# In Attendance

CSPC Members: Nadia Niccoli & Anthony Reyes, Co-Chair | Claire O'Shea, Treasurer | Gajendran Sathananthan, Secretary |Sonia Pagliarello, Tanya Bismayer, Beth Mielniczuk & Tom Horn, Fundraising | Terry Ann Isaac, Cathy Blewett, Melanie Battaglia, Diversity & Inclusion| Marianne Internicola, OAPCE Rep  
  
Regrets: Robyn King, Barry Chatterton  
Faculty / Admin: Ms. Horbay, Ms. Hatch-Ennis, Ms. DeAgazio

# Approval of Minutes & Outstanding Updates

Anthony Reyes has proposed that the minutes from the September 28th, 2021St. John CSPC Meeting and the motion was seconded by Tanya Bismayer. Motion was passed.  
  
In the previous meeting the following questions were asked and subsequent answers have been provided:

* **When can we return to physical CSPC meetings?**  
  Answer: Based on current pandemic restrictions, no date has been provided by the board. The board is discouraging new persons on school premises and it is unlikely meetings will resume in-person until all students can be vaccinated.
* **When can we engage in fundraising initiatives and activities?**  
  Answer: Currently, certain fundraising campaigns that were in place in previous years will not be possible such as the Dance-a-thon, however events such as the Pizza Lunch will be permitted. Fundraising is encouraged to be completed individually or within class cohorts.
* **When and how can we request funds for individual groups / events?**  
  Answer: Individual groups that have asked for funding have already requested said funding from Claire O'Shea, Treasurer, and will be further discussed later in this meeting.
* **Should CSPC members be required to wear buttons to identify themselves so that an open line of communication can be established between CSPC and the parents/staff?**

Answer: The CSPC is in the process of updating contact information and disseminating said information to all staff and parents to facilitate a line of communication.

# Principal’s Report

**Staff Update:**

Due to a reduction in the number of students physically attending the school and increased class sizes, a reorganization took place on October 12, 2021, which resulted in the students from Ms. Craig’s former kindergarten class and Ms. Hayes’ Grade 2/3 class being redistributed to other classes. Unfortunately, this also resulted in Mrs. Hayes relocating to another school.  
  
**Staffing Needs:**

Currently, St. John is still looking to fill a 0.10 Specialty French Position and a catholic lunchtime supervisor position from Monday to Friday from 10:00 am – 12:30pm.  
 **Morning Protocols / Testing**

The staff and students have been adhering to the safety guidelines set forth and it is asked that all staff, students and parents continue to be vigilant with wearing their masks, maintaining physical distance, staying in their cohort and sanitizing and/or washing their hands frequently throughout the day.  
  
The COVID -19 Passport and the Confirmation Form have recently been updated. Said documents have been disseminated to parents through the School Messenger system, as well physical copies are available in the office.   
  
Staff have disclosed their vaccination status, and those not able to or have not received their vaccinations are required to provide two Rapid Tests weekly and said information has been made available to Ms. DeAgazio. Furthermore, Oral Swab Tests continue to be available to staff and parents upon request, and can be dropped off at local assessment centres.   
  
**Curriculum Night**  
Unfortunately due to current COVID-19 protocols and the work-to-rule campaign by the teaching staff, it is not possible to hold the event this year and as such it has been cancelled.  
  
**Budgetary**

The current budget allows for a Block of $10,459 and Ghost/P Card of $9,677 which totals to $20,136.  
  
**New Initiatives – Ontario Active School Travel & Traffic Safety Program**

The objectives of the Ontario Active School Travel program are as follows:

1. To increase the rates walking or wheeling to school for students living in the walking zone (within 1.6 km of the school)
2. To increase the rates of taking the school bus for students living with the “bus zone” (i.e.: student eligible for bussing)
3. To reduce traffic congestion and safety hazards at the school and along routes to school.

To participate in the Ontario Active School Travel program, a Traffic Safety Program will need to be establish. The objective of the Traffic Safety Program are as follows:

1. Access current conditions for school travel
2. Bring together key partners to promote active and safe school travel
3. Develop maps showing drop-off and pick-up procedures and popular routes to the school
4. Develop an action plan for the school addressing these issues

Currently St. John is looking for volunteers to fill key roles in the Traffic Safety Program. There will likely be approximately 6 virtual meetings and at least one onsite visit. Participants will help set goals and key success factors, identify weaknesses, and opportunities to succeed. As well participants will conduct student / family travel surveys to best utilize the space available at St. John.   
  
**Questions and Answers**

* **What is the timeline for the implementation of the Traffic Safety Program?**  
  Answer: We are looking for participants to establish this program in the next few weeks.
* **Is the Traffic Safety Program similar to the program explored a few years ago?**  
  Answer: At the moment we are not familiar with the questions and objectives of the previous program. That said, it is likely not the same program as this program is looking at a 3-year timeline.
* **What is a Block budget and the Ghost/P Card?**  
  Answer: The Block budget is a fund allocated to schools throughout the board which is usually used to purchase supplies such as paper or discretionary items that the principal feels would best assist the school. The Ghost/P Card is basically a non-physical credit card that can used for discretionary purchases as well.

# EA Support

Melanie Battaglia brought to the attention of the CSPC and Ms. DeAgazio that there is a need for additional EA Support. Currently St. John has two EA Support staff, which is not sufficient for the current needs of the students. While a serious need has been identified for the lower grades, it should also be noted that additional assistance to the upper grades would be beneficial. Additional parents are needed to assist Melanie Battaglia to prepare material to approach the Board in upcoming budgetary discussions to advocate for additional funding. If any parent or staff is available to assist, please contact either the CSPC or Melanie Battaglia through [stjohnparentsto@gmail.com](mailto:stjohnparentsto@gmail.com).

# Finance / Budget Update

**Fundraising Committee**

The fundraising committee’s main goals are to plan events/ activities to raise funds for teacher’s, principal’s and CSPC proposed expenses, and to engage St. John students, parents and community.

Historically, 60% of revenue has been raised through the Halloween Dance, Parents Night Out, Spring Carnival, 39% of revenue can be attributed to pizza lunches, and a minimal portion of revenue was generated through various activities such as the 50/50 draw, bake sales, donations, etc.… However, this year we have been faced with new constraints that will limit the Fundraising Committee’s ability to raise funds such as public health restrictions to in-person events, the ongoing financial impact to families of St. John and the varying comfort levels of said families to attend in-person events.  
  
With the current constraints in place, the Fundraising Committee has chosen to focus on three primary initiatives; St. John Merchandise, Parents Night Out, and the Spring Carnival. As well, two alternative revenue generators were proposed; St. John Foundation (TBD) and grants.

* St. John Merchandise  
  It has been proposed to provide navy t-shirts, hoodies and toques in both children and adult sizes. Vendor selection has not been made, however it is unlikely we will use the previous year’s vendor due to concerns regarding quality of the provided products. With dress code adherence, merchandise could be worn to school. It is anticipated a revenue of approximately $6,000 spread over two ordering events in Fall and Winter will be collected.
* Parents Night Out  
  It has been proposed that a themed event with costumes be undertaken with a live DJ, silent auction and 50/50 draws. Current venues being considered are the Balmy Beach, ABYC or the Naval Club. However, additional venues will likely be considered as the required capacity for this event is a minimum of 120 participants. It is anticipated a revenue of approximately $5,000 will be collected.
* Spring Carnival  
  Similar to previous years, an event has been planned with bouncy castles, entertainment, raffles and concessions stands while abiding by current Covid-19 protocols put in place by the board such as hand sanitization, distancing, vaccination requirements, cohort attendees. It is anticipated a revenue of approximately $10,000 will be collected.
* St. John Foundation (TBD)  
  It has been proposed that this initiative would cater to fund previously agreed upon designated expenditures. It is anticipated a revenue of approximately $2,000 will be collected.
* Grants  
  The fundraising committee will be applying to various grants provided by the Board for specific needs. Eligible grant applications will be requested by Ms. DeAgazio.

**Net Revenue Generating Streams**Listed below are the historical revenue generating streams for the CSPC as well as the budgeted 2021-2022 year. While dealing with Covid-19 during the 2020-2021, a majority of the funds generated were from a HST rebate which included retroactive payments for that year as well as two previous years and as such the budgeted HST rebated for the 2021-2022 may not represent an accurate amount.

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| --- | --- | --- | --- | --- | --- |
| FUNDRAISER | 2021-2022  (Budgeted) | 2020-2021 | 2019-2020 | 2018-2019 | 2017-2018 |
| Opening Balance | $5,742.01 |  |  |  |  |
| Donations | - | $800.00 | $2,375.00 | - | - |
| HST rebate | $1,000.00 | $5,229.00 | - | - | - |
| Bake Sale & 50/50 | - | - | $2,702.00 | $2,742.00 | $2,378.00 |
| Halloween Dance | - | - | $9,576.00 | $10,086.00 | $10,465.00 |
| Parents' Night Out | $5,000.00 | - | $4,880.00 | $6,685.00 | - |
| Pizza Lunch | $8,100.00 | - | $8,643.00 | $20,360.00 | $14,458.00 |
| Spring Carnival | $10,000.00 | - | - | $11,730.00 | $8,459.00 |
| St John Family Social | - | - | - | - | $2,132.00 |
| Christmas Raffle | - | $745.00 | - | - | **-** |
| St John Spirit Wear | $6,000.00 | - | - | - | **-** |
| Total Net Funds Raised | $35,842.01 | $6,774.00 | $28,176.00 | $51,603.00 | $37,892.00 |

**Proposals**

Listed below are the preliminary proposed expenditures for the 2021-2022 school year. Due to budgetary concerns and Covid-19 protocols placed by the board some of the programs held in previous years have not been included such as the Apple Program, Art Development, Buses, Christmas Parade, Curriculum Night, Development Assets, etc.…  
  
The Classroom Materials budget of $300 per teacher was listed as the highest priority by Ms. Horbay. Lastly the STEM in the classroom will replace the Scientist for a Day from previous years. Ms. DeAgazio has offered to reduce the Principal’s Discretionary Fund from $5,000 in previous years to $2,000 to accommodate new proposed expenditures.  
  
In the previous school year, DEI received funding via a Board grant, the Principal's Discretionary Fund, the district Superintendent in order to provide separate anti-racism workshops for the Grades 5-8 and the parents. For the current school year, DEI originally proposed an expenditure of $12,000 which would cover 12 workshops spread over the entire year, however due to budgetary concerns a tiered down model was requested in the amount of $5,000 to fund five workshops over the course of five months for the Grades 7-8.  
  
Listed below are the budget proposal requests. Any concerns or suggestions should be sent to CSPC.

|  |  |
| --- | --- |
| Operating Expenses YTD | 2021-2022  (Budget Proposal) |
| Academic Contests - Math (U of W) | $395.00 |
| Athletic Development | $500.00 |
| Bank Fees | $50.00 |
| Classroom Materials 20FT/5PT | $6,750.00 |
| Diversity, Equity & Inclusion | $5,000.00 |
| French Resources | $500.00 |
| Graduation (46 students 2021-2022) | $1,250.00 |
| JK Welcome | $150.00 |
| Library Resources | $1,000.00 |
| Musical Instrument purchase/repair/audio | $1,000.00 |
| Principal's Discretionary Fund | $2,000.00 |
| STEM in the classroom | $3,700.00 |
| Technology | $5,000.00 |
| Total Expenditure: | **$27,295.00** |

The council has approved the proposed budget however with the uncertainty of Covid-19 and its related protocols enacted by the Board and the Government which may impact fundraising efforts, we may need to revisit the budget and further prioritize line items.  
 **Questions and Answers**

* **What available DEI Training is provided by the Board?**Answer: The board is focusing on teacher and staff training at each school. Each school will have a DEI lead that is responsible for disseminating the provided information to teachers and staff.
* **Have the DEI and teachers been in contact to coordinate efforts**  
  Answer: Yes, both groups have been in contact and are currently discussing possible inclusions. More information to follow
* **Do we have an update on the Raz Kids?**Answer: A new program has been implemented to replace this program called Spark Reading which will target kindergarten to grade 5 students. This initiate will require no funding from CSPC.

# Next Meeting

Motion to adjourn meeting was made by Nadia Niccoli at approximately 8:58pm.

* December Meeting – Tuesday December 7, 2021
* February Meeting – Tuesday February 8, 2022
* April Meeting – Tuesday April 5, 2022
* June Meeting – Tuesday June 14, 2022