



**MOTHER CABRINI
CATHOLIC SCHOOL PARENT COUNCIL
MEETING MINUTES**



Date of Council Meeting Minutes (mm/dd/yy): 06/14/18
Time of Meeting: 6:30 PM

Location of Meeting:
 Mother Cabrini Catholic School, 720 Renforth Drive, Etobicoke ON M9C2N9, Staff Room

Council Members: Nicole Arsenault, Cori Stadler, Chris Stadler, Christina Forsyth, Sherryann Ambrose, Teacher Representative, Laura Cannone, Katrina Delmas, Christian Forgues, Mike Gentile, Vesna Klaric, Bobby Miller, Gina Ricci

Next Meeting: 2018 / 2019 CSPC Elections

Date:	Time:	Location:
09/19/18	6:30 PM	Library

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MINUTES ARE DRAFT UNTIL CONFIRMED BY VOTE OF THE ASSEMBLY



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II. MEETING MEMBERS

PRESENT:

Executive

Nicole Arseneault, Co-Chair
Cori Stadler, Co-Chair
Chris Stadler, Treasurer
Christina Forsyth, Secretary

Members at Large

Katrina Delmas
Vesna Klaric
Bobby Miller

Non-Voting Staff

Sherryann Ambrose, Principal

Voting Staff

None

REGRETS:

Jackie Biase; Laura Cannone; Christian Forgues; Mike Gentile; Gina Ricci; Teacher Representative

GUESTS PRESENT:

None

III. PROCEEDINGS

AGENDA ITEM	DISCUSSION & DECISIONS
1.0 Opening Welcome and Prayer	<p>Co-Chair Nicole Arseneault welcomed everyone and the meeting was called to order at 6:41 PM.</p> <p>Principal Sherryann Ambrose led the opening prayer.</p>
2.0 Adoption of Proposed Agenda	<p>After those present had an opportunity to review the proposed agenda, and a call for additions and changes was made, the following motion was proposed:</p> <p>Motion: It was moved that the proposed Agenda for the Meeting of Thursday, June 14, 2018, including additions and changes, be formally adopted as the Meeting Agenda.</p> <p>Carried</p>
3.0 Review, Approval & Confirmation of Prior CSPC Meetings	<p>The Minutes of the Meeting of Wednesday, May 2, 2018 were distributed.</p> <p>After those present had an opportunity to review the Minutes, the following motion was proposed:</p> <p>Motion: It was moved that the Minutes of the Meeting of Wednesday, May 2, 2018, with corrections and changes, be formally approved and confirmed as the official record of proceedings.</p> <p>Mover: Katrina Delmas Seconded: Bobby Miller</p> <p>Carried</p>

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4.0 Principal's Report

Principal Sherryann Ambrose reported.

4.1 Acknowledgements:

A warm welcome was extended to the council and gratitude expressed on behalf of the Mother Cabrini community for a year of hard work and sacrifice; the school is looking forward to next year's collaborations. Special thanks to the Fun Fair Committee and its Chair, Cori Stadler, for the most successful Fun Fair yet, which had greater activities and attendance to bring the community together. A notable performance was put on at the Fun Fair by the Martial Arts students, showcasing how much the children have excelled in the program. Appreciation to Secretary Christina Forsyth for overseeing the Yearbook Committee. Gratitude to the council for arranging the complementary magic presentation. A very Happy Father's Day to council members and the school community.

4.2 Important Dates:

- Jun. 14, 2018: Mrs. Adamo to host the Safety Patrol Picnic.
- Jun. 15, 2018: MADD presentation, Grades 7 – 8; Toronto Film Festival Trip, Grades 4 – 6.
- Jun. 18, 2018: McMichael Gallery Trip, Grades 1 – 3.
- Jun. 20, 2018: School-wide launch of the Ontario Graduate Expectations, presented by a TCDSB Coordinator and Mrs. DeBraga.
- Jun. 21, 2018: Grade 8 Graduation Mass and Ceremony at Nativity of Our Lord Church beginning at 10:30 AM; Grades 1 – 8 will walk to the ceremony (Kindergarten will remain at the school); all parents are welcome to attend.
- Jun. 22, 2018: Kindergarten Friendship Day Celebration beginning in the school gym at 1:00 PM.
- Jun. 25, 2018: Play Day with Ice Cream Softie and freezie treats.
- Jun. 26, 2018: Complimentary dance presentation from the Sean Boutilier Academy of Dance, Grades Kindergarten – 8.
- Jun. 27, 2018: Report Cards to be sent home.
- Jun. 28, 2018: Last day of school for students; Canada Spirit Day, students to wear red and white.
- Sep. 2018: Student Agendas will be available for purchase.

4.3 Superintendent Retirement:

Doug Yack will be retiring from his position as Superintendent. Principal Sherryann Ambrose and Superintendent Doug Yack completed their final Principal Meeting. Superintendent Doug Yack has been at the TCDSB for over 40 years, having mentored Principal Sherryann Ambrose throughout her career. Patrick Keyes, the Superintended of Education, will be returning as Doug Yack's replacement.

4.4 EQAO / CAT Testing:

Standardized testing has been completed and the tests have been shipped.

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Results should be available by the end of August 2018 or early September 2018.

4.5 Field Trip Enrollment:

Student enrollment in field trips has been low this year. Field trips are an important aspect of the class curriculum as they provide students with hands on experiences and access to trained experts, which compliments in class learning. The school is able to assist if there are any financial concerns relating to students not attending field trips.

4.6 Play Day:

The council will be providing freezies for Play Day. Katrina Delmas has volunteered to assist in refreshment handouts. More freezies may be required; Katrina Delmas and Co-Chair Cori Stadler will coordinate to ensure an adequate supply is provided. Parents are reminded to send their children to school with hats, sunscreen and water. Children will be kept in shaded areas of the outdoor play yard as much as possible.

4.7 Teacher Request Follow-ups:

There has still been no response back from the Board regarding the carpet replacement inquiries; Principal Sherryann Amborse will continue to follow-up.

UPDATE: 06/25/2018: Co-Chair Cori Stadler confirmed via email that classroom rugs must be Board approved and purchased through the Board.

Early Childhood Educator Mrs. Forte has provided a supply wish list for the upcoming school year to the council. Items include magnetic letters, bead stringing sets, Lego blocks etc. Council asked that Mrs. Forte develop a budget for the requested items to be submitted in September 2018.

4.8 Block Budget:

An invoice is required for the Aussie X activities, to be submitted to the Board. Mrs. Pacheco has ordered her supplies for the upcoming school year. There will be \$1,000 remaining in the block budget, that will cover all costs to the end of the current school year. Two items purchased by the school for special needs accommodations will be reimbursed to the school from the Board.

5.0 Treasurer’s Report

Treasurer Chris Stadler reported.

The Treasurer’s Report was distributed (Appendix A). A few additional cheques have been issued since the compilation of the report. Outstanding cheques total \$3,813. Current funds available are \$9,225, with fundraising to date totalling \$18,594. There are a few more expenditures to be made; in consideration of these expenditures, it is estimated that the balance remaining in the CSPC accounts will be \$3,780.

The Budget Assessment (Appendix B) and Fundraising Assessment (Appendix C) were distributed. The current balance remainder would allow for the purchase of both Water Bottle Refill Stations this year.

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6.0 OAPCE / PRO Grant Report

Co-Chair Cori Stadler reported.

An OAPCE meeting was held on Monday, June 4, 2018; however the Co-Chairs were unavailable to attend so there is no OAPCE update.

Co-Chair Nicole Arsenault reported.

The 2018 / 2019 PRO Grant application for STEM programming from Techzenik (<https://techzenik.com>) has been submitted. Results will be made available at the end of August 2018. The current year's PRO Grant funding was used for the Navigating the School System speaker session. The remaining PRO Grant funds (\$500) will be returned as the second speaker session was not booked. The current year's Parent Involvement Committee Grant funding was used for the Welcome Barbeque and the Progressive Discipline presentation.

7.0 Parish Report

Co-Chair Nicole Arsenault reported.

EDGE Adventure Camp registration is still available at \$450 for students in Grades 6 – 8. Students will be picked up and bussed to Camp White Pine, which is an all-inclusive private camp. Camp will run from August 18 – 24, 2018.

8.0 CSPC Election 2018 Details

Co-Chair Nicole Arsenault reported.

Parent volunteer Lisa Fernandez has been appointed Chair of the Election Committee. A notice about the Election will be sent home to parents in June 2018 and a reminder will be sent out in September 2018. Principal Sherryann Amborse and council discussed September 19, 2018 at 6:30 PM as the potential date / time for the Elections. Candidates will be asked to provide a brief introductory statement about themselves, answering such questions as: what grade(s) are your children in; do you have any volunteer experience; what interests you about the CSPC. Questions will be provided in order to help guide candidates in completing their introductory statement. Council discussed the preparation of a letter for parents, including details about the CSPC, Election, example questions for the introductory statement, and will encourage all parents with any level of experience to consider participating in the CSPC.

9.0 Unfinished (Old) Business From Minutes of Prior Meetings

9.1 Bylaw Amendments for September 2018 AGM: Secretary Christina Forsyth reported.

The Proposition of Amendments was distributed (Appendix D). Council discussed and agreed to several amendments to be voted on in September 2018, as follows:

- I. Article V. Composition of the Council, 5.1. Elected Voting Members, should increase council membership from 12 to 13.
- II. Article VI. Election Procedures, 6.1. Procedures, should allow for a council member to serve as the parent representative on the Election Committee in the event no parent from the larger community can be secured.
- III. Article VII. Term of Office should include a new section, 7.3. Code of Ethics, where a code had not been previously defined.
- IV. Article VII. Term of Office, 7.2. Attendance, should specify that 2

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	<p>consecutive meetings can be missed by a council member before considerations of position forfeit can begin.</p> <p>V. Article VIII. Executive Officers, Consecutive Terms of Office, should specify that an Executive position can be held by the same member for maximum of 5 terms.</p> <p>VI. Article XI. Meetings, 11.1. Annual General Meeting, should specify that a minimum of 2 members should constitute the Internal Audit Committee, with a preference for parents with a financial background, when possible.</p> <p>VII. Article XI. Meetings, 11.7. Notice of Meetings, should specify that the school community is notified of CSPC meetings at least 14 calendar days in advance of the meeting date, and that the calendar of meeting dates established at the first CSPC meeting be distributed 14 calendar days following the first meeting.</p>
<p>10.0 Remaining CSPC Fund Allocation</p>	<p>Council considered the remaining CSPC account balance of an estimated \$3,780. Council discussed the importance of replacing both school water fountains at the same time so that all students are able to access the new Water Bottle Refill Stations. A station option was previously sourced at \$1,600 per station, however other options are available. The following motion was proposed:</p> <p>Motion: It was moved that the council purchase 2 (two) bottle refill stations this year to replace the upstairs and downstairs school water fountains (total budget: \$3,000) and that any remaining funds be allocated to the 2018 / 2019 CSPC Budget as rollover.</p> <p>Carried</p> <p><u>UPDATE: 06/19/2018:</u> Co-Chair Nicole Arsenault confirmed via email that the Water Bottle Refill Stations needed to be purchased through the Board’s vendor to be compliant with their plumbing and water pressure. Two stations were purchased at a cost of \$1,235 + HST per unit (total for both: \$2,791).</p> <p><u>UPDATE: 06/25/2018:</u> Co-Chair Cori Stadler confirmed via email that a warranty is included for Water Bottle Refill Stations that are purchased through the Board. The Board will install the stations once a work order has been placed.</p>
<p>11.0 Fundraising Logbook Initiative</p>	<p>Secretary Christina Forsyth reported on behalf of Gina Ricci.</p> <p>The CSPC conducts several fundraising initiatives throughout the year. Currently, there is no central location where all fundraising details are kept (e.g., sent home notices, vendor information, costs, Board or safety regulations, pre-sale / event-day sale comparisons). A Fundraising Logbook can be created and maintained in order to help track these details, allow council members / parent volunteers to better plan and run future events, and provide parents with a centralized record of CSPC initiatives. The following motion was proposed:</p> <p>Motion: It was moved that a Fundraising Logbook be maintained by the CSPC to centralize all details associated with fundraising initiatives.</p> <p>Carried</p>

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12.0 Matters Arising During the Current Meeting

12.1 Fundraising 2018: Co-Chair Cori Stadler reported.

Council discussed the importance of assigning clear goals to all fundraising efforts in the future to better inform parents about how fundraising initiatives positively impact the quality of student-life at the school.

In follow-up to the carried Motion of Meeting #3, November 11, 2017, Agenda Item 8.1, Chocolate Sales Fundraiser, it was clarified that chocolate almonds should be sold. Furthermore, council discussed that an informational assembly will be held for students, similar to the QSP initiative, and that the campaign should begin on September 7, 2018. The following updated motion was proposed:

Motion: It was moved that a Chocolate Almond Sales fundraiser be organized for kick-off on September 7, 2018.

Carried

13.0 Items Deferred to Future Meetings

There were no agenda items requiring deferral.

14.0 Date, Time & Location of Next Meetings

The 2018 / 2019 CSPC Election will be held on:
Wednesday, September 19, 2018 at 6:30 PM

The Election will be held at: Mother Cabrini Catholic School, 720 Renforth Drive, Etobicoke ON M9C2N9, Library

15.0 Adjournment

Motion: It was moved that the meeting stand adjourned.
Carried

Co-Chair Nicole Arsenault declared the meeting adjourned at 9:28 PM.

IV. ASSESSMENT OF THE MEETING

GENERAL COMMENTS:

Please submit clarifications / corrections of minutes to Secretary Christina Forsyth following their distribution. A final version of the minutes will be distributed on **Wednesday, July 11, 2018**.

MEETING #9 (06/14/18) ACTION ITEMS:

	AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<input checked="" type="checkbox"/>	4.6	Assess the supply of freezies for Play Day and purchase more if necessary.	Co-Chair Cori Stadler; Katrina Delmas
<input type="checkbox"/>	4.7	Follow-up with Mrs. Forte regarding an estimated budget for requested student supplies to be submitted for September 2018.	Principal Sherryann Ambrose

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	AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<input type="checkbox"/>	8.0	Create and send out a notice in June 2018 to parents regarding the 2018 / 2019 CSPC Elections; and a reminder notice in September 2018.	Co-Chari Cori Stadler
<input type="checkbox"/>	11.0	Create a Fundraising Logbook for CSPC initiatives.	Gina Ricci

MEETING #8 (05/02/18) ACTION ITEMS:

	AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<input type="checkbox"/>	6.0	Update Treasurer Procedures to include that issuers of bounced cheques will be asked to cover any associated banking charges.	Treasurer Chris Stadler
<input type="checkbox"/>	9.1	Determine whether the portable tent can be decaled with school logos and associated costs.	Bobby Miller
<input type="checkbox"/>	10.0 / 13.1	Assemble a CSPC Orientation Package with relevant council policies / procedures, including information regarding communications.	Secretary Christina Forsyth
<input type="checkbox"/>	10.0	Prepare a Letter of Donation Request for needed technology to be submitted to Humber College.	Principal Sherryann Ambrose
<input type="checkbox"/>	11.0	Constitute a CSPC Election Committee, including a teaching staff and non-teaching staff representative.	Principal Sherryann Ambrose; Council

MEETING #7 (04/04/18) ACTION ITEMS:

	AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<input type="checkbox"/>	4.0	Discuss and decide on holding a "Kids Have Stress Too" Workshop, presented by Public Health Nurse Beth Baker, for September 2018.	Council
<input type="checkbox"/>	5.6	Assemble a 50 th Anniversary Committee, including interested parent volunteers, to help plan and implement the various events to celebrate the school's milestone anniversary.	Principal Sherryann Ambrose
<input type="checkbox"/>	14.1	Determine which classes are interested in a Weather Network Presentation.	Principal Sherryann Ambrose
<input type="checkbox"/>	14.1	Facilitate age appropriate Weather Network Presentations for interested classes.	Mike Gentile

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MEETING #6 (03/07/18) ACTION ITEMS:

	AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<input type="checkbox"/>	4.6	Finalize the price / type / number of computer speakers required from the Technology Adjunct budget.	Principal Sherryann Ambrose
<input type="checkbox"/>	9.6	Organize a Chocolate Sales Fundraiser for September 7, 2018.	Co-Chair Cori Stadler
<input type="checkbox"/>	9.7	Recruit a teacher and staff volunteer to serve on the CSPC Election Committee.	Principal Sherryann Ambrose
<input type="checkbox"/>	9.7	Follow up with the TCDSB to determine if the formation of an Internal Audit Committee is mandatory or optional for the CSPC.	Principal Sherryann Ambrose

MEETING #5 (02/07/18) ACTION ITEMS:

	AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<input type="checkbox"/>	4.3	Determine whether TCDSB funding exists for the Special Needs Program at Mother Cabrini.	Principal Sherryann Ambrose
<input type="checkbox"/>	6.0	Form a Grant Committee to review and select relevant funding opportunities for application.	Council
<input type="checkbox"/>	8.1	Follow up on Cash Online HST inquiry, system feedback, and report back to council on findings.	Trustee Ann Andrachuk
<input type="checkbox"/>	10.0	Follow up on Ontario Regulations regarding TCDSB employment status and council membership and report back to council on findings.	Trustee Ann Andrachuk

MEETING #4 (01/17/18) ACTION ITEMS:

	AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<input type="checkbox"/>	9.0	Notify parents via the Newsletter of the new Volunteer Registration Form being implemented.	Principal Sherryann Ambrose
<input type="checkbox"/>	10.2	Compile details regarding the Amazon Affiliate Program and the CSPC's eligibility and report to council.	Laura Cannone

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MEETING #3 (11/01/17) ACTION ITEMS:

	AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<input type="checkbox"/>	8.4	Update the Curriculum Enhancement Donation Flyer to include instructions on how to make tax-deductible donations to the CSPC.	Secretary Christina Forsyth
<input type="checkbox"/>	8.5	Follow up with School Secretary Alejandra Arandia to add sport team tryout dates to the school calendar.	Principal Sherryann Ambrose

Minutes respectfully submitted to the Members of the CSPC by Secretary Christina Forsyth.

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