Monsignor Paul Baxter Catholic School Council Meeting Minutes

Date: November 18, 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:** Brianne Roberge **Lunch Rep:** **Greening Lead: Parish Rep:** - Kelsey McIntosh	Sabrina Cornwall (V) Stephanie Fulcher Sweta Shah	Pin Yi Wu Jin Joo Hwang Maxine Yu Ramya Dandamundi Elizabeth Huerdler(V) Diane Banaschewski (V) Chanel Padiachy (V) Erin Mailhot Veridiana Santos Andrea Mei (V)	**Principal:** Mrs. Pilon **Teacher Reps:** Michelle Emond	**Voting Members:** Franakh Elavia Chris Truelove Stephanie Duggan **Members at Large:** Neela Singh Young Maria Perez Angie Hall

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

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Prepared by: Ana Patenaude	**Action by:**
Opening Remarks	**Liz Bridges** **Veronica Lega**
Meeting called to order. **Land Acknowledgement & Prayer** Land acknowledgement and prayer were shared by Mrs. Pilon to commemorate November 11. **Approval of Agenda** ● Approved without comments. **Approval of last meeting's minutes** October 21, 2025	**Mrs. Pilon** **Motioned by: Michael Cornwall** **Seconded by: Ramya Dandamundi**
Principal's Updates	**Mrs. Nicoletti**
● **Safe Arrival**: There is a new parent portal for reporting absences or late arrivals. It is very convenient, and parents can notify the school ahead of time. More information will be shared soon. Once teachers take attendance, it connects directly to the system. Five groups of schools have already started using it, and feedback has been very positive. It is accessible, easy to use, and parents love it. Families can begin using it on November 24. If anyone needs help with the app, they can always ask their child's teacher. ● **Tree removal:** Four trees on school property will be removed because they are rotten in the middle and pose a safety concern. The tree fort also needs to be removed. A by-law officer came to inspect after a neighbour filed a complaint. While the officer was there, the principal also discussed the ongoing dog poop issue on school grounds. The officer said she would monitor more often and notify her colleagues. ● Progress reports will go home on Thursday. ● The Bible Ceremony for Grades 4 and 5 went well. Sarah Eady and Amanda Hopkins organized the event. ● The Advent Project is underway, and Ms. McAnany will be leading it. The school will be supporting St. Patrick's High School. Mrs. Pilon explained the purpose of the project.	

- The Angel Tree campaign has started. Families can donate online or by cash, and the funds will be used to purchase gift cards. School staff already have a good idea of which families in the community may benefit, but they are still gathering information. If you know of a family in need, please let Cathy know. If you make a donation online, let your child's teacher know so your child can have an Angel added to the tree. For families with multiple children, please write a note in each child's agenda indicating the donation and which child participated.

ACTION: Post on social media about donating to the Angel Tree.

- Spirit Week will take place from November 15–19. More information will follow.
- ECO Club: Mrs. Fiero applied for funding and received money to purchase seeds for pollinator-friendly flowers through the Experiential Learning Fund. These flowers will be planted along the perimeter of the schoolyard to support pollinator species. Older students will research the plants, and younger students will help with planting, creating a partnership between grades.
- A reminder that all climbing structures are closed for the season due to weather.

Teacher/Support Staff Update	**Mrs. Emond**

- A big thank you for the amazing Halloween Party. It continues to be a well-known and much-loved event in Barrhaven.
- Spirit Week went very well. Blue Jay Day was the most popular theme.
- The Scholastic Book Fair was a huge success. Ms. Olga puts in many hours to make it happen, and we are grateful to all the volunteers who supported her.
- Mr. Cameron organized for the Grade 6 students to attend a 67's game. It was so much fun that they plan to go again.
- The Terry Fox Run/Walk movie reward finally took place. It went smoothly, and teachers chose age-appropriate movies to watch in their own classrooms.
- Photo retake day was busier than usual, with close to 50 retakes plus a class retake. This is not typical, so the team is researching different photography companies to better understand what went wrong. One issue may have been that one of the photographers was ill, and this year there were only 2 photographers instead of the usual 4. A suggestion was made to consider having a parent volunteer help on photo day next year to keep students organized and help them look presentable.
- Volleyball tournament preparations are underway, with Mme Cadieux and Ms. McDonald taking the lead.
- The display cases at the front of the school look beautiful. Thank you to the parents who contributed.

Monsignor Paul Baxter Catholic School Council Meeting Minutes

• Liturgy Day went very well. The school welcomed seniors from Longfields Manor, and it was a lovely moment for everyone. Ms. Semeniuk's choir was amazing as always. The Grade 3 team, Ms. Truelove, Ms. Fuentes, and Ms. Robyn, did an excellent job organizing. Mr. Kelly, the superintendent, attended as well. Students have been very respectful during liturgies so far this year.

Treasurer's Report	**Michael Cornwall**
Michael provided a quick update after the Co-Chairs report.	

Co-Chair's Updates	**Liz Bridges** **Veronica Lega**
N/A	
Fundraising and Events	**Liz Bridges** **Veronica Lega** **Various Leads**

Halloween Party: Halloween was a great success and was our highest-grossing party since 2021. We had 468 people attend, representing 136 families. The canteen was popular, the stations were well spread out, and it did not feel chaotic. The DJ was worth the investment.

Sabrina, the event lead, noted that parent volunteer turnout was strong, but it would be helpful in future years to have more parent volunteers during the actual party, not just during setup. She received a lot of positive feedback about the DJ and kept his contact information for future events. She also mentioned that some children were rough in the gym this year—unplugging inflatables, kicking them, and climbing onto the stage. Next year, we need more monitoring in the gym, although parents are still expected to supervise their children.

Inventory has been reviewed, and some items are breaking. They were usable this year because they still looked fine visually, but some no longer light up or move. These will need to be accounted for, and future leads should budget for at least one purchase to replace or fill gaps. Sabrina emphasized the importance of securing donations ahead of time. She will not be the lead next year; Ramya or someone else may take over, with Sabrina available to support. Council acknowledged Sabrina's efforts and hard work over the past years.

Parent and Staff bear wear: The sale was extended by a few days, which helped. A total of 54 orders were placed, meeting all minimum targets. Actual revenue was $535.97. Delivery is expected in 2–3 weeks, well before Christmas. Orders will be delivered to the school and sent home with students.

Dinner and a Movie Night: Ticket sales close Thursday. Families can still buy tickets at the door on event day, but pizza must be purchased ahead of time through SCO. So far, 27 families have purchased tickets and 20 have purchased pizzas. Pizza will be ready at the front table for those who pre-ordered, where families will sign in.

Erin, the lead, reported that everything is going well. She needs one student helper at the concession; Ramya will support. The digital file has been updated with body breaks, and the previous DJ has agreed to come after school to help set up the system. Whoever receives the final attendee list from Cathy will text Kelsey with the numbers.
Michael will provide a cash float.

Erin will also lead the Movie Night in March. Kelsey will be away, so someone else will need to run the concession. He will purchase the items but cannot be there for the event.
ACTION: Look for a substitute for Kelsey closer to the date.

Holly has now figured out the digital setup process for movie nights, which will make future events easier.

Christmas Party

Planning is well underway. The sleigh ride is confirmed. Items are being purchased, and we have many student volunteers but still need parent volunteers. There will be Santa and a photo zone, an MC in the gym (Mr. Cameron and Mr. Caluori), games, crafts, decorations, music, and hot chocolate and popcorn in the gym.

The Advent donation will be made after the event.

Silent Auction
Several items have already been collected and many high-quality bundles have been created. Each item will have a posted minimum bid and bid

increment. Based on current donations, minimum bids alone should cover all event expenses. Some items will be promoted on social media ahead of the event to build excitement. Mrs. Pilon can also include a note in the newsletter.

Volunteers working the event should let Holly know their preferred time slots for the sleigh ride so she can schedule around their volunteer shifts.

Comments/Purchases

- Bibles were distributed. The amount spent was less than what was allocated, so there is leftover funding.
- For French dictionaries, Veronica followed up with Mme Cadieux, who confirmed they are not needed this year, resulting in another $500 in savings.
- Chromebooks still need discussion about purchasing details.
- Snack Cupboard received a recent donation (thank you to Veridiana). The stock is getting low and needs replenishing.

Staff Appreciation

The first appreciation gesture was on October 6 and staff were very thankful. Another one is planned for December. In the new year, Ramya suggested doing something a little more special, such as a catered lunch. Council will discuss this in more detail at the December or January meeting, with the option to plan it for February or March.
There was also a suggestion to survey teachers about their preferences (tacos, chili, gluten-free options, nut-free needs, vegetarian or halal requirements, allergies, etc.).

Outdoor Enhancement Initiative	**Mrs. Nicoletti** **Kinder Parent Leadership Team**
N/A	

General Updates	**Elected Leads**
CSPA Update Oct 22 Recording Oct 22 Minutes Nov 26 Agenda Next Meeting November 26th, 2025 Location: St Matthew High School	

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Presentation: Mental Health & Well-Being, Student Census Input & Engagement
Board Report: Ben Vallati, Associate Director of Education

Community Update

Lunch Program Update:
The Baker lunches are going well. There was a small issue at the beginning, but it has been resolved. Term Two will launch on SCO at the beginning of December and will run until March. Term Three will follow after that.

New Business and Roundtable	**Open Floor**

- An inappropriate item was found in the kindergarten yard. The issue was addressed, and supervision and monitoring will continue.
- Kelsey asked whether it would be possible to install fake cameras to discourage unwanted individuals from gathering on school grounds. Mrs. Pilon will look into this.
- Chelsea shared a question from one of the EAs in the kindergarten assessment program regarding the ramp at the door. If the Board cannot install one, could the Council fundraise for it? Mrs. Pilon explained that adding a ramp would be a significant facilities project involving excavation and major structural changes. Since no current students require wheelchair access at that entrance, the Board does not consider it a priority. Facilities is aware of the concern, and staff continue to use the wagon.
- Parish Representative Council position: Diane has stepped away from Council. Maria offered to take on the role and was voted in, with the understanding that she is not a member of St. Andrew's Parish. This was accepted and Maria was voted in.
- Holly mentioned that the Dance-A-Thon is coming up in January, and because it is the school's 25th anniversary, a Y2K theme could be fun. She noted, however, that she is unsure whether parents and students would understand the reference.

Closing Remarks	**Liz Bridges** **Veronica Lega** **Motioned by: Ramya Dandamundi**
The next meeting will take place on December 16. The group decided to hold it at a restaurant rather than having a potluck.	

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	Seconded by: Brianne Roberge