

St Gregory Catholic School Advisory Council (CSAC) Monthly Meeting Minutes

Meeting Minutes from Wednesday, October 2, 2013

Attendees: Gabrielle Benedek, Katherine Van Dinter, Angie Severino (chair), Vita Peri, Domenic Ruso, Lori Tenuta (recorder), Sandra Antoniadis, Daniela Balsamo, Nancy Donnaperna, Luana Fanelli, Edward Filippozzi, Adam Grnak, Stephen Holyday, Anne Mishko, Irene Tavares, Vito Vaccarrelli, Phil Vokins, Teresa Coelho, Jennifer Pyz, Cynthia Li, Antonella Wild, Melanie Fernandez-Alvares, Matteo Severino, Michael Woolcock.

Regrets: Vince Arone, Ana Cimolai, Gina D'Alessandro, Alessia Ribeiro, Erica Zizek.

7:05pm - Opening Prayer, Ms. Benedek

Welcome - Angie thanked the 2012-2013 CSAC council members for their past contributions and endless support throughout the year. Angie welcomed the new 2013-2014 CSAC council members and offered her support and guidance for the upcoming year to ensure that the needs of the school are met so that our children get the most out of their education.

Note from Chair - Angie asked for council acknowledgement for members absent, as per the constitution, of five council members who were not present at the meeting because of previously scheduled events. Each member notified the chair of their absent prior to the meeting (Vince Arone, Ana Cimolai, Gina D'Alessandro, Alessia Ribeiro and Erica Zizek). Vince and Gina were represented by proxy. No objections were noted.

Agenda Items

- 1. Appointment of Position for TAPCE & OAPCE** – TAPCE is the regional affiliate of the Ontario Association of Parents in Catholic Education and their voice in the TCDSB. TAPCE is a resource that is partnered with provincial stakeholders, and provides value-added input to the TCDSB and the province to improve and enrich the Catholic education of students. With the five absent members at this meeting this will be put forth again at the October 23rd meeting and if no one steps up and if it falls on the chair, the chair will volunteer to fill the position for 2013-2014 TAPCE.
- 2.** Our 2013-2013 community representative for the Ontario Association of Parents in Catholic Education (**OAPCE**) is Melanie Fernandez-Alvares.
- 3. Bylaws** - The three amended bylaws (motions, proxies, direct donations) were approved at the September AGM and are posted on the website.
- 4. Proposed 2013-2014 CSAC meeting dates** were approved by council. Dates to diarize:
 - October 23, 2013
 - November 20, 2013
 - December 11, 2013
 - January 22, 2014
 - February 19, 2014
 - April 23, 2014
 - May 21, 2014
 - June 18, 2014

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5. **Setting Agenda/Meeting Conduct** - any new agenda item should be sent to the chair and secretary **7 calendar days** prior to the meeting date to ensure the meeting agenda is sent to the parent community by the Friday before the meeting. Copies of the agenda will also be posted in the school lobby. Agenda items sent to the chair and secretary less than 7 days will be discussed at an open forum at the end of the meeting only if time permits. Otherwise, it will be deferred to the next scheduled meeting.
6. **Meeting Etiquette** - A summary handout of Robert's Rule of Order Guidelines were reviewed to help ensure agenda items are covered and council/parent community comments/feedback are heard. Edward asked that one of the sections be **removed** from the handout. A revised handout will be circulated to reflect this change at the October meeting.
7. **Meeting Minutes** will be circulated to council members no later than **5 days** following the meeting. Council members are asked to review the minutes and provide comments within 4 days. The final minutes will then be sent to the Chair for final approval and posting on the CSAC Website. The minutes will be considered reviewed if the majority of council members in attendance of the meeting have reviewed the minutes.
8. **Subcommittees** - The 2012-2013 subcommittees chairs/co-chairs provided a summary of their committee as well, the accomplishments of the past year.

The 2013-2014 subcommittee appointments:

- Awards - Domenic Ruso
- Budget - Irene Tavares
- Community Events - Vita Peri
- Communication & Website - Lori Tenuta, (Alessia Ribeiro maintaining website)
- Fundraising (Adhoc Projects) - Irene Tavares
- Graduation (SK/GR. 8) - Nancy Donnaperma & Erica Zizek
- *Health & Wellness/Mental Health Programming- Gina D'Alessandro (co-chair of Mental Health Programming)
- *Programs & Presentations -??
- Technology - Phil Vokins & Stephen Holyday
- Milk Program - Sandra Antoniadis
- QSP & Pizza - Daniela Balsamo & Anne Mishko
- Pastoral Council - Vince Arone

*at present, chair position vacant and/or co-chair only

Conflict of Interest: *Phil Vokins is an employee of Intel Corporation and proposes to resolve by not making any procurement recommendations regarding specific products. All other subcommittee chair/co-chairs declare "No Conflict of Interest".*

Subcommittee meetings are scheduled on the **1st Wednesday of every month** and are held in the school music room. All council members are invited to attend. Dates of each subcommittee meeting will be circulated to council prior to the meeting. Dates to diarize:

- October 9th - Budget
- November 6th - Fundraising (Adhoc Projects)
- December 4th
- January 8th
- February 5th
- April 2nd
- May 7th
- June 4th

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9. **Budget** - Irene provided a handout on budget guidelines, principles and budget considerations. The **Budget Subcommittee** is scheduled for **October 9th @ 7pm** in the music room. Council members and the parent community are encouraged to attend. A letter outlining the accomplishments of the 2012-2013 CSAC will be issued to the parent community which will include an invitation to attend the Budget subcommittee meeting discussion.

10. **The next CSAC meeting is scheduled for Wednesday, October 23, 2013 @ 7PM.**

Meeting adjourned @ 8:37pm.