

**Our Lady of Peace –Catholic School Parent Council (CSPC)  
September 19, 2018– 6:30 pm  
Meeting Minutes**



<b>2017/2018 CSPC Member Attendees:</b>	Jennifer Celio, Sonia Hingley, Entela Zaffino, Sandra Figliomeni, David Whicher, Annabella Barreto, Samira Raouda, Sherry Ludlow, Ms. Guido, Angela Sordi, Lena McKendry, Kathleen Saldutto, Andy Wright, Sylvia Venditti, Marita Pasco-Font, Sara Franca;
<b>Regrets:</b>	Danielle Meuleman, Anna-Marie D'Avino, Dawn Pratt, Suzanne Reis, Tina De Maria, Lilian Murga

**Welcome and Opening Prayer:**

**Agenda:**

Time	Item
6:30	Welcome and Opening Prayer
6:35	Attendance and approval of today's agenda
6:40	2017/18 Annual Report
7:05	Principal's Update
7:30	Election of 2018/19 CSPC Members & Council Executive
7:55	Proposed Meeting Dates for 2018/2019
8:00	Subcommittee Updates <ul style="list-style-type: none"> <li>• Transportation Committee</li> <li>• Hot Lunches Committee</li> <li>• Schoolyard Improvement Planning</li> </ul>
8:25	Teacher Allocation Requests
8:30	Meeting Adjourned

### 2017/18 Annual Report:

- Outgoing Chair, Jennifer Celio, reviewed the role of Catholic School Parent Council (CSPC) as outlined by the board and available for reference on the TCDSB website.
- 2017/2018 Fundraising Revenue (total profit from fundraising) was reviewed – total of \$83,794
- \$29,990 of the total fundraising spent on items such as:
  - Science program
  - Art workshop
  - In school performances
  - Teacher fund
  - Musical instruments
  - School resources
  - Divisional allocations
  - Administrative
  - Misc.
- \$27,631 of the total was raised by the community to support the playground project and is expected to be spend this year.
- Current available balance for allocation is \$8,462
- Based on the current bylaws, CSPC is not allowed to carry over a big balance from one school year to the next. The last two years however were an exceptions due to the playground project.

### Principal's Update:

EVENT	DATE	COMMENT
Staffing		<ul style="list-style-type: none"><li>➤ 647 Current enrolment</li><li>➤ CYW allocation</li><li>➤ 40% FS (Open Position)/ Library Technician</li></ul>
Bussing		<ul style="list-style-type: none"><li>➤ Bus tags &amp; attendance/ Route changes</li></ul>
Re-Organization		<ul style="list-style-type: none"><li>➤ Balanced classes</li></ul>
Divisional Assemblies		<ul style="list-style-type: none"><li>➤ Met with each division to review behavioural expectations/code of conduct/ dress code/attendance etc.</li></ul>
Safety		<ul style="list-style-type: none"><li>➤ Fire Drill</li><li>➤ Emergency Duo Tangs (each class)</li><li>➤ Anaphylaxis Protocol- staff &amp; lunch supervisors</li></ul>
WE Day	September 20	<ul style="list-style-type: none"><li>➤ Mme. Laxton &amp; 9 students</li><li>➤ OLP Featured on stage</li><li>➤ Family We Day event- @ 6:15 p.m.</li></ul>
Curriculum Night	September 27	<b>Two Sessions:</b> Opening Exercises: Anthem and Prayer @ 6:00 p.m. Session 1 (6:05-6:30 p.m.) Session 2: (6:35-7:00 p.m.) Closing Announcements: 7:00 p.m.

EVENT	DATE	COMMENT
School Masses/Sacramental Preparation		➤ Opening School Mass- TBD ➤ Advent Mass – Dec. 11 <sup>th</sup> @ 10:00 a.m. ➤ Ash Wednesday Mass- March 6 <sup>th</sup> @ 1:15 p.m. ➤ Easter Mass- April 25 <sup>th</sup> @ 10:00 a.m. ➤ Year End Mass- June 19 <sup>th</sup> @ 10:00 a.m. ➤ Graduation Mass- June 20 <sup>th</sup> @ 7:00 p.m.  Communion Preparation/Registration September 22 & 23 @ OLP Church
Cookie Dough Kick Off Assembly	Sept 27	➤ Intermediate students- raising money for Grad. Trip
65 Years of OLP	September 30	➤ Celebrate 65 years with community mass/social ➤ 11:00 a.m. mass

- This year, the number of new students enrolled in the school is down by 15 students from last year – this is a general decreasing trend in enrollment across the catholic and public boards.
- OLP now has a Child Youth Worker (CYW) allocated to the school on a full time basis. The CYW works with students to help address social and emotional issues.
- As per the notice sent home, the library technician job position is still empty. This means that at the moment, until a new library technician is hired, no library books can be checked out.
- Update on bussing:
  - The Catholic School Board went to a new portal this year
  - The lists have now been finalized, and in general there have been no major issues/concerns with bussing pick up and drop off
  - Parents of children eligible for the bus are encouraged to continue to use the bus service in a continuous/regular basis. If, occasionally parents have to pick up the child, they are required to please notify the school that their child will not take the bus that day.
- The school is planning a fire drill for Tuesday, Sep 25<sup>th</sup>
- WE day scheduled for Thu, Sep 20<sup>th</sup> – every school is given 10 tickets
  - Our Lady of Peace School will be featured as the school that raised the most amount of money in all of Canada in school year 2017\_2018. Great achievement!
- Sacramental Preparation: Parents should note that a registration with Our Lady of Peace church is required in order to have the sacraments at OLP church.
- To celebrate OLP's 65<sup>th</sup> anniversary, a celebratory mass and social gathering with the community is scheduled for Sep 30<sup>th</sup> at 11am.

**Block Budget Report:**

<b>Cost Elements</b>	<b>Full Yr Plan</b>	<b>YTD Actual</b>	<b>Commitments</b>	<b>Tot Act &amp; Comm</b>	<b>Avail. Balance</b>	<b>% Pln Utilized</b>
<b>33000 Instructional Supplies</b>	45,833.00	249.86	21,934.03	22,183.89	23,649.11	48.40
<b>33500 Printing-Instruction</b>			8,250.00	8,250.00	8,250.00-	
<b>41000 Office Supplies &amp; Services</b>	495.00				495.00	
<b>50100 Repl-Furn&amp; Equip-Gen</b>			245.49	245.49	245.49-	
<b>* Consolidated Block</b>	<b>46,328.00</b>	<b>249.86</b>	<b>30,429.52</b>	<b>30,679.38</b>	<b>15,648.62</b>	<b>66.22</b>
<b>** Total</b>	<b>46,328.00</b>	<b>249.86</b>	<b>30,429.52</b>	<b>30,679.38</b>	<b>15,648.62</b>	<b>66.22</b>

**Election of 2018/19 CSPC Members & Council Executive:**

The following members were elected as 2018/19 CSPC members and Council Executive:

- Chair – Jennifer Celio (2yr. term)
- Vice-Chair: Sara Franca (2yr. term)
- Co-Treasurers: Annabella Barreto and Kathleen Saldutto (1yr. term)
- Secretary: Entela Zaffino (1yr. term)
- Voting members: Tina De Maria; Angela Sordi, Andy Wright, Sonia Hingley, Denise Fordham, Guigi Mazzucco, Helen Pham, Bruno Lopes, Brian Huen.
- Community Representative: Samira Raouda
- No Parish Rep
- Teacher Rep: Tba as there are 3 teachers interested and only 1 position available.

**Proposed CSPC Meeting Dates for 2018/2019 are as follows:**

- October 17, 2018
- November 28, 2018
- January 16, 2019
- February 20, 2019
- April 3, 2019
- May 1, 2019
- June 5, 2019

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## **Sub-Committee Updates:**

### **Transportation Committee:**

- The Transportation Committee is seeking to recruit a Transportation Committee Lead, as well as more volunteers to join the committee
- The estimated amount of time the volunteers would need to dedicate is half an hour in the morning and half an hour in the afternoon.

**Further Action:** If anyone is interested in being a volunteer, or knows of someone who can, please let Ms. Figliomeni know.

### **Hot Lunches Committee:**

- This year online hot lunch orders are divided into two terms (Sep – Feb and Feb – Jun)
- Pizza lunches must be pre-paid while Pita Pit and Subway lunches could be pay as you go
- From a fundraising perspective, it is recommended that all parents pre-pay for all the lunches, if at all possible. This reduces the processing fee charges the school would have to pay for multiple PayPal payments.

**Further action:** Recommendation was made to the Hot Lunches Committee to clearly communicate to parents which lunches contribute to more profitable fundraising.

### **Schoolyard Improvement Planning:**

- Total funds raised for the schoolyard project is approx. \$71,000. The net amount left over after the landscape architect fees is approx. \$56,000.
- In April 2018 Morris lafrate, the head of Capital Planning with the Board explained to the school and the community why the decision was made to move the re-paving project, sponsored by the schoolboard, to summer 2019.
- As the schoolyard improvement project is directly related to the Board's re-paving project, the delivery of the updated play space is also postponed for summer 2019.
- The Board confirmed recently that the OLP re-paving project is included in the Nov 2018 budget renewal list for approval. Confirmation to be obtained after the Nov Board meeting.
- Questions were raised about the schoolyard improvement project, the main one being around why the decision was to not include artificial turf or grass. Just as a refresher, the reasons why artificial turf or grass weren't an option for the playground are as follows:
  - 1) Artificial turf is a lot more expensive to upkeep (in future years, OLP would have to allocate a lot of money to maintain artificial turf).

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- 2) Artificial turf would limit the ability to use big heavy machines to plow the snow in the winter, which would constitute fire safety hazard given that the fire safety routes/exits are through the schoolyard.
  - 3) Grass was not a viable option as it would not withstand the high foot traffic given the number of students that would use the schoolyard.
  - The OLP's schoolyard subcommittee's goal for this year is to raise \$20,000-30,000 more prior to February 1<sup>st</sup>. Some of the fundraising ideas include:
    - Dance-a-thon
    - Municipal, provincial and/or corporate donations
  - The subcommittee has engaged in discussions with various city councilors to request support and identify additional fundraising avenues
  - The subcommittee has also scheduled an upcoming meeting on Sep 24<sup>th</sup> with OLP's Board trustee Ann Andrachuk to provide her with a revised update and ask for further support
  - The subcommittee is closely working with Ms. Figliomeni to keep ongoing dialogue with the Board and other community members who could help to move the project forward

**Further action:** More updates will be communicated to the parents and community as the project moves forward

#### **Allocation Requests: Teacher Allocation Requests**

- No requests for allocations were brought forward

#### **Other Business:**

##### **Curriculum Enhancement**

- CSPC discussed Curriculum Enhancement and what the recommended amount for parents to give for the purposes of curriculum enhancement should be (a one-time lump sum contribution at the beginning of the year, likely in October)
- **Decision:** CSPC voted in favour of doing curriculum enhancement again this year
- **Decision:** CSPC also voted on the following recommended amounts (similar to last year):
  - 1 child in the school- \$60
  - 2 or more children in the school - \$100
- Parents have the option to pay more or less, according to their means. A tax receipt from the Board will be issued.

##### **Pizza Day Earnings**

- CSPC discussed whether we should continue to share profits from pizza day earnings with school's playground improvement project, similar to last year

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- **Decision:** CSPC voted in favour of allocating the pizza day earnings to the playground project for the first term (approximately \$3,000)

### Meeting Adjourned

The preceding is considered a true and accurate report of the topics discussed. If there are any discrepancies or omissions, kindly contact the Chair immediately. Minutes are sent to Council by email. **If no notification is received within 72 hours of the date of issue, these minutes will be deemed to be accurate and approved by all.**

The next OLP CSPC MEETING is scheduled for Wed, October 17, 2018 @6:30 in the school library.

DRAFT