**CSPC Meeting**

**2016.11.4**

**7:35 start time**

**Attendance**:

Corbin Tomaszeski (Chair)

Vivianne Rankin (Treasurer)

Marianne Internicola (Volunteers)

Michael Teixeira, (Volunteer, Events, Pizza Committee)

Elisha Horbay, Administration

Sharon Smyl (Secretary)

Jennie Gafney (Fundraising, Volunteers)

Clare O’Shea (Grants, Special Events)

Tanya Bismayer –Fundraising

Anne Martin – administration

Lynn Lospinuso – Corpus Christie parish rep

Lyne McMurchie – communications/website

Will Torrance, Student Union Prime Minister

Megan Wise – fundraising

Rosa Murphy – parent

Elizabeth Sconce - parent

Carmen Van de Reest: St. John parish Rep

[Stjohnparentsto@gmail.com](mailto:Stjohnparentsto@gmail.com)

**Will Torrance, Prime Minister of Student Council**

* Thankful for the $200 from CSPC
* Haunted House was successful
* Candy Grams will be coming up; council will be donating to Sick Kids
* Council to host Xmas Concert
* Dress Down Days to be paired w/ pizza lunches

Lyne McMurchie passed the Finance Meeting minutes; Tanya Bismayer seconded

**Santa Claus Parade: (Lynn Lospinuso)**

* Community Ctr 55 is who runs it, $55 to enter a float
* Michael T attained a dragon boat, will hold 20-26 kids w/ 20+ kids to walk along side
* Corbin proposed older kids to do band; idea was not passed due to logistical challenges
* Can we get music playing as part of the float?
* Can we get a banner?
* **ACTION**:
  + Lynn Lospinuso to work w/ fundraising and administration on how to pick kids who want to be in the parade
  + Lynn to work on getting banner organized, music for float and driver for float

**Principal Report:**

* X-Country: Won city championship for 15th year in a row
* Pennants:
  + Mr. Breech is working w/ the Health Action Team to ensure we have a symbol in the gym for any pennants removed from the gym bc there are 200 more recent ones currently NOT in the gym
* Mr. Anglyn is the Grade 8 teacher officially on staff part time
* One position still open (1 day a week specialty French): Board just hired someone for this position (Mr. Brendan O’Sullivan)
* One of our students is off school for personal reasons.
  + This student’s mother is conversing w/ Ms. Martin and Corbin regularly on ensuring her daughter is kept looped in on what’s happening at the school (setting up SKYPE calls, videos of school activities sent to her etc)
  + St. John’s classmates will work with Ms. Horbay, Ms. Martin and Corbin on initiatives within the school to show our collective support
  + Corbin and Ms. Martin will continue to be in contact with the student’s mother to ensure all efforts are appropriate, timely and welcomed by the family
  + **ACTION**: Corbin to work w/ the student’s mom and Ms. Martin on developing a plan and next steps ready for presenting at next CSPC meeting

**Financial Budget: Vivianne/Corbin**

* School audio equipment: will be supported by family again this year but we need to get a plan in place for buying equipment by end of 2017 year;
  + **ACTION**: Corbin to research audio needs and will come back w/ a proposal before end of 2017 school year so that it hits this year’s budget
* Biggest change is the revenue component: increased top line for fundraising; big event is the winter initiative ($8k is the target)
* Book challenge has been removed from the budget as a fundraiser
* Can we identify items that are not priority so if we need to, we can cut them out of the budget; response was to keep the budget as-is and to adjust events/initiatives as we go and as budget dictates

Sharon makes the motion to accept budget; Michael to 2nd and Lyne to 3rd

**Sponsorship/Grants: (Claire)**

**Playground:**

* Board has approved funds for the surface for the playground; can we have an official opening of the playground at the Spring Carnival?
* **ACTION**: Ms. Martin to send update to the parents so school/parent population is aware of the progress on the playground
* **ACTION**: council to write a check to the Board for the playground - Vivianne

**Outdoor Classroom $5k grant:**

* Equipment needs to come from board-approved vendors; will work w/ teachers on what they are looking for within the outdoor classroom

**Generic Technology grant application:** up to $10k

**School garden**: there is a grant we can apply for to get a school garden ($1k) – edible educational garden

**Special Events:**

**Christmas Concert:**

* Looking to selling savoury foods (Jacky, Corbin) but only if the food can be donated
* Coffee: Jenny to work w/ the Loblaws Starbucks on getting it donated
* Bake Sale: Jacky/Claire on point to lead the bake sale

**St. Vincent de Paul baskets**: jacky to shadow grade 8 parent (Inge) to take it over for following year

**Fundraising:**

**Halloween dance:** met our $10k goal

**ACTION**: outstanding item is the donation to the church; have school write a check to the organization – Carmen and Ms. Horbay

**Christmas fundraiser:** cookie dough sale, pointsettia and gift cards

* online ordering is available only for the gift cards
* **ACTION**: Jacky is spearheading the gift card initiative (setting it up and managing communications to parent community)

**Winter Fundraiser**: fundraising team to develop initiative and will be ready to present for January CSPC meeting

**Santa Claus pics:** administration is managing this event (cost and communication)

**Parish Update:** Lynn Lospinuso

* School updates are being shared w/ Corpus Christie on a regular basis
* Lynn to share w/ Lyne to ensure all parish activities are updated on our comms channels
* St. Johns church
  + Children’s liturgy program is happening
  + All updates are being shared w/ Ms. Martin
  + Annual bake/craft sale will be 11/27 in tandem w/ the parade
    - **ACTION**: Ms. Martin to send communication out to school population to ask for parent donations/bake sale donations

**Volunteer update:**

* Forms and survey monkey link went out this week w/ 30 responses to date; will close on Friday
* Reminder communication to go out w/o 11/8 prioritizing Ms. Foster’s needs for the book fair
* Enough volunteers set for pizza lunch
* **ACTION**: Volunteer committee to write communication to parents who volunteer and what to do in lockdown situations

**Website/Communications:**

* New website developed by Lyne
* Ensure that the archives are including 3 years worth of info (financial statements, agendas, meeting minutes)
* Site to go live along w/ a communication once Ms. Martin gets link from Board set up
* Should we register the website via Weebly
* Lyne can get $500 from her employer to use for website maintenance this year
* **ACTION**: Lynn to send Lyne blurb on Corpus Christie for website

**Housekeeping:**

Photocopy needs: everything can be done within the school to avoid costs

**Next meeting:** January 12, 2017 at 7:00 pm

Meeting adjourned at 9:15