Monsignor Paul Baxter Catholic School Council Annotated Agenda

Date: October 21, 2025
Time: 6:30 - 8:00 PM
Place: Learning Commons, MPB and online

Parent Council Meeting Attendance:

Voted-in Council	Voting Members	Members at Large	Regrets
Co-Chairs: Liz Bridges Veronica Lega **Secretary:** Ana Patenaude **Treasurer:** Michael Cornwall **CSPA Rep:** Stephanie Duggan **Communications Officer:** Holly Grossman **Volunteer Coordinator:** Chelsea Keyes **Community Rep:** Brianne Roberge **Greening Lead:** Kelsey McIntosh **Parish Rep:** Diane Banaschewski	Chanele Padiachy Elizabeth Huerdler (V) Maxine Yu Ramya Dandamundi Sabrina Cornwall - V Stephanie Fulcher Sweta Shah	Erin Mailhot (V) Yu Pin Yi Wu	**Voting Members:** Franakh Elavia Maria Perez
		School Staff **Principal:** Pat Pilon **Teacher Reps:** Chris Truelove	**Members at Large:** Jin Joo Hwang Michelle Emond Angie Hall

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

Monsignor Paul Baxter
Catholic School Council
Annotated Agenda

Item	Notes
Opening Remarks 6:30 - 6:40 (5 minutes)	● Mrs. Pilon opened the meeting with a prayer and land acknowledgement. ● Approval of the previous meeting's minutes was postponed and completed at the end of the meeting. Motion: Ramya and Brianne
Principal's Report 6:40 - 6:45 (5 minutes)	**Dogs in the Park** ● A parent raised concerns about neighbours bringing dogs into the park adjacent to the school. ● The principal has spoken with by-law officers, and the situation is being monitored. ● The issue mostly occurs during EDP hours, not regular school hours. Tim checks the area each morning. ● The SO, the Board and trustees are aware, and all possible measures—such as signage and secured gates—are already in place. ● Families are encouraged to report any incidents directly to the school, though enforcement is difficult unless the offenders are caught in the act. ● A parent also mentioned dog waste found in the kindergarten sandbox. The principal reassured everyone that Tim inspects the yard daily and uses a rake-through process to ensure safety. **Smart Watches** ● There have been some concerns about students wearing smart watches. ● According to Ministry guidelines (PPM 1.68), any device capable of connecting to the internet is considered a smart device and should not be worn in class. ● Such devices should be kept in the student's bag or left at home.

Monsignor Paul Baxter Catholic School Council Annotated Agenda

Item	Notes
	● Regular digital watches with no data or internet access are permitted. ● Parents are asked to help reinforce this rule with students. **Upcoming Activities** ● Selma Dervish, the school's assigned Mental Health Worker, visits every two weeks. - She is currently running small group sessions based on last year's board-wide survey results. - Focus areas include Grade 2 (emotions, thoughts vs. feelings, role-playing) and Grade 4 (conflict resolution and boundaries). The next Grade 4 session will be on October 30. - She will later expand her work to other age groups and collaborate with teachers. ● Clubs and sports are underway, with volleyball as the next sport on the schedule. ● The Scholastic Book Fair will run from November 11–14. Chelsea helped secure eight volunteers to support Ms. Olga. **Staffing** ● The school is still looking for a French teacher. The position has been reposted four times and has received some applicants. - Because the posting is open nationally, some candidates are not certified by the Ontario College of Teachers. - Mrs. Wiggins continues to provide coverage until the position is filled. ● The school received a 0.5 increase in EA support, used to top up two existing 0.75 EA positions. ● A new EA, Mr. Hao, has joined the team in the mornings, replacing Miss Falyn. He is skilled and has been warmly welcomed by students. **Safety Update** ● Two of the three required fire drills for this term have been completed. ● Students were respectful and followed instructions well.

Monsignor Paul Baxter
Catholic School Council
Annotated Agenda

Item	Notes
	● Six drills are required per school year in total.
Teacher/Support Staff Report 6:45 - 7:00 (5 minutes)	● Thank you for the treats for Staff Appreciation Day! All staff loved them and felt very appreciated. ● The Thanksgiving Liturgy was beautiful. Thanks to Mr. Cameron, Mme Ranger, Mme Cadieux, and the Grade 6 students for leading. Special thanks to Mrs. Semeniuk for directing the wonderful choir. ● The Terry Fox Run/Walk/Jog was a huge success! The school surpassed its fundraising goal, and Mrs. Pillon was a great sport and got pied in the face. The celebration movie will take place this week, with students invited to wear pajamas and bring a stuffy. Thank you to Mme Harrington, Mrs. Fuentes, and Mrs. Emond for organizing the event, and to Mrs. Pillon for being such a great sport! ● The Open House went very well. It was great to meet so many parents, and students were proud to show their work. ● For the National Day for Truth and Reconciliation, students learned about residential schools through age-appropriate lessons. ● Safety presentations were held for both primary and junior students, focusing on bus safety. ● The Grade 6 Immersion presentations in the gym were a big success, thank you to Mme Cadieux for organizing. ● Volleyball tryouts have started. Thank you to Mme Cadieux and Miss MacDonald for leading them. ● Thank you to the parents who created the beautiful front display cases. The school received many compliments about them. ● The Wendy's Takeover fundraiser went well, thank you to everyone involved in organizing it. ● The Grade 3 classes visited Saunders Farm for their field trip. Thank you to Mrs. Fuentes for organizing and to Miss Robyn for coordinating activities for the Grade 2/3 class that day.

Monsignor Paul Baxter Catholic School Council Annotated Agenda

Item	Notes
Treasurer's Report 7:00 - 7:10 (10 minutes)	• Michael provided a brief overview of major expenses at the end of the meeting since most financial items were already discussed during the Co-Chairs' updates. • There is still some confusion about the fee structure for School Cash Online. • After reviewing recent transactions, Michael noticed that The Baker fundraiser was charged a 6% fee, while the Halloween event showed a 5% fee. • He reached out to CSPA for clarification but has not yet received a response. **ACTION: Veronica to follow up with Erin from CSPA and ask the finance person to connect with Michael to help resolve the issue.** • Veronica reminded everyone that anyone wishing to review the budget can do so at any time, just email the Co-Chairs for access to the latest update.

Chair's report
 	
7:10 - 7:20
(10 minutes)
	• Roles and responsibilities for people stepping into new roles and especially event leads:
	  ○ As lead of an event, you are responsible to lead the sub group and work together with other Council members to advance the event/activity.
	  ○ You as a lead are required to report progress, not only at these meetings, but to the Chairs, periodically, as things transpire. Especially important to let them know if any significant changes are happening and are different from what was discussed originally just to keep everyone in the loop.
	  ○ Leads are required to maintain accurate and up-to-date records of planning, spending, volunteerism and execution; including the Event Report and How-To documents.
	ACTION: Ana to connect with the Chairs and check who is missing Event Reports and How to Documents.

Monsignor Paul Baxter
Catholic School Council
Annotated Agenda

Item	Notes
	○ Leads are expected to communicate with the Social Media Rep (Holly) for needs in that area, as well as the Volunteer Coordinator (Chelsea) for parent/adult support. ○ Clarification was made that Holly doesn't pass messages to staff. That is not her job. Additionally, none of the parent council members should be talking to the staff directly. If something needs to be communicated to the school, please go through the Chairs as they are the official representatives or the Council. ○ The event lead should be collecting all the expenses on behalf of everyone and submitting to Michael. Especially important for the budget purposes. ● Pro Grant (update by Liz) not yet available. ● 25th Anniversary Activities ○ The school is celebrating it this year. The official anniversary was technically last spring ○ Pat is putting together a committee. A retired teacher is the lead on the committee. He is very excited about the opportunity especially because he was a close friend of Monsignor Paul Baxter. Tentatively planning to do it during the Education week. ○ The principal will reach out to the Council if/when the support is needed. ● Storage Cleanups ○ Girl's Changeroom got organized. Once the Halloween Celebration is done, many boxes will be put in and a refresher clean up might be needed. ○ A member inquired if we have heard back from the kinder teachers regarding the items in the back corner. Kinder has advised that they wanted to keep some items (rocket ship, the car, etc) and they wanted their own little corner in the storage room.

Monsignor Paul Baxter
Catholic School Council
Annotated Agenda

Item	Notes
	ACTION: Chairs to follow up with the Kinder Team regarding the space in the storage room. ○ Veronica inquired if a decision on the colorful bookshelf was made? Shall we throw them? Or upgrade them? **ACTION: Mrs. Pillon to ask Ivany about the colorful shelf.** ○ Kinder Shed – clean up took place. Shout out to the Kinder Parent Team. For the context in the past we tried working with the school and kinder teachers trying to identify what they need and what can actually be done. We faced a lot of rules and regulations so not much was able to be done. But recent discussion helped identify some easy things that can be done. ○ Mrs. Pillon shared that they have a shared site between schools. If the Council finds any items that are still in ok shape, flag it to her. She might share with other schools who might have more needs. ○ A member inquired if we have an inventory? We do have a good one for Halloween and Christmas, not the kinder shed, sweet street informal. **ACTION: Chairs to look into a plan on how to proceed with inventories for events/locations that don't have them yet.**
Fundraising and Events 7:20 - 7:35 (15 minutes)	**Sub-Committee Updates** **Wendy's Takeover** ● Took place on September 29 and 30 from 4:30 to 7:00 p.m. ● Thank you to all staff who volunteered — the event was both fun and profitable. ● The school exceeded the projected revenue.

Monsignor Paul Baxter Catholic School Council Annotated Agenda

Item	Notes
	o Projected revenue: $800 o Actual revenue: $832.04 ● The January 12 and 13 Wendy's Takeover has been cancelled due to potential weather issues, financial timing, and teacher reporting periods. Teachers will appreciate not having an event during that busy time. ● The next Wendy's Takeover will proceed as planned on April 13 and 14. **The Baker** ● Running on Mondays from October 6 to December 15 (10 weeks total). ● Projected Revenue is hard to determine for each term as the calculation was done for the whole year which is $2,325 ($75/x31). But we are estimating the following: ○ Term 1 Projection: $825 ○ Term 1 Actual: $872 ● 86 pies ○ 1 staff ○ 83 students ○ Which is about a 3rd of school population has signed up. Michael asked whether invoices are issued weekly or monthly. Veronica, who leads this initiative, will confirm. **ACTION: Veronica to doublecheck if the invoicing is weekly or monthly and explore the option of less**

Monsignor Paul Baxter Catholic School Council Annotated Agenda

Item	Notes
	frequent billing. **Halloween Party** Friday, October 24 (6:00–8:00 p.m.) **Lead:** Sabrina Cornwall ● Projected expenses: $1,000 (for consumables and concession items) ● Projected revenue: $2,500 o Revenue as of October 15: $600 (40 tickets sold, 158 guests) Sabrina provided an update, noting that preparations are coming together well. Additional supplies are being moved to the school in advance, and she will begin setup at 9:00 a.m. on Friday. Parent volunteers are still needed. Sabrina will email Tim to request that the stage be taken down and chairs set up. Veronica will also follow up directly with Tim to confirm. **Budget Update and Increase Request** ● The volunteer DJ who supported the event in previous years is unavailable this year, so a DJ has been booked, requiring an additional $300. ● Veronica reviewed the expense sheet, which currently shows $1,077 in projected and actual expenses. ● Estimated costs include: o Concession stand supplies (Kelsey): up to $300 o Pizza: $200 (fewer students expected this year) o Tape and zip ties: $100 ● These additional items bring the total over by $161.81. **DECISION: Increase the Halloween Party budget to $1,300.**

Monsignor Paul Baxter Catholic School Council Annotated Agenda

Item	Notes
	• Parent and student volunteers will be getting an email outlining their tasks. **ACTION: Maxine to purchase food for the volunteers.** • Veronica tried getting a more accurate count of ticket sales from SCO. As of last Wednesday, we only had 40 tickets purchased. We are expecting more ticket sales knowing that the community tends to purchase them closer to the date. **ACTION: Veronica to work with Mrs. Pillon to find a way to get a print out of attendees from SchoolCash online** • Chelsea shared that Ms. Stone donated Halloween tablecloths for the event, which have been passed on to Sabrina. • A question was raised about ticket sales at the door. While advance purchase is preferred, tickets can be sold at the entrance if needed. The same person checking tickets can collect payments, and a small float will be available. **Parent & Teacher Merch/Bearwear** • A staff poll was conducted to gauge interest in ordering merchandise. o 25 responses were received: ▪ 11 said “absolutely”

Monsignor Paul Baxter Catholic School Council Annotated Agenda

Item	Notes
	▪ 9 said “probably” ▪ 5 said “no thanks” ● Sales will be open on School Cash Online from October 27 to November 9. ● Sizers will be available in the school lobby for staff to try on. ● A minimum of 12 orders is required to proceed. ● It was asked whether a separate option could be created for ECEs, but this isn’t possible due to the 12-item minimum per model. ● A suggestion was made to design a more inclusive, generic item (for example, “Pack Leader”) to include all staff, not just teachers. ● This would need to be reviewed with Tracey to see if adjustments are possible, keeping in mind potential issues with the finance team since information has already been submitted. **ACTION: Veronica to assess feasibility of the suggested adjustment.** **Pizza and a Movie** **Lead:** Erin Mailhot **Date:** Friday, November 21 **Tickets:** Available on School Cash Online (SCO) from November 10 to 21 **Schedule:** Doors open at 5:45 p.m., movie starts at 6:30 p.m. ● The gym has been reserved. Suggestions are needed for the movie. Holly will create an online poll with four options, to be posted in November after Halloween. ● Volunteers:

Monsignor Paul Baxter
Catholic School Council
Annotated Agenda

Item	Notes
	o Kelsey will run the concession stand. o Chelsea will help recruit adult and student volunteers. **ACTION: Erin to send the information to Chelsea and Holly.** **ACTION: Ramya to evaluate student volunteer to identify reliable helpers for future events.** ● Projected $300 of expenses (concession) ● Projected $1,250 revenue ○ $950 profit ● Full medium pizzas (12”) available from Toppers for pick up upon arrival ○ Cheese $15 ○ Pepperoni $16 ○ Vegetarian $20 ● Parents can purchase pizza as an add-on to tickets through SCO. ● Erin mentioned the potential need for a DJ/AV lead. She will reach out to the person who managed the digital file last year. ● A suggestion was made for Mr. Cameron to train a parent on how to use the AV system, as he already sets it up for liturgies.

Monsignor Paul Baxter Catholic School Council Annotated Agenda

Item	Notes
	ACTION: Mrs. Pilon will email teachers and copy Erin to confirm if Mr. Cameron can provide this training. ● Napkins, wipes, hand sanitizer, etc. – already purchased. Tables to be set up on the side of the gym ahead of time. ● Kelsey will order drinks for the concession stand, as pizza will already be available. **Christmas Event** **Lead:** Brianne Roberge **Date:** Friday, December 12 (6-8) ● After discussion at previous meetings, the group initially decided not to proceed with the sleigh ride due to cost concerns, especially given the desire to also offer Jungle Sport. When students were asked for feedback, most preferred Jungle Sport. However, thanks to Veronica's success in collecting donations for the Silent Auction, the group now believes it may be possible to include both the sleigh ride and Jungle Sport this year. ● The group agreed that while these activities are expensive, they make the Christmas Event special and memorable. It is also important to keep the event free to ensure it remains inclusive for all families. ● Kelsey suggested reviewing the budget to identify any potential savings in other areas.

Monsignor Paul Baxter Catholic School Council Annotated Agenda

Item	Notes
	● A tip jar was also proposed to collect voluntary donations during the event. The group noted that removing the sleigh ride might discourage attendance, which could in turn affect Silent Auction participation. ● Projected $4000 of expenses (sleigh ($2,400), consumables) ● Projected $1500 revenue (silent auction - see next slide) ○ $2500 loss ○ Donation to advent initiative - $250 ○ A call for student volunteers will go out by November 7. **Silent Auction** ● Veronica reminded everyone to reach out to their personal and professional networks for donations. Items can include gift cards, products, or services. ● When submitting donations, please provide the business name, the item, and its value to help set minimum bids and bid increments. ● Prize collection is going well but continued community support is needed. **Ways to Help:** 1. Use personal networks to secure donations. 2. Reach out directly to local businesses when possible. 3. Help build excitement and encourage bidding among families. ● More tables will be needed; arrangements will be made to borrow additional tables from St. Luke's.

Monsignor Paul Baxter Catholic School Council Annotated Agenda

Item	Notes
	Mabels Labels ● Projected $100 revenue ● Total raised to date: $140.17 ○ Cheque #1: $75.24 ○ Cheque #2: $51.27 ○ Cheque #3: $13.66 (minimum). ● A reminder to keep promoting Mabel's Labels—it's an easy and ongoing way to raise funds for the school. **Other Commitments/Purchases** ● Jungle Sport booked for April 7-10 ○ Total cost: $4,750 ▪ $1,000 contributed by the school ▪ $3,750 covered by the Parent Council ● Agreement to be reviewed and signed. **ACTION: Veronica to resend the agreement to Mrs. Pilon.** **Bibles for Grade 4 Students** ● There is a box of Bibles that was meant to be distributed last year but wasn't.

Monsignor Paul Baxter Catholic School Council Annotated Agenda

Item	Notes
	• Decision: Give those to the current Grade 5 students. • There is still a $500 commitment to purchase new Bibles for the current Grade 4 students. • In previous years, a teacher handled the purchase through Liturgica. **French Dictionaries** • Ongoing three-year commitment of $500 per year. • This is the second year of that commitment. **Chromebooks** • Commitment: $1,000 • Question raised about who should purchase them and from which account. • Mrs. Pillon confirmed that Chromebooks must be purchased through the Board. • She will complete the purchase, and the Council will transfer the funds to the appropriate account. **ACTION: Mrs. Pilon, the Co-Chairs, and Michael to discuss whether the purchase can come directly from the OCSB account.** **Snack Cupboard**

Monsignor Paul Baxter Catholic School Council Annotated Agenda

Item	Notes
	• Commitment: $300 • Spent to date: $42.42 at Costco • Remaining balance: $257.58 **ACTION: Mrs. Pilon will check with Cathy to confirm if additional supplies are needed and will update the Council.** **Staff Appreciation** • Commitment: $500 • Spent to date: $64.25 • Remaining balance: $435.75 • Discussion on next steps: o Plan to do something around Christmas time. o Teachers generally enjoy food-related items, but the group may consider small items more frequently throughout the year. **Decision: Provide bubbly drinks and snacks or chocolates for the next appreciation gesture.** o In the November or December meeting, Council will brainstorm ideas for a larger staff appreciation initiative. o Suggestion: Create a board to collect teacher input and ideas for future appreciation activities.
Treasurers Report	• Report

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

Monsignor Paul Baxter Catholic School Council Annotated Agenda

Item	Notes
	• 2025/26 Budget
Outdoor Enhancement Initiative 7:35 - 7:40 (5 minutes)	**Multi-Year Fundraising Initiative:** Outdoor Learning Plan **Kinder Yard Enhancements** • Mrs. Pilon spoke with the kindergarten teachers about a few small upgrades. • Outdoor faucets for the mud kitchen were approved; outdoor-grade faucets are preferred over indoor "kitchen" styles. • Since no major additions are being made, the work does not require Board facilities approval. • Basketball nets installed on walls are not permitted; only plastic stand-alone nets can be used. • Ryan inspected several trees. One tree near the new building appears scarred and possibly rotten. The arborist will visit to assess and remove it if necessary. A parent asked if new trees will be planted. Mrs. Pilon explained that replacement trees are not guaranteed due to cost. Another parent suggested exploring city tree-grant programs. **ACTION: Check the City of Ottawa website for potential tree-planting grants and find a volunteer to research options.** **Play Items for Kindergarten Yard** • Kindergarten teachers requested sleds, plastic basketball nets, saucers, and toy shopping carts. • Parents are encouraged to post on Buy Nothing or community groups to help collect these items.

Monsignor Paul Baxter Catholic School Council Annotated Agenda

Item	Notes
	• Mrs. Pilon noted that “loose parts” materials encourage imaginative and teachable play moments outdoors. Teachers can be consulted for desired items, and Council can assist with collecting them if interested. **General Outdoor Update** • The October cleanup day had low turnout. Council will consider how to improve volunteer engagement for future clean-up days. • Kelsey will email questions about the cleanup to Mrs. Pilon and the Co-Chairs. • Kelsey also noted garbage accumulation in the yard corners from weekend visitors engaging in questionable activities. He suggested adding fake video-surveillance signs or dummy cameras to discourage this. **Painting and Equipment** • The school purchased a line-painting machine with Council funds. Mr. Cameron was excited to use it but discovered it came without paint. • Paint will cost about $100, which can come from the outdoor enhancement budget. • Reimbursement forms can be obtained from Michael or Veronica (Kelsey to oversee). **Kiss-and-Ride Area** • Kelsey reported that some parents continue to park in the Kiss-and-Ride area, with some having permission from school. He suggested to possibly designating an alternative space for them. **ACTION: Mrs. Pilon to review the situation and consider possible adjustments**. **Traffic Safety** • Diane raised concerns about unsafe walking behaviours near the parking lot where some students were nearly hit by cars.

Monsignor Paul Baxter
Catholic School Council
Annotated Agenda

Item	Notes
	● Council suggested that additional reminders about safe walking and drop-off routines should be shared with families.
General Updates 7:40 - 7:50 (10 minutes)	**CSPA Update** ● **Next Meeting: Oct 22** ○ Career Planning ● Anti-Black racism – staff PD pilot update is to take place in two High Schools in the City with the goal to identify and address black racism and create inclusive learning environment for all students. ● Open Doors - a religious group that promotes being inclusive and being part of community. ● Any families who want to join SCPA meetings are welcome. **Community Update** ● See List of Events **Parish Report – Diane** ● **First Communion Registration** ○ Parents meeting is past. ○ Enrolment October 25th & 26th ○ Masses take place at both St. Monica's and St. Andrew's ○ Diane highlighted that non-baptized students can also do their first communion as long as one of their parents is a baptized Catholic. ○ The non-baptized children will have their baptism in January.

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

Monsignor Paul Baxter
Catholic School Council
Annotated Agenda

Item	Notes
	Please speak to the school coordinator Milva Calla 613-723-9767 x 2 ● Diane suggested it would be nice to have one of the parish priests attend a school liturgy at some point this year. ● Mrs. Pilon shared that both Father Pierre and Father Kevin are currently prioritizing classroom visits but the school can reach out to see if they have availability to attend a future liturgy. Both priests visit many schools and have full schedules, but the invitation will be extended. ● Registration to do confirmation has been open. ***Are you interested in knowing more about Christ and the Church?*** The Rite of Christian Initiation of Adults (RCIA) is the way adults come to learn about and experience the Christian life, specifically our Roman Catholic tradition, and become initiated into the life of our Church through the celebration of the sacraments of Initiation: Baptism, Confirmation and Eucharist. If you are interested in becoming Catholic, or completing your Sacraments of Initiation, contact Janice Pilgrim at 613-723-9767 x 1 or secretary@saintandrewparish.ca for information. Weekly meetings will be held on Wednesday evenings at St. Monica Church beginning October 15th.
New Business and Roundtable	**Games Club** Ms. Truelove mentioned that it would be great to add more cooperative board games to the Games Club collection, such as Uno and Monopoly.

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

Monsignor Paul Baxter Catholic School Council Annotated Agenda

Item	Notes
7:50 - 8:00 (10 minutes)	**ACTION: Veronica to purchase a few games using the Miscellaneous budget line.**
Closing Remarks	**Next Meeting**: Tuesday, November 18, 2025 Meeting Adjourned (motion) Holly and Brianne

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