Meeting Minutes

St. John CSPC Meeting

January 10, 2024 | Meeting called to order by Kerry

# In Attendance (CSPC members)

Lisa Agis-White; Kerry Fraser, Claire O’Shea, Cathy Blewett, Tara Duff, Erin Skrypnyk-Bajor, Bianca Fetros, Barry Chatterton, Eloise Morrison

Faculty / Admin: Ms. Horbay; Ms. Sousa Nicolau

Regrets: Marianne Internicola

# Opening Prayers – Ms. Horbay

# Approval of Minutes & Outstanding Updates

Bianca Fetros approved the November 22, 2023 minutes. Barry Chatterton seconded.

Outstanding updates:

No old business to discuss

# Principal’s Report – J. Sousa Nicolau

Ms. Sousa Nicolau presented the following principal report and her experience since joining the school:

Ms. Nicolau has an open-door policy and spends time with the students.

Emails will be responded to within 48hrs.

Started career at St. Dennis and has 14 yrs. of experience with the board

Is very Proud of the community involvement at St. John

**Community update**

**Thank you for gift cards coordinated by**

The Christmas concert was a success, thank you to those that donated to the bake sale

The weekly bulletin will be sent out on Monday and will focus on the current and following week.

Parents should connect with Ms. Nicolao if they are not receiving emails

Sacraments are scheduled through churches- contact them directly.

Jan 19th is a PA day

The New Year Mass scheduled for January 30th; all are welcome to attend

Divisional assemblies to take place Jan 25 – virtue medals will be distributed

Ski Trip – March 1 at Lakeridge ski resort

Registration for the upcoming year to open on January 24th

The extended French open house will take place in February

Parent/Teacher Interviews are scheduled for Feb 13-15, online scheduling form will be used to book.

Report cards go home Monday, February 12.

We welcome MS. Carli to the school who is replacing Ms. Bassett (Spec. Ed)

Year end trip for grade 8 – A survey went out to parents regarding location and financials. The survey will be open until Jan 12th at noon for parents of Gr. 8 students to fill out. Results will be shared once they are collected and discussed with staff.

Hoodies will be ordered this week. The cost is approx. $40each

* We are expecting to order the hoodies; each hoodie costs about $40 x 35 students is approximately $1400
* Fundraising from
  + Fresh from the Farm raised $**1584**
  + Expenses $1**020** (this was paid out to the farm)
  + Christmas Concert Front Row Raffle raised $**808** (school cash online and cash)
  + Total money raised $2 392 - $1020 = $**1 372**

Ms. Nicolau has met with staff reps for swim team.

**Ms. Horbay – Swim Team Update**

Email to go out regarding key positions that need to be filled, most positions have been taken care of

Options for roles will be included in the email

Coaches meeting to take place next Wednesday, January 17th via zoom – led by **Kristen George**

Merchandise, candy tables are spots that are less strenuous from a volunteer standpoint. Ms. Horbay will communicate roles and details in her email.

# Finance / Budget Discussion – Claire O’Shea

C. O’Shea submitted the treasurer report since the November 22 meeting. Line items were reviewed \***see appendix**

# Safe Schools Update – T. Duff

Met with team. Working on January board, the theme is Courage

Ms. Fraser will work with team on announcements,

The next few months are being planned. Ms. Fraser leaving. Not sure who will take over. Ask to bring up at staff meeting.

Kerry asked Officer Megan to come back to speak to parents. Waiting for call back.

Students interested in something for Valentine’s day. Currently no plans. Will discuss with Ms. Fraser. Ms. Horbay to share what has been done in the past

# Diversity, Equity & Inclusion Update – C. Blewett

2nd meeting took place with Ms. Nicolau present

Focus this year DEI Committee’s 2023/2024 Action items:

* Equity in competitive sports “bumping”, non-sport club possibilities i.e., chess, drama, robotics. Some gr. 8 students have expressed concern about not making teams. Conversation will be had with the staff re: bumping and alternative options. *\*add to agenda for next meeting*
* How to help improve the diversity of classroom. The DEI will work with teachers and admin to improve diversity of classroom libraries
* Spec. ed info session date to be determined with Ms. Nicolau. The session will provide info on what spec ed means and how to apply for funding; creating a parental support group
* DEI Resource pages on the CSPC website – e.g., resources for parents of Black children, parents with children who participate in the Spec Ed, etc.,
* Planning of DEI parent presentations / workshop
* Scheduling of parent and student Equity Circles

Ms. Nicolau presented the “End to N” poster that was provided to the school by the Equity Department at the board. Unfortunately, the poster arrived damaged however we will use the supply fund for DEI to have it re-printed and framed for display to the students and St. John community.

A suggestion was made that in lieu of cake/foods to celebrate birthdays that a donation of books, games to class would be a good idea if parents wanted to do something for their child.

Funding is available for the DEI library

# 2023 – 2024 Fundraising Initiatives – B. Fetros

Fundraising was successful during the Christmas concert

The committee was blown away by donations of baked goods, thankful for all volunteers

Exceeded goal for fundraising

Movie night is planned for February 9th, 6:00pm, same idea as last year. The fundraising committee is trying to figure out what food to offer.

Goal for fundraising is $3000

The committee is working on choosing movie and are considering a survey

Movie night is the same week as the book fair however the book fair will end on Wednesday

Spring Carnival will happen again, earmarked for May 31.

# Parish Update – B. Chatterton

Cards made by students went over very well, lots of positive feedback

1st communion begins right after easter, will be done within regular masses

Confirmation starts soon, no dates yet. Possibly May 6th?

Pancake Tues, Feb 12 event at Parish – Ms. Horbay to coordinate with Mr. Breech?

Announcements for the swim meet are in the parish bulletin

The parish is looking for volunteer teachers for confirmation course (need a teacher for each group. Approx. 5 or 6)

# Gr 8 Update & Gr 8 Trip

Ceremony secured at - **Beach United Church (Queen & Wineva)** church June 25th

Location of trip has not been determined; the survey has gone out. Deadline is Friday, January 12th at noon

Parents were hoping for more detail regarding what price entailed. The survey was intended to gauge interest and comfort level parents have. This info will be used to collaborate with staff.

The plan is to have more info out to parents for end of month.

Ms. Nicolau will look discuss with staff when Mansfield – overnight trip (or an alternative) will need to be booked for the next year.

# Misc –

**Misc:** Question was raised regarding the continuation of the craft club following Ms. Condotta’s departure. Parents can volunteer to lead this as long as a staff member is present. Ms. Nicolau will bring this up at the staff meeting.

Weekly updates current and next will be sent out instead of a calendar. This will reduce multiple emails because of changes. Emails to be sent out on Friday for the following week.

# Closing Prayers – Ms. Horbay

# Resolutions

# KF motioned to adjourn the CSPC meeting and LA seconded.

# Final Notes

Meeting Dates:

* Monday, October 16 – Budget/Finance Meeting
* Wednesday, November 22
* Wednesday, January 10

**Thursday, March 7 (Revised date)**

Monday, April 22

Thursday, June 6

No meetings will be held in December or May.