



Catholic School Advisory Agenda & Minutes

September 23, 2025 | 5:30 pm | Resource Room

Present: Sophia Marie Carew, Sarah Blake, Kat Cottrill, Sarah Skinn, Kim Albers, Mary-Lou Albers, Francine Long, Cheryl Riegling, Christa Heibein, Sandra Murphy (virtual), Randee Boyd

Regrets: Jane Franken, Grace Lockhart

AGENDA:

1. Welcome and Prayer

Heavenly Father, we come to you today asking for your guidance, wisdom, and support as we begin this meeting. Help us to engage in meaningful discussion; allow us to grow closer as a group and nurture the bonds of community. Fill us with your grace, Lord God, as we make decisions that might affect the students, staff, and friends of Sacred Heart School. We ask these things in your name, Amen.

2. Review of Spring 2025 Minutes

- a. Motion to Approve: Christa Heibein
- b. Second: Mary Lou Albers

3. CSAC Chair Nominations/Election

- a. Chair: MaryLou Albers, nominated by Sarah Skinn, seconded by Christa Heibein
- b. Vice chair: Kat Cottrill, nominated by Christa Heibein seconded by MaryLou Albers
- c. Recording Secretary: Sarah Skinn nominated by MaryLou Albers, seconded by Cheryl Riegling
- d. Treasurer: Kim Albers nominated by MaryLou Albers, seconded by Cheryl Riegling
- e. Principal: Sarah Blake
- f. Teacher: Sophia Marie Carew
- g. Non-Teaching Staff: Francine Long
- h. CPIC: Sandra Murphy, nominated by Kim Albers, seconded by MaryLou Albers

4. Financial Report

\$1371.10 deposited from family night picnic donated, balance of \$11,572.70 as of September 23, 2025

- a. Motion to Approve: Sarah Skinn
- b. Second: Kat Cottrill

5. Principal Report & Business Arising from Report

- a. Health & Safety Update
 - i. School Drills - starting September 19 - October 2
Fire drills & lockdown drills completed, fire chief to attend next months fire drill
- b. Safe & Healthy School Team
 - i. Formation stage of this team - will be confirmed by the end of September
 - ii. Will consist of the Principal, Office Assistant, Teacher, Support Staff, and two intermediate students
 - iii. Provide insight into how to improve inclusive education within the school community, bullying prevention, and positive mental health and well-being for all students
- c. Northern Huron-Perth Catholic Family of Parishes Update
 - i. First Communion/Reconciliation Meeting on September 30

- ii. Kathy Waechter to do Sacrament Prep IN class
 - iii. Invitation for older students who may have missed out, to participate this year
- d. Snoezelen Room
 - i. Special Education Project last year
 - ii. Available for self and co-regulation
 - iii. Very fortunate to have this space in our school
- e. Food & Milk Program
 - i. Pizza & Milk began this month
 - ii. This year funds will go towards supporting clubs. Purpose of clubs is to increase student engagement and attendance
 - some new clubs have already begun, writing club to begin shortly
- f. Terry Fox Run
 - i. Online Donation Link is now open
 - ii. Run is on Friday, September 26
- g. Invitation for CPIC
 - i. [CPIC Invitation Letter 2025](#)
 - ii. Tuesday, October 21, 6:00-7:30 in Dublin at the Catholic Education Centre/option to join virtually

6. Playground Update

- a. Playground Equipment Quotes

Hammock project no longer a go, due to the safety concerns

Sarah discussed with staff on PA day regarding needs for the playground

Quote from Creative Grounds for wall ball court, basketball keys, four square, hockey nets and center line, plasma track with crosswalk, hopscotch and target toss game, on school blacktop for use with plasma cars as helmets required for trikes - all of the above \$1638.50

Quote for swing set - \$29,485.91 (APE)

Picnic table - \$1944 (BLUE IMP)

Basketball nets to be mounted on the brick wall - \$1200 (instead of wall ball court)

Motion to move forward with line painting (all) made by Sarah Skinn, seconded by Christa Heibein

Fundraising goal moving forward: picnic tables (2 at a time as the company will be here already for installation) - quote from DJ's? Would need to be put on an approved vendor list

7. Other Business

- a. Are 4 meetings per year enough? Discussion regarding how often we should meet vs. communicating via email
- b. Cheryl to connect with Grace Lockhart regarding the fundraising committee. Francine will connect with Megan regarding Rheo Thompson contact, contact Amy Wright regarding Christmas fundraising, and contact Andrea Verhaege regarding Fresh Box
- c. Cheryl will reach out to Green's meat market regarding a spring fundraiser
- d. 3 Fall Fundraisers:
 1. Rheo Thompson
 2. Fresh Box
 3. Wright Greenhouses

8. Closing Prayer

Loving God,

We thank You for bringing us together this evening as partners in supporting our children, their learning, and

their growth. Bless the ideas we have shared and the decisions we have made, that they may bring life and joy to our school community.

As we leave this meeting, may we carry forward a spirit of cooperation, respect, and care for one another. Guide us always to work with patience, wisdom, and love, so that our children may continue to thrive in a safe and faith-filled environment.

We ask this through Christ our Lord.

Amen.

9. Meeting Adjourned (7pm)

Next meeting: Monday October 27, 2025

There must be a minimum of 5 parents/council members (Chair, Vice Chair (or Co-Chairs), Treasurer, Secretary and the chair or delegate from each committee and sub-committee) present in order for voting to be able to take place.