

**St. Peter's Catholic Secondary School  
Community Council Meeting  
Minutes for February 22, 2011**

Attendance:

Michele Wilson  
Kim Komes

Lonnie Bolton  
Melinda Baker  
Patricia Kresan

Anne Magri  
Diana Beamish

Regrets:

Gail Kerrison

Toni Imtiaz

The meeting was called to order at 6:35 with a Prayer

Adjust Agenda

Add Parish Update

Add Emergency plan to later in the meeting.

Adjust agenda to do 6 - Pepsi, then 7 - Cafeteria Piece then back to the 6- Uniform updates ...)

Approved Agenda

Melinda 1<sup>st</sup>, Kim 2<sup>nd</sup>

Approved Minutes

Kim 1<sup>st</sup>, Melinda 2<sup>nd</sup>

Business arising from minutes

Mr. Zorzi's Website training for Dec 2<sup>nd</sup> was cancelled. It has not been rescheduled as of yet. Unfortunately, that means that he has not completed the training to get the website up and totally functional as this point.

Enrollment for next years is down significantly from last years projections. Last year projections were to be 200 – 250 and at this moment it looks like St Peters will be around 145. The Grade 8 night went successfully, but so far enrollments have not reflected what we would have liked.

**Information session**

Pepsi

Contracts are coming due typically 5 or 10 year.

Pepsi (non- cafeteria) sales    3 yrs ago 782 cases of drinks  
   2 yrs ago 809 cases of drinks  
   1 yr ago 766 cases of drinks

Due to the healthy school regulations we (the school) do not want to sign for longer than 1 year.

Mr Bolton will try to meet with Diana to verify if the Cafeteria is included in the Pepsi ... as it is in the school building.

Special Note: Suspect that going forward there will be RFQ (request for quotes) for most items like, school photos, uniforms and other possible items to get competitive bids.

Other regions have already started moving in that direction.

Information Session to be continued after Cafeteria Updates

## Discussion Session

### Cafeteria Updates and Treasurers Presentation

#### Balance sheet review.

Melinda presented the Balance sheet and the Profit and Loss Statement with previous year comparisons. Melinda pointed out that the way that the HST is now calculated it looks different.

Previous sales included \$20 – 40.00 of HST each day in sales, but now it is only \$2- 5.00.

Last year we were not charging or including taxes for the Vending.

Now from the approximately weekly sales of \$385.00 in vending, now is less when you subtract out the approximate \$45.00 of HST. Sales of \$340.00 (sales examples not actual numbers.) next year once the healthy food regulation is in full swing we will be losing all 340.00, unless we come up with another plan. I have been given information of non food items to possibly put into the vending machines. We will need to figure out what and how much if any into the vending machine.

Last year we had zero snow days and this year we had 5 plus on school emergency closure day. That equates to 5000-5500 pure daily sales losses.

QUESTION: When over looking the Balance sheet, a question was asked as to the Payroll expenses and what it is? Melinda explained that she did not know and that she will ask the question and get an answer from the accountant for next meeting.

#### Debit and or Credit card

Melinda relayed the information that she had rec'd from TD, Quick Books, and Paypal: re the use and costs for debit for the school cafeteria. We do not believe that it is necessary to have credit card since of the 1200 or so students mostly would not have a credit card.

Diana added that there is one school who has installed the debit card system and sales have been increased.

##### ❖ TD

- can separate out debit only
- \$50.00 one time start up fee,
- 28.00 monthly fee for machine rental,
- \$0.10 per transaction rate,
- Require Phone or Internet at POS.
- (separate additional cost for Phone /internet)

##### ❖ Quick books

- Automatically has credit when you have debit, with additional fees. Can not separate.
- 2 days to bank deposit, \$75.00 startup fee one time with it waved if you set up prior to Mar 3.
- 1.69% Visa fee, on gross amt.
- 1.69% MC Fee on Gross amt
- \$0.08 per transaction
- 0 – 10.00 min on visa and mc therefore if \$6 visa sales then pay extra \$4.
- Monthly fee 9.95
- Terminal rental 30.00 monthly or Buy out for 550.00

- Require Phone or Internet at POS.
- (separate additional cost for Phone /internet)
- ❖ Pay pal
  - 5 day bank transfer
  - More like a donation button.
  - Computer required at POS
  - Require Internet at POS.
  - (separate additional cost for internet)

QUESTION: Can you suspend fees at Christmas, March break and July and Aug? Not known at this moment.

Decision was given to proceed with the installation of the TD at this moment based on the information presented.

### Staffing

Diana spoke and relayed that Velma is working out well. It is early in the process unfortunately she started 2 wks prior to Christmas and then restarted after Christmas and so she had to really learn it all over again like a new employee, but she seems to be doing well.

Melinda spoke about getting a letter in the mail concerning Victoria the previous employee who never returned to work in Sept. The Nov letter indicated that she had been approved for ei benefits. When inquires were made Melinda was told that she would have to appeal to find out any information. She appealed under the clauses of her (Victoria) quitting and or refusing work. Melinda needed to obtain subsequent information and she interviewed, Mr Bolton, Mrs. Balugus, Mrs. Macmillian and the staff at the Cafeteria to see if Victoria had ever spoken to any of them with a problem that they were aware of? The answer was no. The appeal meeting was held on Feb 14<sup>th</sup> and we will receive information in the mail of the decision. It did point out that the existing process in place was not what it needs to be.

Melinda spoke with Mr. Bolton and the new process for any staffing problems or other situations is to

1. Speak directly with that person.
2. Speak to the Supervisor Ms. Beamish
3. Speak to Mr Bolton.

Melinda will make this known to the staff in the cafeteria.

### Slushie Machine

Diana is looking into 100% juice for the slushie machine as to comply with the new healthy food regulations. Conversations continued about maybe chocolate Milk Slushies? Mr Bolton was going to look into it.

### Library Book sale

The Library Book sale was a success given that the book sale week included 2 snow days and a rescheduled MMC day that limited sales. The Librarian Mrs Ifill choose to purchase with the money raised some of the “10 Books” Magazine type of books that are in the circular book rack near the windows in the library. Some of the “10 Books” were history. The Book sale person was trying to convince Mrs. Ifill to hold another book sale in the

spring. She spoke to some of the teachers and a decision was made to have a book sale in Sept of the next school year to coincide with the new school year Parent Invite “BBQ or Pizza Q” evening. Parents agreed that it should have a “evening night with parents to be successful.

### Information session

#### Uniform Updates

The uniform Committee has rec'd some possible uniform changes. The Girls pants are presently causing a lot of uniform issues. The new potential pants were brought in and “some of the most often” uniform offending female students were brought down to try them. Out of 12 girls who tried them on all 12 of the girls said that they would wear the new “yoga” type of pants. The other potential changes to the uniform are Black Golf Shirts as there is a complaint on how the existing white golf shirts yellow and look dingy. There is a new Black Cardigan as well. There was some early confusion of a full zippered top that showed up in Sept. it has been approved. The existing girl's white golf shirt has been redesigned to have side seams for a smoother and more tailored appearance. Mr. Bolton always recommends to new Gr. 9 parents to not spend more than \$150 prior to the start of school as the kids once they get into school might prefer another choice after they see what the other students are wearing. Trying to work with McCarthy's to get some of the yoga pants in sooner with special pricing.

Parent asked if there was any thought of a long sleeve white shirt for the winter? No at this moment will take question into consideration.

All of the parents are in favour of the additional clothing in the uniform line.

#### School Improvements

Statistically if students are successful in obtaining credits in grade 9 then they are more likely to stay in school.

This year's 1<sup>st</sup> term Grade 9 students 90% at mid term were in line to get credits and after the final 92% did get their credits. Of the 17 who were unsuccessful there is a plan in place to get them to earn their credits.

This year's 1<sup>st</sup> term Grade 10 students 90% at mid term were in line to get credits and after the final 90% did earn their credits.

Math plans are in place and the operational chart is there to help students. There is a large component in math that is actually literacy. If the students do not understand the words such as calculate, integers and many others then they may not be able to succeed. We are working strongly on building the literacy. It is like making a recipe without the recipe card, some people can do it either way whereas others always need to use the recipe card.

#### **QUESTION TOPICS:**

**1.** Most tests or graded items are broken down into **Knowledge, Inquiry, Communication, and Application**. Is there a process to track a student's success and see if there is a common problem theme? Then if that student's problem is identified, is there a way that the teachers are helping to get that student successful in the weak area? Mr. Bolton will investigate as he was not aware of any specific issues that were brought up.

**2.** Exams and seeing the exams and or grades? What is the process?

One parent filled out the signature piece that was part of the report card and returned it to the student's homeroom teacher. The homeroom teacher did not know what to do with it and the student was asked to take it to the office. The office did not know what to do with it and the student was asked to take it to the Guidance office. The Guidance took it but after 1½ weeks no response, so the parent went in. Guidance was not sure where the slip was and was referred to the guidance rep. The guidance rep phoned the parent to say that the Parent needed to call each teacher individually regardless of filling out the report card form.

Mr. Bolton Response:

You must speak with the teacher involved. That is the 1<sup>st</sup> step in the process.

Mr. Bolton will investigate the other as he was not aware of any specific issues that were brought up.

JOA St Joan of Arc is our school for the technology awareness session for Barrie south.  
March 1<sup>st</sup> at 6PM

### Perish Update

This week is the start of the confirmation retreat. The Parent part is on the 23<sup>rd</sup> of March and the students will be away for the Thurs 24<sup>th</sup> and Fri 25<sup>th</sup>. Confirmations will follow on the weekend.

Right now at St John Vianney the visiting Pastor is Fr. Glass.

### Emergency Plan

Parents were concerned that there was not a plan in place for the school closure that took place on February 7<sup>th</sup>.

- ❖ The kids were not able to come into the school.
- ❖ Students were sent to the neighbouring schools based on surnames and not via bus route.
- ❖ Students were told by a teacher to make their way home. If you were a walker to walk and if you took the bus find your own way home.
- ❖ Some students who drove were asked to pick up other students that they knew and give those students rides home.
- ❖ The GO Bus did not stop and a parent had to come in a pick-up her "Churchill" students and friends to get them home. Overloaded the vehicle.
- ❖ Some students were seen walking on the side of the road towards Stroud.
- ❖ School buses were sent back later and one bus ended up driving 1 student home.
- ❖ Panic was sent out with some parents and students.

Mr. Bolton's question:

Until this moment Mr. Bolton was unaware of the problem of bus students being sent to find their own way home. No Teachers had been approved to tell the students to find their own way home. He was not aware of all of these problems, and why had he not heard of this before now?

Parents responses was that the Students were in the end safe and they were going to be bring it up at this parent council meeting. We have the name of the teacher.

Mr. Bolton's full response:

Once the problem was identified, there was a possibility of the students being brought into the school and the cafeteria, but further investigation revealed that had MSDS sheet information. The MSDS sheet explained that it could cause respirator problems. We felt we could not bring in the students for fear of possible complications due to the MSDS and Asthma and or allergies. School was not officially closed until 7:28am.

There is a plan in place and it is implemented. It had each VP and their co-responding alphabetical surnames of students and teachers sent to the same school. All of the Special needs students were sent to PJP regardless of surname. We are unable to sort the school as per bus route as there is 50% of students who do not take a bus.

We were told by the Police not to communicate out that the school was vandalized, as it was pending a full investigation.

The vandals got into the school through a construction door. Part of the school was accessed. The majority of the school was not touched. In the end we needed to call in Service Master Steam who ended up cleaning 160 Lockers

At 9PM that evening we were given approval to open school the next day.

Parent Council Phone tree:

We need to have a phone tree in place so that if meetings are cancelled or rescheduled then that information can be relayed without a major challenge to anyone.

Michelle indicated that typically she does that but this year since the elections did not happen until Sept it got missed.

The meeting ended @ approx. 9:00pm