

CSPC Meeting Minute Notes
Wednesday October 25, 2017

Attendees:

- ❖ Emanuela Verzella
- ❖ Helen Dunn hdunn17@gmail.com
- ❖ Tanya Bismayer
- ❖ Kim Cho
- ❖ Lynn Lyspaniso
- ❖ Carmen Vandeerest
- ❖ Terry Issac
- ❖ Corbin Tomaszeski
- ❖ Claire O'Shea
- ❖ David Comacchio
- ❖ Elisha Horbay
- ❖ Evangeline Diez

- Opening Prayer at 7:05
- Kim Cho motioned to pass the minutes from last meeting
- **Principal Update**
 - St. John has had to tighten up on classroom due to numbers. Mr. Severino sur-plused and two kindergarten teachers placed in the grade 5 and grade 8 receiving them. ***Mrs. Bianchi will be the long term occasional for grade 6 in the AM and grade 5 in the PM*** and originally covered by Mr. Grant. We also have a ***permanent instrumental teacher; My Aylmer Menezes*** and will be sharing him with four schools. We also have a ***French specialty teacher, Ms. Ana Shahiniyan*** that is here full time on Mondays for Gr 6, 7, and 8.
 - Cross country city champs for the 17th year in a row.
 - Christmas concert date set for ***Wednesday December 20-*** same format, two shows.. Grade 1-4 6:30-7:05 and then 1 hour intermission and grade 5-8 go from 8:00-9:00. Kindies are usually done in the afternoon. Still confirming if it will be the same day or the day before.
 - ***Steve Chappelle will be speaking at Wednesday November 29 at 7pm***
 - IEPS (Individual Education Plans) have gone home
 - Halloween Events and appropriate costume attire for the day, pledges
 - ***Progress Reports going home on Tuesday November 14.***
 - ***Picture Day is Thursday October 26***
 - Christmas Parade is a go for St. Johns and Lynn is willing to head it up. Its on ***November 26 1pm start*** with a meeting place at Neil McNeil. Cost is \$50 for entry and would give out candy canes. Last year we had an angel theme and thankful for Miss. Reford for letting us borrow her costumes. Will need a staff member there to walk with the kids. Will need a consent for media and release form for supervision and consent to participate. Maximum of 50 people to participate. Lynn will need 2 volunteers and Corbin can get candy canes.

Finance Update:

- Grand total in expenses was 63,708.15 and total income was 68,972. We have \$264.81 to bring forward and a \$5,000 float as our safety net.
- Our additional funds carried over from past years is \$7,360
- Passing of the financials from School year 2016/2017. Tanya to pass motion and Manny to second. All in favour
- Please see attached budget for full breakdown for 2017/2018 forecast
- On Hold items to be discussed; technology, lice check and St. Johns World
- Technology inventory has not been able to take place. Corbin dug back and looked at past minutes and financials and funds were provided to Miss. Martin to purchase ipads, however the ipads cannot be located. We currently have 26 ipads; 24 of them are the new ones and 2 old ones. The kindergartens have 3 per class (6 in total) which weren't part of the boards inventory.
- Corbin tasking the administration of a full inventory of ALL technology as a starting place one pager. Then from there we can make an informed decision on what the school needs. Corbin then asking for Mr. Comacchio to create an audit system so we know what's going in and out.
- 59 devices have been LEASED by the board for 450 kids + 70 OWNED devices. = 129 total devices. 3.4 devices per child
- Next on hold item, Lice check. All those supporting a preventative lice program = 7. Allocating \$300 in the budget for lice check
- Next on hold item is St. John World. Asking \$395.00 for a parent led initiative. Mr. Comacchio will present to the staff but concerned on how that will be incorporated into the curriculum as staff are already providing feedback that it will be tough to cover off everything in the curriculum as it is. He needs to understand better timing, commitment for staff. It's not a natural fit into the curriculum. Wants to look at it and understand how we can incorporate more diversity and heritage into the school and look to how we can try to accommodate. Corbin suggesting we add a line item for flags in the budget for \$50.00
- What we need is a bridge between what the parents, community and teachers/curriculum will allow. We need to have synergy in two groups to have a supportive community. Suggestion made on increasing communication to parent community with St. John teachers taking the opportunity monthly to advise the parents via video, blog post on themes in the school
- With the additions it brings our total to \$30,085 for expenses for this school year
- Claire is going to make the motion to approve the budget on a total projected revenue of \$33,000 and a total expenses of \$30,085. Manny moves to approve the budget, Corbin second the motion and all in favour – passed
- Grants update: Tanya wants clarification on what priorities/focus for this year. There is a board approved grants- approx. 40 that we can apply for all of them across a multitude of disciplines
- Fundraising update – 9 volunteers, and have a schedule. 9-2:30. Will need more volunteers.
- Jacky will lead Christmas concert bake sale
- Parish Update: Submitted by Carmen Vanderreest – School/Church Liaison

- I have been sitting in with the new Catechism program for the Kindergarten classes and the children are responding in a very positive way. This program approaches Catechism through a Montessori way of teaching and follows the children through to grade 2 when they will receive the Sacrament of First Holy Communion.
- I have tried to book dates with the church for both, the school community pot luck dinner in the church Hall for the 2nd or 3rd Saturday evening in February and for the school fun fair in the yard for the 3rd or 4th Saturday in June. The church secretary is currently way and will return November 6th. Although the dates are available, the substitute secretary would not book them. I will approach Fr. John this weekend.
- I have submitted information to be sent out this week to the parent community regarding the CWL's sale of 2018 calendars to support 4 mission parishes in the western Canadian Arctic.
- I have supplied the grade 2 teachers with paper poppies for their students to colour and cut out. I will place these poppies within the recessed windows in the church that have been dedicated to fallen service men from our parish as well as put some on the memorial plaques in the main vestibule. This is another opportunity to bring school and church together and to bring these children a sense of belonging to *their* church, more so now that they are preparing to receive the sacrament of First Holy Communion. When the poppies are in place I will invite the classes to the church to see the windows & plaques and to talk a bit about them as well as the significance of the poppy and the importance of Remembrance Day.
- The CWL is holding their annual Christmas Craft & Bake Sale in the school gym on Sunday, November 26th and ask the parent council to make space on the counters & floor for their use. They will be selling hot beverages with food items out of the kitchen.
- As this is the Year of The School I would like the parent council to discuss a school project that the parish can consider supporting. Two ideas are to provide another tree for the small play yard or provide some sort of new installation for the back school yard wall where past art objects have fallen off.
- Separate from my position, is it possible to get information or reminders out to the school community in a more timely matter? Most notices are being sent out on a day notice.
- Carmen asking for ideas on how the parish can support the school since it is the year of the school
- Increased communication on parent information has been requested.
- Corbin has requested that we get both dates on the calendar, including the winter carnival date
- Kim created parent council newsletter option for communication
- Next parent council meeting proposed, Wednesday January 17, 2018 at 7pm
- Corbin, thanks everyone for attending
- Miss. Horbay closing prayer at 8:50

ADDENDUM

Forecasted Expenses

Budget	2016/2017	2017/2018	Notes
Academic Contests - Math (U of W)	340.61	400	G7/G8 contest
Arts Development	675	1000	Concerts, plays, costumes etc
Athletic Development	494.1	500	Uniforms, equipment
Athletics - Rocks & Rings	440.7	400	
Bank Charges	545.42	450	Incl. 10% increase on net charges
Classroom Materials (\$200/each for 27 teachers)	3391.82	4900	21 FT 7 PT @ 50% incl mid-year check
Color keys program	1375	1375	50% paid by CSPC
Development Assets	1191.04	2000	Pending outcome of M.G.A. grant
French resources	500.62	500	
Graduation	1134	1660	60 vs 41 students incl E.Awards
Guest Speakers	950	950	
In-School Performances	New Line Item	1000	
IPADS	New Line Item	ON HOLD	Waiting on I.T. inventory
JK Welcome	120.37	150	
Kinder Development	390	400	
Library Resources	1000	1000	
Lice Check	New Line Item	ON HOLD	More info needed
Musical Instruments repairs/new & Christmas Audio	4338.53	2000	
Pizza Lunch	13647.69	0	See fundrasing income
Principal's Discretionary Fund	4302.85	5000	
St John's World	New Line Item	ON HOLD	More info needed
STEM in the classroom (former S.I.S.)	2587	3600	18 classes @ \$200/each
Swim Team	8594.25	0	
White boards	New Line Item	2400	
		29685	

Forecasted Income

2016-2017 Income			
Fundrasier	Gross Revenue	Expense	Net Revenue
Halloween Dance	11072.45	1902.09	9170.36
Christmas Bake Sale &50/50	2365.3	0	2365.3
Winter Card Drive	1480	1060.85	419.15
Pizza Lunch	22010.26	13647.69	8362.57
Spring Carnival	18002.35	7152.64	10849.71

Total Income:

31167.09

2017-2018 Projections			
Fundrasier	Gross Revenue	Expense	Net Revenue
Halloween Dance	11500	1500	10000
Christmas Bake Sale &50/50	2000	0	2000
Pizza Lunch Oct-Jan	13767	7567	6200
Pizza Lunch Feb-June	11000	6200	4800
Winter Family Night	5500	500	5000
Spring Carnival	11000	6000	5000

Total Net Revenue Projection:

33000

Balance Carried Forward:

12360

Float:

-5000

Projected Funds to Spend:

40360