

Meeting Minutes from May 22, 2013

Attendees: Gabrielle Benedek, Arlene Martin, Anna Iwaszykiw, Adam Grnak, Tanya Giaquinto, Domenic Ruso, Alessia Ribeiro, Nadine Lustri, Luana Fanelli, Vince Arone, Lori Tenuta, Jennifer Pyz, Melanie Fernandez-Alvarez, Maria Skinner, Daniela Balsamo, Nancy Donnaperina, Gina D'Alessandro, Vito Vaccarelli, Maria Skinner, Antonella Wild, Angela Severino, Karen Loughlin, Jenni Bolton

Regrets: Anne Mishko, Phil Vokins, Lisette Santos

7:00p.m. Welcome — Adam Grnak and Opening Prayer – Ms. Gabrielle Benedek.

CSAC Chair Report – Adam Grnak

- 1) April 2013 Meeting Minutes have not yet been approved as our Secretary only received comments/approvals from 8 CSAC Members. Alie will resend the Meeting Minutes for April tomorrow, May 23, 2013, for additional CSAC members to approve.
- 2) **Run-A-Thon Fundraiser** on Thursday, May 2, 2013 was a success: just under \$7,000 in cash/cheques was raised and approximately \$1000 was raised through *Canada Helps*. We will have the total money raised (excluding expenses) by the June CSAC Meeting. Thank you to all those who helped make this a successful event. Class and Individual winners to be announced shortly.
- 3) The **BBQ Family Fun Night** is scheduled for Thursday June 6, 2013 (rain or shine): First Letter (which will include a request for volunteers) to go home on Thursday, May 23, 2013. Second Letter (including BBQ Order Form) to go out Tuesday, May 28, 2013. Posters being put up by Tanya Giaquinto in the school on Friday, May 24, 2013.
- 4) **Sacramental Luncheon** to be scheduled soon – waiting on date confirmation from Father John. Event to be held in the church hall for all Grade 2 and Grade 8 students.
- 5) **BBQ Curriculum Night** scheduled for Tuesday, September 24, 2013.

Principal's Report – Ms Benedek

- 6) **EQAO and CAT4 Testing:** Grades 2, 5 and 7 will be participating in CAT4 Testing this week (May 20 – May 24) and Grades 3 & 6 students will be participating in EQAO Testing next week (May 27 – May 31). There have been a few exemptions made this year (either teacher or parent exemption request). If these tests pose too much anxiety on the child and he or she will not perform well, there is no point in putting the child through the test. Whenever there is an exemption, there is a clear dialogue between the child's teacher, the child's parents and the Principal.
- 7) **Wood Chips** for the kindergarten yard and other areas of our yard has been ordered and will be put in place soon. Ms. Benedek to follow up on delays and to see if these can be replaced before the end of the school year.
- 8) **First Day of School 2013-2014.** The last newsletter of the year (to be distributed in June) will include what the parents and students can expect on the first day of school in nice weather and in inclement weather: how children would find their teachers and classrooms, and the process that would be followed on that first morning so we would know what to expect (and parents can prepare the children). Ed mentioned that we may also want to post these expectations on the school windows in the last week of August.
- 9) **Year Book** is in progress.

Treasurer's Report – Domenic Ruso

- 10) Expenses continuing to come in more rapidly for Teacher allocation, Scientist in the School and other programs.
- 11) Please see financial statements on our website for actual figures.
- 12) Administration will be switching from *TD Canada Trust* to *CIBC* by the end of the school year in June 2013. Any Teacher Allocation receipts that are not submitted by May 31st may not be processed. *This change to CIBC is mandated by the TCDSB.*
- 13) There is one cheque that has not been cashed that was issued to the Swim Team. Vince to speak to Janine (Swim Team Manager) in this regards.
- 14) Because we under predicted what we could fundraise this year, Domenic suggests that we hold off on purchasing any additional Tech Renewal items until the end of the year to make sure we are not overspending.

Sub-Committee Reports

15) **HEALTH ACTION TEAM**

- a) **Sunscreen Safety:** Grade 4-8 will have a presentation on being safe when out in the sun by an expert on Sun Safety. TBD.
- b) **Bullying and Anaphylaxis Handbooks:** Both these books are in the final stages of revision and publication. Tonight Tanya presented a summary of what was included in this revised copy of the Bullying handbook – verbiage was taken from Barbara Coloroso's books on

Bullying particularly the Bullied, the bullier and the bystander. We are looking to empower the bystander to stand up to the bully and help the bullied. Once published Tanya is asking that we all read the handbook and have an open discussion with our own families. Thank you to Ms. Iwasykiw, Tanya Giaquinto and the administration for all their hard work to get this handbook published.

c) BRICKS - Nominations due May 31, 2013. A special thank you letter will be going out to all students who participated in this year's BRICKS. The plan is to talk to the Grade 6s this June and then to the Grade 7s and 8s starting in October to promote the program for the following year.

- 16) **WEBSITE** – Ms. Benedek has approved the new website. We have someone who will administer our new website and therefore we will get it online before the end of the school year. In progress: <http://www.pebblesmedia.com/~staging/www.stgregorytoronto.com>
- 17) **MUCH MUSIC DANCE for 2013-2014** – Rob Dice from MUCH MUSIC will be in attendance at our June 19th CSAC Meeting to talk about how this can be a fundraiser for our school for the following year.
- 18) **VOLUNTEER FORM:** Melanie mentioned she was concerned about how CSAC handles additional volunteers from our school community. Alessia Ribeiro created a draft CSAC Parent Volunteer Form. It will be ready to be distributed to Families in September 2013.
- 19) **SK and GRADE 8 GRADUATION:**
The **Grade 8 Graduation** will be Thursday, June 20th; the plan is to purchase picture frames and have them engraved as was done last year by CSAC. **SK Graduation** will be held on Friday, June 21st. **MOTION to increase the Graduation Budget by \$300.** Daniela motioned to accept the motion. Vito seconded the motion. No one opposed. **Motion Passed.** The total budget allotted for both graduation ceremonies is \$1580. The same decorations will be used for both graduation receptions to be held in the gym.
- 20) **TECHNOLOGY:** Adam & Tanya & Phil to go from class to class to access the needs (Technology Audit). Some teachers are missing cords, speakers and other items. CSAC is looking to make sure all technology is working and will make a list of things that are necessary and will be added as items to be considered for the 2013-2014 CSAC Budget.
- 21) **BBQ FAMILY FUN NIGHT:** Thursday, June 6, 2013. Initial communication and request for volunteers to go out Friday, May 24th. Order Forms to be distributed on Tuesday, May 28th.
- 22) **SACRAMENTAL LUNCH:** will be held in the church Hall on Friday, June 14th during the lunch hour. **MOTION to increase the Sacramental Lunch Budget by \$200.** Ed motioned to accept the motion. Nancy seconded the motion. No one opposed. **Motion Passed.**

ADDITIONAL ITEMS:

- 23) **CONSTITUTION AMMENDMENTS:** working to improve how CSAC handles votes (motions), proxies, leaving early, attendance, etc. CSAC is also looking to add an Attendance Sheet for each member to sign at each meeting. Luana made a good point, "We owe it to the children and the community as voting members to vote responsibly by being informed voters: it is irresponsible and a disservice to do otherwise."
- 24) **Teacher Allocations for 2013-2014:** It was suggested that we may want to increase the *Teacher Allocation Budget* for the next school year from the current \$150 to \$200.
- 25) **PASTORAL COUNCIL:** One parishioner is looking to start a **Youth Group** for the St Gregory Community children in grades 6, 7, and 8 to maintain their connection to Faith through group activities. Similar Youth Groups are already in place at *All Saints Parish* and other churches in our area. **CWL Coffee Sunday** will be Sunday, May 26th. Coffee and refreshments will be available for all parishioners after both the 9am and 11am masses. A few parents were also wondering why there was no music and/or no singing at the Confirmation Ceremony and asked Vince to ask Father John the reason.
- 26) **INSTRUMENTAL MUSIC:** a question came from the floor regarding how CSAC can help better the music program at St. Gregory. Other area public schools begin their music program in Grade 6. Ms. Benedek kindly reminded the group that the TCDSB dictates our school programming for instrumental music begin in Grade 7 therefore, CSAC is welcome to continue to help with the repair of instruments and providing other support.
- 27) **CENT\$IBLE STUDENTS PROGRAM:** Jenni Bolton presented her Financial Literacy program to all present. Her program offers 2 hour in-class interactive workshops to introduce financial concepts at a grade appropriate level. Jenni has taught (free of charge) in her son and daughter's classrooms each year and has been well received. The program must be TCDSB approved before CSAC can consider including it as it does other programs such as *Scientist in the School*. In addition to her classroom talks, she also does group sessions for families and this might be a great idea for next year.
- 28) **SOCCER NETS:** must be permanently cemented into the green yard as they have been tampered with and we want to prevent any further damage.
- 29) **AIR CONDITIONERS** - 11 units have been purchased and are being installed on the second floor starting this week. Adam is taking care of purchasing the equipment (units, duct tape, etc.) and he and Mr. Vieira are installing the units in each of the classrooms and in the

library. **MOTION to increase the Air Conditioning by \$439.55** as the original number of air conditioners was under-estimated. Ed motioned to accept the motion. Luana seconded the motion. No one opposed. **Motion Passed.** The total budget allotted for the second floor air conditioning units is \$4,439.55.

30) **UNIFORM:** There have been some concerns about the uniform and, as a result the Administration is enforcing the uniform in the following way:

- a. "Uniform Infraction Forms" are given to students not in compliance with the school's (colour) dress code.
- b. The student is directed to the office to call home for a change of clothing.
- c. If parent/caregiver not able to assist, student is offered change of (clean) clothing from school supply.
- d. Infraction form directed home for parent signature.
- e. Repeated/Ongoing infractions may result in disciplinary measures as per Progressive Discipline model.

31) **St Gregory T-shirts, Milk Program and Spirit Wear** are deferred to the next meeting.

9:45 p.m. – meeting adjourned.

CSAC members are asked to review minutes as soon as possible after receiving the email. Once they are approved they can be posted to the website. It is noted that minutes are not a verbatim record of the meetings, but a review of items discussed.

Notes: A **CSAC Subcommittee Meeting** will be held on **Wednesday June 5, 2013.**

BRICK Nomination Meeting will be held in early June. An email will be sent to advise CSAC members when the meeting will be.

The next **CSAC Meeting** is scheduled for **Wednesday, June 19, 2013.**

Please find our open **ACTION ITEMS** below.

CSAC ACTION ITEMS

ITEM	RESPONSIBLE	DETAILS	STATUS
Purchase and Install Air conditioners	Adam Grnak & Mr. Vieira	Purchased at <i>Home Depot</i> on May 21, 2013	All 3 rd floor units installed by Mr. Vieira over the long weekend. 11 AC units for 2 nd floor purchased and being installed between May 20 and May 31
St Gregory T-Shirts	Anne Mishko	First batch of T-shirts were ordered. Anne is looking into a second order in September. The shirts were well received.	Handed out on May 2 & 3, 2013
Bullying and Anaphylaxis Handbooks	Tanya G.	Approved by Administration – final edits and then to be published online.	In final review.
Additional Technology Items & Repairs	Adam & Tanya & Phil	Review list of items missing in classrooms and purchase them before the beginning of the next school year.	Before the end of the school year.
Photographer for 2014	CSAC	Choose one photographer to take care of all our needs for the 2013-2014 school year.	VOTE to take place at the June CSAC Meeting to be held June 19, 2013.

New St Gregory Website	Alie Ribeiro	Approved by the Principal. Finalize all pages. Send out one last email review to CSAC and then transfer files to new web master. Upload new website.	To be launched before the end of this school year.
Milk Program	Tanya Giaquinto	Working out the details. Fridges to be installed on each floor of the school.	Launch the program again in September 2013
Spirit Wear	Tanya Giaquinto	Deciding on a new provider and a schedule parents for parents to order multiple times per year.	TBD
MUCH MUSIC VIDEO DANCE	Alie Ribeiro	2013-2014 Fundraiser. MUCH MUSIC to come in and present to CSAC	Presentation at June 19 th Meeting
BBQ Family Fun Night	Fundraising Committee	To be held on Thursday June 6, 2013.	Next Planning Meeting will be held on May 27 th at 8:30 am at Java Joe's. All are invited to attend.
BBQ Curriculum Night	CSAC	To be held Tuesday, September 24, 2013	Details TBD.
CSAC Volunteer Request Form	Alie R.	Created draft. Work in progress.	Out to families in September 2013 and January 2014.
Run-a-Thon Contribution Winners	Adam	Class and Individuals to be announced.	ASAP.
Teacher Allocations	CSAC	Perhaps we want to increase the allocation to \$200 per teacher next year?	TBD in September with new council.
Update CSAC Constitution	CSAC	Update wording and exceptions	TBD in September with new council.