



Monsignor Paul Baxter Catholic School Council Meeting Minutes

Date: April 15, 2025

Time: 6:30 - 8:00pm

Place: Learning Commons, MPB and online

Parent Council Meeting Attendance:

(V) = virtual attendance

Voted-in Council	Voting Members	Members at Large	School Staff	Regrets
Co-Chairs: Liz Bridges Veronica Lega Secretary: Ana Patenaude Treasurer: Michael Cornwall CSPA Rep: - Communications Officer: Holly Grossman Administrative Officer: Chelsea Keyes Community Rep: Lunch Rep: Elizabeth Huerdler (V) Greening Lead: - Parish Rep: -	Brianne Roberge Erin Mailhot Ramya Dandamndi Sabrina Cornwall (V)	Linda Zlepzig AK -Anastasia Koutras (V) Jin Joo	Principal: Vincenza Nicoletti Teacher Reps: Chris Truelove	Voting Members: Stephanie Duggan Kelsey McIntosh Angie Hall Fiona Mutungwazi Franakh Elavia Maria Perez Sweta Shah Stephanie Fulcher Jennifer Yetman Members at Large: Diane Banaschewski Michelle Emond Neela Singh Pin Yi Wu

Prepared by: Ana Patenaude

Action by:

“Try your best, be kind to others, keep the faith.”



Monsignor Paul Baxter Catholic School Council Meeting Minutes

Opening Remarks	Liz Bridges Veronica Lega
<ul style="list-style-type: none"> • Meeting called to order. • Roundtable introductions. <p>Land Acknowledgement & Prayer The Land Acknowledgment was shared. It was a video by a kindergarten classroom. Prayer done by Mrs. Nicoletti.</p> <p>Approval of Agenda</p> <ul style="list-style-type: none"> • Approved without comments. <p>Approval of last meeting's minutes</p> <ul style="list-style-type: none"> • The March 18 minutes were approved without comment. 	<p>Mrs. Nicoletti</p> <p>Motioned by: Erin Mailhot Seconded by: Brianne Roberge</p> <p>Motioned by: Holly Grossman Seconded by: Veronica Lega</p>
Principal's Updates	Mrs. Nicoletti
<ul style="list-style-type: none"> • The school continues its efforts to become an Eco School. Recently, junior students participated in a GOOS (Good On One Side) paper day. As part of this initiative, students were invited to the art room to create something for their class using recycled paper, which they enjoyed. <p>Staffing Update</p> <ul style="list-style-type: none"> • Ms. Sushma has left the school. • Mrs. Baile was expected to return from maternity leave but has extended her leave. • There is a staffing need for the Grade 4/5 class. • Planning for the next school year is underway. MPB will be receiving an Assessment Kindergarten class currently at St. Luke's in Nepean. This is a system class that will be housed at MPB, overseen by the Special Education principal, with support from the 	

“Try your best, be kind to others, keep the faith.”



Monsignor Paul Baxter Catholic School Council Meeting Minutes

MPB principal. The class will include approximately five students with a Special Education teacher and Educational Assistants. These are exciting developments for the school.

- A question was raised about why the Assessment Kindergarten is moving from St. Luke's. The response was that it may be due to space availability at MPB, as St. Luke's is a busy school.
- MPB is projected to gain a new primary teacher. There will be 3 JK/SK classes, 7 primary classes, and 5 junior classes next year, possibly including a Grade 2/3 split. However, this is subject to change.

Safety Update

- The second lockdown drill has been completed successfully.
- Three fire drills remain, with one possibly taking place this coming Thursday, weather permitting.
- With the addition of a new class for students with special needs—some of whom require specialized transportation—the school is exploring safety measures. One option being considered is closing the parking lot to parents during drop-off and pick-up times to reduce congestion and ensure student safety. The principal welcomes input from families and encourages suggestions to be sent to Mrs. Nicoletti. Teachers are also providing feedback. It was noted that many schools already restrict parent access to parking lots, and MPB's lot becomes particularly busy at peak times.
- A staff member asked whether parents with accessibility needs would still receive parking passes if the lot is closed to others. The principal confirmed that families who qualify will continue to receive special transportation passes.
- All options are still being reviewed, but the final decision will prioritize student safety above all.
- A member suggested reserving parking spaces for elderly crossing guards, particularly at the end of the school day. If parent access to the lot is restricted, this may free up space for that purpose.

Other Business

- The Safe and Inclusive Committee will be meeting at the end of April.
- EQAO dates for Grade 6 have been adjusted slightly. Testing will now take place on May 22, 23, 26, and 27.
- Catholic Education Week/Mental Health Awareness Week are approaching.
- Congratulations to Mrs. Trulove on receiving the Director of Education Commendation Award.

Teacher/Support Staff Update

Mrs. Truelove

“Try your best, be kind to others, keep the faith.”



Monsignor Paul Baxter Catholic School Council Meeting Minutes

General Updates

- *Jungle Sport* was a huge success! Both students and staff had a great time. It was a wonderfully inclusive experience, with many students with special needs particularly thriving.
- The Grade 6 visit to SMT took place last week and went very well. The students were especially excited to receive their t-shirts.
- Our Lenten Initiative is wrapping up. Thank you to all families for your generous donations and for helping your children participate in the initiative and Water Awareness Days.
- The Ottawa River Keepers presentations continued, this time engaging all Grade 2 and 3 students. The sessions were well-received and students were fully engaged.
- Movie Night was a hit with both students and families—thank you to everyone who helped make it happen!

Coming Up:

- *Stations of the Cross* will take place this Thursday. It is a calm, age-appropriate activity with a dedicated script for each age group. Students will walk through the stations and pray together.
- Please note that there will be no school on *Good Friday* and *Easter Monday*. Happy Easter to all!
- MPB will host the *Boys' Basketball Tournament* on April 22 and the *Girls' Basketball Tournament* on April 29.
- More Scientists in the Schools presentations are coming up. Thank you to the council for making these engaging sessions possible.
- Catholic Education Week will take place from May 5 to 9. The planning committee has been working hard, and more details will be shared soon. Highlights will include:
 - An Easter/Education Week Liturgy
 - Entrepreneurs' Day
 - Open House Breakfast
 - A food drive for the Barrhaven Food Cupboard
 - Spirit Days throughout the week

[Treasurer's Report](#)

Michael Cornwall

“Try your best, be kind to others, keep the faith.”



Monsignor Paul Baxter Catholic School Council Meeting Minutes

An update of the current MPB Parent Council Budget was presented.

Recent Revenues

The most recent fundraiser, the Spring Movie Night, was a great success. The target was to raise \$1,000, with estimated expenses of \$300 and an expected profit of \$700.

Actuals after the event were:

- Revenue: \$1,157.50
- Expenses: \$295.76
- Profit: \$861.74

Revenue came from a combination of online ticket sales, door ticket sales, and concession sales. Since the event took place during the Lenten season, the council agreed to donate the profit to the school's Lenten Initiative.

Update on Current Initiatives

- **Educator Support:**

Each educator is allocated \$150 for classroom supplies. At the start of the year, the budget was set at \$3,600. To date, \$2,129 has been spent. A reminder was given that the cut-off for using this allocation is April 30.

- **Scientists in Schools:**

Sessions began in January and are ongoing. Approximately 66% of the budgeted amount has been used to date, with additional invoices expected.

Upcoming Revenues

- *Baker Lunches*: Estimated at \$100; profit to date is approximately \$70, with more orders expected.
- *Sweet Streat Fundraiser* (June 9): Target revenue of \$1,000.

Upcoming Expenses

- Spring Movie Night: \$295.76
- Donation to Lenten Initiative: \$861.74
- Jungle Sport: \$2,200.00

“Try your best, be kind to others, keep the faith.”



Monsignor Paul Baxter Catholic School Council Meeting Minutes

- Scientists in Schools: \$996.64
- Ongoing Educator Support: \$749.64
- Sweet sTreat (expenses): \$42.08
- Spring Teacher Appreciation: Estimated at \$250
- Kindergarten Yard Enhancement: \$1,610.25

Overall Budget Variance: + \$46.70

Co-Chair's Updates

Liz Bridges
Veronica Lega

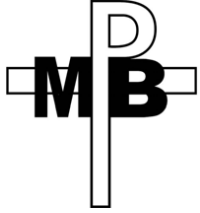
Crossing Guard Appreciation

- Ottawa's Crossing Guard of the Year Contest
Nominations are open from April 7 to May 16. You can nominate your favourite crossing guard for a chance to win one of three \$500 cash prizes and the Ottawa Safety Council (OSC) Crossing Guard of the Year Award.
 - o Nominators are also entered into a draw for a Family Fun Pack to *Mont Cascades Water Park* (admission for four).
 - o An appreciation event will be held at one of the winning guards' schools during the first week of June.
- Ways to Participate:
 - o Thank You Cards: Students can create thank-you cards, take a photo of them, and email them to comments@ottawasafetycouncil.ca.
 - o Video Messages: Record short video messages to thank a crossing guard and either email them to the address above or upload to Facebook and tag *Ottawa Safety Council*. Some videos may be featured at the June proclamation event.

ACTION: Holly to advertise the contest on social media.

Spring Staff Appreciation

“Try your best, be kind to others, keep the faith.”



Monsignor Paul Baxter Catholic School Council Meeting Minutes

- Budget: \$250
(School Council voted to add \$50 from Fall carry-over funds to the original \$200 allocation.)
- What's Being Provided:
 - Pies from Baker Lunch Initiative: 37 pies at \$4 = \$148
 - Salads: \$102 remaining in the budget to purchase salads, accommodating dietary preferences.
- Supplies: No need for additional forks or plates; the school will provide these.
- Reminder: Liz suggested confirming with teachers in advance so they do not bring lunch that day.

Decision Required: Who will lead the salad purchase?

ACTION: Ramya volunteered to take the lead on purchasing salads.

Fundraising and Events

**Liz Bridges
Veronica Lega
Various Leads**

Sub-Committee Updates

Movie Night Recap

- Attendance: 56 tickets sold, 179 attendees — our best-attended movie night to date!
- The event felt more controlled than previous ones.
- The remaining canteen stock list (shared by Kelsey) was sent to Michael and the Co-Chairs for future planning.
- Some leftover candy may be saved for our next event — possibly Halloween or a snack day if we host one before then.

Decision Required: What should we do with the 24 small bags of popcorn that expire before fall?

ACTION: The popcorn will be added to the Spring Staff Appreciation Day. The Council is encouraged to drop off the popcorn at the office at their convenience.

“Try your best, be kind to others, keep the faith.”



Monsignor Paul Baxter Catholic School Council Meeting Minutes

Sweet sTreat (Monday, June 9)

- There's a lot involved in preparing for this event, but the main promotional push will begin in early May. A full calendar has been created for social media posts, which will focus on two parts: encouraging donations and promoting ticket sales. We'll need to balance both efforts carefully.
- To raise awareness, we'll set up two after-school info tables — one at the kinder yard and one at the older students' yard. These will help explain the fundraiser since it's a new event. We'll display our Council banner and bring laptops to help people sign up on the spot. A short video explaining the fundraiser would also be helpful.
- As an incentive, people who donate will be given a Boston Pizza gift card.
- The principal suggested that Council members promote the event at the Open House on Friday, May 9.
- Veronica is working on decorations at home. Most of the décor is either donated or handmade.

Call-outs and Actions

- Email requests sent to grocers and bakeries for donations
- Posters will go up in the school
- Social media posts to promote ticket sales
- May 13 and May 15: after-school promotional tables set up with the Council banner
- Council to attend the May 9 Open House with banner and baskets to promote the event

Leaving Ceremony (Tuesday, June 24)

Lead: Ana Patenaude

Council commitment: \$1,500

- Ana connected with Mr. Cameron to recruit more Grade 5 parent volunteers and plans to meet with current volunteers to start organizing. She will also reach out to Mrs. Nicoletti to confirm how much of the \$1,500 budget the school intends to use.
- Details like student favours are still being finalized. Holly and Ana will coordinate a time to take student silhouette photos. The yard sign needs to be ordered, and a full inventory of decorations should be taken. A parent has volunteered to take photographs at the event.

“Try your best, be kind to others, keep the faith.”



Monsignor Paul Baxter Catholic School Council Meeting Minutes

ACTION: Ana to obtain the student list and budget details from Mrs. Nicoletti.

Busy Minds (Thursday, June 19)

- A full day of Yoga and Mindfulness Workshops is scheduled, with a total cost of \$1,017. Although the Council had originally budgeted \$1,000, a motion to approve the additional \$17 was proposed by Veronica. The vote passed during the meeting with quorum achieved. The finalized workshop schedule is currently under review by Mrs. Nicoletti.

Metal Recycling (Mrs. Nicoletti)

- Students are leading this eco-initiative, with a presentation planned for April 22nd to explain the project to other students. A large bin will be placed outside to collect metal items, and a detailed list of accepted materials will be shared.
- Some students will promote it during Kiss and Ride.
- Veronica suggested sharing the initiative in local Facebook groups.
- A recommendation was made to reach out to Barrhaven councillors for broader promotion.

Summer Send-Off (Tues. June 17)

Ramya has stepped up as the lead for this year's Summer Send-Off. She will be supported by Jen, who was the lead in the past.

- A sub-committee meeting was held on Monday, April 7.
- The budget for the event is confirmed at \$3,500.
- To date, \$3,378.62 has been committed.

One significant change is the removal of the "Games to Go" component. Instead, a variety of new activities have been introduced:

Activities

- Full of Beans
 - Large Obstacle Course (\$450) – Designated for older kids.
 - Smaller Themed Bouncy Castle (\$275) – For younger children.
- Soccer Dart (\$150)

"Try your best, be kind to others, keep the faith."



Monsignor Paul Baxter Catholic School Council Meeting Minutes

- Dunk Tank (\$425) – Teachers will volunteer to participate. A schedule will be created and promoted. As the dunk tank is a more expensive item, the plan is to offer the first toss for free, with additional tosses available by donation.
- Face Painters (3 people)
- Sidewalk Chalk
- Temporary Tattoo Station – May require purchasing additional tattoo supplies.
- Large Yard Games – Some already owned; Jenn will borrow more from work.
- Kiddie Pools with Balls and Toys – For children under age 2. Jenn will borrow these as well. Signage will be needed to prevent older children from entering.
- Firetruck – If available; to be confirmed later.

Entertainment

- Bubble Birthdays Presentation – A new addition this year (\$400).
- CHRI Radio – Placement still needs to be determined to ensure the music can be heard.

Food & Drink

- Chubby Cat Confections (vendor)
- Mr. Sundae
- Fitz's
- Additional Food Vendor – Ramya is looking into adding another food option. She is in discussion with two Barrhaven-based restaurants: one called *The Curry Place* and the other *Tapri Chai*. These would operate under a tent rather than a truck. Confirmation is pending. The taco truck may be unavailable due to a scheduling conflict. Any food vendors will need to comply with the city's regulations.
- Additional Treat Vendor – Possibility of another dessert option such as mini donuts or lemonade. Ideally another cold treat. Mrs. Nicoletti will check with the mini donuts vendor who she knows.

Book Sale

- Ongoing promotion on social media continues and is encouraged.
- Book donations continue to come in regularly, including from teachers.
- All book donations are requested by May 30.

“Try your best, be kind to others, keep the faith.”



Monsignor Paul Baxter Catholic School Council Meeting Minutes

- Books are being stored in Room 170.
- A sorting day will be scheduled soon.
- Revenue from the book sale will support the end-of-year party.
- Sale will be promoted as part of a summer reading challenge.
- People are encouraged to bring in **reusable bags** from home. These will be offered to book buyers on the day of the sale.

ACTIONS:

- **Veronica to schedule a sorting day with Chelsea and Mrs. Nicoletti.**
- **Liz to provide boxes for sorting and transporting books.**

Snack Day(s)

- Discussion around holding one or more snack days before the end of the school year to help raise additional funds.
- Items under consideration include:
 - Chips
 - Freezies/Popsicles
 - Ice Cream Truck

Outdoor Enhancement Initiative

**Mrs. Nicoletti
Kinder Parent Leadership
Team**

Multi-Year Fundraising Initiative:

[Outdoor Learning Plan](#)

General Update

- We are still waiting to confirm details about the new installment scheduled for this summer. It is expected to be a large built structure.
- A walk-through of the yard was conducted with Kelsey to discuss the ideas like classes possibly adopting a tree, as well as aspirations, and areas in need of improvement.
- A work order has been submitted to repair the area outside the sandbox.

“Try your best, be kind to others, keep the faith.”



Monsignor Paul Baxter Catholic School Council Meeting Minutes

- A question was raised about potential improvements to the small area in the kindergarten yard. The principal confirmed that no new direction was provided since what was communicated last year.
- Multiple work orders have been submitted to remove the cauldrons from the kindergarten yard. Mr. Anderson will continue to follow up with reminders.
- A member inquired whether the picnic tables are being used for outdoor classroom learning. Mrs. Nicoletti confirmed that some junior classes have used them. With better weather approaching, usage is expected to increase. The idea of relocating two picnic tables to the junior side was raised for consideration.
- The benches by the junior yard were noted to be in poor condition and may require replacement.

Kinder Yard Enhancement

- Budget: \$3,500 allocated for improvements.

Chalkboards:

- Chalkboards have been ordered (early April) at a cost of \$1,610.25.
- Installation is planned for the side of the kindergarten sheds and will take place in the coming weeks once the installation season begins.

Sand Top-Up:

- A sand top-up of 3 yards has been arranged, totaling \$729.98.
- The sand will be ordered by Dianne this week for delivery as soon as possible.
- Volunteers may be needed to help move the sand from the dump site to the actual sandbox area.

Additional Suggestions & Discussion:

- Once the weather improves, parents may volunteer to help clean and organize the shed—pending confirmation of need from educators.
- A discussion took place regarding the mud kitchen, noting that 2 of the bowls (“sinks”) no longer fit.
 - A member inquired if there was a workaround that would allow students to continue using it as intended.

General Updates

Elected Leads

CSPA Update

- No meeting held in March.

“Try your best, be kind to others, keep the faith.”



Monsignor Paul Baxter Catholic School Council Meeting Minutes

Upcoming Meetings:

- April 30th at 7:00 PM – *St. John XXIII Elementary*
Topic: OCSB Hiring Practices
- May 28th at 7:00 PM – *St. George Elementary*
Topic: Safe Schools

Volunteer Appreciation Event – Saturday, April 12th

- Attendees from MPB: Veronica, Chelsea, Brianne, Diane, and Holly
- A wonderful event that included:
 - A beautiful lunch spread
 - A candy bar
 - Thank-you cards and gifts
 - A performance by Indigenous dancers who invited attendees to join in a group dance
- Attendees had a chance to mingle with members from other school councils and CSPA, gaining insight into how other schools and the Board operate.
- Highly recommended that more members attend next year's event.

News

- [Call for more support for students with special needs](#)
- [OCSTA committed to supporting provincial efforts to address anti-black racism in education](#)
- [As parents vow to leave the OCDSB, the Catholic School Board prepares waitlists](#)
- [5 years after COVID-19 started, parents and experts say the impact on kids remains](#)
- [8 schools innovating with Google AI](#)
- [Staff facing burnout at Ottawa Catholic Schools](#)
- [ETFO Report calls for funding increase amid crisis in special education](#)
- [School board lawsuit against social media giants to continue](#)
- [Financial literacy modules for students](#)

Administrative Update

“Try your best, be kind to others, keep the faith.”



Monsignor Paul Baxter Catholic School Council Meeting Minutes

Front Case Display – Volunteers Needed

- May Theme: Catholic Education Week / Compassion
 - Note: Ana has volunteered for the April/Easter display. Since Easter falls later in April, the display can remain up into May, then be slightly modified for the rest of the month.
- June Theme: Pride / Indigenous Awareness / Faithfulness
 - Volunteer still needed for this display.

Community Update

- April 18 - Easter at Escape Manor (\$)
- Select Sundays - Bank of Canada museum Sensory Sundays
- April 23 - Autism Ontario: Celebrate the Spectrum - Rideau-Rockcliffe Community Center
- May 3rd - Barrhaven Lions Pancake Breakfast Fundraiser - Fire Station 47
- May 16-19 - Barrhaven Ribfest & PoutineFest - Clarke Event Fields

Lunch Program Update

- Trial Lunch Date with The Baker
 - Scheduled for Wednesday, April 30
 - 75 orders received to date, generating \$414 in total
 - Orders close next Thursday
- Potential for Next Year
 - If selected as a weekly vendor, projected revenue is \$250–\$300/month
 - This could amount to an additional \$2,800 annually
- Communication Strategy
 - A question was raised about sending a flyer home
 - Decision: Continue with digital notifications (social media and emails) rather than using paper flyers

Greening Update

“Try your best, be kind to others, keep the faith.”



Monsignor Paul Baxter Catholic School Council Meeting Minutes

- Kelsey did an extensive walkthrough of the yard and parking lot areas with Mrs. Nicoletti to identify priorities and potential quick wins for spring improvements.
- Mrs. Nicoletti is currently following up internally—both within MPB and with the Board—to help finalize the project list. Responses are expected in the coming weeks.
- Once the Spring Priorities List is complete, Kelsey will reach out to Council and the school community for volunteers, especially those with specific skill sets (via the volunteer list and social media).
- The work will likely require an evening session and a few weekend hours.
- Kelsey will also prepare a detailed list of activities, required supplies, and the number/type of volunteers needed.

New Business and Roundtable	Open Floor
- Open the floor	
Closing Remarks	Liz Bridges Veronica Lega Motioned by: Brianne Roberge Seconded by: Holly Grossman
Next Meeting: May 13, 2025 Council members are encouraged to come prepared with ideas, suggestions, and information regarding the 2025–2026 school year, especially around: <ul style="list-style-type: none"> • New fundraisers • Changes to existing fundraisers 	

“Try your best, be kind to others, keep the faith.”



Monsignor Paul Baxter Catholic School Council Meeting Minutes

The goal is to begin building the 2025–2026 plan and budget during May’s meeting to help ease the transition into the new school year. This also allows event leads to gauge their commitment level and make informed decisions about their roles on Council next year.

An example was provided:

Rather than just the traditional Movie Night, could we try a “Dinner & a Movie” night?

Many parents are already rushing to arrive for 6:30 PM—could we leverage that time by offering a ticket + dinner package that families can purchase?

Looking ahead:

- Halloween is often planned in the summer, and Fall Appreciation comes up quickly. We need to be ready.
- Sabrina confirmed she is willing to lead Halloween one last time this year.
 - A new lead is needed for 2026.
 - Parents are encouraged to co-lead this year to learn the ropes and take over next year.

June Meeting

- The June meeting will focus on:
 - Debriefing the Sweet STreat Raffle and the Summer Send-Off
 - A final review of the year’s budget
 - A wrap-up celebration

Format TBD:

- Potluck at school
- Ordering in

“Try your best, be kind to others, keep the faith.”



Monsignor Paul Baxter Catholic School Council Meeting Minutes

- Off-site dinner (restaurant, no kids) – to be discussed and decided.

Chelsea asked about the Volunteer Gifts for Appreciation Day and offered to help since the Council has some funds allocated towards it.

ACTION: Chelsea to connect with Mrs. Nicoletti to coordinate.

Meeting adjourned.

“Try your best, be kind to others, keep the faith.”