



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



Date of Council Meeting Minutes (mm/dd/yy): 01/09/18 **Time of Meeting:** 5:30 PM

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

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

Next Meeting:

Date:	Time:	Location:
02/06/19	5:30 PM	Staff Room

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II. MEETING MEMBERS

PRESENT:

Executive

Cori Stadler, Co-Chair
Laura Cannone, Co-Chair
Christina Forsyth, Secretary
Gina Ricci, Treasurer

Members at Large

Katrina Delmas
Catherine Lapadula
Laureen Santos
Lisamarie Stefanutti

Non-Voting Staff

Sherryann Ambrose, Principal

Voting Staff

Lucia Da Silva,
Teacher Representative

REGRETS:

Nicole Arsenault; Jackie Biase; Lisa Fernandes; Mike Gentile; Bobby Miller

GUESTS PRESENT:

Sean Persaud

III. PROCEEDINGS

AGENDA ITEM	DISCUSSION & DECISIONS
1.0 Opening Welcome and Prayer	Co-Chair Cori Stadler welcomed everyone, and the meeting was called to order at 5:35 PM. Principal Sherryann Ambrose led the opening prayer.
2.0 Adoption of Proposed Agenda	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: Motion: It was moved that the proposed Agenda for the Meeting of Wednesday, January 9, 2019, including additions and changes, be formally adopted as the Meeting Agenda. Carried
3.0 Review, Approval & Confirmation of Prior CSPC Meetings	The Minutes of the Meeting of Tuesday, December 4, 2018 were distributed. Secretary Christina Forsyth noted that links to the Multi-Year Strategic and Board Learning Improvement Plans would be added to the Minutes. After those present had an opportunity to review the Minutes, the following motion was proposed: Motion: It was moved that the Minutes of the Meeting of Tuesday, December 4, 2018, with corrections and changes, be formally approved and confirmed as the official record of proceedings. Mover: Gina Ricci Seconded: Catherine Lapadula Carried

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4.0 Principal's Report

Principal Sherryann Ambrose reported.

4.1 Acknowledgements:

A Happy New Year to the community and extended families of Mother Cabrini Catholic School. Thank you to the CSPC and volunteers for the Advent Mass Dinner, which was also attended by the Superintendent and Trustee. Special gratitude to Sean Persaud for donating a gift card to the Music Program for the purchase of a television for educational programming.

4.2 Important Dates:

- Jan. 10 – 11, 2019: Toronto Police Anti-Bullying Presentations.
- Jan. 18, 2019: PA Day for Assessments / Evaluations; no school.
- Jan. 24 – 25, 2019: Astronomy in Action STEM Program.
- Jan. 24, 2019: Kids Have Stress Too Workshop at 6:00 PM.
- Jan. 25, 2019: Dress Down for Charity; Vow of Silence.
- Feb. 01, 2019: OSALT Gifted Testing (Mrs. Pacheco and Goslin).
- Mar. 08, 2019: Family Skate.

4.3 Safe Arrival School Messenger Program:

The TDCSB has implemented a program to allow for the reporting of student absences. If a student is absent and it is not reported, an automated system will dial the student's associated guardian contact number until the absence is noted.

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4.4 Spring Musical:

Mr. Amadei is preparing the students for a spring musical to be held at the end of the year; tickets will be sold for the event. Council suggested scheduling the concert according to the availability of Michael Power's auditorium. Council indicated parents would like to volunteer to assist with the concert if needed. Principal Sherryann Ambrose will follow up with Mr. Amadei.

4.5 Ski Trip Cancellation:

The annual Ski Trip to Horseshoe Valley has been cancelled due to low registration (50 participants were required, but only 32 registered). Principal Sherryann Ambrose inquired why enrollment for extracurricular activities is down. Council discussed possible reasons, such as changing interests of students; however, council recommended surveying the larger parent community to properly capture and respond to enrollment issues.

**4.6 50th Anniversary Celebration / Spirit Wear / Knights of Columbus:
Teacher Representative Lucia Da Silva reported.**

The flyer and banner for the 50th Anniversary have been developed. There will be speeches at the school from 2:30 – 4:30 PM and a Mass at Nativity of Our Lord Parish to follow. The guest list for the event is being assembled. There may be an opportunity for a post celebration at the Wild Goose (details to be confirmed). The event will be promoted in the church bulletin and the community. Council

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suggested providing JPEG advertisements for social media as well. Volunteer opportunities for the event are not yet clear.

The next round of Spirit Wear sales will be athletic gear, such as shorts and long sleeve Dri-Fit shirts.

Knights of Columbus will take place after school on Wednesday, January 23, 2019. Our school's students, and those of Nativity, will compete in a basketball free throw. Winners will have the opportunity to continue on in the competition.

5.0 Treasurer's Report

Treasurer Gina Ricci reported.

The Treasurer's Report was distributed (Appendix A). The current balance is \$17,677.71. ~~There was a \$7 NSF fee for a bounced cheque from a Christmas Market vendor; both the vendor fee and \$7 charge were repaid by the vendor.~~ The Christmas Market netted \$1,834 in profit. There was a slight profit from the Advent Dinner Mass totalling \$226.13. The company that provided the cupcake dessert, which did not fare well, will credit council the value to be applied to another item for another event. The Cookie Dough campaign resulted in \$1,110 profit; however, there were several delivery issues and another company should be sought out if the initiative is to be repeated.

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6.0 OAPCE Report

Co-Chair Laura Cannone reported on behalf of Jackie Biase.

The next TCDSB CSPC Executive Workshop series will be held on January 29, 2019 at 7:00 PM and will cover The Role and Responsibility of the Treasurer and Fundraising in Schools. The OAPCE Summit and AGM was held on November 24, 2018 and was a success. The 80th Annual OAPCE Conference and Awards Gala will be held April 5 – 6, 2019 at Madonna Catholic Secondary School.

7.0 PRO Grant Report

Co-Chair Cori Stadler reported on behalf of Nicole Arsenault.

PRO Grants have been reinstated and we have received our \$1000 grant. Nicole Arsenault will follow up with Techzenik to try to schedule the STEM Programming. Council discussed potential dates with Principal Sherryann Ambrose as follows: first choice – between May 15 – 18, 2019; second choice – May 8, 10 - 12, 2019.

8.0 Parish Report

Co-Chair Cori Stadler reported on behalf of Nicole Arsenault.

The EDGE program runs every 1st, 3rd, and 5th Friday of the month for children in Grades 6 – 8 at Mother Cabrini and Nativity Catholic Schools from 7:00 – 9:00 PM. A Life Team Program runs every 2nd and 4th Friday for high school students.

9.0 Swim Team Support Proposal

Co-Chair Laura Cannone reported on behalf of Nicole Arsenault and Jackie Biase.

There are 24 students on the swim team and council members propose to have new swim caps (\$4-7/cap) for the athletes as well as an extra hour of pool time (\$99.60/hr). Jackie Biase has generously donated the funding for all of the team's swim caps and Co-Chair Laura Cannone has generously donated an additional \$250 towards the swim team's pool time.

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10.0 Unfinished Business From Minutes of Prior Meetings

10.1 Athletic Wear Update: Treasurer Gina Ricci reported on behalf of Lisa Fernandes.

Coaches have inquired about the reasoning for selecting red as the colour of the new athletic wear, as there are other schools that use this colour. Our school colour is burgundy, and that colour would be preferred. Council clarified that the colour was selected to stand out, however if other schools use it then we will reconsider. Mrs. Goslin will provide the final numbers on shirts needed.

UPDATE 01/10/2019: Lisa Fernandes updated the council via email to indicate the following Dri-Fit shirt numbers are needed: child sizes – 15 S, 15 M, 10 L, 20 XL; adult sizes – 5 S, 12 M, 12 L, 12 XL. The jerseys will be ordered in navy blue colour to coordinate with spirit wear.

10.2 BINGO / Movie Night Venue / Date Adjustment / Committee Selection: Co-Chair Cori Stadler reported.

The Church Hall will not be available on the evenings selected for BINGO or Movie Night. Council decided to keep Movie Night on March 1, 2019 and BINGO Night on March 29, 2019 and instead host the events in the Mother Cabrini Gymnasium.

Co-Chair Laura Cannone can provide a screen for Movie Night. Co-Chair Laura Cannone will Chair the Movie Night Committee and Treasurer Gina Ricci and Lisamarie Stefanutti will provide assistance. Treasurer Gina Ricci will inquire whether popcorn and pizza can be donated for the event.

10.3 Multicultural Night Committee Selection:

The Co-Chairs will send out an email to request a Chair for this committee. Nicole Arsenault will issue a form for the event. The evening typically begins at 6:00 PM. Volunteers for a set-up and clean-up crew will be needed.

UPDATE 01/28/2019: Co-Chair Laura Cannone updated the council via email to indicate that Multicultural Night has been cancelled due to low attendance.

10.4 Portable Air Conditioner Proposal Update: Principal Sherryann Ambrose reported.

Feedback on the draft proposal will be submitted to Secretary Christina Forsyth by January 17, 2019.

10.5 Fun Fair Committee Meeting: 01/30/19: Co-Chair Cori Stadler reported.

Please note the date of the meeting on January 30, 2019 at 6:30 PM at Co-Chair Cori Stadler's home (contact mothercabrinichairs@gmail.com if interested in attending). There will be many volunteer opportunities available.

10.6 Music Program Update:

The television will be purchased for the Music Program thanks to the generous donation from Sean Persaud. There are approximately 51 instruments, some of which are rented; several instruments are still needed. Workbooks will be looked into. There is still \$575 remaining from CSPC Music Program Funding. A full

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proposal for the program will be ready by March Break (March 11, 2019).

10.7 Paint Night Update: Treasurer Gina Ricci reported.

Art Jonite offers several price-points depending on participants registered and provides all painting materials and instruction needed. The costs per person before taxes are as follows: 20 – 30 people: \$29; 31 – 45 people: \$25; 46 – 60 people: \$23. Children and adults can participate, no deposit is required, full payment is issued 2 weeks before the event. Treasurer Gina Ricci will Chair the Paint Night Committee and volunteers are welcome to contact her via [email at mccspctreasurer@gmail.com](mailto:mccspctreasurer@gmail.com).

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10.8 CSPC Bulletin Guidelines / Content Discussion: Secretary Christina Forsyth reported.

Draft Guidelines for the CSPC Bulletin were distributed (Appendix B) and include details regarding the purpose, goals, frequency of delivery, content, contributors, and deadlines for the Bulletin. The Bulletin should be a collaborative effort for the council, and members involved in various CSPC initiatives should provide brief excerpts to be included in the Bulletin (to be distributed on a bi-monthly basis). The following members will be dedicated volunteers: Editor – Secretary Christina Forsyth; Email copywriter – Co-Chair Laura Cannone; Photocopier – Katrina Delmas.

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Content (contributors) for the January | February Bulletin (Vol 1, Issue 2) will be: Astronomy in Action, Kids Have Stress Too Workshop, CSPC Meeting Dates (Secretary Christina Forsyth); Christmas Market Fundraising Update, Movie Night (Treasurer Gina Ricci); Athletic Wear Purchase (Lisa Fernandes); Advent Mass Dinner Thank Yous, Multicultural Night, Shrove Tuesday (Co-Chair Cori Stadler). The current issue will be expedited for completion on January 16, 2019; please submit contributions ASAP to Secretary Christina Forsyth.

11.0 Minutes Action Item Review

The following Action Items are resolved as described:

2018 – 2019 Meeting #4 (12/04/18):

- 9.0 Multicultural Night has been cancelled.
- 11.3 The TCDSB is moving away from utilizing smart board technology, thus funding for smart boards will not be pursued.

2018 – 2019 Meeting #2 (10/03/18):

- 12.0 Treasurer Gina Ricci confirmed that an additional HST charge was not issued by World's Finest Chocolates.
- 12.1 A blank card version of the Box of Cards is not available.

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2017 – 2018 Meeting #9 (06/14/18):

- 4.7 Mrs. Da Silva will follow-up with Mrs. Forte and Mrs. John regarding classroom supplies requested.

2017 – 2018 Meeting #8 (05/02/18):

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	<p>6.0 There are no written Treasurer's Procedures to include details regarding the process for bounced cheques etc. Treasurer Gina Ricci will begin drafting the procedural document.</p> <p><u>2017 – 2018 Meeting #7 (04/04/18):</u></p> <p>14.1 The opportunity for Weather Network presentations no longer exists.</p> <p><u>2017 – 2018 Meeting #5 (02/07/18):</u></p> <p>4.3 The TCDSB only provides \$600 in funding for established Special Needs Programs. Our school does not have such a program so we are not eligible for board assistance.</p> <p>6.0 Katrina Delmas and Principal Sherryann Ambrose will look into funding opportunities for our school. Nicole Arsenault will be invited to assist, having successfully completed funding applications for our school in the past.</p> <p><u>2017 – 2018 Meeting #4 (01/17/18):</u></p> <p>9.0 Council members are still interested in utilizing the Volunteer Registration Form.</p> <p>10.2 The CSPC is not eligible for the Amazon Affiliate Program.</p> <p><u>2017 – 2018 Meeting #3 (11/01/17):</u></p> <p>8.4 Co-Chair Cori Stadler will contact the board to determine if tax-deductible donations are possible via Cash Online.</p> <p>8.5 Adding sports team tryouts to the School Calendar can be challenging as they are sometimes not known well enough in advance. However, announcements for tryouts (past the calendar publication date) will be made in the school over the PA system and can be sent out in an email to parents as well.</p>
<p>12.0 Matters Arising During the Current Meeting</p>	<p>12.1 <u>Tax Receipts for Donations:</u> Guest Sean Persaud reported.</p> <p>Having experience in fundraising, Guest Sean Persaud noted that many businesses are eager to assist in helping to fund worthy goals, for example providing funding to purchase instruments for Music Programs. Receiving tax receipts for generous donations is beneficial to securing assistance. Council acknowledged this is a feature that has been repeatedly requested by parents. Co-Chair Cori Stadler will look into the details and follow up with council on how to proceed with offering this option.</p>
<p>13.0 Items Deferred to Future Meetings</p>	<p>There were no agenda items requiring deferral.</p>
<p>14.0 Date, Time & Location of Next Meetings</p>	<p>The formal meetings remaining to be held in the 2018 – 2019 school year are: Meeting #6 February 6, 2019</p>

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Meeting #7 March 6, 2019
Meeting #8 April 3, 2019
Meeting #9 May 1, 2019
Meeting #10 June 12, 2018 (NB. Second Wednesday)
All meetings to be held at: Mother Cabrini Catholic School, 720 Renforth Drive, Etobicoke ON M9C2N9, Staff Room

15.0 Adjournment
Motion: It was moved that the meeting stand adjourned.
Carried
Co-Chair Cori Stadler declared the meeting adjourned at 8:14 PM.

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IV. ASSESSMENT OF THE MEETING

GENERAL COMMENTS:

A call for Agenda items will be made on Wednesday, January 23, 2019. 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: Wednesday, January 30, 2019**). In the time leading up to Meeting #6, please review the agenda, minutes, and any other attached documentation and prepare comments / questions beforehand as best as possible.

MEETING #5 (01/09/18) ACTION ITEMS:

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	AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<input type="checkbox"/>	4.2	Confirm the Kids Have Stress Too Workshop with Toronto Public Health Nurse Beth Baker.	Co-Chair Cori Stadler
<input type="checkbox"/>	4.4	Follow-up with Mr. Amadei regarding volunteer opportunities for the Spring Concert.	Principal Sherryann Ambrose
<input type="checkbox"/>	10.2	Determine if popcorn and pizza can be donated for Movie Night.	Treasurer Gina Ricci
<input type="checkbox"/>	10.5	Contact Co-Chair Cori Stadler for directions to the Fun Fair Meeting on January 30, 2019 at 6:30 PM.	Any Interested Volunteers
<input type="checkbox"/>	12.1	Contact the TCDSB to determine if tax-deductible donations are possible via Cash Online or how this option can be offered to parents.	Co-Chair Cori Stadler

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MEETING #4 (12/04/18) ACTION ITEMS:

	AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<input type="checkbox"/>	8.0	Compose an Instrument Purchase Proposal for the Music Program and submit to council by March 11, 2019 (date updated at Meeting #5 [01/09/19, item 10.5]).	Giovanni Amadei
<input type="checkbox"/>	8.0	Organize and run a Fundraiser for the purchase of new instruments and workbooks for the Music Program (details TBD).	Council
<input type="checkbox"/>	10.5	Organize and run a Paint Night Fundraiser for Friday, April 26, 2019 (time / budget TBD).	Council
<input type="checkbox"/>	10.6	Organize and run a Fun Fair for Thursday, June 6, 2019 (time / budget TBD).	Council
<input type="checkbox"/>	11.1	Contact TCDSB (cc: School Custodian Mr. Dupont / AQS Dep't) regarding Portable Air Conditioner Proposal and provide feedback to Secretary Christina Forsyth by January 17, 2019 (date updated at Meeting #5 [01/09/19, item 10.4]).	Principal Sherryann Ambrose

MEETING #3 (11/07/18) ACTION ITEMS:

	AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<input type="checkbox"/>	14.1	Organize and run a Kids Have Stress Too workshop for caregivers on January 24, 2019 from 6:00 – 8:00 PM.	Toronto Public Health Nurse Beth Baker
<input type="checkbox"/>	14.1	Organize and run 1 (possibly 2) At Home Alone workshops for children and caregivers on April 25, 2019 (and May 23, 2019) from 6:00 – 8:00 PM.	Toronto Public Health Nurse Beth Baker

MEETING #2 (10/03/18) ACTION ITEMS:

	AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<input type="checkbox"/>	12.1	Organize and run a BINGO Night Fundraiser for Friday, March 29, 2019 (date updated at Meeting #4 [12/04/19, item 11.2]; time / budget TBD).	Council
<input type="checkbox"/>	12.1	Organize and run a Family Movie and PJ Night Fundraiser for Friday, March 1, 2019 (date updated at Meeting #4 [12/04/19, item 10.5]; time / budget TBD).	<u>Co-Chair Laura Cannone;</u> <u>Treasurer Gina Ricci; Lisamarie Stefanutti</u>

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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. 2018-2019 Meeting #5 (01/09/19) addition: follow-up with Mrs. John regarding the purchase of budgeted Kindergarten supplies.	Teacher Representative Lucia Da Silva

2017 – 2018 MEETING #8 (05/02/18) ACTION ITEMS:

AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<input type="checkbox"/> 6.0	2018-2019 Meeting #5 (01/09/19) update: draft Treasurer Procedures and include that issuers of bounced cheques will be asked to cover any associated banking charges.	Treasurer Gina Ricci
<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

2017 – 2018 MEETING #5 (02/07/18) ACTION ITEMS:

AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<input type="checkbox"/> 6.0	Form a Grant Committee to review and select relevant funding opportunities for application.	Principal Sherryann Ambrose; Katrina Delmas

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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

2017 – 2018 MEETING #3 (11/01/17) ACTION ITEMS:

AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<input type="checkbox"/> 8.4	2018-2019 Meeting #5 (01/09/19) update: determine whether Cash Online can be used for tax-deductible donations to the council. Update the Curriculum Enhancement Donation Flyer to include instructions on how to make tax-deductible donations to the CSPC.	Co-Chair Cori Stadler; Secretary Christina Forsyth

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

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