



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



Date of Council Meeting Minutes (mm/dd/yy): 02/07/18 **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, Nick Giovanelli, Vesna Klaric

Next Meeting:

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4.0 Principal's Report

Principal Sherryann Ambrose reported.

4.1 Acknowledgements:

A warm welcome was extended to this month's meeting guests. Appreciation to Librarian Pat Ryan and special thanks to Katrina Delmas for support with the upcoming Book Fair. Gratitude to all parent volunteers that assist during school and extra-curricular events. Special thanks to Co-Chair Nicole Arsenault for her assistance in providing transportation for students to attend their sporting events throughout the year.

4.2 Important Dates:

- Feb. 02, 2018: Grade 4 – 8 Horseshoe Valley Resort Ski Trip.
- Feb. 08, 2018: Winter Walk.
- Feb. 09, 2018: CSPC Multicultural Night hosted by Mrs. Crooks at 6:30 PM.
- Feb. 12, 2018: Valentine's Day Dance.
- Feb. 12 – 15, 2018: Library Book Fair.
- Feb. 13, 2018: Parent-Teacher Interviews from 5:30 – 8:00 PM.
- Feb. 14, 2018: Valentine's Day; Ash Wednesday, with Mrs. Pacheco's class leading Liturgy at 12:30 PM.
- Feb. 15, 2018: Parent-Teacher Interviews from 5:30 – 8:00 PM.
- Feb. 16, 2018: P.A. Day; no school.
- Feb. 19, 2018: Family Day; no school.
- Feb. 20, 2018: Grade 4 – 8 Horseshoe Valley Resort Ski Trip.
- Feb. 21, 2018: Girls Basketball Tournament.
- Feb. 23, 2018: Grade 4 – 8 Horseshoe Valley Resort Ski Trip.
- Feb. 25 – Mar. 02, 2018: Mental Health Week.

4.3 Block Budget:

School budgets are determined proportionate to the school's population; with Mother Cabrini having a smaller population the annual budget is \$12,445. Currently \$6995 remains, and after a \$2000 roll-over, this should take the school through to June. Some budget allocations include: textbooks, supplies (e.g., notebooks, stationary, Special Needs Program), instrument repairs. The Petty Cash fund is \$300 and is collected from things such as the milk program and donations (e.g., community members, Lunch Lady). Petty Cash funds go towards items such as the Birthday Basket, economical presentations (e.g., Thursday's Concerned Kids Self-Regulation Strategies, \$75), supplying lunch for students without one (e.g., bagels, cream cheese).

Council inquired whether there is TCDSB funding available for special needs items to help off-set some of the costs. Principal Sherryann Ambrose indicated it may be possible to apply to the Board for reimbursements of some items and will follow-up

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to determine if there is separate funding that could be obtained.

4.4 Lockdown Procedures:

There are 4 lockdown drills throughout the year, which are announced in the September Newsletter. Dates for lockdown drills can be found on the School Safe Plan section of the school's website:

<https://www.tcdsb.org/schools/mothercabrini/AboutUs/Pages/SafeSchools.aspx>. All drills are announced over the PA system clearly identifying the drill prior to sounding of the alarm. In the event of an actual incident the alarm sounds with no warning and school staff initiate lockdown procedures, which include safely placing signs identifying a lockdown in progress. The three drill types are:

Inside School Threat: doors are locked; windows are closed; students retreat to their safe locations and are instructed to remain quiet.

Hold and Secure: outside threat; doors are locked; windows are closed; teachers continue class instruction.

Shelter / Place: environmental threat; no immediate threat.

Council discussed prior notification of drills to allow parents to prepare children, especially those with special needs, as well as parents keeping an open-dialogue with their children to continue to reinforce behavioural expectations during drills (e.g., listening carefully to instructors).

4.5 Black History Month / You've Got Dance / Sports Events.

On February 7, 2018, Grade 6/7 students attended a special Mass at Cardinal Carter Academy for the Arts to commemorate African Canadian Heritage. The You've Got Dance program that was tied to the physical education curriculum was a success, with over 100 parents in attendance for the presentations. The Girls Junior Indoor Soccer team did very well coming in 2nd place at their tournament, and the students also did well at the Knights of Columbus basketball free throw.

5.0 Treasurer's Report

Treasurer Chris Stadler reported.

The treasurer's report was distributed (Appendix A). There has been a slight adjustment to the report to better itemize fundraising activities. The Funds Received Form has also been updated with improvements. There is 1 outstanding cheque from November 2017 that has not been cashed by Scientist in the School and will be followed up on. Current funds available are \$5333, with fundraising to date totalling \$10,100.

6.0 OAPCE / PRO Grant Report

Nick Giovanelli reported.

Options for the CSPC's second PRO Grant session topic were reviewed, and selected in the following order: The Art of Possibility; Fostering Optimism and Resilience in Your Child; Understanding Non-Verbal Learning Disabilities. Speaker availability will be determined for the 3rd or 4th week of April 2018.

The recent OAPCE Meeting outlined various grant opportunities for funding many initiatives, including greenery and play-structures. It may be beneficial to form a

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Grant Committee to review and present a selection of relevant funding options for our council. Council discussed whether there are TCDSB policies prohibiting the installation of new play-structures, similar to the TDSB. Trustee Ann Andrachuk and Superintendent Doug Yack confirmed play-structures are permitted by the TCDSB, however there are no Board funds available to assist. Councils are able to develop long-term fundraising goals for these types of higher-budget installations and should involve the community in seeking support (e.g., parents, local businesses). The Board can provide other support to help facilitate such projects (e.g., can connect with Evergreen Brickworks to assist). Play-structure installations must meet Board safety specifications, as they are constructed on Board property and the Board is liable. Other smaller installations can also be of benefit in the play-yard, such as large rocks or low balance beams.

The OAPCE survey has been concluded with a high number of respondents; results are currently being tallied for report.

7.0 Parish Report **Co-Chair Nicole Arsenault reported.**

The EDGE Youth Ministry met on the evening of Tuesday, February 6, 2018. EDGE Adventure Camp for students in Grades 6 – 8 starts August 18; early-bird pricing until April 5, 2018 is \$400 all inclusive, and April 15, 2018 onward is \$450. Registration closes May 4, 2018. Nativity Summer Day Camp for students in Grades 1 – 6 runs for 2 sessions from 9:00 AM – 3:30 PM: July 16 – 20, 2018 and July 23 – 27, 2018. Extended care is available from 8:00 – 9:00 AM and 3:30 – 5:00 PM. The cost is \$120 and registration begins February 12, 2018.

8.0 Guest Welcome and Discussion **Trustee Ann Andrachuk and Superintendent Doug Yack addressed questions from the assembly.**

8.1 Cash Online: Co-Chair Cori Stadler reported.

Council discussed whether there has been any progress regarding the 15% hold-back on the HST rebate and provided feedback regarding significant challenges in setting up CSPC Cash Online Express (e.g., system does not accurately account for quantity differences in pizza item orders). Trustee Ann Andrachuk will make an inquiry and return a report on any changes that have been made based on ward recommendations. Council considered how and when Cash Online payments would be entering the accounts (e.g., per payment as occurring; scheduled non-itemized lump sum). To ensure payments are properly accounted for Cash Online reports could be generated to facilitate the Treasurer’s record keeping.

8.2 Kindergarten Split: Katrina Delmas reported.

Council questioned whether 2 Kindergarten classes could be formed, separating Junior (JK) from Senior (SK), as opposed to creating an SK / Grade 1 split class, which does not adequately conform to the 2 year Ontario Kindergarten Curriculum. Superintendent Doug Yack clarified that classroom capacity limits are a key factor in determining splits; the current capacity is 29 students. Enrolment would need to increase in order to create separate Kindergarten classes (e.g., minimum 25 per class). The Ministry of Ontario and the Teachers Union’s Collective Agreement

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determine capacity sizes. Proposals to separate JK / SK classes would need to be directed to the MPP. Council clarified that the 3 SK students in the Grade 1 split class spend the lunch recess with their peers, and socialize with their classmates during the remaining recesses. School teaching staff determines class placements based on a variety of criteria (e.g., child’s learning level; siblings; behaviours etc.) TCDSB policy dictates placements are made known at the start of the school year to be accommodating of enrolment changes.

8.3 Harassment and Bullying: Treasurer Chris Stadler and Jackie Biase reported.

Council inquired whether CSPC members are afforded any protections against potential issues of harassment from the community. Trustee Ann Andrachuk and Superintendent Doug Yack clarified that TCDSB policies, such as the Respectful Workplace Policy, apply to council members, as well as all parents with children attending schools in the TCDSB. The assembly discussed persistent issues regarding bullying incidents at Mother Cabrini, some involving repeat offenders or escalating / severe behaviours. Trustee Ann Andrachuk and Superintendent Doug Yack explained there is a TCDSB process of Progressive Discipline, involving various stages such as warnings, supportive measures, to suspensions / expulsion. Each incident is handled on a case-by-case basis, under the discretion of the Principal. Severe incidents can by-pass Progressive Discipline measures at the Principal’s discretion. Concern was expressed whether appropriate precautions were being enforced for severe incidents and several examples were discussed. Principal Sherryann Ambrose acknowledged parent frustrations and explained some stages of Progressive Discipline (e.g., corrections for first offences; counselling options; other corrective actions such as individual education plans or psychologist intervention). The importance of parental support in the disciplinary process was highlighted. Trustee Ann Andrachuk and Superintendent Doug Yack offered to facilitate a Progressive Discipline workshop, open to the parent community, to describe the policy and improve understanding surrounding the process. Trustee Ann Andrachuk is able to intervene in cases of policy disputes. The Safe School Plan and TCDSB Policy with cross-references can be found on the Mother Cabrini Catholic School website under the Safe School Plan section: <https://www.tcdsb.org/schools/mothercabrini/AboutUs/Pages/SafeSchools.aspx>.

9.0 Vote to Appoint Members to Fill CSPC Vacancies

Co-Chairs Nicole Arsenault and Cori Stadler reported.

UPDATE 02/02/2018: In light of the 2 available CSPC membership vacancies, Co-Chair Cori Stadler proposed the following motion via email:

Motion: It was moved that the council vote to appoint 2 (two) interested candidates to CSPC membership.

**Mover: Christina Forsyth
Carried**

Seconded: Chris Stadler

Three candidates submitted their names for consideration, including: Jackie Biase, Bobby Miller and Gina Ricci. Following a vote by secret ballot presided over by Principal Sherryann Ambrose and Teacher Representative Bessie Blandizzi-

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	<p>Woods, the following motion was proposed:</p> <p>Motion: It was moved that Bobby Miller and Gina Ricci be appointed to CSPC membership.</p> <p>Carried</p>
<p>10.0 Co-Chair Status Change</p>	<p>Council discussed the applicability of By-Law Article VIII, Executive Officers, 8.1 Chair/Co-Chairs (Employees of the Board may not be Chairs / Co-Chair of the Council [O. Reg. 612/00, s. 8 (3)]), in relation to Co-Chair Nicole Arsenault’s occasional worker position of lunch hour supervisor.</p> <p>The potential conflict was recently brought to Principal Sherryann Ambrose’s attention, although the previous Principal had confirmed with the TCDSB there was no conflict. Several council expressed concern over the potential status change after the Co-Chair’s years of service and as it occurs mid-year. This status change would not require a mid-term election, as there would not be a vacancy created; the executive position of Chair can be held by a single member, with the option of Co-Chair or Vice-Chair positions (By-Law Article VIII, Executive Officers). Trustee Ann Andrachuk will follow-up on the Ontario Regulations to determine whether a one-hour supervisory position qualifies as TCDSB employee status and approved a hold of the status change until the issue has been adequately investigated and resolved.</p>
<p>11.0 Unfinished (Old) Business From Minutes of Prior Meetings</p>	<p>9.3 <u>Maker Kids Experience Coding Workshop Update:</u> Item deferred due to time constraints.</p> <p>11.2 <u>By-Laws Review Update:</u> Item deferred due to time constraints.</p> <p>11.3 <u>Improved Parent Communication (CSPC Bulletin):</u> Item deferred due to time constraints.</p>
<p>12.0 Matters Arising During the Current Meeting</p>	<p>There were no further matters arising during the current meeting.</p>
<p>13.0 Items Deferred to Future Meetings</p>	<p>Secretary Christina Forsyth reported.</p> <p>The following item has been deferred from the current meeting agenda: Maker Kids Experience coding workshop update; by-laws review update; improved parent communication update.</p>
<p>14.0 Date, Time & Location of Next Meetings</p>	<p>The formal meetings remaining to be held in the 2017 – 2018 school year are:</p> <p>Meeting #6 March 7, 2018</p> <p>Meeting #7 April 4, 2018</p> <p>Meeting #8 May 2, 2018</p> <p>Meeting #9 June 13, 2018 (NB: 2nd Wednesday of month, tentative)</p> <p>All meetings to be held at: Mother Cabrini Catholic School, 720 Renforth Drive,</p>

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

Co-Chair Nicole Arsenault declared the meeting adjourned at 9:31 PM.

IV. ASSESSMENT OF THE MEETING

GENERAL COMMENTS:

A call for Agenda items will be made on Wednesday, February 21, 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: Wednesday, February 28, 2018**). In the week 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 (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"/>	4.4	Inform parents via the Newsletter regarding Lockdown Signs that are placed on school doors during a lockdown incident.	Principal Sherryann Ambrose
<input type="checkbox"/>	5.0	Contact Scientist in the School program regarding cashing of an outstanding cheque.	Treasurer Chris Stadler
<input type="checkbox"/>	6.0	Contact Youth Coach Global to determine speaker availability for the second PRO Grant sponsored parent engagement session (potential dates in 3 rd / 4 th week of April, 2018).	OAPCE Rep Nick Giovanelli
<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"/>	8.3	Set up a Progressive Discipline workshop for the Mother Cabrini parent community.	Superintendent Doug Yack; Co-Chair Cori Stadler
<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

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

	AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<input type="checkbox"/>	4.4	Discuss with teaching staff whether additional guest speakers may be needed for Mental Health Week, and procure those speakers, if necessary.	Principal Sherryann Ambrose; Mike Gentile; Treasurer Chris Stadler
<input type="checkbox"/>	4.6	Determine how parent volunteers will be selected for the additional February 20, 2018 Horseshoe Valley Resort ski trip, and implement the selection process.	Principal Sherryann Ambrose
	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
<input type="checkbox"/>	10.3	Re-visit the organization and scheduling of STEM programming via Maker Kids, Hatch Coding, or alternates and report back to council.	Laura Cannone
<input type="checkbox"/>	11.1	Plan initiatives to improve the Library's book collection and report to council.	Kartina Delmas
<input type="checkbox"/>	11.1	Discuss whether there are funds available to donate to improving the Library's book collection and vote.	Council; Principal Sherryann Ambrose

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

	AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<input type="checkbox"/>	8.1	Organize and run a BINGO Night fundraising event for Friday, April 13, 2018 (time and budget TBD), including procuring donated prizes for adults and children and the set-up of a supervised childcare option.	CSPC Social Committee
<input type="checkbox"/>	8.1	Determine if there is access to a BINGO cage for BINGO Night.	Co-Chair Nicole Arsenault
<input type="checkbox"/>	8.1	Compile details / prepare a Chocolate Sales Fundraising Notice for distribution to parents in the spring of 2018.	Co-Chair Cori Stadler; Secretary Christina Forsyth

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	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	Procure Grade 5 – 6 emails for the email distribution list.	Principal Sherryann Ambrose
<input type="checkbox"/>	8.5	Contact Help Desk to determine if a global email distribution list can be compiled.	Principal Sherryann Ambrose
<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
<input type="checkbox"/>	8.5	Prepare a bi-annual CSPC report (to be distributed at the start and end of each school year) highlighting the positive impact of fundraising initiatives for student enrichment.	Treasurer Chris Stadler

MEETING #2 (10/04/17) ACTION ITEMS:

	AGENDA #	DETAILS	PERSON(S) RESPONSIBLE
<input type="checkbox"/>	4.0	Contact Ms. Hlady-Madeira to ensure the Grade 8 Graduation is receiving sufficient funding. Forward details to Co-Chair Nicole Arsenault.	Principal Sherryann Ambrose
<input type="checkbox"/>	4.0	Contact Mr. Amadei for an inventory of expected costs to facilitate funding allocation for the Music Instrument Program. Additionally request a mid-term update to confirm the program has adequate funding for the remainder of the year.	Principal Sherryann Ambrose
<input type="checkbox"/>	4.0	Elicit donations of retractable extension cords and iPhone 6 chargers (for iPads) from the CSPC council via the Facebook group. Any remaining need thereafter will be opened up to the larger parent community.	Laura Cannone

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

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Description	Date	Balance	Funds In	Cheque #	Funds Out	Fundraising Total
Opening balance for CSPC 2017/2018		2,893.72				
September 2017						
Pizza lunch orders (sept/oct)	Sept 22, 2017	4,425.47	1,531.75			1,531.75
Pizza lunch supplies (terra cotta cookies)	Sept 27, 2017	4,310.27		267	115.20	-115.20
French cooking presentation grant refund		4,613.87	303.60			
BMO maintenance fee	Sept 29, 2017	4,611.37			2.50	
CHQ 14 @ \$0.20		4,608.57			2.80	
October 2017						
welcome BBQ supplies (Chris Stadler)	Oct 3, 2017	4,520.58		271	87.99	
Welcome bbq&pizza lunch supplies (Cori S.)		4,444.09		270	76.49	-58.81
Pizza lunch invoice	Oct 5, 2017	4,239.28		268	204.81	204.81
pizza lunch orders (Sept./Oct.)	Oct 10, 2017	4,350.53	111.25			111.25
Stamps pizza lunch juice (Cori S.)	Oct 16, 2017	4,297.85		273	52.68	-52.68
Pizza lunch invoice		4,084.85		272	213.00	-213.00
welcome BBQ supplies (Vesna Klaric)		3,892.92		269	191.93	
Jean Miso (remembrance day books)	Oct 23, 2017	3,779.92		275	113.00	
BMO maintenance fee	Oct 31, 2017	3,777.42			2.50	
halloween dance fund raising funds		6,374.87	2,597.45			2,597.45
halloween dance, pizza lunch & csac supplies (Cori S)		6,282.34		279	92.53	
Pizza lunch invoice		6,052.94		276	229.40	
BMO cost of depositing coins		6,052.81			0.13	
November 2017						
DJ halloween dance	Nov 2, 2017	5,652.81		278	400.00	-400.00
projector for school		5,104.76		274	548.05	
pizza lunch orders (Nov.)	Nov 6, 2017	6,214.06	1,109.30			1,109.30

pizza for halloween dance winner	Nov 7, 2017	6,173.11		277	40.95	-40.95
scientists in school	Nov 9, 2017	5,974.11		280	199.00	
Pizza lunch invoice	Nov 10, 2017	5,761.11		283	213.00	-213.00
Bus transportation (round the bend farm)	Nov 14, 2017	5,450.36		281	310.75	
bus transportation (toronto zoo)		5,162.21		282	288.15	
pizza lunch juice/halloween dance supplies (Cori S)	Nov 16, 2017	5,096.63		284	65.58	-65.58
terra cotta cookies (pizza lunch supplies)	Nov 20, 2017	4,983.72		285	112.91	-112.91
Pizza lunch invoice	Nov 24, 2017	4,762.52		286	221.20	
BMO maintenance fee	Nov 30, 2017	4,760.02			2.50	
Chq 11 @ \$0.20		4,757.82			2.20	
December 2017						
pizza lunch orders	Dec 4, 2017	5,670.37	912.55			912.55
QSP orders		5,979.12	308.75			308.25
Advent mass orders		7,449.12	1,470.00			1,540.00
Fundscript funds collected		12,819.12	5,370.00			5,410.00
Fundscript Orders	Dec 6, 2017	7,409.12			5410.00	-5,410.00
CSAC supplies (Nicole Arsenault)	Dec 8, 2017	7,355.49		288	53.63	
Pizza lunch invoice	Dec 12, 2017	7,175.25		291	180.24	-180.24
Suitcase Theatre	Dec 13, 2017	6,476.25		287	699.00	
Advent mass/dinner supplies (N. Arsenault)	Dec 18, 2017	5,098.20		293	1378.05	-1,378.05
QSP Funds	Dec 20, 2017	7,260.20	2,162.00			2,487.00
Advent mass orders		7,435.20	175.00			
Advent mass order refund		7,585.20	150.00			2,487.00
QSP lanyards/posters/t-shirts/keychains		7,455.60		290	129.60	-129.60
cost for new cheques	Dec 22, 2017	7,306.27			149.33	
maintenance fees	Dec 29, 2017	7,303.77			2.50	
CHQ 31 @ \$0.20		7,297.57			6.20	
January 2018						
Pizza lunch orders Jan	Jan 8, 2018	7,419.07	121.50			121.50
Pizza lunch orders Jan		8,166.82	747.75			747.75
advent mass/pizza lunch supplies/ pizza	Jan 12, 2018	7,559.51		295	607.31	-607.31

