

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

Meeting Minutes from Wednesday, October 23, 2013

Attendees: Benedek G, Power E, Van Dinter K.
Severino A, Peri V, Tenuta L, Arone V, Balsamo D, Cimolai A, Donnaperina N,
Fanelli L, Filippozzi E, Grnak A, Holyday S, Mishko A, Tavares I, Vokins P, Zizek E.
Berardi E, Dametto A, Jacintho S, Mardegan S, Pyz J, Santos L, Skinner M, Staropoli D,
Williams M.

Regrets: Antoniadis S, D'Alessandro G, Ruso D, Vaccarelli V.

Absent: Ribeiro A.

7:02pm - Angie welcomed all present and invited Ms. Benedek to say the opening prayer.

The following members sent their regrets including their proxies: Antoniadis S, D'Alessandro G, Ruso D.

Agenda Items

- 1. Student Council 2013-2014** - Mrs. Van Dinter proudly introduced the 2013-2014 student council. There were 44 entries for Student Council this year from grades 7 and 8. Of these, 12 were selected. There were 9 students present that evening and introduced themselves and shared their interests and ideas in for Student Council. The 12 members (in no particular order) are: Erika M, Erica C, Luke W, Sophia R, Michael M, Mark S, Katie B, Rachel P, Victoria G, Samantha S, Lucas D, Nick I.
- 2. Girls on the Run** - The presentation was deferred.
- 3. Principal's Report**
 - a) Ms. Benedek thanked the DaMetto family for donating pumpkins to the school (one/class, library and office). Jack-o-lanterns will be carved by each class and on display in front foyer until Thursday, October 24. The Jack-o-lanterns will be collected on Friday, October 25 and donated to the Pediatric Unit at St. Joseph's Hospital.
 - b) Food Drive - The Thanksgiving Food Drive supporting the Daily Bread Food Bank was a huge success. The **"Stop Starvation"** team spearheaded the drive. The team introduced themselves to every class and informed the students of the ways to help end world hunger. There were over 50 boxes of food collected as well and \$1590 collected from the Sept & Oct dress down days that will be donated to the Food Bank. Mrs. Van Dinter is organizing a visit to the food bank for the Stop Starvation team that will include lunch, a tour of the facility and participating in sorting food. Mrs. VanDinter congratulated the parents for teaching their children the value of 'doing'. The school administration is very impressed that students are keen and would like to make a difference.
 - c) It was brought to Angie's attention that there was money in the safe from an unclaimed 50/50 ticket from the Fun Fair in June in the amount of approximately \$113.50 and \$5.00 found in the CSAC file cabinet. Since the money was not claimed, council decided to donate the total funds (\$118.50) to the Food Bank.
- 4. CSAC Information Night at CEC** – Ms. Power attended the CSAC Principal Workshop on October 2nd. Ms. Angela Gauthier, Director of Education presented a multiyear strategic plan that provided valuable strategies for an effective CSAC as well a successful approach to enhance parent engagement. Mr. Rory McGuckin, Superintendent of Education, presented the MOH CSAC Document. A copy of the document will be forwarded to council.

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5. **Treasurer's Report** - In Domenic's absence, Angie reviewed the **treasurer's report** Sept. 2013, the **balance sheet** and the **statement of new revenue and expenditures** of Sept 30, 2013. The reports will be posted on website along with the minutes.
6. **Budget Review** - Irene thanked all the parents who came out to the October 9th subcommittee meeting and provided valuable input. This year the proposed budget was divided into **2 Tiers**.
 - Tier 1**- focusing on the primary needs of the students
 - Tier 2** - establishing the wants and needs

Catholic Community Building

- a. **Scientist in the School** - proposed **1 session/class in Tier 1**. Possible Scientist in the School or Drama/Arts program to be considered for Tier 2.
- b. **Buses/Transportation** - Ms. Benedek reported that in reality the total amount was not used for transportation and a small part of this amount was to help subsidize the Grade 8 trip to Quebec City for a few students who required assistance. Ms. Benedek suggested \$1500 was a sufficient amount this year as the Grade 8 trip is to Ottawa. Therefore, **\$1500 was proposed for Tier 1**.
- c. **Sacramental Luncheon/Donation** - the previous amount of \$1205 was reduced to **\$700**, and will remain in **Tier 1**. Luncheon donations will be considered, to keep cost down. Also, a suggestion was made to consider a donation (**\$400 for pins/keepsakes**) to the children for justice on behalf of students **in lieu of gifts; Tier 2**.
- d. **Parent Participation - Increase of \$400/year** (\$1300 total) to focus on numeracy workshops as some EQAO scores were lower this year than average (i.e. an evening community building event).
- e. **School Website** - Over the last few years, the school website was hosted by Scarlett Li. Adam approached Scarlett Li about invoicing the school, although she said she would, no invoice was seen. Her company is still hosting the site but another person is responsible for posting. Council suggested **\$250 should remain in Tier 1** for website fee. Adam to provide detailed information to council on who is responsible for hosting the site.
- f. **Health & Wellness Day** - Fun Food Fridays will be held this year for grade 1-6. A "Wellness" Day for the Grades 7 & 8's, an amount of **\$2000 in Tier 1**. The focus of 'Wellness Day' is on mind, body and soul. Ms. Ceddia and Ms Alberton have applied for the "Green Apple Fun", a \$1000 grant through Metro groceries. This may offset the extra \$1000 cost.
- g. Questions arose about the requirement of **First Aid Training for teachers**. The board requires two trained teachers per school. St. Gregory currently has three trained teachers: Mrs. VanDinter, Ms. Hall and Ms Power. Unfortunately, all the PA days are prearranged at this time.
- h. **Field Maintenance** - In previous years, a \$500 donation was made towards the maintenance of the green space. **\$500 will be placed in Tier 2**.
- i. **Swim Meet** - The deadline for applying to be part of the board swim meet is November 20th. The sponsoring school pulled out and schools are looking to host mini swim meets, more details to follow. If there is no board event, council would like to consider having a St. Gregory Swim Meet with training similar to the formal swim meet. **\$1000 will remain in Tier 1**
- j. **Trees for the Yard Area** - Ms. Benedek requested four "shade trees" in the intermediate yard, where the baseball area was and also six shade trees along the fence facing the teacher parking lot. Vita contacted Plant World for a donation and Lisette suggested applying for environmental grants. Other nurseries will be contacted as well. If no donation comes forward, the **\$1000 requested amount will remain in Tier 2**.

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- k. **Council Expense & CSAC Insurance** - Coffee for various school events, curriculum night, parent teacher interviews, gifts etc. \$900 to be rolled back to **\$700 in Tier 1**. A **\$100 fee for CSAC Insurance** is required for liability for all after hour's school events. The deadline to apply for this is at the end of the month. Ms. Benedek will apply.

Curriculum

- a. **Music** - the school is responsible for repairing their own instruments. Ms. Benedek will take an inventory of the repairs needed. **\$1500 is sufficient** to cover such instruments, and will remain in **Tier 1**.
 - b. **IT Renewal** - Ms. Benedek and Phil will look into an "IT needs *urgent needs* assessment" and report back at the Nov 20th meeting. Updated IT equipment is a necessity in every classroom; therefore, council has approved **\$7500 for this year in Tier 1**. This will be further assessed at the Fundraising subcommittee meeting on Nov 6th.
 - c. **Project Tables** - Mr. Vieira is requesting folding resin tables 6x3 to replace the heavy tables the school currently has which may be in a state of disrepair. Vita has contacted the box stores for donations. **\$500 will be considered in Tier 2**.
 - d. **Air Conditioners** - The library is requesting two air conditioner units. This was deferred from the 2012-2013 school year. **\$800 will be placed in Tier 2** for further consideration. In April, air conditioners will be tested to ensure they are optimally functioning. Adam reassured us that we have the receipts and we could return the units back to Home Depot if there is a problem.
 - e. **French Board Games** - On April 17, 2013, council approved Mme. Carniel's request of \$682.70 + HST to purchase French board games for the extended French classrooms (Grades 5-8). However, these games were not purchased and **\$700 will be included in Tier 1**.
 - f. **Father John** - Father John is looking to purchase two built-in projector screens and an LCD projector on either side of the altar to aid the children in participating in the mass. This is also beneficial in helping the children understand the sacraments during sacramental classes. Angie will follow up with Father John with the exact requested amount for this equipment.
 - g. **Phys Ed Equipment** - Ms Benedek purchased over \$500 in recess equipment (balls, skipping ropes etc) and there is a \$500 request for phys ed equipment. A total of **\$1000** will be allocated towards **phys ed and recess equipment in Tier 1**. It was suggested that the administration make a list of items that are required. The parent community may have contacts with various corporations that may be willing to donate items to the school. CSAC will draft a letter to the St. Gregory parent community.
7. Angie suggested **\$3000 remain in bank account** as a "buffer" at the end of the year. The Treasurer and Reviewer also agreed on this amount however, Adam suggests \$3000 is fairly large amount and recommended 5% of raised funds (approx. \$2500). Angie will check with the board if there are guidelines in place with regards to a sufficient amount that should be left in the account as a "buffer".

Angie put forward a motion for council to **accept the 2013-2014 CSAC Tier 1 part of the budget**.

Total - \$40,900 Tier 1

Total - \$ 9,700 Tier 2

Council voted **in favour of Tier 1**. **Tier 2 will** be discussed at the Nov. 20th council meeting.

18 voted in favour of the proposed budget, no one opposed. There were 3 proxies and 2 absent council members who did not provide proxies.

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8. Vacancies -There are a few subcommittee vacancies. Angie asked for council to consider co-chairing.

- **Health & Wellness Day Lead** - Angie Severino
- **Health and Safety** - remains vacant (**volunteers are needed**)
- **Mental Health Programming** - Gina D'Alessandro (co-chair)
- **Programming & Planning** - remains vacant (**volunteers are needed**)
- **Sacramental Luncheon** - Ana Cimolai

9. Subcommittee Updates

- Pizza** - There are 420 students enrolled to date.
- QSP** - The extended deadline of October 15th, netted \$10,800 in sales. The extension helped increase sales as it fell over the Thanksgiving Weekend.
- Milk Program** - Vita presented in Sandra's absence. The program started on October 15th. There are **82 students** who registered from the program and nearly 50 students receiving milk on any given day. She thanked the many people involved, the Balsamo and Boule families for donating fridges, all the volunteer moms, Mr. Vieira for all his help in moving fridges and milk on delivery days, the office staff that help clear up issues that arise regarding students and milk, and in particular T. Giaquinto who helped get the program started. The milk program remains a permanent reminder in the '**Week at a Glance**'. There was a request to look into supplying the large milk cartons as well.
- Pastoral Council** - Registration for the First Communion and Confirmation sacraments begin in November. The list of dates and times for the sacramental classes will be published in mid-November. Classes for both sacraments are held on Wednesday evenings from January - May.

10. Fundraising initiatives. A few ideas were presented (i.e. Chapters, Funscript), although council decided best to hold off until subcommittee review school needs, ideas and initiatives. A subcommittee meeting will be held on November 6th. All members are encouraged to come out and share your ideas.

11. Code of Conduct - deferred to the next meeting due to time restraints. Adam requested this be added towards the top of the agenda.

12. The next CSAC meeting is scheduled for Wednesday, November 20, 2013 @ 7PM.

Meeting adjourned @ 9:23pm.