**A logo of a religious school

Description automatically generatedSt. Teresa of Calcutta Catholic School Council**

**Meeting Minutes**

Date: November 15, 2023

Members in attendance: Brandy Nguyen, Concetta Buragina, Stacey Porter, Amanda Gadbois, Janette Korzeniowski,

Karla Cordova, Kellie Daniel, Deanna Pacheco, Charlene Jones, Veronica Saunders, Aimee Warren (via phone)

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| Topic | Discussion | Action Items/Follow up/ Next Steps |
| Review Agenda Items | October meeting minutes reviewed/accepted.  November agenda items voted and approved. | N/A |
| Tree Planting | Trees are planted, thank you Karla! Trees will require monitoring to ensure they are not damaged. | N/A |
| Scholastic Book Fair | Karla provided update on Scholastic account balance (approx. $4500). Balance will expire this school year, suggest we use balance to purchase classroom supplies; such as, headphones, swivel chairs, easels, stickers, etc. Total amount could be divided among 16 homeroom classes (approx. $280/class).  Book Fair is currently pending approval from the Board, Stacey will seek approval as Book Fair as it has traditionally been run by parent volunteers and no book resources purchased for the library. Karla suggests we could move the Book Fair to the foyer. | Karla will provide Scholastic catalogue for teachers to review and select classroom supplies, as well as, draft proposal to present to board for Book Fair approval  Date of Book Fair TBD- tentatively set for next year- January or February 2024 (taking into consideration other holidays)  Update: Stacey got confirmation that we can proceed with the Book Fair as long as it is run by parent volunteers as in the past. |
| PRO Grant | Janette submitted application and was approved. This year’s focus will be mathematics geared toward all students. | Date TBD (last year set around Valentine’s Day and coincided with Book Fair) |
| Spirit Wear | Aimee presented design options at last meeting, top 3 choices by PTA will be voted on by the greater school community.  There will be not enough time to order spirit wear before Christmas with the new design. | Stacey will send email for school community to vote on the new design |

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| Topic | Discussion | Action Items/Follow up/ Next Steps |
| Christmas Shop | Deanna and Kellie will spearhead the event again this year, thank you! Concerns raised if we are unable to use cash, still pending approval from Stacey. Stacey will send out email to ask for gift donations, wrapping paper donations and bags for students to take home gifts.  Date is set for Monday December 18th and setup can be done on Friday before.  Feedback from last Christmas Shop include: not labeling tables, keeping tables easy to access for small children, purchasing caregiver gifts that are in low supply. Suggest we pair younger grades with their reading buddies classes to assist with flow.  Eco Team requested to participate to get check for “Eco schools.” Stacey suggested they can assist with wrapping and assisting younger grades with shopping. | Deanna to send a draft letter for Stacey to send out for donations/wrapping supplies/bags/volunteers.  Stacey to send list of classes to Deanna and Kellie  Karla suggested we ask Holy Cross students to volunteer with event, especially with wrapping  Update: Stacey did follow up and it was very clear that cash cannot be accepted. We can discuss the best way to support this using School Cash. |
| Spook-a-thon Recap | Aimme provided recap. Congrats everyone for raising $9465! Although school did not reach its goal of $12 000, council will have the funds to run all planned activities this year. Feedback included keep School Cash donations open until day of to maximize all donations. Aimee had trouble getting monetary updates; Stacey can provide School Cash updates next year. Discussion on possible reasons target wasn’t reached included new model, inflation and new school opening next year.  Feedback, some parents and kids missed prizes and students were disappointed with no dance; while others liked new model for its inclusivity and focus on school wide prizes vs individual prizes.  Things to consider for next year: different prizes, adjust target to account for smaller school population, think of ways to incentivize top contributors, ask for donations from the community, limit time for older students (too long), ask for song requests ahead of time to make an approved playlist, change spot prizes (glow in the dark stickers or markers).  Milkshake date set for December 1st to coincide with Jingle Bell Walk. Reids Dairy (non-dairy option will be available) will be put in by Janette. $500 budget voted and passed.  Snack and movie- $500 budget- 2 bags of chips (Lays plain and Cheese Puffs/juice boxes) approx. $25/class voted and passed. Aimee volunteered to purchase items. | School will plan a dance for February (Valentine’s Day) or sometimes next year  Reid’s Dairy Milkshake day set Dec 1st  Aimee will purchase snack items for afternoon of movie/snack |
| Budget Discussion | Christmas Shop - $200  Field Trip Bus Fund- still approx. $1 600 left from last year’s budget, will allocate fund to provide approx. $250/class  Graduation - $1200  Open House BBQ next year- $750  Pancake Tuesday - $250  Retirement Funding – TBD  Teacher Expenses - $2600 ($100/teacher)  Movie Night - TBD  Benches – paid  Voted and passed.  Next meeting council will allocate remaining balance and review any new items. | Update: We do have one retirement! Our Caretaker Dennis Carigg has just announced that he will be retiring after Christmas. He will be missed! |
| Kinder Yard | Teachers very happy with sand, anything to add to the kinder yard. Karla brought forward list of supplies for Kinders provided by Kinder teachers- we will review next meeting.  Aimee recommended outdoor equipment for recess (balls especially)- we will review next meeting. |  |
| Principal’s Report | Advent fundraising will be food donations and toiletries, more info to come. | Stacey will send email at later date |
| Miscellaneous | Foodshare option is showing available on School Cash, Stacey will send more information on donations to the program. Foodshare collects monetary donations to purchase snacks for students in our community.  **Next Meeting: Wednesday, December 6th at 7:00 p.m.** | Stacey to send email on Foodshare |