

St. Josaphat CSCC Meeting Minutes

Date: September 9, 2025

Time: 6:00 PM

Location: St. Josaphat School, Library

Attendees:

In person:

Janine Chay, Carmen Beauchesne, Kiersten Castillo, Tyla Bernakevitch, Corinne Zerr-Mything, Nerusha Ragulan, Kelsey Clauson, Tanya Springinatic, Stephanie Paternak, Kandace Monastyrski, Jenn McDonald, Mackenzie Clark, Jill Doyle, Shawn Pearce, and Alanna Jackson

Virtually:

Ragulan Rahunathan, Brooke Runge, and Cecelia Rendle

Regrets:

Sivia Melnyk

1. Call to Order

Meeting called to order at 6:04 PM.

2. Approval of Agenda & Last Meeting Minutes

- **Agenda:** Approved by Tanya and seconded by Stephanie.
- **Last Meeting Minutes:** Approved by Nerusha and seconded by Corinne.
 - Clarified that both agenda and minutes will be added to the school website going forward.

3. Principal's Report

Nurturing Catholic Ethos

- Division Theme: All Belong
 - Celebrate (2025-2026)
- Student Prayer Leaders beginning in October
- Opening Mass: Wednesday September 17 th @ 1:30pm @ Holy Trinity
- Going to be developing a “Rebel Creed” this year

Safe & Orderly Environment

- Emergency Drills begin this week and into next week
- Cell Phones Rules and use of Hall Passes continuing
- Digital Citizenship Lessons taking Place
 - 1:1 Device Rollout for Grades 4-8
 - Ms. Catherine Mahail (Learning Catalyst Teacher) developed a program
 - 1:1 device rollout will be held until lessons are completed
- SRO Presentations are going to be starting
 - Officer Sam Gyger visited; booked for presentations.

- Senior classes will receive sessions on social media and cell phones.
- SRO available for safety and other presentations.

Academics

- Beginning of the Year Assessments have started
 - Conducting EMCA (Math Assessment) & ODWA (writing)
- Will begin constructing the School Improvement Plan (SIP) this month as a staff
 - Literacy, Numeracy & Mental Health & Wellness Goals

Quality Relationships

- Morning Assemblies are continuing
- Registration and Enrollment Update
 - System: over 14,000 students with low kindergartens (below expectations)
 - St. Josaphat School Enrollment: 341 students
- Weekly Communications from teachers and admin
- Need to get parents using and checking EDSBY
- Beginning of the Year JotForm's & Demographic forms are always a challenge to collect

Student Opportunities

- Extra-Curricular Up & Running
 - Cross Country
 - Boys & Girls Football
- SRC will be continuing (fast paced)
 - Nominations this week and elections next week
- Canoeing for Grade 7 & 8's on Thursday, September 18th
- New Jerseys are in for teams and clubs

Other Business

- Grade 8 Pizza Sales
 - Proposal for \$2 pizza days to fund outdoor education activities and farewell.
 - Outdoor education in the past has been approximately \$2,500 annually for expenses
 - CSCC to adjust dates and vendors to avoid overlap with existing Fun Lunch program.
 - Punch card idea discussed for the \$2 pizza should it go ahead
- **Staff Support discussed by Alanna:**
 - Workplace Wellness Initiative request from Alanna Jackson (Monthly challenge idea with \$25 gift card draw for staff engagement) for the CSCC to fund. CSCC exec will discuss and bring decision back to the next meeting.

- o Coaches and Advisors Gift Cards request from Alanna Jackson
(Discussed recognizing volunteer staff (50–80 unpaid hours) with \$25 gift cards) for the CSCC to fund. CSCC exec will discuss and bring decision back to the next meeting.
- o Potential for mental health grant funding, Corinne to share information of grant to Alanna related to the wellness initiative for staff.
- **Babysitting Course:** Yet to be arranged; Shawn to check instructor availability at YMCA.

4. Treasurer's Report

- Presented budget forecast.
- **Highlights:**
 - o Will use grant money first to avoid year-end rush to spend grant. Grant is meant for community engagement events and activities.
 - o Exec asked Admin for an Itemized list of SIP budget requests. Note that the budgeted forecast for the SIP is not yet approved, it is holding funds should we decide to use some or all of them.
 - o Detailed review of bank account transactions and vendor profit margins for Fun Lunch was discussed. Decision to continue to use DQ and Urban Gardens for our lunches was clear when we reviewed the profit margins.
 - o P-Card option discussed to simplify school/CSCC fund transfers. Agreed to continue to use cheque transactions to make it easier on bookkeeping and tracking.
- **Hot Lunch Program:**
 - o Agreed to continue with Munchalunch over Healthy Hunger at this time.
- **Playground Funds:** \$5,000 currently allocated, potential for additional funds.
- **Motion:** Treasurer's Report accepted (moved by Carmen, seconded by Tanya).

5. New Business

Playground Update

- Successful summer fundraising from hotdog sales and left over chocolate almonds was presented.
- Sub-committee roles assigned to continue moving forward with project.
- SK Playground Grant (up to \$50k matching) discussed.
 - o Can apply annually; once funded, placed at bottom of priority list.
 - o Benches not eligible from this grant – to be confirmed.
- Discussion on prioritizing playground structures vs. benches.
- Concerns about picnic tables creating territorial behavior in senior area – teachers to provide input.
- Plan to create a timeline and rolling plan for upgrades.
- Painting supplies received, waiting on painter schedule for playground games.

Halloween Dance

- Scheduled for Thursday, October 30th, 6–8 PM.
- Grade 8's and Gr 8 parent farewell group proposed to run canteen.

- Admission by donation proposed with funds going toward playground improvement project.
- Traffic flow improvements for canteen to be assessed.
- **Committee:**
 - Kelsey (leading), Corinne, Tanya, Kiersten
 - Kelsey to book DJ.
 - Tables/chairs to be booked with Shawn by next week.

Fun Lunch

- First pizza lunch scheduled for September 19th.
- Will continue with DQ and Urban Gardens due to better profit margins.
- Grade 8 students will continue helping with distribution.

Classroom Start-Ups

- Last year: \$125 per classroom (\$2,750 total for 22 staff).
- Motion approved to provide \$125 per staff member again this year (moved by Janine, seconded by Tanya and Kandace).

School Clothing Order

- Open until September 19th.
- Reminder to be posted in Facebook group.
- Write-up to be provided to Shawn for Edsby.

Hot Dog Sale

- Successful event with many volunteers.
- Next year's sale (if we go ahead with it) will be held at the end of May and spread out more.
- Square payment system worked well for debit transactions.

Kona Ice

- September 11th event at ABC Park, 5:30–8:30 PM.
- Previous events raised \$600; doing four events increases revenue share to 30% but with timing, this year we will stick to 3 events with revenue share coming in at 20%.

Fundraisers

- **Mom's Pantry:**
 - Steph will organize and run this fundraiser
 - Will run from September 26 – October 16.
 - Delivery October 28/29.
 - Online sales only.
- Additional fundraisers to be discussed at the next meeting.

6. Other Business

- **Community Engagement Events:**
 - Ideas: Karaoke, Bingo, Air Bands Night but also discussed that these may happen at school level as well.
 - To be discussed further in October.

7. Next Meeting

- **Date:** October 1st at 6:00 PM.

8. Adjournment

Meeting adjourned at 7:38 PM.