

**Our Lady of Perpetual Help Catholic School Advisory Council [“CSAC”]  
Meeting of Tuesday, October 28<sup>th</sup>, 2014 beginning at 7:00 p.m., in the Library**

**Minutes**

**Chair:**

Natalia Duksza

**Attendance:**

Nadine Cannata-Devlin, Jeilah Chan, Diane Grosskopf, Lillian Kurnik, Leea Litzgus, Margaret Margossian, Marianna Martin, Madeline Martino, Indiana McDonald, Katie McDonald, Jennifer Medland, Karen Mulder, Stacey O’Keeffe, Tanya Pereira, Angelina Pun, Donna Redmond, Chris Rutsey, Kasia Stevenson

1. **OPENING PRAYER (5 minutes):** Mrs. Kurnik led us in prayer.
  
2. **Parish Liaison Update (10 minutes):** Dorlean Rotolo and Renee Greening from the OLPH Capital Campaign Committee came in to educate CSAC about the campaign and enlist CSAC’s assistance to ensure that every family in the school community is aware of the campaign. OLPH has launched a capital campaign to raise \$3 million to respond to the needs of the Archdiocese, as well as our own parish needs over the next 5 years. The Committee is looking for ambassadors to assist with approaching families. It was suggested that we include a communication in the December newsletter and to approach the school community in the January-February time frame.
  
3. **VERIFICATION OF September 30<sup>th</sup>, 2014 MINUTES AND ACTION ITEMS (15 minutes):** Action items from the September 30<sup>th</sup> CSAC meeting were reviewed. Items are as follows:
  - **Action Item:** Brooke and Indiana to talk to Kelly Cescon regarding the FDK rejuvenation project. **Status: Complete; refer to Financial Report - FDK proposal presentation.**
  - **Action Item:** Stacey to contact parent who helped earlier in the year to help install the 8 a/c units. **Status: Complete. Met with Mrs. Kurnik and will install in the Spring (John O’Dwyer). Will need to have them disabled in the meantime and stored by the furnace.**
  - **Action Item:** Chris to compose email for iphone drive. Mrs. Kurnik to reach out to IT department regarding the scrubbing of devices. **Status: Complete. IT department is able to scrub the devices but the roll out on ipad/laptop delivery is behind so will have to wait. Chris to compose the email.**
  - **Action Item:** Mrs. Kurnik to price an ice machine and determine what to do about the need for ice. **Status: Complete. There is an individual from Canadian Tire who is willing to donate an ice machine.**
  - **Action Item:** Revisit FDK teacher allocation in the budget. **Status: Complete. Refer to Financial Report – Full-day Kindergarten.**
  - **Action Item:** Karen and Sarah to look into programs for after school/lunch. **Status: Complete. To be presented next month. Note: New policy is that lunch and after school programs must be supervised by a staff member. After school, the gym is being used by the aftercare program and team practices. There are not many opportunities for programs.**
  - Nadine moved to pass the minutes, seconded by Angelina.

#### 4. COMMITTEE REPORTS (15 minutes):

- i) Fundraising Update:
  - Dash for Cash raised \$18k this year.
  - Uniform sales went well.
  - Annual Giving Campaign has been slow to date – have received \$1,750 from 3 families through Canada Helps and \$1,650 from 5 families. People can try to direct their United Way donations to OLPH using our charitable number. We will put send out an additional ask in December.
  - Poinsettia sales to roll out next month.
  - Spring Benefit is on May 27, 2015 at Wychwood Barns.
- ii) Community Building (Stacey):
  - QSP fundraiser has started – Offers photo books, calendars, in addition to magazine subscriptions.
  - The Christmas basket program will start in mid-November.
  - Trivia Night – Stacey to ask Mr. Chase to host again
- iii) Greening (Natalia):
  - 20 people came out for a fun day – planted over 100 bulbs, 30 bags of soil, moved 4 yards of mulch.

#### 5. FINANCIAL REPORT (60 minutes):

- i) The 2013/14 actual budget came in at \$125K in expenses on \$136K in income. We have approximately \$20K buffer in the account.
- ii) Karen presented the 2014/15 CSAC budget. The proposed budget is \$103K with \$131K available. A few modifications were suggested and will be reflected in the revised budget.
- iii) Authors/Artists/Speakers – Add in a French cooking program for Gr. K – 8, \$1,000 for 4-5 days.  
**Action Item: CSAC to consider any other in-class programs for proposal next month.**
- iv) Capital Expenditures – we can get 10 laptops @\$700 each + 1 computer cow @\$2,500. **Action Item: Mrs. Kurnik to investigate whether we can rent from the Board vs buying.**
- v) French Enrichment – include Carnivale for \$500
- vi) Science Enrichment– add in cost of incubators @\$300 x 2
- vii) Full-day Kindergarten – new line item. We have money from the Ministry to spend by the end of the year for FDK furniture. Indiana went through a proposal for FDK proposal for outdoor space:
  - Board funding for retrofitting and school yard area was limited since it was the final year of the FDK rollout
  - Storage is a key concern as large storage sheds will not be available until the end of the year.
  - The group consulted TCDSB, the Greening Committee, teachers' wish list, parents, other schools, Krysten Wong-Tam, the Ward Councillor.
  - The space is not as inviting for the children as it could be. Key design considerations: create a diversity of spaces, include multi-purpose elements, include props for play and loose parts (e.g. sand play), consider community presence and consider seasonal presence (year round use).
  - Indiana showed a variety of suggestions and ideas and was able to obtain donations for some of the materials, products and labour.
  - Will add to the budget \$5,000 for a sandbox, playhouse, deep bins, etc., as requested in the FDK proposal.
- viii) Natalia motioned for the passing of the budget, subject to the addition/finalization of items above. Nadine seconded. All approved.

#### 6. PRINCIPAL'S REPORT (5 minutes):

- i) Mrs. Kurnik thanked CSAC for its support of the FDK proposal.

**7. STAFF REPORT (5 minutes):**

- i) The teachers are very appreciative of the parent community for its involvement in ensuring the successful FDK start up.

**8. OTHER BUSINESS (5 minutes):**

- i) Chris Rutsey has been elected as our CPIC representative.

**9. ADJOURNMENT.** 8:55pm adjournment.