

BISHOP ALLEN CATHOLIC SCHOOL ADVISORY COUNCIL

Minutes of the October 28 , 2008 CSAC Meeting

In Attendance

Nereen Bradley-White		Adrian Della Mora	
Joe Prospero	Mark Stadnyk	Una Kilkenny	Andrew Kwiatkowski
Mary Keenan	John Grassby	Chris Rathgeber	Colleen Tovey-Shackleton
Jody Rathgeber	Art Hileman	Venita Indewey	Mary Ann Leon
Ela Tkach	Krystyna Dix	Grace Meade	Gabriele Kresic
Valerie Devine	Enzo Capparelli	Danny Ranalli	Christine Kwiatkowski
Michael Szul	John Di Paolo	Jane Suban	Aoife Humphreys
Marie Couture	Chester Budziak	Michael Szul	Margaret Brzoza
Richard LaChapelle	Jane Fleming	Richard Francki	Claudette Piscione
Joe McGrade	Sandra Figliomeni	Michael Parzei	Michael Wahbi
Monika Czulo	Franca D'Onofrio	Kelden Formosa	Wilma Iwanchyshyn

1. Opening and Introductions :

Meeting opened with a prayer.

Introductions of guest Board personnel present which included Superintendent – Colleen Tovey-Shackleton, and Facility Superintendent – Richard Francki.

2. Update on the Portables:

Mr. Francki updated us on the progress regarding the situation with the portables. He advised that everything is on schedule and on time currently and we are still on schedule for the students to return by February. He also advised that both he and the board know the crucial aspect of this and that the February date must be achieved.

The distancing of the portables from the bleachers needs to be increased to allow for snow removal.

One parent asked if portables could be moved to parking lot to free up the track. It was explained that this would present several issues: (1) a permit would be required when could take several months to attain; (2) distancing between the street and the school must conform to by-law; (3) Involve additional cost not currently in the plan.

One parent brought up the fact that track would be compromised. It was explained that the track is already compromised. In addition it would cost too much money to redo the track.

A parent asked if possible to include additional portables to address over enrolment at school. The response from Mr Francki was that this is not included in the current mandate. This has been noted as a future agenda item.

The bleachers will not be usable as a result of the location of the portables. A parent asked about moving them and having a commitment to have portable bleachers installed. Mr. Della Mora responded that we would have to look at the cost. Ms Tovey-Shackleton advised there is no allowance for this as of yet. Mr Kwiatkowski suggested we consider getting bleachers from one of the several closed schools in the board. Parent reinforced that this issue should not be forgotten.

A parent asked if permits have been received for the portables yet and was advised that there is no physical permit issued yet.

Another parent raised the question of weather impact holding up the process. The response was that since crushed stone is to be used, asphalt is not necessary the portables could be installed regardless. The only thing the weather would affect is the paving of the walk way to the portables but this could be done in the spring.

Ms Tovey-Shackleton assured parents they would be kept informed.

3. Introduction by new Principal Mr Della Mora

The new principal Mr. Della Mora gave a short speech on his career to date. He acknowledges a heightened sensitivity towards the numerous issues at Bishop Allen. He asked for parent patience and sensitivity to his change. He is looking forward to working with FOBA and all the parent community. He met all the staff in Friday PA Day (ran a PA day). He is committed to getting the portables in by February and is committed to reporting to the parents transparently, He prides himself on having the attributes that we are all looking for in a principal. He asked for time and patience while he puts his plans in place.

4. Approval of Minutes from Sept 30 2008.

Some typos and changes were noted to the September 30 minutes. Clarification given that unapproved minutes are published to the web site as 'unapproved' until such time as they are approved.

Updates reviewed will be done and revised minutes circulated to CSAC for approval prior to posting of approved minutes.

Motion to accept the minutes of the September 30, 2008 CSAC meeting with caveat of changes was moved by Andy Kwiatkowski and seconded by Venita Indewey.

5. Treasurers Report

5.1 Audit Report

Board required audit of the CSAC accounts has been completed. This was done by Jody Rathgeber for whom this is the 3rd year that she has completed this activity. She meets the requirements to complete this responsibility in being both a parent of the school and a chartered accountant. A report was presented showing the procedures of review performed in accordance with the by-law and concluded that the Statement of Receipts and Disbursements date Sept 12 2008 as presented for the school year 2007/2008 are properly stated.

CSAC Chair thanked Ms. Rathgeber for her time and contribution in preparing this audit.

5.2 Revenues for 2008/2009 School Year

Discussion then took place around the revenues for school year 2008/2009. Revenues are a % of the student fees collected each year. Mr Della Mora advised that a check will be presented pending reconciliation of NSF amounts where student fees have not been paid.

Mr Della Mora advised that he pursues NSF payments to try to recoup as much as possible of these monies. He works with parents to determine a payment plan etc where possible to ensure that the fees are paid.

The current amount this year of NSFs is \$6,000.

Andy Kwiatkowski re-iterated that all monies collected as activity fees goes toward student based activities. 10% of the activity fee is the revenue which the CSAC receives each year and is responsible for. However in previous years the total amount for NSFs has been taken away from that 10%. The proposal is being made that the CSAC should only take the proportional 10% of the NSF amount as opposed to the full amount. Based on the current figures, CSAC would take \$600 in relation to NSF as opposed to \$6,000. Mr. Della Mora felt this was a fair proposal.

The motion was then put forward by Mr Della Mora and seconded by John Grassby as follows:

- Agree that the initial CSAC outlay will include a deduction of the total NSF amount. Any recouped monies would then go back to CSAC and any differential would be accounted for in the Financial Statements

This was voted on by attendees and passed.

The CSAC portion of the activity fee is approximately \$15,000 of which 60 checks went NSF. Thus the portion that the CSAC must absorb is \$600, leaving approximately \$14,400 for spending on student based activities. We have agreed that all NSF fees will be deducted from the total amount, roughly to a total of \$6,000, leaving us with a total of approximately \$8,000. As the NSF monies do belong to the CSAC, Mr Della Mora will provide full disclosure of the \$6,000 spent.

A parent asked if students who have not paid the fees still get a year book. Mr Della Mora advised it would be punitive to deny student year book for this reason. He prefers to work a payment plan with the parents and has had more success in recouping monies in this way.

Another parent asked if check box was included on initial paperwork for parents to indicate if there would be hardship in paying the fee so that the school could contact with a view to working out a payment plan. It was confirmed that this is currently on the form.

Another parent asked if direct debit method of payment would be of benefit and is available in some schools. However it was generally agreed that this would not improve the NSFs as the method of payment has little or no influence on the parent's ability to pay.

Andy Kwiatkowski proposed a review of the amount of the activity fee. For the past number of years (at least 3) this has remained static at \$100 while the costs of what it can fund has increased. Each \$10 increase would represent an additional \$15,000 in revenue to the school. Various points of view were expressed in relation to this topic. Mr Della Mora advised he will research and report back to the CSAC on other schools in the area, what the corresponding fees are and what increases have been applied etc

It was suggested that any notice of increase or request for optional additional contribution to the activity fees should indicate what the fees are typically applied to for parental information purposes.

6. Student Council Report

Student council reported on preparations for senior semi formal November 14th. This will be held at the Red Rose Convention Centre for grades 11 and 12 only. Mr Della Mora reassured parents of teacher, police and security guard presence to ensure safety for everyone on the evening. Passes and permission forms are required for any partner students attending from other schools. Tickets are currently on sale.

Following the success of the last school dance another is being planned for Christmas. Ticket prices and arrangements will be similar to the first with the number being restricted to 350. Any number larger than this contravenes fire regulations and makes the event harder to manage in terms of safety etc. One parent asked the student council to ensure that the tickets are allocated fairly over the 3 lunch periods when on sale. Student

council advised that the number of guest passes will be limited to 10 to 15 only. Another parent advised that the idea previously to combine a food drive with the sale of the tickets was a good idea.

October 31 – Halloween- will be civvies day and students are being encouraged to come to school in costume. Activities are planned to support school spirit.

7. Teachers Representative Report

Mr Wahbi presented an update on various upcoming activities. November 5th is “Take your kids to work day; November 5th is also Grade 8 Open House and November 20th is Parent/Teacher interviews.

Updates on the various sporting activities including soccer, track and field, swim team, junior basketball and senior basketball were given. Badminton is due to start within the new two weeks.

One parent asked if forms for parent/teacher meetings can be issued via email. Mary Keenan will research and advise. It was advised however that the CSAC does not have access to the school board email listings. For parents to receive CSAC emails they must register with the CSAC directly.

8. Principals Update

Mr. Della Mora provided an update on several topics.

There is \$500 to be used to encourage parent engagement and involvement with CSAC. This must be spent by August 31, 2009, Expenditure needs to be approved by CSAC. One idea is to make a Crime Stoppers sheet available to the students at Markham Street to support safety. Also a safety awareness presentation is being organized.

A suggestion was put forth for a presentation on “Cyber Safety” which could be considered.

Grade 10 students will be seeing the movie Passchendaele in support of history and will also be going to the Ukrainian Cultural Centre November 5th to see the play Macbeth (the Simpson’s version).

Mr Prospero took some Grade 10 students mountain biking.

There are now 3 lunch periods at the Markham street location and the cafeteria is running with hot food available. The staff and student council are working to encourage participation by students in school spirit activities.

9. Budget

The 2007/2008 budget was used as the initial basis for determining the 2008/2009 budget in conjunction with a list of requests for funding presented by Mr. Della Mora.

It was agreed that there would be one vote at the end of this segment on the overall budget instead of voting on each individual request.

‘Kids in Need’ was removed from the budget as NSF allocations will be used in place of this.

‘Audio Support’ and ‘Beautification’ were also removed as these can now be addressed through FOBA this year.

‘Enhanced Student Communications’ was also removed.

Art Hileman brought forth a request from Mr. Keyes for financial aid for needy students. It was agreed not to itemize this as a budget item. School Administration will use NSF allocations and discretion to determine where funds might be needed.

The list of Requests for CSAC funds was then reviewed

Description	Amount
Girls Ice Hockey	620
Salesian Leadership Retreat	750
BAA Cheerleading	500
Graduation Formal	700
Fitness Friday	500
BAA Yearbook	1000
Empowered Student partnership	500
BAA Library Festival of the World	500
BAA Chaplaincy Team	500
BAA Athletics	500
Celebrating Student Success	500
Outdoor Adventure Club	500
Dragon boat Club	500
Total	\$7,570.00

Motion by Art Hileman to accept the budget with revisions discussed and seconded by Andy Kwiatkowski.

10. FOBA update

Andy Kwiatkowski, chair of FOBA presented an update on current activities for FOBA.

A request for any computers (P4 and up) with monitors and/or television screens 26 inches or greater which can support digital will be issued. If donated to the school, a charitable receipt will be issued for same.

The Christmas campaign for donations to FOBA has started and notices will go home in the coming weeks. FOBA is also making arrangements with United Way and Canada Helps so that donations may be made through those organizations.

FOBA is considering a possible event such as a dinner dance. However past attendance has been poor so consideration to activities or attractions which would promote greater attendance is being given.

Parents are encouraged to attend the FOBA meetings which are held one hour prior to all CSAC meetings.

Projects on "Colors", Alumni, Beautification and message boards are on going.

11 . Any Other Business

The parents were advised that any items or topics which they would like discussed at a CSAC meeting, should be brought forward via email to Mr Della Mora or the CSAC prior to the meeting. This will allow the item to be included on the agenda and be scheduled for discussion.

12 . Adjournment and Next Meeting

The meeting was adjourned at 9 pm. Next meeting is November 25, 2008 at 7pm.