ST. CLEMENT
CATHOLIC SCHOOL ADVISORY COUNCIL
MINUTES
Meeting held on February 17th, 2015
7:08 – 9:17 pm in the school library

IN ATTENDANCE

Nicole Kreutzberg, Jenn Casuccio, Sandra Moreira, Daniela Bottoni, Angie Commissio, Julianne Ross, Peter Marriott, Veronica Tahirovic, Lina Evans, Terri Marra, Nick Sklar, Ines Colucci, Anita Sydor, Kalina Rachwal, Edward Siddeley, Anna Schaefer, Lisa Lippa, Mrs. Waters-Cotter.

OPENING PRAYER (Mrs. Waters-Cotter)

Recitation of opening prayer, “Balancing My Life”.

ADDITION OF OTHER BUSINESS & APPROVAL OF FEBRUARY’S AGENDA

Addition to Committee Reports: d) Technology Subcommittee.
Addition to Other Business: d) Winter Walk to School Day.

February’s agenda approved by Julianne Ross and Nicole Kreutzberg.

APPROVAL OF MINUTES FROM JANUARY’S MEETING

January’s minutes approved by Julianne Ross and Nicole Kreutzberg.

QUESTION & ANSWER SESSION RE PROPOSED BANKING CHANGES TO CSAC BANK ACCOUNT

Welcome to our special guest, Carmen Giambattista, Senior Manager of Finance from the TCDSB to talk about the proposed banking changes to the CSAC bank account.
I have two main points I would like to stress:

1. CSAC will not lose control over the funds.
2. The way you raise and disburse funds will not change.

**Why School and CSAC Banking is Important:**
Currently there is a school bank account and a CSAC bank account. The Board must report on the two accounts at the end of the year. We combine the accounts and report on the balances in the TCDSB financial statements. For the year ended 2013-2014, school generated revenues and expenses were in excess of $27 million and the consolidated school bank balances were approximately $8.5 million. About 5 schools per year are selected to have their bank accounts audited.

**Consolidation of School and CSAC Bank Accounts:**
CSAC bookkeeping is usually done off site and at any given time, the Board does not know what the CSAC balances are and, therefore, cannot run a consolidated balances report. At the August 31st year-end, the timing is always very tight and the Board is not getting the CSAC financial information from some schools on time, as they have to report by November 15th. In September there is a break in continuity as new CSAC Executives are formed. The Ministry can hold back funding if they don’t have the financial information.

The external auditors have said that the Board is not following “Best Business Practices” by having 2 separate bank accounts. Many other Boards have already switched to having one bank account. 40% of schools have consolidated their accounts and most say they will make the switch by the end of the school year. I can provide you with a list of such schools. We have not received any negative feedback from schools that have consolidated their accounts.

**Advantages of Having the CSAC Funds Combined into the School Account:**
1. **Efficiency:** Currently there are 2 signing officers on CSAC cheques, the principal and the treasurer. Expenses are approved at CSAC meetings and annual budgets are set. Now the chair or treasurer would prepare a cheque requisition along with back up invoices and the principal would prepare and sign the cheques. This would be done through a separate sub ledger in the school’s SAP accounting system. At the end of the month, the principal would run a banking report and it give it to the treasurer so they can prepare the financial report to present at CSAC meetings.
2. **Continuity:** When a new Treasurer is elected there will be ease in the transition of records. Signing officers will not have to be updated at the bank.
3. **Insurance:** The Board’s insurance policy will only protect CSAC funds if they are stored at the school. Funds would have to be counted at the school.

C: (Casuccio) The treasurer has a big job now and this will be falling on the shoulders of the principal and school secretary who do not have time for this. A: (Giambattista) It will not take that much time. The same people will be counting the money and all cheque requisitions will go through the treasurer. As soon as the cheque is issued, SAP is updated right away so we know the balances. This is more efficient reporting for us.
Q: How do we know that the funds we raise will not be allocated to a less fortunate school?  A: (Giambattista) This will not happen. The Board does not have access to the funds; we can only run reports to see the balances.

Q: Can the Ministry cut funding to schools if they see our CSAC account has a high balance?  A: (Giambattista) No the Ministry funding is solely based on the number of students. The TCDSB budgeted funding is $1 Billion and this is based on student enrolment. On per school basis the Board funds schools on the number of students. Capital funding is different. Overall enrolment is decreasing so funding is decreasing as many families are moving to the GTA. The Ministry already knows how much St. Clements has raised as Anna has to submit this information to the Board annually and the Board manually inputs this data.

Q: Is there cash stored at the school now? Is there a safe?  A: (Waters-Cotter) Yes there is cash at the school and we have a safe. Deposits are made once or twice a week as the money accumulates.

Q: Who will make the deposits now?  A: (Giambattista) The funds will have to be counted by 2 people and then SAP will generate a deposit slip. The treasurer or principal would be able to make the deposit at the bank.

Q: Will we have to abide by the Board purchasing policies?  A: (Giambattista) You raise your funds and decide how you want to spend them. For example, you decide you want to buy computers. The Board has a purchasing department who you can go through to use Board approved vendors. If you use a Board vendor, the Board will service your computers. The Board also gets HST rebates, which are then passed on to the schools that make the purchases. Therefore, large transactions should be bought through the school to save the HST.

C: (Schaefer) We have never received a rebate before even though we purchased computers through the Board.  A: (Waters-Cotter) The rebate may be in the school bank account but it would still be benefiting the school and the students.

Therefore, how you raise the funds and how you spend them will not change. The system is just more transparent now. Where the information is stored is what is changing.

Thank you for coming in and speaking to this matter.

PRINCIPAL’S REPORT (Mrs. Waters-Cotter)

The school portal/website is now up and running. You can see the newsletter, school calendar, school events, principal’s weekly update, pictures of the students and can download school forms such as pizza and Subway lunch order forms. Mr. Marriott has been in charge of this project and is going to do a presentation for us now.

A letter was sent home to the parents advising them of the portal and of the parents that have since been surveyed; most have been found to not be using the portal. The portal
is being used in an effort to save paper and thereby makes our school more environmentally friendly.

The site can be found at http://www.tcdsb.org/schools/stclement/Pages/default.aspx or by going to the TCDSB website and clicking on “locate a school”. If you would like any content removed such as pictures or names please send an email to stclement1@outlook.com and it will be promptly removed.

Thank you Mr. Marriott for taking on this huge undertaking.

**CO-CHAIRS’ REPORT** (Jenn Casuccio)

**CSAC Policy and Secondary School Admissions Policy**

As an Executive we sent in feedback to the Board in regards to removing the word “Advisory” from our name, the proposed banking changes and the secondary school admissions policy. We have our submissions here if anyone wants to read what we submitted. The Board has sent out a letter advising that, based on all the feedback they received, they are holding off making any changes to the Secondary School Admissions Policy at the current time.

**Parent Engagement Night**

We received a Pro Grant for $1,000. We used this to pay for the anaphylaxis presentation earlier in the year and had decided that the second presentation would be on nutrition and diet. It is now February and we need to schedule something. If anyone knows of someone who does these types of presentations, please let us know.

**Swim Meet**

We need to make a decision on hosting the swim meet next year. We know that we need that “special person” to head up the committee. I have spoken to Sandro Milanovich and there is some parent interest and some parents who are possibly willing to head this up. There is still some hesitation and some parents who have been very active in the school will be leaving at the end of this year, which may make it even harder to get sufficient volunteers. Apparently the cafeteria cannot be used after the Pan-Am games as it was not renovated during the renovations and the cafeteria raised about $9,000 the last time we hosted. Co-hosting with another school is not an option. There is no pressure on us to host as we recently hosted. CSAC needs to decide if we should take it on or not.

C: (Ross) We still have a lot of parents at the school with swim knowledge, but they will be leaving in a couple of years so now would be the time to do it. This year’s swim meet is March 7/8th. A: (Marriott) We need to get new parents involved in the school before taking on bigger things. It is always the same parents doing all the work. We need to get more people involved in CSAC. Parents are quick to complain, but don’t help. Parents need to be involved in the school.

C: (Lippa) The way the swim team committee works is that there is one main person to head up the committee and then there is a lead for each sub part who would then have their own sub committee. The Committee Heads meet once a month for about a year to plan the meet. The whole school needs to be involved, not just the swim team parents.
as the money raised benefits the entire school. Also swim team parents will want to be able to watch their children compete.

We will defer this to April. In the meantime, there should be a swim team meeting with the person who is interested in heading the committee and all other interested parents to see if there is enough support for this.

School Addition
I have asked the Board for an update on this and have had no reply. Construction was supposed to start in the spring and it does not look like this will be happening. We should apply pressure on Ann Andrachuk.

Long Meetings
Our meeting have become quite lengthy. I know we have been discussing some big issues that have taken a lot of time. I would like some feedback about the length of meetings. Would people prefer to have lengthier meetings but be able to discuss the issues that they want to discuss, or would people prefer to have shorter meetings, but perhaps not be able to discuss all of the issues that have arisen? It’s a matter of finding a balance.

C: (Marriott) We should only discuss CSAC issues. For example, measles and lockdowns should not be on the agenda, as we have no control over them. We have long discussions and no decisions are made.

C: We could start the meeting earlier if there is a guest speaker.

C: We could put time limits on discussions.

C: Someone could stop the discussion when it gets off topic.

STAFF REPORT (Ms. Ross)

Intermediate basketball is finished. The girls did very well. They came in second and lost by 1 point in the finals. The boys did not do so well. Swim team is down to the final 2 weeks. Chess Master has started. Junior W5H won their tournament and are moving on. Hockey practices are still running. Junior boys and girls volleyball tryouts are currently taking place.

COMMITTEE REPORTS

Movie Night (Ed Siddeley)

It was a great success. About 150 people came out. Thank you for all the help with the snack bar. We made $900 gross.

Thank you Ed for taking this on.
Pancake Lunch (Anna Schaefer)

It was today. We made $309 profit.

C: Next year we need more syrup.

Easter Basket Raffle (Jenn Casuccio)

Natalie Young is going to head this up. We need donations of items to put in the baskets. We do not need any baskets.

Technology Subcommittee (Ed Siddeley)

Two new parents have joined the committee: Mr. Marra and Mr. Velji. So we now have 4 parents, 2 staff and the principal. The computer lab is up and running. We now need to keep track of leasing dates so we know when computers will need replacing. Mr. Marriott is working on the pilot tablet project for reading. He will need an additional $50 to pay for software for the tablets.

TREASURER’S REPORT (Anna Schaefer)

Please see attached financial report as of January 31, 2015. Bolded items are what have changed. Donation drive has increased as some more money has come in. Photocopier paper is bolded as the invoice for that just came in and got paid. In February there is about $18,000 to be deposited for pizza lunch and movie night.

PARISH NEWS

See attached Parish News.

CORRESPONDENCE & OTHER BUSINESS

Outstanding Items from January Agenda

We will defer the Math Mindsets discussion.

We do not have a volunteer to run Bingo Night for next year yet.

Mr. Marriott is still looking into a new air conditioner for Ms. Dionne’s classroom. In the meantime, Mr. Arduini has lent his to her so it is not so hot in the classroom.

Lockdown Protocol

On February 6th there was an apparent armed robbery at the bank in the Markland Plaza. There is concern as to why the school was not ordered into lockdown. Mrs. Waters-Cotter called Officer Rich to have him explain. He said it is a police decision to call a lockdown and that the police had determined that there was no threat to the
neighbourhood so the lockdown was not ordered. The police knew that there was a school in the vicinity. Parents can contact the police if they want.

C: (Sklar) The police would have had credible information that the suspect had fled and was not in the area anymore.

Nicole Kreutzberg to contact the police to find out what happened and what their criteria was for not calling the lockdown.

Measles Update

In light of the recent measles outbreak, a letter was sent home asking parents to check that their children have been vaccinated. If a laboratory test confirms measles, Toronto Public Health would inform the principal of the confirmed case (no name). The Public Health would provide a list of students whose MMR vaccines are not up to date. These students will be excluded for 21 days from the last exposure of a case of measles unless they provide proof of receipt of two doses of measles vaccine or proof of immunity. This issue is in the hands of Public Health.

Winter Walk to School Day

Winter walk to school day is this Friday. Veronica had a sign-up sheet that was passed around so hopefully some volunteers signed up.

ADJOURNMENT

Meeting adjourned at 9:17pm.

*See you at the next meeting on Tuesday, April 21st*

* Please note that underlined text followed by a colon within the minutes (e.g. Q:) indicates a question, comment or answer from the floor (or from the person indicated). *

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