

**CSPC (Catholic School Parent Council) Meeting Minutes**  
**Wednesday, September 26th, 2018, 6:30 – 8:30 pm**  
**Location: Miss Napoli's Room – Room 224**

**Attendees:** Sophia Moore, Tom Teahen, Lucas Caliri, Greg Doody, Andrea Norton, Shelley Ohva, Susan Karnay, Bronwyn Gray, Tricia Berry, Lisa York, Phillipa McCartan, Brigid Vousiainen, Barrig Hayward, Eric Hayward, Susan Leung, Leticia Caliri, Linda Ronan, Stephanie Carmichael, Rosanna Granato, Stephanie Dunn, Kristin Ballard, Leila Harwood, Christian Pineda, Aileen Page, Nicole Watts, Michelle Raino, Amy DeMelo, Adriana Dalla Corte, Ryan Edwards, Rodolfo Lucero, Phaedra Arce, Ariel Burket, Annie O'Leary, Frank Spizzirri.

**WELCOME AND PRAYER**

Ms. O'Leary welcomed parents and called the meeting to order at 6-40pm. Opening prayer was led by Ms. O'Leary.

**Opening Chair Remarks – Annie O'Leary:** Refer to Appendix B.

**2017-2018 Highlights:**

CSPC funded the below programs during the 2017-2018 school year:

- Large Technology expenditure replacing laptops and printers in school
- CSPC allocated \$20,000 to the Playground committee from the 2016-2017 excess funds which was spent during the 2017-2018 school year
- A couple of air-conditioning units were purchased to help alleviate the heat
- Class room budget provided to each teacher

St Anselm was approved for the school travel planning program this year.

**Budget Update – Rodolfo Lucero:** Refer to Appendix B for detailed 2017-2018 budget.

Opening 2018-2019 budget is \$42K, which is significantly higher than previous years due to 2017-2018 Music night funds in the amount of \$20K which were not deposited until recently to the account.

**Elected Council**

Executive Committee consists of the Chair, Co-Chair, Treasurer and Secretary and is to be appointed by the Elected Council.

Note: Council Members cannot be elected into position unless they are present therefore certain names were removed from the nomination list.

Tom Teahen (Chair)  
Michelle Raino (Treasurer)  
Nicole Watts (Co-Chair)  
Susan Karnay (Secretary)  
Eric Hayward  
Leila Harwood  
Leticia Caliri  
Sophia Moore  
Kristin Ballard

Frank Spizzirri  
Rosanna Granato  
Ariel Burkett

**Annual General Meeting** is adjourned at 7:30PM by Annie O’Leary.

**Regular CSPC meeting commenced at 7:30PM.**

**APPROVAL OF AGENDA**

ON A MOTION made by Ms. O’Leary and SECONDED by Tom Teahen, the evening’s Agenda was approved – See Appendix A.

**APPROVAL OF MINUTES**

ON A MOTION made by Annie O’Leary and SECONDED by Sophia Moore, the May 24, 2017 CSPC Meeting Minutes were approved.

**Principals Report: Mr. DiPaolo** Refer to Appendix D.

**CSPC Meeting was adjourned at 8:00PM.**

## Appendix A: Agenda

### CSPC MEETING

Wednesday, September 26<sup>th</sup>, 6:30-8:00pm



#### **Annual General Meeting (AGM)**

1. Prayer – CSPC Chair (2 mins)
2. Annual Report of 2017/2018 CSPC – Annie O’Leary (10 minutes)
3. Annual Financial Report – Rodolfo Lucero (10 minutes)
4. Overview of CSPC, roles & responsibilities – Annie O’Leary (5 minutes)
5. CSPC election – All (10 minutes)

#### **First CSPC Meeting for 2018/2019 School Year**

1. Approval of minutes from May 24<sup>th</sup> meeting (1 minute)
2. 2018/2019 CSPC Chair address (5 minutes)
3. Principal’s report – Donato Di Paolo (15 minutes)
4. Other – items to be tabled (5 minutes)
5. Adjournment

**Appendix B – Chairs Report**

# St Anselm CSPC

182 Bessborough Drive  
Toronto, ON  
M4G 3J9



## ANNUAL REPORT FOR CSPC for 2017/2018

September 26, 2018

Prepared by: Annie O'Leary, CSPC Chair

It was another great year at St. Anselm's. I would like to formally thank the members of the 2017/2018 parent council:

*Executive:*

Bronwyn Gray (Co-Chair)

Rodolfo Lucero (Treasurer)

Sophia Moore (Secretary)

*Parent Representatives:*

Leila Harwood

Courtney O'Leary

Amy DeMelo

Kristin Ballard

Chris Burkett

Jillian Walsh

Ryan Edwards

Frank Spizzirri

Thank you to Mr. Di Paolo, Mrs. Bright and the school staff for their commitment to our children's education. We are fortunate to have such wonderful teachers at the school.

I would like to thank the large number of parents who attended meetings throughout the year and engaged in meaningful discussions. CSPC is intended to represent the larger parent community, so it's important to have continued dialogue and input from parents throughout the year.

Lastly, I would like to thank the members of student council who also attending meetings and helped to keep up in touch with the initiatives happening under their leadership.

### **CSPC Mandate**

Our role as the parent council is to work with parents, school staff, students and the local community to ensure our children have the best possible experience at St. Anselm's. Throughout the year, we try to best understand any needs, issues and/or opportunities at the school, so that we can help to find solutions when needed. While government funding is intended to cover the basic needs for students, from academics to facilities to sports and extra-curricular, there are lots of opportunities for improvement. CSPC, in partnership with the parent and school community, raises funds through multiple fundraisers and events that allow us to improve the student experience at St. Anselm's.

## **Budget**

CSPC Treasurer, Rodolfo Lucero, will review the 2017/2018 budget. This is a living document that evolves throughout the year and is guided by needs at the school, input from parents and school staff and experience from the parent council. The budget is publicly shared and reviewed on a monthly basis with full transparency.

Any decisions involving new expenditures of \$200 or more require a vote among members of the council and are generally discussed publicly to give parents an opportunity to give input.

## **Highlights from 2017/2018**

We were very pleased to be able to support so many great programs and initiatives in 2017/2018. Please see the budget for the full list, which includes the following areas:

- Larger expenditures:
  - Technology – Computers, iPads and projectors
  - Playground funding to kick off the initiative
  - Air conditioning units
  - Internet Safety presentations from Paul Davis. This included multiple presentations – grades 3-6, 7-8 & evening with parents (Paid for with grant)
  
- Annual expenses – many of these are programs we support annually:
  - Academic resources (i.e. Raz Kids, Scientist in the school)
  - Student agendas
  - Classroom budgets for teachers to purchase learning materials at their discretion
  - Arts program (i.e. Errol Lee motivational performance, Little Red Theatre, dances classes, Arts Express Black History Month Workshops)
  - Transportation to various athletics events (i.e. skating, cross country, soccer, track)
  - School events & celebrations (i.e. 2017 Back to School BBQ, graduation & sacrament celebrations, Pancake Tuesday)
  - Staff appreciation (i.e. Christmas and EOY luncheons, Janitor appreciation, departing teacher gifts)

## **Key 2017/2018 initiatives**

Outside of the monetary support CSPC provides, there were also important initiatives that were discussed and actioned throughout the year:

### *Playground Revitalization*

Playground revitalization was an important topic in 2017/2018, and this will continue to be a focus in 2018/2019. Chris Burkett and Tom Teahen lead a team of dedicated volunteers who have been working hard to raise awareness and funds to revitalize the playground. This group is separate from CSPC, but works in partnership with the committee and the larger parent population.

### *Safety*

School safety, both inside the school grounds and in the nearby streets, was a key discussion at almost each meeting last year. This also included a focus on internet safety, and we brought in a highly regarded speaker, Paul Davis, to speak to both parents and students.

As a result of discussions with the Board regarding street safety, St. Anselm has been approved for the School Travel Planning program in the 2018/2019 school year. This is a program to assess traffic-related safety concerns in the vicinity of the school. From there, the board will work in partnership with the school and local community to identify possible solutions to mitigate safety risks. (i.e. speed bumps, cutting the curb to create an extra lane for buses or drop-offs, etc.)

### *Fundraising*

Fundraising is a critical component of the work done by CSPC. We have 2 large annual fundraisers: Family Fundraiser (Oct/Nov) and Music Night (June). We are fortunate to have such a strong, supportive parent community at the school and approximately 80% of our operating budget is generated through these two events alone.

Other smaller fundraisers make up the remaining 30%. This includes pizza lunch and initiatives such as ECHOage and the COBS Breads cards.

**Annie O'Leary, CSPC Chair 2017/2018**

## Appendix C – 2017-2018 Financials

### St. Anselm's CSPC FINAL Annual Report Budget vs Actual 2017/2018

Fundraising Initiatives	Budget	Actual	Net	Variance
Family Fee - Revenue	22,000	20,058		-1,942
- Expenses	-500	-11	20,047	489
2018 Spring Fundraiser - Revenue	25,000	25,974		974
- Expenses	-4,000	-1,315	24,659	2,685
2017 Spring Fundraiser - Revenue (Deposited in Sept 2017)		20,724		
Pizza Lunch - Revenue	13,000	14,080		1,080
- Expenses	-9,500	-9,539	4,541	-39
Movie Night - Revenue	6,000	791		-5,209
- Expenses	-1,000	-408	384	592
Curling Night - Revenue	1,750	1,850		100
- Expenses	-1,750	-1,798	52	-48
MacMillans - Revenue (In Year Fundraiser)		4,547		
- Expenses		-3,161	1,386	
Playground Revitalization Project - Revenues (Social, Donations)		11,614		
- Expenses (Social, Signage)		-1,587	10,027	
Cobs Bread	1,000	3,691		2,691
Grant 1 - PRO	500	500		0
Grant 2 - Outdoor Ed	1,500	-		
Echo Age	2,000	1,551		-449
Other - Welcome Back BBQ Donations, Mables, City of Toronto	1,000	750		-250
<b>Net Receipts</b>	<b>57,000</b>	<b>88,310</b>		<b>673</b>

#### *Disbursements*

#### **Academics**

Enrichment (\$500x16, French - \$200x2, Spec Ed \$750) (All)	9,150	8,010		-1,140
Kindergarten Enhancements (K)	1,000	945		-55
Agendas (In Year Addition)	-	1,329		1,329
Scientists In School (\$194/session) (All)	2,500	1,393		-1,107
Jump Math (Can not fund Textbooks from CSPC Funds)	4,500	-		-4,500
RAZ kids (K to Gr 4)	800	568		-232
<b>Subtotal</b>	<b>17,950</b>	<b>12,244</b>		<b>-5,706</b>

#### **Arts**

Little Red Theatre (K to Gr 4) & Suitcase Theatre	1,400	1,074		-326
Aboriginal Month (All)	1,500	-		-1,500
Black History Month (All)	500	817		317
Dance (All) <i>In Preparation for Music Night</i>	3,750	684		-3,066
Caring Kids Concert (In-Year Approval)	-	1,000		1,000
Attend 4 Performances (Gr 7 to 8)	400	-		-400
<b>Subtotal</b>	<b>7,550</b>	<b>3,575</b>		<b>-3,975</b>

### Athletics

Skating (Includes Busing) (Gr 1 to 8)	2,000	1,157	-843
Hockey	1,000	-	-1,000
Swimming	500	-	-500
Tournament Fees	500	-	-500
Transportation (Sports) <i>Cross Country, Soccer, Track &amp; Field</i>	3,500	3,478	-22
<b>Subtotal</b>	<b>7,500</b>	<b>4,635</b>	<b>-2,865</b>

### School Celebrations

SK Graduation	500	384	-116
Gr 8 Graduation	1,000	607	-393
First Communion	400	113	-287
Confirmation (Gr 7 & 8)	500	-	-500
<b>Subtotal</b>	<b>2,400</b>	<b>1,104</b>	<b>-1,296</b>

### CSPC Funded Events

Welcome Back BBQ/Curriculum Night (	2,500	2,354	-146
Hot Chocolate After Skating	100	-	-100
Father's Day Picnic	750	86	-664
Staff Appreciation( 1 Lunch PY, Leaving Teachers PY, 2 Lunches CY)	1,000	1,937	937
Pancake Tuesdays	100	131	31
Halloween DJ	600	-	-600
New Parent Night	200	-	-200
<b>Subtotal</b>	<b>5,250</b>	<b>4,509</b>	<b>-741</b>

### Misc. Other

Santa Visit & Photo	250	-	-250
Gifts, Awards & Memorials (Graduation Trophies)	300	602	302
Bank Charges	200	260	60
Janitor & Staff Appreciation	50	250	200
CSPC Annual Donation (In-Year Approval)	-	504	
Angel Fund	500	-	-500
<b>Subtotal</b>	<b>1,300</b>	<b>1,616</b>	<b>-188</b>

### Capital Purchases

Projectors, Computers, Ipad for New Teachers (In Year Approval)	-	3,604	3,604
School Beautification	500	416	-84
Air Conditioning Units (In Year Approval)	-	859	859
<b>Subtotal</b>	<b>500</b>	<b>4,879</b>	<b>4,379</b>

<b>Total Disbursements</b>	<b>42,450</b>	<b>32,562</b>
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CSPC Board 333 Account Balance As At Sept 1, 2018

26,881

CSPC TD Account Balance As At Sept 1, 2018

38,030

64,911

Held Aside for the Playground (Donations, Echo Age, Movie etc)  
As at Aug 31, 2018

-20,813

44,098

Still Need to Pay

-226 Signage Playground - N. Watts

-704.8 2017 Ice Time

-320 2018 Ice Time

-264.48 June Pizza Lunch - B.Nousiainen

-158.14 Chqs Issued - Not Yet Cashed

**42,424** Sept 1, 2018 Available to CFWD

## Appendix D – Principal’s Report

Principal’s Report: Wednesday September 26<sup>th</sup>  
Meeting #1

### **SCHOOL BUDGET:**

Basic Allocation: \$26, 652  
Reserved Funds: \$15, 961  
*(printing / photocopying, purchase & Ghost cards earmarked for instructional supplies)*  
Unreserved Funds: \$10, 691

### **SCHOOL INFO:**

Enrolment: 360  
Reorganization: not necessary / no surplus of staff necessary  
Form 100: 15 homeroom classes  
1 M.E. (multiple exceptionalities program)  
5 E.A. support staff (increase of two from previous school year)  
Additional SPED allocation of 0.5 (1 half time teacher)  
4 lunchtime supervisors (1 additional from previous school year)

### **CURRICULUM:**

Text Book Purchase & Top Up Order

- All grades 3-8 math texts
- New Grade 7 & 8 Science, History & Geography books
- Social Studies Texts, grades 1-6
- Growing in Faith, Growing in Christ grades 1-3 (grade 4 provided by the TCDSB as a roll out)

### **EXTRA-CURRICULAR:**

- Student Council will be elected on Friday September 28<sup>th</sup>

### **HEALTH & SAFETY:**

- Student supervision begins at 8:15am in the school yard for non bus students. Bus students are supervised from the time they are dropped off at school. There are 3 staff members (EAs, one of which is a ‘floater’) to help with bus supervision in the morning.
- Regular school yard duty has 2 staff members (EAs) in the school yard at 8:15am to supervise students.
- The JK/SK yard is supervised from 8:00-8:30am by the DECE staff.
- No afterschool supervision available.
- **New Bus Dismissal Procedure:** bell has been set to 2:57 (3 minutes for bus students to walk to the gym) attendance is taken in the gym, then students are dismissed from the

gym by a staff member (EA staff cover the bus duty). Grade 4-8 students are asked to be dismissed from the rear of the school to alleviate congestion in the main foyer.

- Swipe Card Retrofit Update: retrofit is almost complete. All exit doors have been retrofitted with a swipe sensor. The JK/SK camera system in Ms. Okolowsky's class, the programming of the perimeter sensors and the staff photos cards remain outstanding items.

**ADDITIONAL INFORMATION:**

- EQAO Results:
- First Reconciliation and First Eucharist meeting Tuesday October 2<sup>nd</sup>, 7:00 pm at the parish (\$20.00)
- Registration meeting for all grade 7 confirmation candidates and their parents to be held on Tuesday October 9<sup>th</sup> at 7:00 pm at the Church
- The Church will communicate the dates directly with the families once they register at the Church
- Picture Day was October 12<sup>th</sup>, conflict with the Cross Country, new date is forthcoming.
- Sarah & Claire's Food Drive is underway—donations accepted till October 4<sup>th</sup>.
- Swimming & Hockey participation (?)