of our staff so we have increased our level of administrative intervention and are starting at a base level to ensure everyone is on the same page.

Each teacher who has at least a 0.4FTE contract has selected a partner. Administration has assigned a focus strategy based on the well-respected *Strategies for Effective Teaching*. Teachers are provided with guidelines and they make time to observe each other implementing the focus strategy and then give feedback. At monthly staff meetings, each pair will share general feedback. When deemed time to do so, another strategy will become the focus.

Social Justice Initiatives

Every classroom teacher has been asked to pick a few social justice initiatives for the year. The only stipulation being that at least one project has to have a Catholic focus. Teachers are committing to projects that educate and/or offer financial/spiritual support.

For example, one class is connecting with an order of Filipina nuns that has just established themselves in the remote First Nations island community of Ahousat. The class will use their SMART board to communicate with the sisters to learn about their mission and the First Nations community.

Physical Upgrades

The new equipment storage room and gym office above the gym stage are fully operational.

Diane has taken on the task of purging junk from the lowest floor of this building. For the present, this has freed up a significant space for the sewing exploratory and ELL classes. In the future, we'd like to see an internal wall replaced by a bi-fold and the installation of a shock-absorbing, bump-leveling flooring to support dance classes.

Phases One and Two of the electrical upgrade have been completed. The last phase is the lighting in the primary building, which is newer and doesn't require an immediate response. The school will budget next year for Phase Three.

There will be discussion tonight about the library upgrade that we'd like to see completed over the Christmas holiday. If the budget is still showing a healthy surplus in the spring, we'd like to contract for internal painting.

Respectfully submitted,
Deanne Paulson
Principal

LSC Finance report – September 2017

June 2017 Year-end Draft financial results:

The draft year-end results are currently reporting an operating surplus of \$110,501, which is \$122 thousand lower than the budgeted annual deficit of \$12 thousand.

Revenues were above budget by \$84 thousand due to slightly higher than budgeted enrollment (\$18 thousand), an increase in grants (\$36 thousand) and higher than expected other revenues (\$34 thousand) offset by slightly lower donations (\$4 thousand).

Expenses continue to be under budget by \$38 thousand spread across all categories mostly due to the later start to the school year and less overall spending, including:

- Instructional costs: underspent \$22 thousand due to the later start, less indirect costs for equipment and Pro D days, and less costs for textbooks;
- Admin costs: underspent by \$30 thousand due to less benefits, less general spending and lower central assessment costs;
- Property costs: overspent by \$17 thousand due to the lighting retrofit;
- Uniform sales generated \$13 thousand profit for the year.
- Childcare programs have earned \$21 thousand more than budget due to an increase in drop in participation and the summer program;
- School activities were overspent by \$15 thousand due to year-end field trips and Grade 7 farewell event;
- Other programs are underspent by \$2 thousand due to lower school bus costs and religious education expenses;
- Special Education expenses are over budget by \$16 thousand due to an adjustment in pay and benefits for a special education assistant;
- PAC activities reported a net profit of \$537;
- Other expenses: overspent by \$2 thousand due to the school allocation of the property levy.