



# St. Cyril CSPC Minutes

**Date: Tuesday, January 14th 2020**

Time: 7:00 p.m. – 9:00 p.m.

Location: Library

**Attendees:**

CSPC Members	Parents	School Representatives
Dacia Scali	Linda Riccuto	Ms. Murano
Kathryn Jaitly		Ms. Moore
Christine Motran		Ms. Palermo
Tara Baker		Ms. Delfino
Cindy Cyrne		
Leandra Giancola		
Magda Dunn		
Darlene Saks		
Lindsay Matthias		
Heidi de la Cruz		

**Minutes:** Christine Motran

**Opening Prayer** – Mme. Murano

**Land Acknowledgement** - Ms. Murano

Quorum is achieved

**Approval of the Agenda and Last Meeting’s Minutes**

Kathryn motioned to accept agenda, approved by Tara and seconded by Dacia

Kathryn motioned to approve the December minutes approved by Cindy, seconded by Leandra

**CLOSED ACTION ITEMS:**

<https://docs.google.com/document/d/1bDJZn2IT7ZFKpKV5AyVgbi-p4MhzdVXMFj-AaP6P7dE/e/dit?usp=sharing>



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## Chair's Report: Kathryn

Date Opened	Action Item	Responsible	Due Date	Status
NOV	Sign up sheet for volunteers will be on the Parent board (Different events monthly)	CSPC Exec	Ongoing	
Oct 8	Replenish library funds as the year progresses.	CSPC Exec	Ongoing	
JAN	Dacia to forward Pancake Tuesday Plan document to Ms. Murano and Leandra	Dacia	Feb	
JAN	Use CSPC events calendar of events and initiatives and committee leads, let Ms. Murano know if this is a good tool	CSPC Exec	Feb	

## Update

- Parking update, working on this issue since Jan 2019, city study has been completed, our file is being reviewed to see if more parking can be allotted in our school's perimeter
- Paul Davis Internet Safety workshop has been confirmed for Jan 30, 7- 9pm, at St. Edwards partnering with St. Edwards for parent workshop
- In the fall the workshop will be in both schools for students
- Northern Karate program has started, %100 of tuition will get donated back to parent council
- Pancake Tuesday, A parent Maria Marone has volunteered to head but parent council is looking for a committee to come together

## Treasurer's Report: Tara

- Please see budget report
- Please forward Advent mass expenses and receipts
- Thus far on track with forecasted budget
- Hockey team will be using the \$350 allocation
- Question what is the \$800 allocated for graduation spent on? Decor, food, are awards covered? Will go back and double check from last year

## Action Items

Date Opened	Action Item	Responsible	Due Date	Status

Kathryn Motioned to accept Chair & Treasurer's report accepted by Cindy and Seconded Darlene



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## Principal Report: Ms. Murano

Date Opened	Action Item	Responsible	Due Date	Status
NOV	Water-bottle filling station discussion is ongoing, discussed with SQS in Dec, need to follow up in spring	Principal	Mar	
NOV	More funding required for Lego League to be expanded to Primary/Junior Grades, program is available in French. <b>UPDATE</b> can be considered for school wide STEM programming, Ms. Murano will consult with staff	Principal	Feb	
NOV	Mark the lockdown drills/fire drills in the newsletter so parents can prep students	Principal	Ongoing	
DEC	Connect with Cash Online to review parent accessibility. Update Ms. Murano will provide Kathryn with procedure document and board contact	Principal	Jan	
NOV	Assess need for Agendas for all classes, discuss with Staff, <b>Update:</b> Ms. Delfino will survey the staff and bring back feedback	Principal, Ms.Delfino	March	
NOV	Assess 1st day of school procedures	Principal	March	
NOV	Trees around the school need trimming to unblock windows/ school name inquire with board for this service request. <b>Update</b> follow up with the SQS in the spring	Principal	March	
NOV	Inquire about a school sign, follow up with the SQS	Principal	March	
DEC	Follow up with the SQS in regards to poles that would mark off the turf and protect from plowing. <b>Update</b> seek clarity around this issue from head caretaker	Principal	FEB	
DEC	Shade Structure, Ice falling off the roof, safety concerns, inquire with the board	Principal	March	
DEC	Low fence for Kindergarten, can SQS recommend a higher fence? To address with SQS	Principal	March	



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	Can a platform be used around the mature tree in the front yard? Looking into basketball nets for the primary area.			
DEC	Consult with staff in regards to a snack program and feasibility	Principal	Mar	
JAN	Revisit food allergy logistics with staff	Principal	Feb	

## Principal's Update

- Teachers have voiced a need for textbooks, school is looking to purchase more to keep school inventory up to date
- Science Fair Info has come out, parents are invited this Thursday at lunch time for info session, reminder will be sent home
- Jan 27 is the Virtue assembly & Family Literacy Day Ms. Moore will be doing activities with all 3 kindergarten classes, more info will be sent home
- Jan 30 Bell Lets talk day, gr. 8's leading initiatives in the school
- Ms. Murano has spoken to Manuel about Entrepreneurial program and Ms. Falsarella will be the teacher lead, Ms. Murano has connected them together
- French Immersion Info night was last week, featured parent and student involvement to offer their perspectives, thanks to the teaching staff who helped organize the presentation
- Kindergarten Registration is tomorrow at 10 am
- Need for agendas please address in Spring, Ms. Delfino will survey the staff and bring back feedback
- 1st day of School Procedures review in Spring
- Trees around the school request was made please review again in Spring
- School Sign request was made review in March
- Poles for the Turf to protect from the plow, request was made with the SQS, Ms. Murano will check with caretaker as concern is that Turf will be damaged with overnight plowing with no caretaker on site
- Shade Structure, Platform request was made revisit in March
- Snack Program reviewing, how often, all the logistics and qualifications revisit in March, this would be covered through grant funding, volunteer parents would be needed
- Skating Rink availability sent out CLOSED Item
- Suggestion Some of the action items could be part of the committees, so Ms. Murano would connect directly with the committee leads
- Suggestion to use CSPC events calendar of events and initiatives and committee leads, let Ms. Murano know if this is a good suggestion
- TEACHER LIST Ms. Delfino will review list and then will forward a copy of list request to CSPC, school would purchase and then CSPC would then reimburse the school, Lindsay will lead, will need to see if CSPC is limited to the TCDSB vendor catalogue can school accept donated tech? Lindsay will offer support here



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- Could the Special Program Funds be used for a second round for Scientist in the School (Might be for next year), Ms. Murano to follow up with Staff on which program to bring to the school

## Sub-Committee Updates

### In Greening: Action Items

Date Opened	Action Item	Responsible	Due Date	Status
NOV	Willow wall replacement status- email from Steph (TCDSB) looking at wall with the company to assess if it needs replacement or not	Cindy		Ongoing
NOV	Kindergarten mulch top up on going	Cindy		Ongoing
NOV	Muddy Space outside office window, leave as is, redo in the Spring	Cindy	March	
NOV	Can garden boxes be removed from the front yard that is not used? Can these boxes be filled and used? Need to speak with Mme. Andrade, daycare would like to keep them	Cindy	Ongoing	

### Update

- Rona gift card used to purchase a hose and caution tape
- Spoke with the board about the Willow wall, there is no update yet revisit in March
- Engineered mulch in Kindergarten yard for top up revisit in March
- Basketball net has come down and will be replaced

### Communications: Action Items

Date Opened	Action Item	Responsible	Due Date	Status
NOV	Update Website: Double check content	CSPC	Feb	
NOV	Merge Constant Contact with email distribution list?	CSPC Exec	Dec	
DEC	Turf dress down days promote in newsletter April 22nd is Earth day, March 13th wear green for a donation	Magda	Feb	



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DEC	Pancake Tuesday Info send out info and volunteer info	Events/ Communications	JAN	
Jan	Communication for Internet Safety Workshop needs to go through all CSPC channels, Kathryn to send Paul Davis's flyer to communication leads, print out to be sent home, Magda to secure paper and forward printer to the school	Kathryn, Magda, Cyndi	JAN	

## Update

- Newsletter went out, looking to change the CSPC template for February
- 60% reading rate
- Website update CLOSED ACTION ITEM
- Double check content is correct
- CSPC Welcome package needs a subcommittee to help organize for MARCH
- We will send out to inform parents, blurb for the newsletter for volunteering,
- Dacia to forward Pancake Tuesday Plan document to Ms. Murano and Leandra
- Ms. Murano will revisit food allergy procedures with staff

## **Events: Action Items**

Date Opened	Action Item	Responsible	Due Date	Status
NOV	Consider a Kindergarten Social for parents and students to connect	CSPC Exec/ Events	Dec	Ongoing
NOV	Math Night Workshop Planning, connect with board Math resource teacher	Magda/ Mr. Fogain		ongoing

## Update

- Ms. Wales would like to get involved in Graduation who would she coordinate with? Leandra said there is one parent who has volunteered specifically for graduation
- Must start planning for grade 8 grad, please pass Ms. Murano the contact and name so that planning can begin, how many grads, there are 20

## **Fundraising:**

### **Action Items**

Date Opened	Action Item	Responsible	Due Date	Status
DEC	Looking into community donations and sponsorship, with a CSPC letterhead businesses will donate to the school	Fundraising Committee	Ongoing	



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## Update

- Spirit Wear order was placed with a profit of \$780, should be available in 5 - 10 days
- Store opens up for a month, runs similar to spirit wear might be a good consideration for next year
- Consider doing all orders through cash online might be easier to go paperless.

## Student ED & Wellness: Action Items

Date Opened	Action Item	Responsible	Due Date	Status
NOV	Plan for a wellness night for parents	Andres/Stephanie	Dec	Ongoing
DEC	Plan for Internet Safety Workshop with Paul Davis	CSPC	Jan	

## Update

- Spoken with Steph for speakers for parents and students, tentatively in April, topics and speakers are tentative revisit in February
- Northern Karate and Boogie Dance would be willing to do a workshop for a parent engagement night, St. Edwards might also be a partner

## Parent Involvement: Action Items

Date Opened	Action Item	Responsible	Due Date	Status
JAN	CSPC Welcome package needs a subcommittee to help organize We will send out to inform parents, blurb for the newsletter for volunteering,	CSPC	March	
JAN	Leandra will send out results of survey monkey volunteer roster to CSPC members, will connect with Heidi	Leandra, Heidi	Feb	

## Update:

- Paul Davis Internet Safety event will be held at St. Edwards gym on Jan 30 7-9pm, there will be childminding
- Communication needs to go through all CSPC channels, Kathryn to send Paul Davis's flyer to communication leads, print out to be sent home,
- Magda to secure paper and forward printer to the school
- This cost will be shared with St. Edward the cost is \$750 total
- Leandra will send out results of survey monkey volunteer roster to CSPC members, will connect with Heidi



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## AOB:

- Hot chocolate and cookies will be provided by Patricia Rankin, parent volunteer will need to know this info, please ask teachers to let parent volunteers know to grab the hot chocolate and treats, communicate lack of volunteers to CSPC so that treats will be served upon returning to school, would all teachers to have the treats at school?
- Ms. Murano is checking with staff if there are enough volunteers per class trips
- Carnival dates are the week Feb 18 -21 confirmation pending revisit in Feb
- Mathletes might be a possibility for the school wide program approximately \$1000

Christine Motioned to adjourn meeting, seconded by Magda.  
Next meeting February 4th, 2020