

**St. Peter's Catholic Secondary School**  
**CSCC Meeting**  
**Monday April 18, 2011 @ 6:30 pm**

Present: Chair – Toni Imtiaz; Ann Magri, Gail Kerrison, Lonnie Bolton (Principal), Rose Michitsch, Vicki Cole, Catherine Manson (minutes), Diana Beamish, Melinda Baker.

Regrets: Michelle Wilson, Kim Kombs

1. Prayer
2. Approval of Agenda as amended. Add Sports Fees; Donations for Football; Kenya Update. Moved by MB. Seconded – GK. CARRIED.
3. Approval of Minutes of March 21, 2011 – deferred
4. Business Arising from Previous Minutes – deferred.
5. Session # 1 Cafeteria Board (6:30 – 7:15 pm)
  - a. Financial Updates – typical daily sales - \$1100 /day average;
  - b. Debit Machine Update – Internet line installed (\$52/mth) – still static on the line – being corrected. Debit machine contract signed (\$28/mth rental). Purchase of a surge protector for \$22.00; expectation the process will be active as of the end of April. The monthly operating costs will increase to approx \$125 a month – may need to add an operating fee to the cost of the debit transactions.
  - c. Gift Cards – 250 cards ordered – should arrive in May
  - d. Healthy Food Compliance – expect to be almost compliant by May 31<sup>st</sup> – 100% for food – 50% vending; 50 % drinks in May. Melinda and Diana attended a School Board Vendor meeting to review policies, menus, ingredients with outside vendors. Diana and Melinda are reviewing menu portions and serving sizes, ingredients, canvassing and surveying students. Staff still working on ways to make the grill operational, remove the fryers and looking at a rational oven for the cafeteria. Melinda will also investigate the possibility of purchasing a used rational oven.

Principals are required to sign off by end of June to prove full compliance. May 13<sup>th</sup> – will be a follow up meeting with the Public Health dieticians.

Slushie Machine – investigating cost and taste of fruit juices to comply with Gov't regulations

- e. Staffing Issues –in September 2010, a potential staff member was hired but did not begin work. Staff person applied for and was denied Employment Insurance benefits and appealed the denial. Melinda attended the hearing to provide evidence at the appeal from the employer's position. As a result of this appeal – a new “complaint process” will be developed for cafeteria employees. Job descriptions are also being reviewed and finalized.
- f. Grad Awards - need to be confirmed and approved. Will need to replenish budget for next year. Last year there was a BBQ and donations.

Motion to approve the following awards out of the cafeteria budget:

- i) St. Peter's Catholic Secondary School – Exemplifies the School Motto - \$150
- ii) St. Peter's Skilled Trades Award - \$150
- iii) St. Peter's Employability Award - \$150
- iv) St. Peter's Community Council Award - \$150
- v) Wayne Coffin Memorial Award -Cafeteria Board - \$150

Motion: CM, Seconded: VC CARRIED

- g. June – Teachers' requests for 2011-2012  
In past years, teachers have often been asked to provide a list of items or budget items that the Cafeteria Board has approved. Last year the funds were designated to meet the Healthy Food Compliance project. The invitation will be sent out to teachers for the May meeting and requests will be collated by Mr. Bolton.

Session # 2

CSCC (7:15 – 8:15 pm)

- a. Parents Reaching Out (PRO) Grants  
Deadline for the grant application is June. Grant for \$1000.00
- b. Reports;
  - i. Principal's Report – New Addition Tour – Top floor – 5 classrooms, green roof for plants and shrubs, Main floor – Fitness Room Facility – will need new equipment; Dance Studio – Hardwood floors/curtains and mirrors; Transportation/Technology – 6 sections with autoshop, No Grade 12 next year for this section; Cosmetology – resumes being received for teachers; Student Support Centre

2010-2011 Enrollment – for Grade 9's – this year was 239; incoming Grade 8's for 2011-2012 was at 188 but enrolment increased once

the ads were placed in the newspapers about the new addition – now up to 222.

Six teachers were advised in March that contracts will not be renewed. Expect the enrolment to be about 1000.

- ii. Football Program – still being considered. Mr. Edwards is willing to give a three year commitment. Require \$20,000 to run the program. Received a \$10,000 endowment, \$1000 from Community Council. Still need a targeted fundraising program
- iii. May 3<sup>rd</sup> – 3<sup>rd</sup> Annual pilgrimage to St. John Vianney. May 4<sup>th</sup> – rain date. May 6<sup>th</sup> – Assembly for Kenya staff.
- iv. Teacher's Report – staff member sent regrets.
- v. Parish Report – Easter schedule was received. Request to support the National March for Life happening May 12, 2011 in Ottawa. Request for \$15 a seat sponsorship. Motion – to support a \$15.00 donation if a St. Peter's Student was planning to attend. Melinda to discuss the request with the School Chaplin.
- vi. Lights in Parking Lot – deferred
- vii. Sports Fees – request that sports fees be posted on the Web, especially when a student wants to participate in multiple sports – it gives a parent an opportunity to consider their budget and commitment.
  - 1. Discussion – would be good to have a dedicated Sports Page – announce teams, events and outcomes of tournaments, etc.
  - 2. Cannot always know exact costs – depends on bussing, referee and umpire fees, costs for space, arenas, diamonds, etc. However, the Board and the School are reviewing all of the course fees, student activity fees and co-curricular fees. Board is trying to align all of the schools to be similar in their costs and charges.
- viii. Chair's Report – must complete the Principal's Annual profile. Mr. Bolton left the room – profile completed.

7. Future Meeting Dates:

May 16<sup>th</sup> and June 6<sup>th</sup> (will need to discuss format and location).

8. Adjourn