

MINUTES

St. John CSPC Meeting

March 25, 2019 | *Meeting called to order by* Nadia Niccoli

In Attendance

CSPC members: Nadia Niccoli; Claire O'Shea; Marianne Internicola; Laura Banerjee; Jacky Arminen; Carmen Vandeerest; Rosa Morphy; Peter Casey; Terry Isaac

Regrets: Jennie Gaffney; Tanya Bismayer; Sonia Pagliarello; Kim Cho; Christine Schuman

Faculty / Admin: Mr. Comacchio; Ms. Horbay; Mr. Morishita-Miki

Approval of Minutes & CSPC Meeting Dates

Laura Banerjee passed the minutes from the January month and Jacky Arminen seconded the minutes

CSPC Chair's Report

School Safety & Community Outreach:

- Nadia reviewed results of Traffic Safety Survey
- Nadia led planning discussion and logistics to prepare for meeting with Brad Bradford on Tuesday April 2nd
- Attendees will include:
 - Brad Bradford – Councillor, Ward 19 Beaches-East York
 - Superintendent – John Shanahan
 - Trustee – Angela Kennedy
 - Rep from Capital Development from TCDSB – (possibly Deborah Freissen)
 - Arshad Nasir – Traffic Engineering Technologist, Transportation Services
 - Jacqueline Hayward – Director, Vision Zero (Invited)
 - Roger Brown – Director/Manager Crossing Guard Program, Transportation Services
 - Cheryl Bremner – 55 Division, Coordinator of Community Response Unit

Action item:

Terry Ann – refreshments

Nadia – tent cards

Mr. C – wired microphones

Financial Update

Claire presented the updated CSPC financials – expenditures and revenue (actual and projected for each)

Confirmed that receipts for classroom materials– should be in by end of May

May need to consider providing combined grade classes with 2 STEM in classroom in order to accommodate the difference in curriculum for split grade classes

Principal's Report

Principal David Comacchio presented his report

Staff Update:

Congratulations to Ms. Silva for celebrating 25 years of service with the TCDSB

High School Applications:

Grade 8 students have received their acceptances and have registered with their high school. Exchange of Information meetings between TCDSB elementary and secondary schools have started.

Hockey Team:

Hockey Tournaments: Tues. March 19 and Tuesday March 26

Girls Invitational Tournament: Thursday April 4 – Malvern Arena

Thank you to Ms. Mc Bride, Mr. Medeiros and parent volunteers who are helping with hockey this year.

Swim Team:

Practices continue as we prepare for the TCDSB swim meet on May 4 and 5. Again, thank you to all the parents for agreeing to help with the coaching, planning and supervision for the St. John Swim Team this year and also thank you to Ms. Horbay for being the staff supervisor.

Note: Mini-Swim meet has been moved from Riverdale to **RH King Academy** (3800 St Clair Ave E Scarborough)

W5H:

Ms. Christie has been working with our Junior and Intermediate teams this year. Unfortunately, our junior team did not advance beyond the preliminary round. Tournament dates for the Intermediate W5H team are Monday April 1st (preliminary round) held at St. John.

Safe Arrival Program:

Thank you to all the parents who have registered on the Safe Arrival system. We still require some of the parents to register on the Safe Arrival Program. The office staff is available to support those having difficulty. Please be aware that the email and phone number you use to register on this program must match the email and phone number associated with your child's student record.

Threats to School Safety Pamphlet:

The Safe Schools Department has a parent resource related to response procedures related to threats to school safety. It will be shared with the parent community. St. John and Notre Dame have a new communication system to ensure that both schools within the St. John space are aware of a lockdown in with of the 2 facilities. Staff and students in both schools will experience a lockdown drill in the spring.

Ella Minnow Points:

Parents who purchase items from Ella Minnow and who are part of their "points program" have the option to donate their points to St. John. Thanks to parents donating their points, Ella Minnow provided us with an \$85 credit to be used in the store. Ms. Foster used the money to purchase 5 books. Thank you to Ella Minnow for providing the community this incentive and to parents for donating their points back to the school.

Equity and Inclusive Library Materials:

All TCDSB schools were provided a list of board approved library materials that focus on equity and inclusion. St. John committed \$1000.00 to purchase as many items from that list. The items are slowly arriving and Ms. Foster is sharing these materials with the staff and students.

Yearbook Club:

Ms. Ramsay and Ms. Van Wyck are working with a group of students to create a yearbook for the 2018-19 school year. This year, we will try to work with Picaboo to help with the printing of the yearbook. Information regarding orders will be made available in May for delivery in June. Thank you to parents who are sharing photos they may have taken during events this school year. Cost of the yearbook is yet to be determined. It will be soft covered to make it more cost effective.

Mindfulness Club:

To support the TCDSB's calm schools initiative, Ms. Van Wyck and Ms. Ramsay have started a Mindfulness club grades 4-8 once a week on Wednesday's which incorporates elements of yoga and mindfulness meditation. Approximately 25 students participate on a weekly basis.

Laptops:

Thank you CSPC for providing funds to purchase 4 laptops for student and staff use. They have been ordered (Feb. 25) and will need to be reimaged for TCDSB.

Renewal Department:

Mr. Comacchio has met with Steph Pavan from the Board's Renewal Department. St. John is included in the proposed projects. Next steps will include retaining a consultant to look at the space and there will also be a parent consultation as part of the process. Any details will be shared with parents and the community.

Ministry Announcement re: schools:

At this time, the TCDSB is identifying the impact the recent announcement will have on the schools in the TCDSB. Any information related to how the TCDSB will be moving forward will be shared centrally or through specific schools.

School Spirit Wear Logo Design:

Feedback from teachers on logo design - smaller image on side / navy blue and white / text straight vs. angled / request for proposal on price -point (tweak image and send to Mr. C and Horbay and CSPC executive)

Action items:

Mr. C will check in with the equity committee on board-approved resources on topic of LBGTQ2+ for Equity and Inclusive library materials

Send out dress code reminder in May – to reinforce and remind parents to be prepared for next school year

Jeff to send updated logo to Mr. C and Ms. Horbay. Mr. C / Ms. Horbay to form T-shirt committee and look at vendors. Marianne to send a potential vendor contact to Mr. C / Ms. Horbay

Committee Reports

Committee reports

- Fundraising (Christine Schuman; Laura Banerjee; Tanya Bismayer; Sonia Pagliarello):
 - **Spring Carnival Saturday June 1st**
 - Sponsorship: team is in process of securing sponsorship (\$500 from Beach Braces and working on other sponsors).
 - Vendor management: company booked for inflatables/ magic show, photobooth, craft table, etc.
 - Food: Sonia working on securing donors to reduce our costs; otherwise BBQ planned again
 - Other events: planning a bake sale, raffle baskets again
- Website & Communications (Kim Cho):
 - Websites all updated / CSPC contact email updated
- Special Events (Jacky Arminen):
 - Graduation plans well underway - Thursday June 20th
- St. John Parish (Carmen Vandeerest):
 - Parking Issue: "No Standing" (anytime) signs erected last week from Malvern Ave. to Glen Manor Dr. without notice. Parishioners (mostly seniors – easier church access parking) received \$150 tickets during all Masses on Saturday evening & Sunday morning. This is going to be a problem for when funerals & weddings are held.
 - Shrove Tuesday dinner was very successful and attended by a good number of school families. Mayor John Tory was our special guest together with Councillor Brad Bradford. Both politicians were great with the kids. Photos have been posted in the church vestibule.
 - The city will be raising the Vatican flag outdoors at City Hall next Sunday, March 31st at 2:00 pm to celebrate Saint John Paul II.

- Confirmation class is now underway with ceremony on Tuesday, May 7th.
- First Holy Communion class resumes next Sunday, March 31st in the church for rehearsals. The children are to have their banners completed and brought in. I brought all grade 2 students in the church to show them the Communion vessels used and what the Hosts actually look like and to discuss transubstantiation with them.
- Lenten collection of non-perishable foods is underway – 40 cans for 40 days. Does not have to be cans alone – donations can be dropped off in the church vestibule any morning (Tuesday to Friday) between 7:30 and 8:30 and before any Mass on Saturday/Sunday. All items going to the Good Shepherd Refugee Centre.
- ShareLife Campaign is underway now with the first collection next Sunday and the last one on June 2nd. Supports a great number of Catholic services and agencies. The target for our parish is \$70,000 this year.
- OAPCE (Rosa Morphy; Peter Casey):
 - focus on a presentation of treasurer role
 - highlight the use of KEV
 - lots on fundraising including the volunteer confidentiality form
 - roles of principal and CSPC re: funds i.e. legit expenses; legit charities; etc.
 - led by superintendent of parent initiatives
 - everything must follow Ontario legislation
 - keV now allows for tax receipts HST rebates; event pages ie pizza days and swim uniform; school clothing > *not all these options are available for St. John yet*
 - use of my wallet; credit card; or e deposit
 - under board account at CIBC, there can be no fees for banking if we separate the CSPC account from the principal school account
 - will cost 150 from Kev to switch accounts and other costs i.e. cheque's
 - OAPCE session last night: john.wujek@tcdsb.org
 - review of monthly financial reports should be posted on the school website (and CSPC meeting minutes)

Banking Procedures:

- money should be counted at school by two people and kept at school locked up
- two signatures on cheque's and no paying cash
- lastly, financial yearly reporting requirements were outlined
- Record Retention: under Ont Ed act. Records should be collected and held for 7 years and be available to anyone

Conflict Resolution

- role of worker is to receive and provide confidential consultations on policy re: hm19 conflict resolution; harassment and discrimination; complaints against staff member
- there is video about CR that the principal can show to CSPC re: this process
- CR follows a progressive disciplinary approach in the event of a person who acts inappropriately at a CSPC meeting
- OAPSE is having an 80th annual conference April 5 and 6th. Workshops, Greg Rogers of Me to We is keynote speaker
- 50 vendors
- 99\$.
- Speakers Miguel Martinez, Paul Davis, painting workshop with Nick Biagini
- Dinner and dance after
- CPIC will fund first 100 parents
- Eligible for \$500 parent engagement fund from our CSPC (but you are expected to debrief council after)

Action item:

Nadia to send out survey to finalize parent engagement topic – providing 3 options only

If pro-grant still available next year CSPC to consider sending out survey at end of year for next year planning

Claire to look into the banking fees for the CSPC account referenced in the OAPCE meeting

Q&A

Next Meeting

Monday May 6th, 2019, 7:00 pm St. John Library

Motion to adjourn meeting was made by Nadia at 8:55p.m.

Agenda items for next meeting:

Discussion and planning for curriculum night

Recap from Traffic Safety Community meeting

Confirm completion of outstanding items:

- School Spirit Wear – status update on next steps
- Results from parent engagement survey topic
- Bank fees
- Survey for next year planning – pro-grant spending (if applicable)
- Dress Code reminder email
- Equity Committee regarding including LGBTQ2+ board-approved resources for Equity & Inclusive Library materials

St John Catholic School CSPC Budget 2018-2019 YTD 03/25/19

Fundrasiers 2017-2018 YTD:
Bake Sale & 50/50
Halloween Dance
Parent's Night Out
Pizza Lunch 1
Pizza Lunch 2
Spring Carnival
Spring Carnival 2017-2018 tax receipt
Sub-total YTD:
Fundraisers April-June Forecast:
Pizza Lunch 2
Spring Carnival
Spring Carnival 2017-2018 tax receipt
Sub-total Forecast:
Additional Income:
Mabel's Labels
OSP

Gross Revenue	Expenses	Net Revenue	Budget	Variance to Budget
\$ 2,742.55	\$ 325.00	\$ 2,417.55	\$ 2,000.00	\$ 417.55
\$ 12,971.29	\$ 2,885.00	\$ 10,086.29	\$ 10,000.00	\$ 86.29
\$ 8,475.87	\$ 1,790.78	\$ 6,685.09	\$ 5,000.00	\$ 1,685.09
\$ 19,171.18	\$ 9,567.87	\$ 9,603.31	\$ 8,700.00	\$ 903.31
\$ 21,552.75	\$ 4,365.81	\$ 17,186.94	\$ 10,500.00	\$ 6,686.94
\$ -	\$ 488.20	\$ (488.20)	\$ (488.20)	\$ -
\$ -	\$ 500.00	\$ (500.00)	\$ 500.00	\$ -
\$ 64,913.64	\$ 19,922.66	\$ 44,990.98	\$ 36,211.80	\$ 9,779.18
\$ 300.00	\$ 6,600.00	\$ (6,300.00)	\$ -	-\$ 6,300.00
\$ 11,000.00	\$ 4,511.80	\$ 6,000.00	\$ 6,000.00	\$ -
\$ 500.00	\$ -	\$ 500.00	\$ 500.00	\$ -
\$ 11,800.00	\$ 11,111.80	\$ 200.00	\$ 6,500.00	-\$ 6,300.00
\$ 50.40	\$ -	\$ 50.40	\$ -	\$ 50.40
\$ 256.41	\$ -	\$ 256.41	\$ -	\$ 256.41
\$ 77,020.45	\$ 31,034.46	\$ 45,985.99	\$ 42,711.80	\$ 3,785.99

Full Year Forecast 2018-2019

Operating Expenses YTD
Academic Contests - Math (U of W)
Apple Program
Arts Development
Athletic Development
Athletics -Drum Fit
Bank Fees
Christmas Parade
Classroom Materials (21 FT @200/7 PT @ 100)
Curriculum Night
Development Assets
Graduation
In-School Performances
JK Welcome
Kinder Development
Library Resources
Math Program - ixl
Monarch Park Butterfly Garden
Musical Instrument purchase/repair/audio
Principal's Discretionary Fund
Raz Kids
School Improvements
Spotlight/podium
STEM in the classroom
Technology
Total Expenditure:

Expenses YTD	Budget	Variance to Budget
\$ -	\$ 485.00	\$ (485.00)
\$ 238.00	\$ 760.00	\$ (522.00)
\$ -	\$ 2,000.00	\$ (2,000.00)
\$ 108.39	\$ 500.00	\$ (391.61)
\$ 2,610.30	\$ 4,000.00	\$ (1,389.70)
\$ 304.17	\$ 525.00	\$ (220.83)
\$ -	\$ 65.00	\$ (65.00)
\$ 1,087.75	\$ 5,000.00	\$ (3,912.25)
\$ 1,154.55	\$ 1,129.89	\$ 24.66
\$ 1,181.45	\$ 2,000.00	\$ (818.55)
\$ -	\$ 1,500.00	\$ (1,500.00)
\$ 1,035.00	\$ 700.00	\$ 335.00
\$ 33.62	\$ 150.00	\$ (116.38)
\$ 169.83	\$ 400.00	\$ (230.17)
\$ 994.88	\$ 1,000.00	\$ (5.12)
\$ 359.00	\$ 360.00	\$ (1.00)
\$ -	\$ 500.00	\$ (500.00)
\$ -	\$ 1,000.00	\$ (1,000.00)
\$ -	\$ 5,000.00	\$ (5,000.00)
\$ 2,222.93	\$ 2,222.93	\$ -
\$ -	\$ 7,830.00	\$ (7,830.00)
\$ -	\$ 600.00	\$ (600.00)
\$ 2,665.00	\$ 3,895.00	\$ (1,230.00)
\$ 2,500.00	\$ 2,500.00	\$ -
\$ 16,664.87	\$ 44,122.82	\$ 27,457.95

Reconciled Ledger Balance @ 03/25/2019:

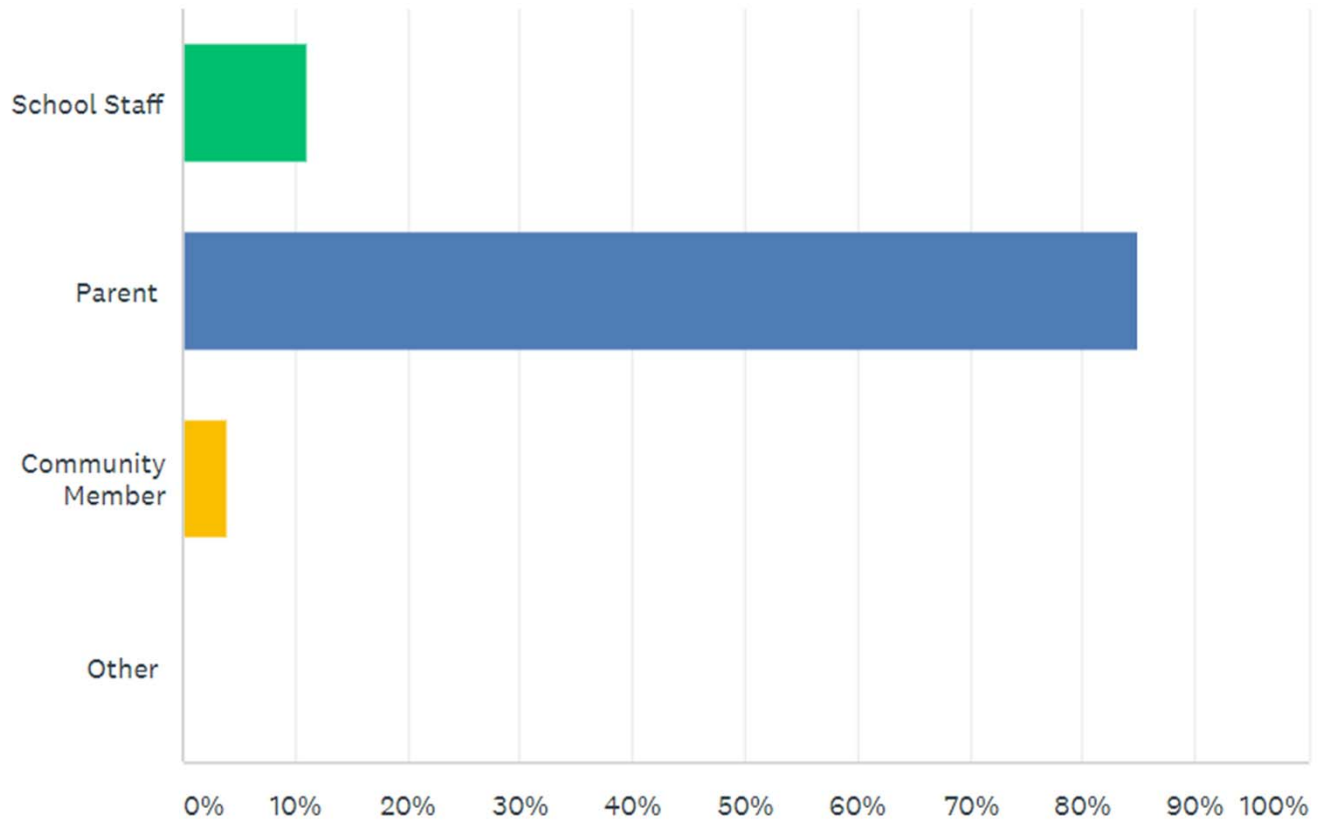
Consists of:	\$ 37,165.14
Swim Team Funds	\$ 3,962.52
CSPC Funds	\$ 33,202.62
Forecast Income	\$ 200.00
Forecast Expense	\$ 27,457.95
Forecast CSPC Funds at Year End	\$ 5,944.67
CSPC Float	\$ 5,000.00
Unallocated Funds	\$ 944.67

St. John/Notre Dame Traffic Safety Survey Results

~March 2019~

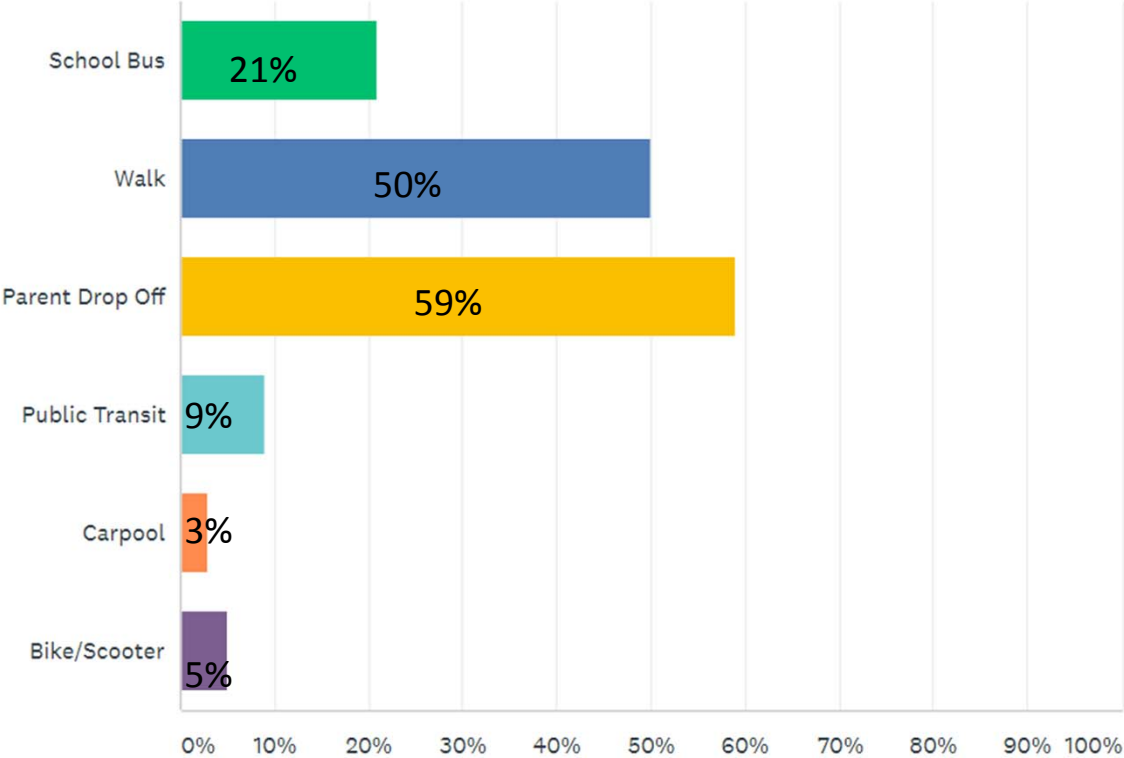
What is your current role within the school communities?

Answered: 100 Skipped: 0

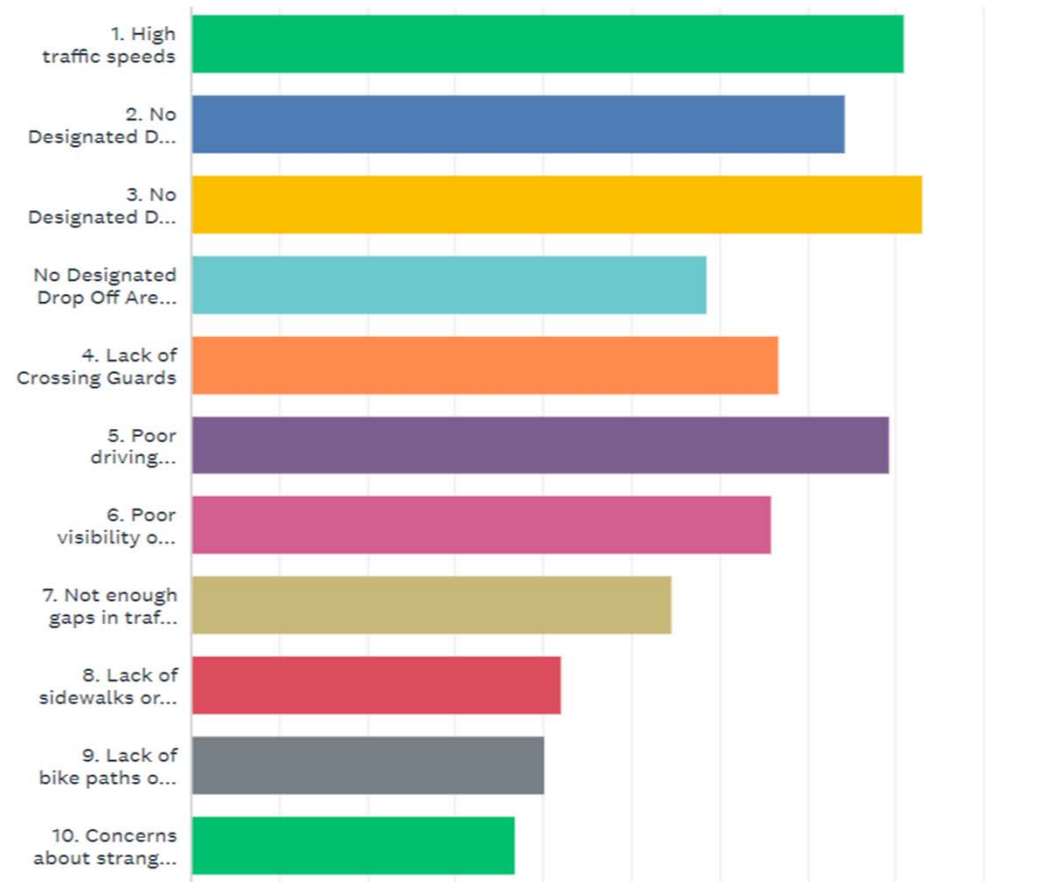


What is the mode of transportation that your child(ren) take to and from school

Answered: 100 Skipped: 0



What are the main challenges/safety concerns to dropping off, walking or biking to school? (Please rank them from 1 to 10, 1 being the most important and 10 being the least important to you)



Are you interested in participating in the development of a traffic improvement plan for your school? This could consist of in-person meetings and/or feedback via email/web portal. If so, please leave your email and someone from the CSPC will contact you.

Answered: 47 Skipped: 53

- Over 47 respondents
- 26 provided email addresses to be part of a sub safety committee
- 55% response rate which is unheard of. We have an engaged group of parents on this issue who intend to take the initiative to make the positive changes we need for the community

What is the most pressing traffic safety need in your school that hasn't been addressed above?

Answered: 67 Skipped: 33

- TTC Stop in front of drop off areas
- Vision Zero Implementation – it's a bit slower than expected
- Parking lot linking church, St. John's and Notre Dame
- Distracted Students
- # of kids being driven to school – if it was safer more parents would allow kids to walk/bike
- Volume of Traffic overall
- Cross walks not clearly marked
- Snow and Ice Snow Removal
- Driving on sidewalks on Lyall
- 3 parking lots – who goes where?
- Speed limit increased in front of school from 40km to 50km/hr – against provincial law?

CHALLENGE#1: NO DESIGNATED DROP OFF ALONG LYALL

Possible Solutions:

1. One way streets to offset the volume of traffic
2. Kiss & Ride Program cutout
3. No parking/standing laws on a section of Lyall in front of the school
3. Look at opportunity to extend bussing to out of “boundary areas”

CHALLENGE #2: POOR DRIVING BEHAVIOUR/ HIGH SPEEDS

Possible Solutions:

1. More police presence to enforce the law (i.e. Bracken Avenue)
2. Education to students on distracted walking and traffic safety
3. Community Safety Zones so fines are increased in the school area
4. Reduce Speed in front of school back down to 40km/hr
5. Revert Kingston Road parking allowance to 4pm as previous to slow down overall traffic along school zone
6. Create designated parking for teachers and parent parking, utilizing the convent space

CHALLENGE #3: NO DESIGNATED DROP OFF IN FRONT OF SCHOOL

Possible Solutions:

1. Kiss & Ride program cut out in front of school
2. Moving TTC Bus Stop away from laneway and School Drop off area
3. Look at opportunity to extend bussing to out of “boundary areas”

CHALLENGE #4: LACK OF CROSSING GUARDS

1. Clearly Market Crosswalks as outlined in Vision Zero Plan
2. Put in Crossing Guard at Lyall & Wayland
3. Increase Community Safety Zone

NEXT STEPS

- Work collaboratively within school, parent, city, law enforcement to prioritize planning and implementation