



**ST. CLAIR CATHOLIC  
DISTRICT SCHOOL BOARD**

*Lighting the Way ~ Rejoicing in Our Journey*

**MINUTES**

**CATHOLIC FAITH ADVISORY COMMITTEE MEETING**

**Monday, October 28, 2013 – 5:00 p.m.**

**Main Boardroom – Catholic Education Centre**

**Chair:** Ann Sutton, Superintendent of Education

**Trustee:** John Fontaine

**Present:** Terri Sinasac – Consultant, Catholic Curriculum, Elementary  
Adrien Gagnier – Vice Principal, St. Anne Catholic School, Blenheim  
Kim Gaiswinkler – Teacher & Faith Ambassador, St. Ursula Catholic School  
Fr. Jim Higgins – Episcopal Vicar, Sarnia Deanery  
Christine Lambert –Principal, Sacred Heart Catholic School, Port Lambton  
Joan Martell – Teacher & Faith Ambassador, Sacred Heart Catholic School, Port Lambton  
Kerry Matthyssen – Principal, Georges P. Vanier Catholic School  
Dino Petrucci– Teacher, St. Patrick’s Catholic Secondary School  
Margaret Palmer-McCann – Chaplain, Ursuline College Chatham  
Marcia Vermey – French Immersion Parent, St. Anne Catholic School, Blenheim  
Cindy Waddick – Elementary Chaplaincy Leader  
Richard Whitney – Chaplain, St. Patrick’s Catholic High School

**Regrets:** Lauri Butzer – French Immersion Parent, St. Anne Catholic School, Blenheim  
Rob Cicchelli– Principal, St. Patrick’s Catholic Secondary School  
Gloria Knoll – Teacher, Sacred Heart Catholic School, Port Lambton  
Lorri Moynihan – Educational Assistant, Christ the King Catholic School  
John Fontaine – Trustee

**Recording Secretary:** Silvia Leggiero

*1. Welcome and Introductions*

Ann Sutton, chair of the meeting, welcomed and thanked those in attendance and called the meeting to order.

*2. Opening Prayer – All; led by Margaret Palmer-McCann*

3. *Approval of Minutes*

**Motion: (Margaret Palmer-McCann, Adrien Gagnier) That the Minutes for the Catholic Faith Advisory Committee Meeting of Monday, April 29, 2013 be approved as printed with some clarifications. Carried.**

- 5.3i – Evaluation Tool/Survey - Margaret Palmer-McCann and Joan Martell were to create guidelines for principals to be distributed with the tool. The tool has been titled ‘Discernment Tool’.
- 5.1 – System Faith Day – Cindy Waddick was not responsible for inviting priests from the local deanery, it was to be done by the office of Ann Sutton.
- 6.0 – Father Jim Higgins indicated that he did speak to Bishop Fabbro and that he was going to take the issue to the Ontario Bishop Council. Father Jim has not heard a response yet.

4. *Approval of Agenda*

**Motion: (Marcia Vermey, Joan Martell) That the Agenda for the Catholic Faith Advisory Committee Meeting of Monday, September 30, 2013 be approved as presented. Carried.**

5. *Business Arising*

5.1 *System Faith Day*

Ann Sutton asked the committee to review the attached tentative agendas for the upcoming System Faith Day; the following items were discussed and approved.

- The speaker for the south location has been secured, thanks to Cindy Waddick. Father Thomas Rosica will be speaking unless he is called away to Rome. A back-up speaker is being discussed but praying that it will not be needed. Ann also indicated that she is looking into getting his presentation video-taped, but not sure of the technical requirements. Father Jim Higgins suggested that we speak to Father Thomas Rosica as he is part of the Salt & Light Network and that they may want to record the presentation themselves. Cindy Waddick also noted that after speaking to Father Thomas Rosica he asked if we would like copies of the Salt & Light Magazine. The committee agreed that the cost of the magazines would define how many are ordered. Cindy Waddick would contact Father Thomas regarding this. Dino Petrucci indicated that each a set for each Religion Teacher would be great. Cindy also indicated that the magazine is fully published on-line for all to view.
- The transportation memo was sent out to the principals with a due date by Thursday, November 7<sup>th</sup>, 2013.
- It was noted that the new Director, Dan Parr will be bringing greetings to both sites as noted in the agenda but that the video message from Bishop Fabbro would not be occurring as the timing for the day is too tight.

- Dan Moynihan, the speaker at the north site has asked to bring a musician, Kyle Geraghty and also asked for some technical support for his presentation.
- Cindy Waddick is working on getting a mass commentator for each site but nothing confirmed yet. Ann Sutton asked that Cindy make up a page for the mass commentators and for the mass Thank you's so that no one is forgotten.
- Ann Sutton indicated that there were some roles that needed to be filled for the day; the committee discussed the suitable roles and people. Margaret Palmer-McCann suggested both the Trustee and Supervisory Officer congratulate the recipient and dismiss all at the same time.

<b>Roles for System Faith Day</b>		
	<b>South</b>	<b>North</b>
Welcome	Ray Power	Rob Cicchelli
Mass Commentator	To be Determined	To be Determined
Mass Thank you's	Ray Power	Rob Cicchelli
Introduction of Speaker	Kerry Matthyssen	Joan Martell
Speaker Thank you's	Margaret Palmer-McCann	Richard Whitney
Lighting Our Way Award	John VanHeck	Carol Bryden
Closing Remarks	Deb Crawford	Ann Sutton

- Ann Sutton brought up a concern for capacity at Ursuline College and who should be invited from the local deaneries. Margaret Palmer-McCann indicated that she didn't know what the actual capacity is but they always have people sitting in the wings of stage. Father Jim suggested to only invite priests, lay-ecclesial ministers and deacons. Margaret is going to check with Ray Power to find out if the curtains are considered 'fire curtains' which is the fire code.
- Letters were handed out to parents on the Catholic Faith Advisory Committee inviting them to attend the Faith Day event.
- Ann Sutton stated that the budget for the food was increased to \$1000 per site and both Rob and Ray have been made aware of this.
- Richard Whitney asked what the expectation was for the rest of the day as it was not stated in the memo. Ann Sutton clarified that everyone other than OECTA Elementary were expected to return to their school/work location for in school Professional Development.

## 5.2 *Lighting Our Way Award*

Ann Sutton announced that three (3) applications for the award had been received. Two (2) teachers, Caroline Stepniak from St. Anne's in Blenheim and Daniella Oana from St. Joseph's in Corunna; and one (1) student, Jessica Lashmore from Ursuline College Chatham. A meeting was going to take place at 7pm that evening with the award committee to determine the number of recipients but that only two (2) awards were ordered at this point. Ann Sutton passed around a picture of the current award and asked

if the committee always used the same award. Kim Gaiswinkler suggested a 'Lantern' for the future awards. Committee agreed that the award style would be reviewed in the future for the next recipients. Recording Secretary would be adding to the checklist for the next System Faith Day so that it would not be forgotten.

Adrien Gagnier asked if the number of applicants has decreased from the last time. Cindy indicated that she believe it has but that last year they had decided to give people extra time to nominate people so they sent out the first email in June. Richard Whitney agreed and thought that the plan made had back-fired on them.

### 5.3 *Subcommittee Reporting*

#### i. **Evaluation Tool/Survey (Frank Leddy, Joan Martell, Margaret Palmer-McCann)**

Christine Lambert and Kerry Matthyssen will together present this tool at the next Administrator's Meeting in January 2014. Margaret wanted to ensure that the principals are clear that it's a 'tool' not a burden and depending on the size of the school, it could be developed over a few staff meetings. Ann Sutton asked that more clarification be giving on the guideline page and the information be sent to Silvia Leggiero. Ann also suggested that they have some blank cells for schools to add their own information on.

#### ii. **Staff Retreats (Brendan Deery, Daniela Oana, Richard Whitney)**

Richard Whitney indicated that the General Retreat and the Twilight Survey were created to assist schools in planning staff retreats which helps select the type, season etc.. The survey was presented at the last cluster meeting in June. Ann Sutton asked if the surveys were available to principals through the website. Richard did not believe they were, Ann asked Richard to send them to Silvia Leggiero and for a principal to volunteer to speak to it at the Administrator's meeting on November 5<sup>th</sup>. Kerry Matthyssen volunteered. It was also noted that it was not necessary to have Cindy involved in every retreat as it would be overwhelming if every school used Cindy as a facilitator, suggesting that other facilitator's could be brought in.

#### iii. **Creation of Prayer Spaces in the School/Classroom (Brenda Corchis, Kim Gaiswinkler, Cindy Waddick)**

Cindy Waddick shared that a website has been created with many ideas on how to set up a prayer table for classrooms and how to make it useful and interactive. She also shared that a guideline template was provided by the Niagara school board who had implemented this. The committee questioned if there was a way for the number of hits to be tracked to find out if this is a useful tool. Cindy did not know but would find out. Dino indicated that ½ the classes at St. Patrick's have a table but not sure if they are using them as much as they should.

5.4 *Catholic Curriculum and Chaplaincy Newsletter*

Terri Sinasac and Cindy Waddick discussed with the group how much great feedback that they have been receiving on the newsletters and that they are only starting to scratch the surface at this point. They shared the newsletter at the cluster meeting in June and that the faith ambassadors were to speak to their schools regarding this.

5.5 *Board Theme*

Ann Sutton asked what the committee thought about the Board Theme and how it's decided when the theme changes. Members of the committee indicated that the theme changes annually and although the decision comes from the Director, the theme options themselves are discussed at the CFAC meetings with the committee and sent to the Director's office. Cindy Waddick believes that this year's theme has received some very good feedback that it would be a shame to start the process all over again. She suggested that keeping then theme for more than one year as it is easy to understand for children and there are concrete ways to use the theme in our school on a daily basis. Ann Sutton asked the committee if everyone agreed, all nodded in agreement. Ann suggested that a letter be submitted to Dan Parr for recommendation to keep board themes for a minimum of a two year period. Silvia Leggiero to draft a letter and submit it to the Director's office once approved by Ann Sutton.

6. *New Business*

No new business was discussed.

7. *Reports*

Sacred Heart – Port Lambton: Recent successful Thanksgiving dinner. Parents of the school organized event with kids assisting by peeling potatoes etc. Kids sat with their family of schools to eat. Upcoming Halloween Party with senior students developing crafts and activities for the younger kids.

Georges P. Vanier: Raised \$1600 in Kent County for FCC "Farm Credit Canada" through a food drive.

St. Patrick's High School: The merge of the two schools is going well; plans are to be announced for Cyclones Aid and Irish Miracle. Grade 9 & Grade 12 retreats regarding prolife and raison are being planned as well.

St. Anne – Blenheim: School won community plaque for the Terry Fox Run with 82 participates and raising \$6200 for the event.

Ursuline College: Working on the Kingdom Assignment for United Way and recent Justin Hines concert was a success which brought a message on hope, courage and overcoming obstacles.

St. Ursula: 13 kids participated in 'WE Day' and receiving great feedback from the kids such as 'best day of my life". Last week the school celebrated St. Ursula's feast day and raised food for the FCC.

8. *Closing Prayer; led by Margaret Palmer-McCann*

9. *Adjournment*

The Catholic Faith Advisory Committee Meeting of Monday, October 28, 2013 adjourned at 7:10 p.m.