

## **CSPC Finance Meeting Minutes**

**Date: Monday October 16, 2017**

Attendees:

Manny Verzella (co-treasurer), Tanya Bismayer (fundraising and special events), Jacky Arminem (non teacher rep, special events, sponsorships and grants), Kim Chow (communications and website), Nadia Niccoli(secretary), Claire O'Shea(co-treasurer), Michael Texiera, Evangeline Diaz (fundraising Lead), Jeff Hobeunshen, Corbin Tomaszeski (chair), Mr. Comacchio (Principal) and Miss. Horbay (Teacher Rep)

- 7:10 Prayer and Opening Remarks
- 17K overage and 10K surplus from 2016 school year. All expenses have been paid up to date. Questioning music expense of \$2K that has not been processed for payment, but items have been ordered through Miss. Brighton.
- Scientist in the school, principal discretionary fun was not exhausted. Some line items not spent and for this year we would like all the dollars if allocated.
- Good news for this year is we have a surplus and will help with some of the expenditures.
- Tonight's meeting focus is what the fundraising efforts are and the funds that we need for the year. The goal is to have fewer events with higher return. Dance-A-Thon and Pizza Lunch will be two of the fundraisers for this year.
- How much do we want to spend without putting too much strain on the parent community? In past years we decided 3 main fundraisers and little things come up throughout the year like bake sales, etc.
- The big spring carnival takes a lot of effort, once you dissect the sponsorships of \$5100 and the baskets of \$3000 and the \$1200 from food, it only makes about \$1500. Is the return worth it?
- Alternate suggestions included:
  - Movie Night
  - Flat Fee donation system
  - Parent Only Date Night
  - Family Pot Luck and Games Night at church
  - 80's themed night in gym
  - Skate night or winter carnival
  - Event at local brewery
- Mr. C wants us to decide what are the biggest challenge for the fun fair and how we can find more efficient ways to build community and parent relationships

- When is the swim meet opportunity? Could we look at it for next year? It was a lot of work and relied on a lot of volunteers but can generate approx. \$50K.
- At the end of November there will be a meeting where we put our hand up to do it next year. The previous year's school helps guide the new school in organizing it as it takes so much work and volunteer
- Events suggested and aligned on are; Halloween dance a thon, pizza lunch, bake sale at winter concert, church potluck/winter family social/bonspiel and spring carnival. These events will clear us approx. forecasted \$40K
- **ACTION ITEM:** Carmen to request date in February/March for the Church pot luck and late May/early June dates for spring carnival

### Line Item Budget Review

- Academic Contests **\$400** for Grade 7 & 8 U of W Math Contest
- Arts Development – Parking for now. School would like to request **\$1,000** an increase for \$675
- Athletic Development **\$500** for new equipment
- Athletic Rocks & Rings **\$400** for annual program (Gr. 1-6)
- Bank Charges – Corbin will be setting meeting with bank to get them to cancel it
- Classroom Materials **\$200** for each full time teacher and **\$100** for each part time teacher. To be spent on enrichment for every classroom and Mr. C to ensure that each teacher uses it. Claire will send a mid-year note to Mr. C to send a reminder to teachers to spend their allocated dollars. Each teacher has until May to submit their expenses
- Colour Keys Program to be split with the school budget. Parent council to cover **\$1375**
- Cross Country line item is an in and out on the budget only. No funds are required for cross country
- Developmental Assets **\$200** requested. If grants are available Parent Council will take some of the forecasted budget back
- French Resources **\$500** has been requested
- Graduation will be increased to **\$1800** for 60 students (Jeff to look at bulk awards for Eagle Awards) Graduation includes t-shirts, food, awards
- Guest Speaker **\$950**
- New line item to be added for In School Performances at **\$1,000**
- JK Welcome at **\$150**

- Kinder Development to be **\$400**
- Library resources to be at **\$1,000**
- Music Instruments, drum kit, music books, etc purchased was a new sound system for **\$4,338.53** and another **\$2,000** has been spent. School has asked for **\$2,000** line item
- Principals Discretionary Fund **\$5,000**
- Removing Reading A-Z from the budget line
- Scientist in the School line item to be changed to STEM (science, technology, engineering and math) for 18 classrooms for a total of **\$3600**
- Removing Student Council line item
- Swim team line item is an in and out on the budget
- Please see attached forecast budget for exact dollar amounts forecasted in each line item
- Teaching staff has requested the addition of the budget to purchase 21 boards for **\$2400**
- Teaching staff have requested to have 20 new iPads. Need a full inventory of technology before we decide. Board is going into new 3 year leases for ipads and have provided 24 to St. John. Program is only showing that 2 have been purchased
  - We currently have 30 net books housed in the library
  - Room 222 20 chrome books and 10 cloud books
  - Room 315 10 chrome books
  - Then each classroom teacher has laptop (20-25 in total)
  - Several projectors (around 10)

***Follow Up Needed: Corbin to look at minutes and financials as he is confident that we have already purchased 10-15 iPads for the school and currently there are nowhere to be found***

- Ideally for Mr. C K-3 get access to iPads and Grade 4+ get access to laptops
- \$4,240 requested for 10 new iPads **\$8,600** for 20 iPads. IT line item to be added to budget
- Lice checking company for preventative health to be considered
- Parent recommendations include Jungle Sport (7.50-12.50/student) and St. John Around the World (heritage and celebration of it) requesting \$400 for all grades. Staff have note been informed and note presented to staff. Will park this as part of a future discussion

- Next steps for Claire, Manny and Corbin to put all these numbers together and put together a forecasted 2017/2018 budget.
- Like anything the budget is a working document and will ebb and flow and funds come in
- **Will be voted on at next meeting October 25 at 7pm**
- Meeting closed out at 9:40
- Financials will be passed at meeting on October 25.