

**Catholic School Advisory Committee
St. Columban School – September 18, 2025**

Minutes

Attending: Dan Gracey, Amanda Linton, Jenna Duck, Taylor Ramseyer, Krissy Cronin, Laura O'Rourke, Hope Shantz, Claire Krempien, Kim Renne, Aleshia Nolan, Elyse Ryan, Jenny Feltz, Ashley Ryan, Carolyn Bachert, Cheryl Coyne, Jesse Nyland, Anna McCreight

Regrets: Sherri Baier, Julie Ryan, Amy Ritz, Katie Louwagie, Diamond Terpstra, Kay Cox, Kristen Schoonderwoerd.

1. Opening Business

- 1.1 Opening Prayer – Dan Gracey
- 1.2 Approval of April 9, 2025 minutes. 1st, Anna, 2nd Claire
- 1.3 Approval of September 9, 2025 agenda. 1st Jesse, 2nd Jenna

2. Elections, introductions, updates to council.

- 2.1 New members - Elyse Ryan, Aleshia Nolan, Sherry Baier, Julie Ryan, Krissy Cronin, Laura O'Rourke, Taylor Ramseyer.
- 2.2 Chair – Nominated by Kim – Amanda Accepts
- 2.3 Treasurer – Katie and Claire Co-treasurer – Nominated by Amanda, Katie and Claire Accept.
- 2.4 Secretary – Amanda nominated Jenna – Jenna Accepts.
Julie Schoonderwoerd – resignation.

3. Reports

3.1 Treasurer Report – Balance: \$4217.29 in CSAC Account, \$298.00 to be deposited (glitch from BBQ), \$2488.87 in HST Account, Total: \$7004.18. 2024/25 School Year: Total Spent: \$22, 949.69, Total Income: \$6391.20.

Discussion: Need more attention on receipts for CSAC payments. Ideally, people who are purchasers for CSAC, screenshot/scan receipt email to St. Columban office administrator, cc Chair and Treasurer. Must provide to receipt to be reimbursed. Can't have anything else on the receipt to be reimbursed, only CSAC payments. Will proceed with no designated purchaser this year. If there is a staff request, please make sure that chair is aware, she will pass along to treasurer. Then to be discussed at subsequent CSAC meeting for open communication and avoiding duplicate purchases.

3.2 Principal Report

Discussion: 285 students, graduating a large grade 8 class this year. Next years expected numbers usually confirmed after November calling all three-year-olds event. Nowhere close to losing or gaining a classroom.

3.3 CPIC Report from board meeting - Fundraising restrictions & guidelines

- a) Purpose of fundraising is to provide an enriched experience to students, benefit charities and school community activities. Door to door sales & canvassing discouraged.
- b) Two major fundraising activities per school year. Refer to minor/major definition in School Generated Funds Policy.
- c) Must be aware of purpose.
- d) Staff or volunteers can not benefit materially or financially.
- e) Fundraising initiatives that involve the sale of food products must adhere to School Nutrition Policy (assuming this is for consumption of products at school not take-home items).

Discussion: We had unusually high expenditures in 2024/25 year as we are not keep funds in accounts without future purpose of saving for larger purchases.

4. Discussion Items - ongoing

4.1 Spirit Wear - 3 orders in summer, profit to be paid with next fall order cheque. Online store open till Oct 17/25. Samples to be tried on at Dunny's. Also had samples available at meet the teacher night.

4.2 Details have been shared in WAAG about pizza & milk fund profits and where this money is spent.

Discussion: at discretion, school can use this for other purposes ex.

5. Discussion Items – new

5.1 Sand for St. Patricks sandbox if no response from WAAG inquiry. 3 different families have offered – Drummonds reached out first, Dan to connect with them to arrange fulfillment.

5.2 Student council at St. Columban.

Discussion: 6 Ministries (based on the Ontario Catholic Graduate Expectations). 2 representatives for each ministry. Students may apply to 3 different ministries. Grade 7 and 8 students will vote. Grade 6 and 7 students will be able to apply to junior ministry positions. Executive Council will be 2 Ministers from each portfolio (12 executive council members). Student Parliament will be 12 Executive members + 6 junior members

Ministry of Communication

Announcements, assembly hosts, readers at Mass/Liturgy, bulletin board responsibilities, spirit days, coordinating photography of spirit days/events, active participant in Language class

Ministry of Belief & Faith

Liaison with FIAT Team, member of FIAT Team, support for Mass/Liturgies, active participant in Religion class

Ministry of Sports, Collaboration, Team, & Fair Play

supervising/coordinating intermural for junior and intermediate, referee at recess, yard ball/equipment clean up end of recess/day, assist Ms. Duchesne w/ shed gym storage clean up, active participant in phys ed class

Ministry of Belonging & Collaboration

Member of Safe and Healthy School Team, Healthy snack delivery, member of Bullying Awareness Team, Junior club coordinator

Ministry of Finance & Records

Fundraising work w/ Mrs. Bachert, will take minutes (notes) during meetings, writing student requests to CSAC (parent council), active participant in Math class

Ministry of Agriculture, Environment, Outdoors, and Labour

Assist Mrs. Donahue with playground inspections, yard clean up, snow shoveling at recess, wood chip raking at recess

Prime Minister

Will apply to position from one of the elected ministries

5.3 FIAT shirts for St. Columban in larger sizes.

Discussion: CSAC purchase in the past. Got them from an older parish in London. Claire to look back in her notes, how many shirts. Taylor to find out where we can get these made, 6-10 large shirts for St. C children. Carolyn to look in the boxes to see if there are larges in the box.

5.4 St. Andre Motion: \$300.00 Amanda motions, Kim 2nd

5.5 Fundraising:

- a) **Anna Mae's** – booked Dec 2, 3, 4. Pie price now \$14.25 & donuts \$12.50. 225 pies and 65dz donuts max per day. Min order 30dz donuts, 30 pies. Volunteer & pick-up/delivery discussion.
 - Pick up night
 - Finalize order form, create a sub committee for this – schools to collect orders, order forms come in with cheque or make alternate plans with OA. Collecting cash is kind of going against school policies. Carolyn to check if we can do school cash online or not. Pick up times will be announced.
- b) Yearbook – deferring for now
- c) Big Box Cards – deferring for now
- d) **Bake sale live auction & table at Family Fun Night**
 - Did not run very well as a fundraiser. Made only \$1400 in 2024/25.
 - Small silent auction did well, spirit wear and pie in the face.
 - Other schools do run this as a fundraiser everything a ticketed item.
 - Stick with a jar, silent auction, some items need to be paid for.
 - Attempting again as second major fundraiser for this year. Motioned by Amanda, all in favour.

- e) Freezie Friday's – defer to Student council

5.6 Graduation:

- a) CSAC awards at grad - is \$25 still sufficient?
 - Discussion – motion to move to \$50 per award, Taylor 1st, Jenna 2nd
- b) Grad composites - motion to set aside funds. 2024 was \$480.
- c) Grad spend overall - 2024 was \$1500 total including above items.
 - There was a slight overspend last year which pizza fund covered excess.
 - Need to revisit the amount each September depending on class sizes. Set an amount per student?
 - Decided on temporary increase to \$1750 for 2025/26 grads due to class size if required. Amanda Motions \$1750, Aleshia 2nd
 - School nutrition program will contribute to food per Dan.

5.7 Extracurricular info - request info be included in WAAG detailing options for the year for those new to school or have younger students. Can non-staff lead if no staff are available? Are we participating in all options available or anything we can reach out for volunteers on?

- School teams to be relayed to parents just as a high level overview, "We will be starting to put together our junior and senior soccer teams" etc. Our school participates in all sports/events currently available. Basketball could be difficult this year for coaching volunteers but to be determined. Dan would go to parents to make sure we don't miss anything. Choir –currently led by parents, Drama – parents can take this on if they wish. Need to do any screening etc. During instructional time is iffy, during lunch is not likely enough time. Parents can go to Dan to discuss if anyone wishes to participate or bring forth a new initiative.

5.8 Clubs initiated by kids.

- Student council will run this for 2025/26.

5.9 Christmas Lunch

- a) Tentative date December 9, 2025 – snow date Dec 10.
- b) Rolling Roaster has committed as long as they are available.
- c) Corn committed from Terpstra's.
- d) Further details to be discussed at next meeting

5.10 PRO Grant if available again

- Dan to apply for this. How are

6. Date of next meeting

- October 23 6pm at St. C Library

7. Adjournment

- 1st Jenna, 2nd Amanda 7:55pm

Addendum after meeting:

5.3 FIAT shirts - updated after meeting to 15 small adult and 5 medium adult for a total of 20 adult shirts requested.

5.9 Christmas Lunch – Rolling Roaster has been confirmed, date officially set for December 9, 2025 (Amanda)

6. Next meeting amended to Oct 16, 6pm due to conflict for several members with St. Michael's event.