

## St. John CSPC Finance Meeting

October 16th, 2024

---

### In Attendance

---

CSPC members: Claire O'Shea; Cathy Blewett; Becky Sherlock, Jenni Cook, Siobhan Cox, Corbin Tomaszeski, Nadia Niccoli, Bianca Fetros

Regrets: Tanya Bismayer, Antonio Liscidini, Mr. Bryce

Faculty / Admin: Ms. Bartlett; Ms. Horbay

---

### St John 24/25 Vision and Plan

---

Nadia and Corbin would like to create a fun, vibrant community where everyone is part of the family and everyone belongs through the following:

- **Creating a Community Triangle** of School, Parish and Community to fulfill our 3 pillars of **Mind, Body and Spirit**
- **Strengthen relationships with our surrounding community and parish**
- **Build/strengthen relationships with surrounding schools including Notre Dame, St. Denis and Neil McNeil**  
Goals include to be masterful at collaboration, be better listeners, strategically align budget and support and execute fundraising events to raise money for specific items outlined in the years budget
- To support these goals, Siobhan Cox is leading a short 2-3 question survey for parents, students and teachers so we have a clear and focused path for the year. Siobhan presented draft survey (parents only) regarding CPSC, participation, communication, activities/events, fundraising. Siobhan has also been researching comparable websites from other schools and starting to update our website
- (Full presentation from Co-Chairs attached)

---

### Welcome to New Council Elects and Appointments and Review of all Roles and Responsibilities

---

Nadia welcomed everyone and is looking forward to the coming year and working together. List of council members and their roles/responsibilities

**Co-Chairs**– Corbin Tomaszeski and Nadia Niccoli

- lead meetings, communicate and collaborate, official council spokespeople, documentation and compliance, financial oversight (budget), policy awareness and development

**Secretary** – Jenni Cook

- takes accurate records and minutes, ensure meetings run in a timely and orderly manner, ensures administration gets all the communication they need

**Treasurer** – Claire O'Shea

- keep full and accurate accounts, prepare financial statements, need a succession plan as Claire leaves in 2 years, need to put docs on shared Google Drive so this is possible

**Fundraising Team** – Bianca Fetros, Becky Sherlock

- event planning, promoting, execution and evaluation, coordinate volunteers

**OAPCE:** Co- Chairs will be the OAPCE reps

**Grants-** Tanya Bismayer

- research, application, management, oversight and record keeping

Ms. Bartlett to put a call out to our community in an email for donations and/or a request for any parents that have access to grants that might help us, to please reach out to us.

**DE&I** – Cathy Blewett, Bianca Fetros

- support school wide initiatives, monitor and evaluate progress, engage parent and student community, educational programming and training

**Teacher Rep** – Ms. Horbay

- direct people to CPSC website through IG, we also have FB (Becky) and X (Ms. Horbay)

**Parish Liaison** – currently vacant, Corbin suggested Breech family

**Student Rep:** -currently vacant ,Ms. Horbay will ask the grade 8 students for a volunteers

**Safe Schools Rep:** -Ms. Fraser is the current teacher rep but there is currently no teacher, student or community rep

- everyone agreed this is an important role, Siobhan suggested we need to be clear on what this role is if we want to fill it (contribute to our safe schools plan, pillars of bullying, lockdown practices, mental health issues)
- All agreed there are current issues with road safety (Lyle) we need to work with the space we have
- Corbin suggested if we cannot find one person we can all contribute to the responsibilities of this position

**Communications** - Siobhan Cox

- Manage CPSC website and ensure it is up to date and accessible, increase awareness of website within community
- Siobhan noted we will update website to include “guardian” as well as parent

**Volunteers Lead** – currently vacant

Corbin stressed the idea of “It Takes a Village” regarding volunteers and we all agreed the whole council can work on recruiting volunteers and it is not necessary to have one person in this position

---

## Fundraising Presentation

---

Becky presented an overview of what was done last year, how much was raised and what the committee feels can feasibly be done this year (see attached for full presentation):

- Need more volunteers to help at actual events, not necessarily for planning. Siobhan noted that 4 parents reached out after curriculum night saying they are interested in volunteering
- explore possibility of continuing with high net revenue events and discontinue others that need lots of volunteers day of (e.g. Christmas Bake Sale and Carnival Fun Fair). Corbin has volunteered to run the Christmas Bake Sale
- Spirit Wear – not really a fundraiser but more of a service for families. Siobhan noted November (PT interviews) may be too late to start the initiative as parents have already bought school clothes. Jenni suggested perhaps next year have sample sizes etc. at Curriculum night, Ms. Bartlett agreed. Corbin suggested it may be worth it to approach Eagle Beaver to see if we can have a select amount of items that are available at all times
- Existing Fundraisers for this year:
  1. Hallowe'en Dance – have enough volunteers for day of, event is being promoted on socials, flyers sent home with kids for donations and available on school cash online
  2. Pizza Lunch – doing 19 this year which is the most we have ever done. Ms. Bartlett suggested we should consider a volunteer event for the pizza lunch volunteers at year end. Noted that Erin may also need additional help running the Nutrition Program, whether that may be volunteers and/or financial help.

---

## Financial Plan

---

Ms. Bartlett and Ms. Horbay presented the financial expenditure requests from Principal and Teachers which include:

- Bussing (for field trips K-3)
- Instrument Repair/ Music
- French – sets of novels for each grade about \$1-\$2k, licenses, games
- Water Filler Station – unit + installation – all agreed we need to do a deeper dive and have a specific fundraiser/ initiative for this if we decide it is necessary this year
- A/C fixes -tubing and filters – Claire noted we have a parent volunteer who will come and have a look and see what the fix entails work and financial wise. Corbin suggested we put this down as “school improvement fund” and that we should get a log of all serial numbers and model numbers / manufacturer and make so parts can be priced
- 3 classroom laptops for teacher use. Siobhan suggested there may be grants available for hardware from Google, Microsoft etc.
- Support for Fees for Police Checks for Volunteers (Vulnerable Persons check) for those who are in the school regularly (e.g. pizza lunch, nutrition program volunteers). Nadia checked the police website and saw that the fee may be waived if this is for school volunteering
- Literacy program learning tool- Sankofa – 3 sets @ \$300 each. Cathy suggested these funds be taken from DEI fund
- Ms. Bartlett and Mr. Bryce would like to create a book club but will use the PDF for this

### Other Asks:

Technology –Jenni has heard from students that many of the Chromebooks need fixing or replacement. Ms. Horbay acknowledged that the administration and teachers are aware; some Swim meet funds have been allotted to this. Claire suggested possibility of contributing some funds to Nutrition Fund  
Claire presented and explained the Rollover Funds from last year, will vote to see where we want to re-allocate these funds.

Corbin asked about the HST column, are there parameters on how “profitable” a non-profit organization should be? Our goal should be to not have any (or very few) rolled over funds at the end of year, we should attempt to predict and allot fundraising profits now. Nadia agreed we should try to have accurate forecasting. Bianca pointed out this can be difficult as up till now our biggest fundraiser, the Fun Fair is at the end of the year.

Claire went through examples of possible expenses for this year based on what we have done in past years. Corbin stressed that we need to be specific and transparent regarding our expenses (what specifically was the money spent on e.g. STEAM – scientist in the school, dance, etc. Becky said last year on our socials as well as a flyer in June we gave some examples of what we spent raised money

Table Risers to be tabled and if we decide to have another fundraiser we can add it back in

**Motion to accept 24/25 budget: Siobhan Seconded by: Cathy – Passed  
New Budget Attached**

---

## Additional Agenda Items

---

- Paper copies of minutes and financials need be on site at school as per bylaws
- Remaining Monthly CPSC meetings to be held on:

Monday Nov 18 6:30pm

Monday Jan 20 6:30pm

Monday March 24 6:30pm

Monday May 5 6:30pm

Monday June 9 6:30pm

---

## Next Steps and Action Items

---

**Next Meeting:**

- Non fundraising event for school and surrounding community
- Possibility of an inflatables fun day tagged on to Play Day or Another Year End fun day for kids run by admin during school time
- Used of Google Drive to house CPCS financials

**Action Items:**

- Corbin to inquire with Eagle Beaver regarding being able to order at any time
- Corbin to discuss the possibility of taking on the Parish Liaison role with Mr. Breech
- Co-Chairs to follow up with Tanya for an update on any grants she is undertaking. Ms. Horbay suggested [www.grants4u.com](http://www.grants4u.com) as a valuable resource
- Council members to give Siobhan feedback on the draft of the parent survey she has created. She will create a survey using Survey Monkey and Mx Bartlett will put link in communication to parents
- Ms. Horbay will ask the grade 8 students for a volunteer for Student rep for Safe Schools
- Co-Chairs to touch base with Tara (the previous Safe Schools rep) to see what she did previously that we might build on
- Nadia to investigate possible waiving of fee for Police Check for working with Vulnerable persons when in a school setting
- Claire to check with Erin to see what she needs to run Nutrition Program (more volunteers?)
- Fundraising Committee to check in with Pizza Lunch crew to see if they need more volunteers this year