Finance / Budget Meeting Minutes

St. John CSPC Meeting

October 16th, 2023 | Meeting called to order by Lisa Agis-White

# In Attendance (CSPC members)

Lisa Agis-White, Kerry Fraser, Claire O’Shea, Becky Sherlock, Cathy Blewett, Tara Duff, Bianca Fetros, Barry Chatterton, Marianne Internicola, Jeannie Etchells, Iwona Rychalska, Marcela Gonzalez,

Faculty / Admin: Ms. Horbay; Mr. Kerr

Regrets: Liz Sconce; Natalie Yiu; Astrid Guillard

# Opening Prayers – Ms. Horbay

# Approval of Minutes & Outstanding Updates

Tara approved the September 25th, 2023 minutes. Barry seconded.

Outstanding updates:

Kerry – Executive CSPC met recently and identified 3 roles we need to make more official:

(1) Communications Lead – CSPC email, website, other comms;

(2) Grants Lead – to identify available board grants opportunities and apply;

(3) Volunteer Lead – coordinate volunteer needs for CSPC events

Anyone interested please reach out to Lisa and Kerry – **Action: Mr. Kerr will send out an email to the school community for these roles (Kerry to draft) - *Completed***

# Principal’s Report – K. Kerr

N/A

# Finance / Budget Discussion – Claire O’Shea

C. O’Shea submitted the treasurer report and CSPC budget for 2023-2024. Line items were reviewed \***see appendix**

**Budget Asks:**

Replacement statue or image Mother Mary (can we try for a diverse image) $300

Eagles Unite $2000

Classroom materials $300 per FT teacher ($150 PT teacher) $5737

Math Contest $460 (intermediate)

GR8 Grad $1800 (Hall booked at Beaches United; t-shirts; refreshments; portraits)

Calm Strips (focus strips to support mental health) $380

Ribbons (St. John Eagles classic – 7 years) $1898

School Yard Soccer Balls (20 soft soccer balls) $307

Teacher learning equipment (to support math curriculum – problem solving and higher order thinking) $1500

Volleyball Posts $2000

School play (to purchase script and performance rights) $500

Steam ($250 class) $4000

Risers (additional allocation) $3300 (decrease riser fund for this year)

Principal Discretionary $5000

Transportation (bussing) $2000 (first come first served K-3)

DEI $2000

Bank fees $50

Christmas Parade $100

DEI (supplies) $100

Safe schools $500

JK welcome $150

Kinder Development $300

Student Leadership $1500

Claire asked for council to vote and approve the budget. Lisa motioned to approved; Kathy seconded the budget.

# Diversity, Equity & Inclusion Update – C. Blewett

Not applicable

# 2023 – 2024 Fundraising Initiatives – B. Sherlock

Committee members (Becky S; Bianca F; Erin L; Mandy M; Iwona R); Pizza committee members (Liz S; Erin C)

Expect to raise $30,870 (net revenue) for various fundraisers:

**Objectives:**

* Raise $55,800 in gross revenue to support school initiatives ($30,670 net revenue)
* Build and nurture relationships between students and their families
* Promote St. John Catholic School in the Beach community

**Strategies:**

* Draw upon lessons learned from historical initiatives
* Continue popular events with high net revenue potential

**Assumptions:**

* Rev & cost estimates based on 2022-2023 events (similar student base)
* Forecasts conservative as there will be other fundraising efforts (e.g., Swim Meet, Triple C team, Grade 8 fundraising – Fresh from the Farm)

**Fundraising Plan (projected net revenue below):**

Pizza lunch $11,800

Dance-a-thon $4,870

Spirit Wear $800

Christmas Concert Bake Sale (Dec 19) $1,800

Family Movie Night $2,400

Swim Meet (April 3, 4) TBD

St John Carnival $9,000

# Parish Update – B. Chatterton

N/A

# Closing Prayers – Ms. Horbay

# Resolutions

Kerry motioned to adjourn the Finance meeting and Lisa seconded.

# Final Notes

Meeting Dates:

* Monday, October 16 – Budget/Finance Meeting

**Wednesday, November 22**

Wednesday, January 10

Thursday, February 22

Monday, March 25

Monday, April 22

Thursday, June 6

No meetings will be held in December or May.