



St. Stephen Catholic School Council (SSCSC)  
Meeting Minutes  
13 November 2024

1. Meeting convened in the Learning Commons.
  - Motion to call to order at 16:05 pm
  - Moved by: Sarah F
  - Seconded by: Angelina
  
2. Attendance:
  - Board Members:
    - Chair – Debi Mathew
    - Vice Chair – Leah Kobzan
    - Treasurer – Sarah Foottit
    - Secretary – Margaret Crothers
    - Community Rep – Erni Papakroni
    - Parish Rep – Jacinta Cillis-Asquith
    - Volunteer Coordinator – Jessica Sullivan
    - PAL – Jessica Higgs
    - PAL – Diane Lawson
    - PAL – Angelina Roncali
    - PAL – Nancy Sandhu (virtual)
    - PAL – Ashley Sladen (virtual)
  
  - School Reps:
    - Principal – Kim Izsak
    - Vice-Principal – Adele Srutek
    - Teacher Rep – Angela Mullen
  
  - Parents & Guests:
    - Chrysz Catapusan
    - Leogena Zhaka (virtual)
  
  - Regrets:
    - CSPA Rep – Lynn Dalati
    - Food Co-ordinator – Lin Qin
  
  - Absent:
  
3. Land Acknowledgment and Opening Prayer by school administrative team.
  
4. Motion to accept the November 2024 SSCSC Agenda
  
5. Principal's Report



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- Big thank you to our parents who contributed to the Halloween Cake and Candy Walk, as well as our volunteers. We raised \$3000 for our sister school, St. Luke Ottawa.
  - Volleyball; boys last week, girls this week. Floorball coming up. Tournament in December. Rethinking recess; providing a variety of activities in the school yard. Tarp activities, colouring, Connect 4.
  - Bullying Awareness and Prevention Week is next week. Conflict vs being mean/rude vs bullying; education for students and parents, as well as how to stand up for themselves and others, and how to communicate kindly, and how to ask for help and support.
  - Tomorrow progress reports will be available on the parent portal. Sign up for parent teacher interviews, which will be in the gym again.
  - Advent project: PJ patrol, starting last week of November (new pjs)
  - White Elephant sale for December, run by grade 6. Wednesday Dec 11
  - Spirit Wear order opening soon
6. Teacher's report
- Possibility of a fundraiser with Little Caesars take home kit, group can earn at least \$6 per kit sold. Easy on the admin side.
  - Asking about Cobbs bread – will be do another fundraiser for Christmas. Current cards run out in May; we'll do it again in May (Debi)
7. Chair's Report
- The play structure chosen by our committee is by Playground Planners and was submitted to the Board early last week. We are still awaiting comments and review
  - The 2 week fundraising efforts to both parents and local businesses raised \$4847 to date
  - A big thank you to: Taggart, L. Zinman & Company, Mucho Burrito/Gabriel's Pizza, Logan Katz, LLP, Vanity Roofing, Inc, Call Center Doctors, The Stittsville Dental Studio, TD Bank, a Pharmacist in Perth and 4 parents
  - Structure itself is \$50,843 total is \$83,303 before HST
  - TBD – finalize minor changes to constitution with an online vote before council breaks for the summer
  - Request everyone's updates for the agenda 1 week in advance
8. Food Coordinator's Report
- Lunch Program Update – Term 1
1. **Subway Lunch Program:**
- A total of **238 orders** were placed for Term 1.



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- The program has generated a profit of approximately **\$2,500**, which will directly benefit school initiatives.

1. **Active Communication**

- I will continue to monitor emails regularly to address any questions or concerns from parents promptly.
- **Backup Options:**
- We have additional lunch options available, including
- **Mucho Burrito, Kungfu Bistro, Wing In** (*still negotiating pricing*)
- **Restaurant Participation for Events**
- These restaurants have expressed interest in supporting **school parties and events**
- **Subway, Mucho Burrito, Gabriel Pizza**
- We are also in discussions with more **local food providers** to expand our options for school events.
- **Gabriel Pizza Fundraising:**
  - Gabriel Pizza has committed to a fundraising program with us!
  - This program can start anytime, with **15% of all sales** going directly back to our school.
- **Lunch Box Program:**
  - After careful consideration, we have decided **not** to proceed with the Lunch Box program.
  - The primary reason is the very high fees charged by the restaurant partners, which would make it financially unviable and not worth pursuing.

Thank you for your continued support in making these programs a success.

9. Volunteer Coordinator's Report

- Getting lots

10. Community Rep's Report

**1. Upcoming Events & Activities**

- Ottawa Public Library's Stittsville 50th anniversary  
Event for the whole family  
Date: Saturday, November 23, 2024  
Location: 1637 Stittsville Main Street  
10:30 am – Library-themed Storytime



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11 am – 1:30 pm – Face painting, button making, puppet theatre & games  
2:00 pm – Speeches, cake & beverages  
2:45 pm – Rock the Arts Puppet Show – Superhero Showdown!

- Fundraising Event - Christmas Bazaar & Bake Sale – Stittsville Villa Fun activity to enjoy with the little ones. Enjoy a selection of Christmas items and fresh homemade baked goods at the annual Christmas Bazaar. Proceeds go to Stittsville Food Bank.

Date: Saturday, November 16 10:00 am - 2:00 pm

## 2. Community Concerns & Needs

- Refugee Tents near Stittsville

Many members of the community are concerned about the refugee encampments that will be raised in Ottawa, one of them near the Eagleson Road Park and Ride in Kanata. There's been some protests, and petitions going around. There's certainly valid concerns being raised as our healthcare and infrastructure are already over-congested with the current population as many families do not have family doctors and are waiting in year long lines for tests and surgeries deemed urgent.

- Rink volunteers needed

Winter is coming quickly and we're looking for volunteers to help out at outdoor rinks in the community, including at Joe Lewis Park, Bradley-Craig Park, Albert Argue Black Park, and Mark Yakabuski Park. If you know someone that might want to help, they can contact Glen Gower's office for more information: [glen.gower@ottawa.ca](mailto:glen.gower@ottawa.ca).

## 11. CSPA Report

- Chair attended Conference for School Councils  
Nov 2, 9-1pm Aubrey Noronha Speaker  
Safe Schools, Mental Health & Antiracism

Looking ahead

Mental Health - Wed Nov 27 7pm  
St. Patrick High School in Alta Vista

Power of Relationship and Play – Dec 11 6:30 pm

St. Bernadette

Register via EventBrite:

<https://ottawacspa.ca/news-events/>

## 12. Parish Report:



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- We have an excellent turnout of children and parents for the preparation classes for first reconciliation/communion, and this year, we are including a parent class to help parents support the catechism the children are learning.
- A children's advent party is being planned for a Sunday in December. As nothing is finalized, I will have to update once I know more, and the date is confirmed. It would run after 11 am. Mass on either Dec 8 or Dec 22. Dec 22 likely works better as most folks will have already attended the children's events their respective employers may be hosting in the preceding weeks.
- The Child & Youth Choir continues at Holy Spirit Parish—a big shout out to Mavericks Donuts Stittsville for sponsoring. Due to the Sunday late mass being changed to 11:00 a.m., between now and Christmas, each Sunday at 10:30 a.m., there will be a practice for this choir before the 11 a.m. Mass. Every child/youth is welcome. Our youngest is 3.5 years old, and our senior members are in their late teens or early twenties. Please spread the word, as we are looking to add members. Contact either myself or the parish office.
- The LightHouse Youth Ministry continues, and this week's Thursday (tomorrow) group is for Grades 6-8 (the theme this week is "saints"), with the Grades 3-5 having occurred last Thursday. This youth ministry has accomplished a lot over the past year as I believe over 100 youths have attended the youth evenings. The Youth Ministry at Holy Spirit Parish still seeks volunteers to help with these groups. [youth@holyspiritparish.ca](mailto:youth@holyspiritparish.ca)  
<mailto:[youth@holyspiritparish.ca](mailto:youth@holyspiritparish.ca)>
- Today (Nov 13), there is a blood donor clinic from 1–7 pm.
- The Parish is still seeking a part-time custodian for about 20 hours per week. Please contact the Parish for more details.
- This Saturday (Nov 16) the Holy Spirit Parish CWL will host their annual bazaar in the parish hall from 9 am- 3 pm. The CWL seeks help from anyone who could donate sewing, craft items, knitting, or baking. CWL can be reached at [CWLholyspiritparish@gmail.com](mailto:CWLholyspiritparish@gmail.com)  
<mailto:[CWLholyspiritparish@gmail.com](mailto:CWLholyspiritparish@gmail.com)>
- The next monthly formation, fellowship, and Eucharistic Adoration meeting for men learning about and discerning a call to the priesthood will be held tomorrow, Nov 14, at 7:00 pm, in the basement of Notre Dame Cathedral Sussex Avenue Ottawa. Fr. Connor O'Hara, who grew up in Holy Spirit Parish, is now the Vocations Director for the diocese.
- JacintaPICS 2025 Calendar (local wildlife) is now available for \$19.99, and all proceeds go to the Stittsville Food Bank. Last year, the calendar raised over \$2,500, and this year, we hope to better that. Some of the local partners who are helping to



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sell the calendars include Holy Spirit Parish and St. Stephen's School. Thanks to St. Stephen's school for this support.

13. Treasurer's Report

- Bank Balance \$50,482
- Signatories have been updated, now any two of Sarah, Debi, Leah, Kim Izack can sign

14. Year Book Committee

**Sponsorships:**

Results from former yearbook sponsors (sponsorship requests for new playground add-ons) is \$2010, Honourable mention to Eric Jungmeisteris, CPA, Partner at L. Zinman & Company (donation \$1250), Vanity Roofing & Call City Doctors

**Yearbook Club Update:**

Applications are open to grade 5 and 6 students.  
Application deadline is Thursday, November 21. Valerie Brophy and Ashley Sladen will review and post list of club members on Monday, November 25.  
The first meeting will be on Tuesday, November 26, during lunch recess—location TBD. Will run bi-weekly until the new year, after which they will be weekly.  
Select YBC students will cover/photograph the family movie night on Friday, November 29th.

**Yearbook sales:**

Early bird sales will begin in early January and run until mid-March. Regular price sales will be from mid-March to the May deadline.  
Early bird price will be \$20.  
Regular price is \$25.  
Exact dates will be decided at the next YB committee meeting. Date TBD

15. New Business

- Please let chair know a week prior to the meeting if you would like to introduce a new topic/question for discussion.
- McDonalds fundraiser successful. Cheque to be issued in early December
- Dates for future meetings:



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Opted for no meeting in December. Early January meeting to accommodate discussion on year book before action needed. June meeting before end of year party. Might elect to do a followup afterwards.

Dates suggested: Jan 8, Feb 12, March 19, April 9, May 14, June 11

16. Meeting adjourned.

- Motion to adjourn at 7:18pm, with intent to reconvene on Jan 8 at 6:00pm. Moved by Jacinta C-A, Seconded by Leah K

Minutes submitted by: Margaret C

Minutes approved by: Debi M, Seconded by: Ashley S