

Celebrating 150 Years -1858 – 2008

“To support the academic, spiritual and physical formation of our children in the tradition of the Catholic faith to lead exemplary lives.”

**Our Lady of Perpetual Help Catholic School Advisory Council [“CSAC”]
Meeting of Tuesday, Sept. 30th, 2014 beginning at 7:00 p.m., in the Library**

Minutes

Chair:

Natalia Dukszta

Attendance:

Sarah Andrews-Cimoroni, Nadine Cannata-Devlin, Jeilah Chan, Cath Collins, Michelle Cody, Kendra Doersan, Halla Elias, Lisa Fazl, May Fuh, Diane Grosskopf, Brooke Hunter, Lillian Kurnik, Leea Litzgus, Margaret Margossian, Madeline Martino, Indiana McDonald, Jennifer Medland, Karen Mulder, Stacey O’Keeffe, Angelina Pun, Donna Redmond, Chris Rutsey, Kasia Stevenson, Janelle Watkins

INTRODUCTIONS (10 minutes): Welcome and introductions around the room for the first CSAC meeting of the year.

- 1. OPENING PRAYER (5 minutes):** Mrs. Kurnik led us in prayer.
- 2. VERIFICATION OF May 27th, 2014 MINUTES AND ACTION ITEMS (5 minutes):** There were no action items from the May 27th, 2014 CSAC meeting.
 - Nadine moved to pass the minutes, seconded by Sarah.
- 3. ELECTION OF OFFICERS (20 minutes):** Natalia gave an overview of the officer positions. Election of CSAC Officers for 2014/2015 School Year. Based on the following motions to approve and nomination forms.

| <u>Voted Positions</u> | | <u>Motioned to approve</u> | <u>Seconded</u> |
|----------------------------------|--|----------------------------|-----------------|
| Chair | Natalia Dukszta | Sarah | Indiana |
| Vice Chairs | Brooke Hunter Jeilah Chan | Indiana | Kendra |
| Treasurer | Karen Mulder | Halla | Sarah |
| Secretary | Nadine Cannata | Brooke | Leea |
| Vice Chair Community Building | Stacey O’Keeffe | Jeilah | Nadine |
| Vice Chairs Fundraising | Cath Collins Kasia Stevenson | Stacey | Michelle |
| <u>Other Important Roles</u> | | | |
| Bursar: | Jenny Medland | | |
| Community Liaison Representative | n/a | | |
| Parish Liaison Representative | Leea Litzgus | | |
| CPIC representative | TBD | | |
| Member(s)-at-Large | Sarah Andrews-Cimoroni Michelle Cody Karin Dajani Kendra Doersan Julie Dunning | Brooke | Halla |

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|--|---|--|--|
| | Halla Elias Lisa Fazl Scott Fitzgerald Diane Grosskopf Leea Litzgus Margaret Margossian Indiana McDonald Jennifer Medland Angelina Pun Chris Rutsey Janelle Watkins | | |
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Brooke nominated approval of slate, Halla seconded.

4. PRINCIPAL'S REPORT (20 minutes):

- i) Mrs. Kurnik welcomed everyone and thanked the parents in attendance.
- ii) OLPH currently has 383 students registered. We are starting out the school year with fewer students than anticipated. The school is at maximum capacity but is showing some signs of right-sizing. There are no Gr.1/2 or Gr.3/4 split classes. After Gr.3, class sizes can increase up to 30 students so the Gr.4-8 classes are fuller. We have Gr. 4/5, 5/6, 7/8 split classes.
- iii) Full day kindergarten (FDK) is underway. There are 30 students in each of the kindergarten classes (14 JKs/16 SKs) and Ms. Bigliardi has a split SK/Gr.1 class with 6 SK students. The FDK classes were ready for the first day of school, with thanks to a great parent community that really pushed the Board/Director of Facilities to have things ready, as well as getting Jo Ann Davis (school trustee) involved. We are looking for contributions of equipment, toys, etc for the FDK area. **Action Item: Brooke and Indiana to talk to Kelly Cescon regarding the FDK rejuvenation project.**
- iv) OLPH had great EQAO results this year:
 Grade 3: Reading = 100; Writing = 98; Math = 100
 Grade 6: Reading = 100; Writing = 100; Math = 100
- v) Technology continues to be a big theme this year, with the use of computers in the classrooms for arts, etc. On that note, the Dash for Cash capital campaign is to raise funds for another computer cow for another floor.

5. FINANCIAL REPORT (25 minutes):

- i) Natalia explained that we reviewed a preliminary budget at our last CSAC meeting in May in order to approve Principal and teacher purchases in June. This way, we were able to obtain enrichment materials in time for the start of the year in September.
- ii) Karen reviewed the sources of revenue and the expenditures in 2013/2014 school year ending August 31, 2014. We came in very close to budget overall – about a \$125,000 spend against a \$125,000 budget. A few income items look low and Karen will revisit prior to the next meeting.
- iii) Total money in the bank is approximately \$140,000 at the start of the year which includes buffer and some under spend from the last few years. Natalia explained that Annual Giving and Spring Fundraiser moneys raised are applied to the following year so we already have a balance to begin with.
- iv) Karen then reviewed the tentative budget for 2014/2015. Natalia explained that the budget is approved at the next CSAC meeting at the end of October. Most items on the 2014/2015 budget are expected with a few clarifying questions. Details of each amount have been provided and should be reviewed so any changes can be incorporated for the October meeting.
- v) Other items of note included:
 - Air conditioning units – were removed for the summer and some have not been hooked back up yet. We have another 8 units to install. **Action Item: Stacey to contact parent who helped earlier in the year to help install the 8 a/c units.**
 - Under capital expenditures, in addition to the a/c units, we will be getting 7 additional ipads/laptops. It was suggested that we can re-use older/donated devices. **Action Items:**

Chris to compose email for iphone drive. Mrs. Kurnik to reach out to IT department regarding the scrubbing of devices.

- Issue was raised regarding the need for ice, with injuries, etc. **Action Item: Mrs. Kurnik to price an ice machine and determine what to do about the need for ice.**

6. COMMITTEE REPORTS (15 minutes):

i) Community Update:

- Stacey reported that the parent class reps held their first meeting today. Roles/responsibilities of the parent class reps were set forward, as well as a calendar of events for the year.
- Dash for Cash to take place on October 17. Going to streamline the process this year by using the hot lunch program for bbq'd hot dogs (instead of parent volunteers). Looking for small prize donations to be given out to classes.
- Thanksgiving food drive is coming up. The children of Ms. Krzyzanowski's class will be organizing and delivering the food.
- Sarah provided an update on Curriculum Night which went very well this year. BBQ hot dogs were provided by the hot lunch program. People were hired to run the bouncy castles which increased costs but preferable to having the Gr.7/8s do it. Only concern was the amount of garbage that was generated. For next year, we should provide green, blue and garbage bins. And no chips.
- Ball hockey tournament was held earlier this month and went very well.
- Greening event to be held October 18. Mulch and plants to be delivered. The group will be cutting back the garden to get ready for winter.

ii) Fundraising:

- Natalia explained that fundraising at OLPH is directed to parents; it is not a competition for the kids. The children do a classroom charitable giving project later in the year.
- The three main fundraising activities at the school are: Dash for Cash, Annual Giving Program and the Spring Benefit
- OLPH also raises funds through Mabel's Labels, Donate Naturally, QSP Magazine Fundraiser, Poinsettia and Easter flower drives

7. STAFF REPORT (5 minutes):

- i) Teachers are all settling in nicely.
- ii) The teachers are very appreciative of the parent community for its involvement in ensuring the successful FDK start up. May need to revisit the teacher allocation in the budget with respect to FDK. **Action Item: Revisit FDK teacher allocation in the budget.**

8. OTHER BUSINESS (10 minutes):

- i) After school/lunch programs – It was suggested that it would be nice to have some programs for the students after school and/or during lunch. With the uncertainty as to whether the school would be ready for full-day kindergarten, the gym was not booked for any activities. Some possible activities include: computer graphic art program, music, chess club, house league program on field after school. **Action item: Karen and Sarah to look into programs for after school/lunch.**
- ii) It was suggested that the roster of teachers be included in one of the upcoming newsletters.

9. ADJOURNMENT. 8:55pm adjournment.