

# **BISHOP ALLEN CATHOLIC SCHOOL ADVISORY COUNCIL**

## **Minutes of the October 26 2010 CSAC Meeting**

### **In Attendance**

#### **CSAC (2010/2011)**

#### **Staff/Students**

#### **Others**

Andrew Kwiatkowski  
Valerie Devine  
Adam Coote  
Aoife Humphreys  
John Grassby  
Anne Walsh Rieger  
Krystyna Dix  
Josie Allen  
Joanna Bak  
Marisa Neim  
Audrey Butrimus-Halpin  
Deirdre Mackintosh  
Mary-Jo DeQuintal

Adrian Della Mora  
Don Walker  
Jen Smolders  
Mary Keenan  
John McCabe

Christine Kwiatkowski  
Lucie Jabour  
Enzo Lo Faso

### **Apologies:**

Venita Indewey

Joshua Calafato  
Michael Kim

### **Action Items from Oct 26<sup>th</sup> Meeting:**

- FOBA: Review of change to the constitution for FOBA & CSAC  
Joanna Bak & Adam Coote
- FOBA: Review and shorten Strategic plan  
Joanne Bak & Adam Coote
- FOBA: Set of address labels for all families in school for Christmas Mail Campaign  
Don Walker & Mary Keenan
- CSAC: Principal Project  
Don Walker, Mary Keenan, Valerie Devine
- FOBA: Christmas Campaign – envelopes preparation and mailing  
Josie Allen, Adam Coote & Aoife Humphreys

### **1. Opening:**

Meeting opened with a prayer.

## **2. Adoption of Minutes from the September 28 2010 Meeting**

Minutes of the September 28 2010 meeting were published on the web for review prior to the meeting. Joanne Bak moved to accept the minutes and Krystyna Dix seconded.

## **3. Student Rep Report (Joshua Calafato & Michael Kim)**

- No student report.

## **4. Treasurer Report (Anne Walsh Rieger)**

- Anne advised of not much change since last meeting. The \$500 from RBC was deposited plus some other from Canada Helps. Current total is \$8,209.49.

## **5. Teachers Report**

Jen Smoulders and John McCabe presented – see Appendix A attached

## **6. Chairs Report (Andrew Kwiatkowski)**

- Andy advised trying to work on communications going out. Emails will be issued – anyone wishing to ensure they are receiving same should provide email address to Chair or secretary
- New website will be put in place next year. With the new website CSAC should be able to provide updates. This new website will allow teachers to upload information etc. Also plan to add an alumni portal to encourage alumni to stay in touch.
- Communications will also be receiving more focus as the school gears up for the 25<sup>th</sup> anniversary in 3 years time i.e. voice mail, email, web (new portal 2011)
- CSAC Conference – Saturday November 6, 2010, 8am to 4pm. Web link is <http://www.tcdsb.org/cpic2010/registration/register.asp> Held at the CEC on Yonge Street. Key note speakers and breakout sessions are held i.e. by –laws for CSAC, grants and school budgets. If parents have not attended previously it is worth going once to experience.
- Election results from October 25 City elections. Ann Andrachuk was re-elected in Ward 2 as Catholic school trustee.

## **7. Principals Update (Mr Della Mora)**

- Mr. Della Mora advised that Mr. Walker has been working with the board to get the new web portal in place for the school as soon as possible.

- Mr. Della Mora highlighted the alignment between the School Effectiveness Framework, Board Learning and Improvement Plan, School Learning and Improvement Plan, Departmental SMART goals and teacher Annual Learning Plans.
- Late Assignment Policy - Mr. Della Mora advised that Department heads and staff are providing very positive feedback regarding the implementation of this new policy. Students are also responding very well. There has been a noticeable decrease in the number of assignments that are submitted after the communicated due date. The school will continue to monitor this policy's effectiveness.
- Late Start – Mr. Della Mora thanked parents for supporting this initiative as it provides the staff with valuable time to engage in guided professional dialogue. The first Late Start held in October was successful.
- Grade Eight Open House - Wednesday, November 3, 2010: Mr. Della Mora is visiting with grade eight classes in our local elementary schools in order to begin forging relationships with both students and teachers. There will also be a Transition Evening in May 2011 to help students and parents prepare for the move to high school.
- Computer Advisory Committee Feedback (technology priorities for the school) – committee looks for areas in which technology can be improved. This committee has identified the expansion of wireless technology within the school as a priority. The committee is currently conducting a cost benefit analysis to determine the viability of Roll-a-Lab technology (a mobile cart of 30 laptops that use wireless routers). The Roll-a-Lab can be signed out and moved around the building as required. Wireless technology to be made available on the 2<sup>nd</sup> floor. Fund raising via a Walkathon and/or a golf tournament will be initiated to support these initiatives. Parent/CSAC partnership in these initiatives will play an integral role.
- Walkathon 2011 – ‘partnership with a purpose’ to raise funds for the above technology items. The Walkathon would be scheduled for May 2011 – details to follow at the next CSAC meeting.
- Golf Tournament also being looked at for fund raising. Potentially early June starting at 4pm. Objective is to set-up a 9-hole shotgun format round of golf followed by a dinner and silent auction. Details regarding this initiative will be shared at the next CSAC meeting.

## **8. FOBA Update (John Grassby)**

- John advised FOBA needs volunteers in order to be successful. Currently there are various tasks/activities that need to be done. These were reviewed as follows:
- Need to do a change to the constitution for FOBA and CSAC – Joanna Bak and Adam Coote will do this.
- A strategic document of plans and goals was written up last year and this needs to be viewed and shortened. Joanne Bak and Adam Coote will review this also.
- Christmas Campaign – Repeat of campaign last year to the parent base for donations – Andy asked Mr Walker for a list of mailing labels for this campaign. Josie Allen, Adam Coote and Aoife Humphreys will help with this and engage some students to help stuff the envelopes.

- QSP – Magazine Fund raiser should be introduced at the school as a renewal mechanism. Bishop Allen needs to register on the website and then FOBA would need to make parent community at large aware.
- FOBA – John advised that FOBA will look into a mechanism to issue tax receipts for donations to the Walkathon.

## **9. Open Forum**

- Lucie Jabour presented the audited document for last years CSAC accounts. J. Rathgeber CA has audited these. See Appendix B
- Anne Walsh Rieger expressed concern about cars on royal York encroaching on bike lane which is a risk to student safety. Another parent advised that the same issue at another school was reported to the local police who increased presence to address the issue.

Valerie Devine proposed adjourning the meeting and Aoife Humphreys seconded.

## **10. Adjournment and Next Meeting**

The meeting was adjourned at approximately 8:40 pm. The next meeting will be held November 23 2010 at 7pm.

## **11. Appendix A**

Teachers Report Oct 26 2010



Oct 26 2010  
Teachers Report.pdf

## **12. Appendix B**

CSAC Audited statements for year 2009 to 2010



Oct 26 2010 CSAC  
Audit 2009 to 2010.p



Oct 26 CSAC Bank  
Statements 2009 to 2