

# **St. John CSPC Parent Council**

**2024-2025 School Year**

# OUR MISSION

The Catholic School Parent Council (CSPC) is a forum for parents, school and church to participate in, and have an impact on the education and experiences of the students of St. John.

CSPC is made up of parents, school administration and parish representatives to come together as one team to focus on enriching TCDSB pillars of *-Mind, Body and Spirit*

# FUN FACTOR

**At St. John, we believe in creating a vibrant community where everyone is part of the family!**

We are **ALL** about bringing **Joy, Connection & a Sprinkle of Fun** into our school experience. Here, we celebrate not just our achievements, but also the laughter, friendships, and memories we build together.

Let's embrace our shared journey, where each parent, student, and staff member contributes to a warm and inviting space that feels like home. With exciting activities, engaging events, and a whole lot of enthusiasm, we're dedicated to ensuring that everyone at St. John enjoys a **FUN FACTOR** that makes our school truly special.

Together, let's make every moment count and turn our school into a joyful haven where everyone belongs!

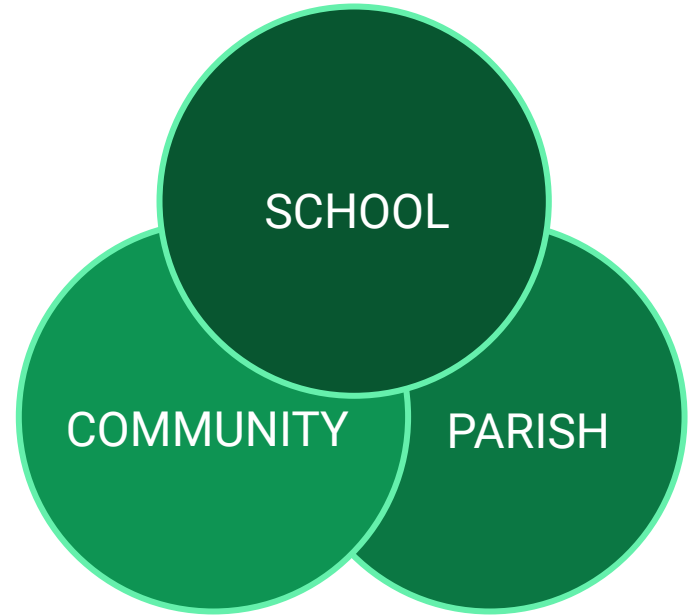


# OUR VISION

**Our 2024/25 mandate is to support a greater focus on the of School, Parish & Community.**

We are committed to reinforcing the connections between St. John School (students, faculty, administration, parent community ) as our #1 priority, while ensuring a close connection to , St. John Catholic Parish (parishioners, Father Joshua, parish administration, & sub-committees)

Secondarily, we'd like to build relationships with Notre Dame, Neil McNeil and St. Dennis to strengthen our Catholic community footprint in the neighbourhood



# Our Team To Date

- Principal: **Sara Bartlett**, VPl: **Mark Bryce**
- Chair: **Corbin Tomaszewski**, **Nadia Niccoli**
- Treasurer: **Claire O'Shea**
- Secretary: **Jenni Cook**
- Teacher Representative: **Elisha Horbay**
- Communication Lead: **Siobhan Cox**
- Fundraising Leads: **Becky Sherlock & Bianca Fetros**
- Diversity, Equity & Inclusion Lead: **Cathy Blewett**
- Grants Lead: **Tanya Bismayer**

## Roles to be Filled

- Safe Schools Lead
- Volunteers Lead
- Fundraising Sub-Committee Members
- Parish Rep

# OUR GOALS

1. Be **Masterful at Collaboration** with administration, teachers, students and parents to foster a stronger relationship and school community
2. Be **Better Listeners**, by ensuring we as council deliver on the needs/wants from the total community (i.e. listening tour/surveying)
3. **Strategically Align** on budget needs for upcoming school year
4. **Support & Execute** against the fundraising initiatives to deliver on budget goals

# CSPC Key Roles & Responsibilities

## “It Takes a Village”

It is important for all **CSPC members**—whether executive, non-executive, or part of sub-committees—to embrace and understand their roles and responsibilities. By doing so, we can collectively strengthen the connections between St. John School and our vibrant community of students, faculty, administration, and parents, which remains our top priority.

Additionally, fostering a collaborative spirit with St. John Catholic Parish, including parishioners, Father Joshua, parish administration, and its sub-committees, will further enrich our community.

Together, by valuing our individual contributions, we can create a nurturing environment that supports our students’ holistic development and reinforces our shared mission and values

# Co-Chairs

The **CSPC Co-Chairs** provide leadership and direction for the Council, working closely with the school principal to ensure alignment with the mission and vision of the Toronto Catholic District School Board (TCDSB). Below are the key responsibilities:

- **Meeting Leadership**- Preside over all CSPC and executive meetings. Prepare and call meetings in consultation with the principal, and set the agenda based on input from council members.
- **Communication and Collaboration**- Act as the official spokesperson for the Council. Maintain regular communication with the school principal and consult with senior board staff as needed. Ensure effective communication with the Catholic school community.
- **Documentation and Compliance**- Ensure accurate minutes of meetings are recorded and maintained for at least seven years, and are accessible for review. Prepare an annual CSPC report summarizing activities and financial statements by May 31st and share it with the principal, school board, and local trustee.
- **Financial Oversight** - Present and vote on an annual budget. Report on the budget at least three times a year (November, April, June).
- **Policy Awareness and Development** - Stay informed about school board policies impacting the Council and ensure adherence to CSPC operating procedures. Participate in board-sponsored training sessions and share information with the Council.
- **Additional Duties**- Carry out other responsibilities as required to support the Council's goals.



# Treasurer

The **Treasurer** of the St. John (CSPC) plays a critical role in managing the financial aspects of the Parent Council's activities and ensuring transparent and accurate financial reporting to include: **Financial Management, Budgeting & Planning, Reporting, Banking & Compliance and Collaboration & Payments**

- The treasurer shall keep full and **accurate accounts** for all receipts and disbursements of The Council in accordance with generally accepted accounting principles, and shall be guided by Policy S. 10 and its Appendix B, TCDSB Guidelines for School Accounts and Catholic School Parent Council Financial Operational Procedures, concerning banking and fund disbursements, in accordance with such requirements as may be imposed by the Board or other relevant authority.
- The treasurer shall provide, at scheduled council meetings, an **account of all transactions** of The Council, including the current financial position.
- The treasurer shall **prepare a full financial statements** at least two weeks prior to submission to the principal and to the trustee, and, eventually, the Board as of May 31st.
- The treasurer shall continue to **prepare full financial records** from June 1st to the AGMin September, in order to prepare and provide full financial records for the newly elected CSPC.
- The treasurer shall perform such other duties as may be required by The Council or the executive officers of The Council.
- In the absence of the chair/co-chairs in the event of their inability to serve, the treasurer shall assume the duties of the chair/co-chairs.

# Secretary

The **Secretary** shall keep a record and take minutes of all meetings of The Council and of the executive officers and shall deal with all correspondence or communications directed or required of The Council and the executive. The **CSPC Secretary** is responsible for maintaining accurate records, supporting communication, and ensuring the smooth operation of the St. John School Parent Council (CSPC). Below are the core responsibilities: **Meeting Organization & Minutes, Communication, Administrative Support and Ensure Compliance**

- In addition, the secretary shall collaborate with the chair/co-chairs to ensure that all minutes and records of The Council are available at the school for examination by any person.
- The secretary shall perform such other duties, as may be required by The Council or the executive officers.
- In the absence of the chair/co-chairs, in the event of their inability, the secretary shall assume the duties of the chair or such other duties, as may be, required by the Council or the executive officers.

# Communications

The **Communications Committee** is responsible for managing internal and external communications related to the St. John School Parent Council (CSPC). This includes maintaining the school's online presence, creating promotional materials, and ensuring effective communication with the school community. Below are the key responsibilities:

- **Website Management, Maintain and Update Website:** Regularly update the CSPC section of the school website with current information about programs, events, and initiatives. **Enhance User Experience:** Ensure the website is user-friendly and accessible, making it easy for parents and community members to find relevant information.
- **Promotional Materials, Create Promotional Content:** Design and produce promotional materials (flyers, newsletters, social media posts) for all CSPC programs and events to engage the school community. **Disseminate Information:** Distribute promotional materials through various channels to maximize visibility and participation in CSPC initiatives.
- **Meeting Documentation, Collect Agendas and Minutes:** Gather and organize CSPC meeting agendas and minutes, ensuring they are accurate and comprehensive. **Distribute Meeting Documentation:** Share meeting agendas and minutes with council members and the school community in a timely manner.
- **Collaboration with School Administration, Work with School Principals and Administration:** Collaborate with school leadership to provide updates on CSPC programming and events, ensuring alignment with school goals. **Coordinate Communication:** Ensure that communication from the CSPC is consistent with the school's messaging and supports school-wide initiatives.
- **Community Engagement, Foster Parent Involvement:** Develop strategies to encourage parent participation in CSPC events and initiatives through effective communication. **Collect Feedback:** Implement a system for gathering feedback from the parent community on CSPC communications and initiatives to improve future outreach.

# Safe Schools

In collaboration with the Parent Council at St. John School, the **Safe School Committee** at St. John School, supported by a designated Parent Council member, works alongside the school's principal's and administration to ensure a safe, inclusive, and supportive learning environment for all students. Below are the roles and responsibilities:

- **Collaboration with School Leadership:** Work closely with the school principals and administration to develop, review, and implement safety policies and procedures.
- **Communication Liaison:** Serve as a bridge between the Parent Council, DEI Committee and the school leadership to ensure parental concerns regarding safety are addressed and communicated effectively.
- **Assist in Student Drop off and Pick-Ups:** Collaborate with the principal, administration, parents, and the community to create a secure and welcoming environment for student drop-off and pick-up.
- **Planning:** Support the administration in refining emergency response plans, including fire drills, lockdowns, and evacuation procedures.**Engage Parents:** Organize and lead safety-related initiatives that involve parents, ensuring they are informed and actively participating in the school's safety efforts.
- **Safety Campaigns:** Help promote and coordinate safety and anti-bullying campaigns within the school community.
- **Monitor Safety Protocols:** Work with the administration to regularly assess the effectiveness of safety protocols and recommend improvements.
- **Volunteer Coordination:**

# Diversity, Equity & Inclusion

The **DEI Committee** focuses on promoting diversity, equity, and inclusion within the school community. Its role is to ensure all students, staff, and families feel valued and respected, and to address barriers related to race, culture, gender, ability, and other aspects of identity. Below are the key responsibilities:

- **Promote Diversity, Equity, and Inclusion, Foster an Inclusive Environment.** Work to create a school culture where all students, staff, and families feel welcome, respected, and included. **Raise Awareness:** Organize initiatives, workshops, or events to increase awareness of diversity and inclusion within the school community. **Address Biases:** Identify and help address any biases or barriers related to race, culture, gender, ability, or other aspects of identity in the school.
- **Support School-Wide DEI Initiatives, Collaborate with School Leadership:** Work closely with the school administration and staff to integrate DEI principles into policies, programs, and curriculum. **Advocate for Representation:** Encourage representation and inclusivity in school events, programs, and communication materials. **Implement DEI Practices:** Assist in reviewing school practices to ensure they reflect a commitment to diversity, equity, and inclusion.
- **Engage the Parent and Student Community, Encourage Participation:** Promote diverse voices and perspectives from parents and students, ensuring that all community members have a platform to share their experiences. **Host Inclusive Events:** Organize events that celebrate the diversity of the school community and promote cross-cultural understanding. **Support Marginalized Groups:** Provide a platform for underrepresented or marginalized families to raise concerns and advocate for their needs.
- **Educational Programming and Training, Provide DEI Training:** Partner with experts or community organizations to offer training for parents, staff, and students on topics related to diversity, equity, and inclusion. **Educational Resources:** Develop and share resources that support DEI learning for students, teachers, and parents.
- **Monitor and Evaluate Progress, Track DEI Progress:** Regularly review the impact of DEI initiatives and assess progress in making the school more inclusive. **Feedback Mechanism:** Establish a system for gathering feedback from the school community regarding DEI efforts and make recommendations for improvements.

# Grants

The CSPC Grants Committee oversees identifying, applying for, and managing grants to support school programs and initiatives. Key responsibilities include:

- **Grant Research, Identify Opportunities:** Research relevant grants from government, non-profit, and private sources. **Assess Eligibility:** Evaluate the school's eligibility for grants and prioritize opportunities.
- **Grant Application, Prepare Applications:** Draft and submit compelling grant proposals in collaboration with school administration. **Meet Deadlines:** Ensure all applications are complete and submitted on time.
- **Grant Management, Monitor Funded Projects:** Oversee the use of grant funds and ensure compliance with grant terms. **Financial Oversight:** Work with the Treasurer to manage grant budgets. **Reporting:** Prepare required reports for granting bodies on how funds were used.
- **Collaboration, Engage Stakeholders:** Coordinate with the Parent Council, teachers, and staff to align grant opportunities with school needs. **Partner with External Groups:** Collaborate on joint grant applications when appropriate.
- **Record-Keeping Maintain Documentation:** Keep records of all applications, awarded grants, and outcomes for future reference.

# Fund Raising

The **Fundraising Committee at St. John School** consists of dedicated parent volunteers who work closely with school administration to plan and execute various fundraising events. Their efforts directly support school programs, student activities, and the broader community. Below is an outline of the key roles and responsibilities, focusing on specific events like **pizza lunches, the Halloween dance, the Christmas concert bake sale**, and two **non-profit community events** (Movie Night and a Church Social or Parent Night Out).

- **Event Planning and Oversight:** Oversee the planning and execution of all fundraising events, including pizza lunches, Halloween dance, Christmas concert bake sale, and community events.
- **Liaison with School Administration:** Act as the primary contact with the school's principals and administration to ensure all fundraising activities align with school policies and goals.
- **Volunteer Coordination:** Organize and delegate tasks to parent volunteers for each event, ensuring enough help is available to run the events smoothly.
- **Budgeting and Financial Management:** Work with the school's financial officer to create budgets for each fundraising event, track expenses, and ensure transparent financial reporting.
- **Promote Fundraising Events:** Create flyers, emails, and social media announcements to engage the school community and boost participation in events.
- **Post-Event Evaluation:** Gather feedback from parents, volunteers, and students after each event to identify areas for improvement and celebrate successes.
- **Volunteer Coordination**

# Next Steps

The Job To Be Done

## Proposed Meeting Dates:

- Monday November 18
  - Monday January 20
  - Monday March 24
  - Monday May 5
  - Monday June 9 - pre-planning  
for curriculum night and  
elections
  - 6:30pm start
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**ARE YOU READY  
TO HAVE SOME FUN?**