



MOTHER CABRINI CATHOLIC SCHOOL PARENT COUNCIL MEETING MINUTES



Date of Council Meeting Minutes (mm/dd/yy): 09/19/18 **Time of Meeting:** 6:30 PM

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

Council Members: Cori Stadler, Laura Cannone, Gina Ricci, Christina Forsyth, Sherryann Ambrose, Teacher Representative, Jackie Biase, Katrina Delmas, Lisa Fernandes, Mike Gentile, Catherine Lapadula, Bobby Miller, Lisamarie Stefanutti

Next Meeting:

Date: 10/03/18	Time: 6:00 PM	Location: Staff Room
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MINUTES ARE DRAFT UNTIL CONFIRMED BY VOTE OF THE ASSEMBLY



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	<p>The Executive Council positions were described, including: Co-Chair, Secretary, and Treasurer. Candidates were nominated by the newly elected council via secret ballot. The Election Committee tallied and confirmed the votes. Candidates were asked to stand for their nominated positions.</p> <p>Motion: It was moved that the CSPC Executive Membership include Co-Chairs Cori Stadler and Laura Cannone, Treasurer Gina Ricci, and Secretary Christina Forsyth.</p> <p>Carried</p>
<p>3.0 Approval of 2018 – 2019 Monthly Meeting Dates</p>	<p>Council agreed that meetings held on the 1st Wednesday of each month should continue into the current term. To ensure meeting efficiency the agenda, including any attachments for review (e.g., prior meeting minutes, budgets), will be distributed a week before each scheduled meeting. Agenda items should be submitted to Co-Chair Cori Stadler prior to the distribution deadline, questions on attachments should be prepared beforehand, and meeting timing should be monitored and adhered to. Any questions, comments, concerns, or ideas are always welcomed to be presented during any CSPC meeting. Please note that all CSPC proposals, presented at any time during the school year, must receive initial review by the Co-Chairs.</p> <p>Motion: It was moved that monthly meetings be convened every 1st Wednesday of the month from 6:30 to 8:30 PM.</p> <p>Carried</p>
<p>4.0 Matters Arising During the Current Meeting</p>	<p style="text-align: center;">4.1 <u>Chocolate Almond Sales Fundraiser:</u> Co-Chair Cori Stadler reported.</p> <p>The 3-week campaign will begin on Monday, September 24, 2018 with an informational assembly. Cases will be sent home with each student on Tuesday, September 25, 2018. Each box of confections will cost \$3 (\$90 total per case). For each case sold the CSPC will retain \$42.50. For the 145 Mother Cabrini Catholic School families, 162 cases of securely packaged confections have been ordered (8 are nut-free), and additional shipments can be ordered. Should all be sold the CSPC should net \$6,885. Eight complementary cases have been provided by the distributor (World’s Finest Chocolates) at a value of \$720 to be used towards prize incentives. The following motion was proposed:</p> <p>Motion: It was moved that the \$720 prize incentive funds be used towards three main prize packages, including a 3rd prize (Google Home Mini), 2nd prize (X-Box Swag Bag), 1st prize (\$400 Great Wolf Lodge Gift Certificate), as well as an overall highest classroom sales prize (pizza lunch).</p> <p>Carried</p> <p><u>UPDATE 09/23/2018:</u> In order to improve the 1st prize package, Mike Gentile proposed the following motion via email:</p> <p>Motion: It was moved that the 1st prize package increase to a total value of a</p>

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6.0 Adjournment

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

Co-Chair Cori Stadler declared the meeting adjourned at 7:58 PM.

IV. ASSESSMENT OF THE MEETING

GENERAL COMMENTS:

A call for Agenda items will be made on Wednesday, September 26, 2018. Please submit all agenda items to Co-Chair Cori Stadler and minor clarifications / corrections of minutes to Secretary Christina Forsyth prior to the distribution deadline (**current deadline: Monday, October 1, 2018**). In the time leading up to Meeting #2, please review the agenda, minutes, and any other attached documentation and prepare comments / questions beforehand as best as possible.

MEETING #1 (09/19/18) ACTION ITEMS:

	AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<input type="checkbox"/>	2.0	Notify the larger school community of the current 2018 – 2019 elected CSPC membership.	Co-Chair Cori Stadler
<input type="checkbox"/>	2.0	Prepare and distribute to the larger school community a list of the 2018 – 2019 Monthly CSPC Meeting Dates.	Secretary Christina Forsyth; Co-Chair Cori Stadler; Principal Sherryann Ambrose
<input type="checkbox"/>	2.0	Orient and transfer responsibilities between the previous Treasurer and the current Treasurer.	Chris Stadler; Treasurer Gina Ricci; Principal Sherryann Ambrose

2017 – 2018 MEETING #9 (06/14/18) ACTION ITEMS:

	AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<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
<input type="checkbox"/>	11.0	Create a Fundraising Logbook for CSPC initiatives.	Gina Ricci

2017 – 2018 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

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	AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<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

2017 – 2018 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

2017 – 2018 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"/>	9.7	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

2017 – 2018 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

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	AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<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

2017 – 2018 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

2017 – 2018 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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