



St Emily School Council

Meeting Minutes

April 14, 2026

St Emily Learning Commons

6:30 PM - 8:00 PM

*		Emalie Ujjainwalla	Chairperson
*		Grace Fulton	Vice Chair
*		Chelsea Wanvig	Treasurer
	*	Sarah DuPerron	Assistant treasurer
*		Elizabeth Lorello	Secretary
*		Jessica Taylor	Fundraising chair
*		Alyssa Kraimaty	Events chair
	*	Katherine Rocque	Lunch chair
*		Mourad Graidia	CSPA Representative
*		Winnie Engola	Parish Representative
*		Yesenia Martinez	Member at large
*		Kevin Smith	Member at large
*		Beata Hamish	Member at large
*		Vincenza Nicoletti	Principal
*		Angela Watson	Vice Principal
*		Rachel Cleasby	Teacher Representative

6:34 pm – Meeting called to order by Emalie

Quick roundtable introductions.

St Emily Prayer and land acknowledgement - Vincenza

Approval of Agenda motioned by Emalie, seconded by Jessica.

Approval of February minutes motioned by Emalie, seconded by Chelsea.

Teacher report:

The grade 5 students have been working on SEP, creating their own company called Feed the Future and they have prepared a pitch for this coming Thursday at 1pm in the school gym. We

viewed a video the students worked on to explain what the button workshops they will be holding to raise money for the Ottawa Food Bank. For the pitch, they will be asking for \$250 which is to cover the cost of the button machines.

Emalie motions to support \$250 for Feed the Future, seconded by Jessica.

Grade 4s are doing Eco Eagles and there are a bunch of activities for next week for Earth week; there will be a different activity every day. For example one day will be 'Walk, Bike, Scoot to School', another will be 'Wear Green', etc.

The garden area is very muddy, if we can get mulch to cover that up. Emalie has added it to garden to-do list.

Angela:

School Active Transportation was supposed to put a sign out today and then on May 13th will be the Spring Walk Day. The mascot will be at the school to encourage kids to walk to school, or to park and 'walk a block'. There was a map added to one of the newsletters. On June 15th they will be coming to do a grad ceremony. They may have a pizza day for the class with the most kids who walk to school. There have grant money for this. Angela will confirm how much is left and we can vote on the remainder at the May meeting.

Principal Report - Vincenza

Staffing update: we are gaining a primary class (grade 3) based on numbers at this time, which means there should not be any staff surpluses for next year.

Field trips are on the go and we are keeping track of how much over the \$25 maximum we are charging families. We've had a few classes that have paid so far and we are at a \$920 mark with another 3 or more 4 grade levels to go. For any families that can't pay these fees, money from pizza etc will pay for it. Once there is a final number, the council will vote to cover the difference.

EQAO dates have been set and because of all the school activities coming up, the dates for the grade 6 and grade 3 classes had to be split up. Grade 6 EQAO will be June 2-4 and grade 3 will be May 27-29. Gum and freezies will be provided by the council. Vincenza will confirm the numbers with council. We do already have a lot of freezies in the freezer.

Catholic Education Week (CEW) is coming up, final dates are being confirmed shortly. There will be an open house and a CEW liturgy that everyone will be invited to. There will also be an end of day dance party for the kids to wrap things up.

The lenten project has wrapped up, it was a huge success. Teachers will present the amount to the whole school at the school liturgy.

Track and Field will be May 15th, weather permitting. The Board track and field day is May 29th.

Composite from last year's grade 6 students was lost, so it was re-ordered and arrived today. The cost was \$129.88.

The **Scholastic book fair** is coming up and the school is looking for parent volunteers. We have books left from the White Elephant Sale and the Book Drive that will be available for free for any kids who do not have money for books.

Safety continues to be a concern. We are trying to remind parents to use sidewalks rather than running across the transportation lines. We will continue to communicate this message.

Vincenza has ordered the bibles and is hoping to connect with Fr Pierre to have a day where he can come. Hopefully we can have it in May, if not in June. The final amount was \$697.11. Parents can opt out of accepting a Bible if they are of a different faith or do not want the Bible.

Emalie motions to spend \$697.11 to cover the Liturgica invoice for Bibles, seconded by Chelsea.

Ms. Willis is proposing a Quiet Corner Cafe/Club at lunch and is requesting \$30-50 to buy some board games and puzzles. This is meant to be a quiet space for students who struggle with loud, social spaces during recess.

Emalie motions to spend \$100 to support the Quiet Corner Cafe, seconded by Chelsea.

Chair report - Emalie

In the fall, a Douvris Martial Arts workshop was planned, for grades 1-6 and anticipated for May or June. Julie Lattanzio is waiting for dates.

In the spring we usually do a Butterfly Garden clean-up. If anyone would like to help with the gardening, you can let Emalie know. Volunteers will need to bring their own tools and a gardening bag. There is a work order for a mulch and soil that's been in for 2 years now. If we aren't going to get it we should just pick up our own as the area is very muddy right now, and there is no grass. If we have a delivery date we can plan the clean-up day around that.

Treasurer Report - Chelsea

In February, we paid for Scientists in the School, Junkyard Symphony and ordered the hot chocolate machine. We received the tuck gear cheque for \$138, which was for the winter fundraiser.

March opening balance: \$73,111.85

March closing balance: \$58,990.17

In March we ordered the council pop-up banner, utensils for the office and some classrooms, 500 cheques, and the council t-shirts which will be covered by the PIC Grant; we are waiting for the cheque for that to come in. We also paid for some chromebooks (e-Vote). We made some money from selling Eddie the Eagle.

We need to reallocate the money that wasn't spent on chromebooks which was \$1050.

Chelsea motions to reallocate the \$1050 that wasn't spent on chromebooks, seconded by Jessica.

We had previously motioned \$600 to pay for choir parents tickets to the 67's game but because we sold 73 tickets we only needed to cover \$411.

Chelsea motions to reallocate the \$189 that we didn't spend on the 67s tickets, seconded by Jessica.

We spend about \$30 bi-weekly on fruit for students. We should still have enough to cover enough fruit until May at which point we can vote for the rest of the year.

PIC/PRO grant reports need to be done but the forms aren't open yet. Chelsea asked Elisa for a cheque (PIC). The hot chocolate machine is on the way.

Fundraising Report - Jessica

Cake Walk was a huge success this year. Every student got 10 free raffle tickets for a chance to win one of the donations. We had over 200 winners this year and more donations than we've had in recent years.

For **Teacher Appreciation Week**, we have planned something similar to last year. Jessica has reached out to vendors for donations and has also put out a call to families who would like to participate in a fun school community activity on the Sunday before.

Families are invited to come to the school on Sunday, May 3rd from 11:00 a.m. to 1:00 p.m. to write encouraging chalk messages for the teachers along the bus lane and walker gate sidewalks.

This year the theme is based off of different books which will dictate the theme/treat for each day. Another new idea is to have the grade 6's sign the book with messages to the teachers before they leave the school, and then these books would end up in the library.

The idea is to have small gestures that any family/child can do to show appreciation for their teachers without having to spend money. In order to keep all of these things a surprise from the teachers, Jessica will try to distribute flyers to parents at the walker gate and advertise on social media.

In addition to these activities, a google form was sent to the teachers to create a wishlist for their classrooms. Some teachers have already requested supplies so we will give them what they requested and similar supplies to teachers in the same grades who may not have submitted a wishlist.

Jessica motions to spend \$1100 to spend on the teacher wishlist, seconded by Cheslea.

For the **year-end carnival**, we have booked Circus Delights, Burt's Bubbles, an ice cream truck - potentially 2 - and we will sell pizza and Eddie the Eagle. The date is set for Friday June 12th from 5:30pm to 7:30pm but all of the events have agreed to come from 5-5:30 to set up for a quieter time and they will do this for free. We will try to get more high school volunteers and set up face painting again. We will have the dunk tank.

Jessica motions to spend \$5000 for the year-end carnival, seconded by Kevin.

The **spring spirit wear/ Eddie the Eagle** sale will begin on Friday April 24th until Sunday May 10th. Tuck Gear will have it available on their website and they will open up the teacher site as well. Eddie the Eagle will be available at the same time on SCO.

Toppers Pizza Fundraiser will be Monday May 18th - Victoria Day - medium pizzas will be available for \$10 (cheese or pepperoni) with a school code. We will make 50%, so \$5 from each pizza sold.

Paint Night will be this Thursday, everything is booked. There will be chips and snacks. We need about 3 high school volunteers.

Lunch Report - Chelsea

Term 3 went really smooth, there were only 3 late orders.

CSPA Update - Mourad

The last meeting was on February 25th and there was a student trustee presentation which was more useful to high school students and would be beneficial for grade 6 students as well. The second presentation was about outdoor learning and play structures. For 2026, they have allocated \$1M for structure renewals. Vincenza has put in a request for St. Emily but we did not get the funding.

On April 11th was a Volunteer Appreciation Event which was very nice.

The next meeting will be on April 29th.

Parish Update - Winnie

The first set of kids received their first communion last weekend.

The **yearbook** is almost done. We are waiting for the grad portraits to be uploaded. According to the most recent sales summary, we have sold 81 yearbooks. Flyers have been sent home and the order link was included in the communication sent to the grade 6 parents as well. We are advertising the deadline for yearbook orders as April 30th, but the link will be open until May 6th and the yearbook will be submitted on May 7th.

New Business

For the **Leaving Ceremony**, the school will take care of plaques and awards. The t-shirts will be \$11.50 each. The grand total for the year-end grade 6 field trip is \$3559; a deposit of \$889.88 has been paid. A portion of the White Elephant sale will pay for some of the balance. Emalie will take care of ordering the lawn sign. We still need to take care of cupcakes, water and balloons. We are borrowing decorations from St. Pius' prom which matches our school colours. \$140 has been requested for gift bags and gold & blue tissue paper. With everything but the cupcakes and water, the total will be around \$4000 but Vincenza will give us the final number. All of the popcorn money raised this year (about \$2500) will go toward the leaving ceremony.

There are 80 grade 6 students, Jessica will look for quotes for 80 cupcakes, with boxes.

The Leaving Ceremony will be on June 23rd.

Someone sent Vincenza an idea for crowd control at the walker gate, to keep people off the sidewalk. It's called a Lanehog, and it's a pop-up movable fence. These would need to be moved in and out each day and stored somewhere. We could start with 1 of these for now with some pylons, or even just pylons, as a visual reminder to parents.

Next year Jessica would like to do an **outdoor movie night** again at the beginning of the year. As an addition, someone had suggested a magician for the year-end carnival but Jessica was thinking it would be a good idea to have it at the movie night to entertain the kids before the movie starts and then the movie would start when it gets dark. Another idea is maybe Zumba /

stretches before the movie, maybe on a corner of the grass. Jessica will start planning now and looking for quotes. The potential date would be September 25th, as October would be getting too cold. There is currently no school conflict with this date.

Jessica motions to spend \$1500 for the outdoor movie night, seconded by Emalie.

Adjourned at 8:02pm

Next Meeting: May 12, 2026