**CSPC Meeting**

**2016.4.27**

**7:10 start time**

**Attendance**:

Corbin Tomaszeski (Chair)

Vivianne Rankin (Co-treasure)

Eneida Contreiras (Communications/Website)

Marianne Internicola (Fundraising)

Michael Teixeira, (Volunteer Committee)

Jeanette Coley (Fundraising)

Anne Martin (Administration)

Jennifer Brault (Administration)

Elisha Horbay (Teacher Rep)

Sharon Smyl (Secretary)

Carmelina Totten (Communications)

Jacky Arminen (Non-teacher representative)

Carmen Vanderreest, Church/Community Representative

Stjohnparentsto@gmail.com

Minutes 3.23.16 – approval of minutes – Michael TEIXEIRA , Jeanette Cole

**Principal’s Report:**

**Ms. Martin:**

* Front of the school work: almost completed; will be acting as the temporary kinder yard until further notice
	+ Multiple queries from attendees as to what else will be happening to the front (ie. Discovery centres, planting gardens, etc)
* Compucom – contest was entered into for us to get new technology; random draw
* St. John Eagle Award:
	+ criteria for award presented; only awarded to grade 8 students; 1 point/category
	+ Should the criteria be reviewed?
	+ Table it for 2016/17 CSPC council for review
* Lady Carol donation: has passed away; she is the one who provided $5k to
	+ Invited the family to the school play
	+ Ms. Martin is using the funds donated as her principal’s discretionary fund
* School Play: Charlie and the Chocolate Factory 5/4/16
	+ Day and evening performances
	+ Email issued to all parent community
* Pizza:
	+ Other school order thru Pizza Nova; paying $80 for $100 gift cards via Costco
	+ **ACTION**: Michael and Jenny to investigate what the better deal is and will action accordingly
* Milkshake/popcorn days:
	+ Feedback on health/sugar content
	+ Will resume the tactic from now to year end as a fundraiser for grade 8 trip

**Minutes**:

Vivianne motioned to pass 3/23 minutes; minutes passed

**Fundraising**:

**Spring Carnival:**

* Secured same vendor inflatables
* Additional attractions to include pony rides, hands-on exotics, bigger food presence
* Interest from admin to do Pie in the Face booth; we’ve got enough teacher volunteers, CSPC etc
	+ **ACTION**: Looking for volunteers to build the pie-face stand and need kids to decorate the stand
	+ **ACTION**: Need menu board for food station – use rolling chalk board for menu
	+ Food is hotdogs, popcorn, corn on the cob, spud shack
* Corporate sponsors have been found but need more for the event
	+ Sponsorship fees are $500, $750, $1000
* Wristbands will be used:
	+ Access to games, inflatables, experiences; food excluded
	+ $20/wristband
	+ there will be tickets available
* Volunteers required; students have been offering to volunteer
	+ Ms. Martin to liaise w/ Grade 8 teachers to see who all wants to volunteer
	+ Volunteer hours will be counted if in high school
* Promotion will be done via all neighbourhood channels, Snap’d and via Mary Margaret’s newsletter
	+ **ACTION**: Nadia/Michael to get all posted on all social channels
	+ **ACTION** Marianne to determine who will be approaching MMM to get news of event in newsletter
* If looking for music at the event, reach out to Newman
	+ **ACTION**: Ms. Martin to reach out to Newman for getting DJ

**Special Events/Grants: Jacky Arminen**

**TD Friends of the Env’t:** application has been submitted $5k

**PRO Grant application:**

* + Report is required back from this year’s guest speaker
	+ **ACTION**: Ms. Brault to provide report

**Green Apple Grant:**

* $1k needs to be spent by June 19th, report needs to be submitted 7/19
* using Food Revolution program led by the Grade 8’s; will be done by 6/19
* **ACTION**: Ms. Martin will ensure this gets going and happens; Ms. Martin to provide report

**Communion**:

* All went well w/ reception; all of budget was not used (budget was $550)
* Cupcakes cost $350; we had extra juice etc; will be repurposed for another event

**Confirmation**:

* reception: 6/19; this is a student initiative only vs a parent/grandparent event
* Budget is $1000
* Jacky is leading confirmation

**Graduation**:

* Karen Wells is taking the lead w/ another parent, Steph Horning to help support the event
* Feedback from YAG is that there was too much food; don’t spend too much on food
* $1000 budget
* ceremony is happening at St. Johns with reception (students/parents/etc)
* can some of the funds go to the after-party led by parents?
	+ Recommendation and agreement that funds stay in the school
* t-shirts:
	+ can they get them early so they can wear them in Quebec, at school etc?
	+ **ACTION**: Jacky to connect w/ Karen Wells to figure out execution of t-shirts ordering

**Church/Community Update: Carmen**

* Knight of Columbus are paying for cake for Confirmation (5/15)
* Blurb on Confirmation going to Ms. Brault:
	+ grade 7’s at 1:00, Grade 8’s at 3:00
* St. Vincent de Paul camps for boys and girls: families who are facing financial/domestic hardships
	+ Room for 1100 girls (5-16) and 600 boys (ages 5-12)
* Scout Troop:
	+ they are looking to revive the troops (scouts, beavers, cubs) and will hold them out of the St. John’s gym on Tuesday nights
	+ open house for 2nd week in May (may 10th) followed by 6 Tuesdays of beaver, scout and cub training; with the plans for a September 2016 launch date
* the Church will help by cross-promoting the bake sale for the spring carnival
* Is there any interest in the church community to volunteer at the Spring Carnival?
	+ **ACTION**: Carmen to reach out to community base

**Treasurer Report:**

* Folded in the x-country and swim accounts; any extra funds will be booked in the CSPC budget for rest of year and will ensure that any extra $$’s stay in place for each respective groups for 2016/17 year
* Classroom materials:
	+ can we give them a tighter timeline of when they have to spend their allocated $$’s
	+ recommendation is that if they do not submit their receipts by May 15th, the teachers will not be reimbursed for their spends
* principal’s discretionary fund:
	+ $5k still left to spend and we need to decide what to spend the $$ on
	+ IT is the recommended choice
		- CSPC have asked for an audit of what do we have today, what is missing, what will the $5k purchase, who will benefit etc?
	+ **ACTION**: admin to provide a summary of the case for spending on computers in time for presentation at June 15th meeting
	+ **TABLED**: what have we spent this year to touch the entire school vs specific grades? **TABLED** for next meeting
* Sharon makes motion to pass financials; passed by Marianne, Jennifer, Jacky

**Communications**: Eneida Contreiras via email

* Website is updated and regularly updated
* SjWAG needs to be sent to Eneida weekly at stjohnsparentto@gmail.com

**Q&A:**

* Are there plans to update/add on to the front area?
	+ Working w/ board on what else can be done to optimize the space; it’s not serving the purpose of providing for the Kinders; there will be
	+ Recos: discovery stations for the kids to use; outdoor learning centres; gardens, etc … model what they have at Adam Beck/Blantyre
* When is the daycare’s fence going to be fixed?
	+ It is w/ the Superintendent to address;
		- ACTION: Ms. Martin to investigate w/ superintendent
* Discretionary funds:
	+ What portion of the principal’s discretionary fund is set aside for kids that can’t afford trips/treats etc?
		- Every trip: if someone doesn’t bring back a form for a trip, staff is asked to connect w/ the parents and to ask if there’s a financial need; Ms. Martin calls to assist w/ help for the trip; there is also a payment plan option for the parents
	+ We need summary of what it is and how it is being used
		- **ACTION**: Ms. Martin to address parents via communication
* Prior to 6/22 meeting, council to come back w/ ideas on what falls within categories of Arts/Music and Academics
	+ **ACTION**: message to be issued to CSPC council asking for ideas on what falls w/in categories listed above

Meeting adjourned 8:50 pm

Next meetings:

* June 15th – 7:00 – 8:30 pm;
* June 22nd - discuss allocation of discretionary $$’s