

TORONTO CATHOLIC DISTRICT SCHOOL BOARD



ST. AGATHA CATHOLIC SCHOOL PARENT COUNCIL ANNUAL REPORT

2016-2017 SCHOOL YEAR

School Council Members

Position	Name
Chair	Tanya Baksh
Vice-Chairs	Gina Katounas Yvonne DiTullio
Secretary	Juliet Ajambo-Doherty
Treasurer	Karen Mercado
Fundraising Coordinators	Jennifer Ponsta-Mauro Sonia Strapko
Communications	John Del Grande
Pizza Lunch Coordinators	Nicole Fortin Luci Crawford
Pastor/Parish Representative	Fr. Mark Robson / Kimberly Bubnic
TAPCE Representative	Angelina Meighlal
Safe Schools Representative Community Representative	Mary McIntyre-Rafter
Teaching Staff Representative	Ms. Moloney-Sciberras
Non-Teaching Staff Representative	-Vacant-
Members-At-Large	Sherry Pearson Simone St. Aimee Stephanie Lombardi Ivana Markovic Jennifer McPherson Mareen Girishanthan



PREFACE

This annual report is adapted from the *TCDSB Parent Council Annual Report Template* and presented as required under *TCDSB Catholic School Parent Council Policy S.10 & Section 11* from the *Operational Procedures Protocol*.

MESSAGE FROM THE CHAIR

Another successful year with a strong parent council team. We accomplished many things this year, including continuing to foster strong communication between our school and our parent community. At each of our CSPC meetings we had at least 10-15 parents in attendance, which is a continued improvement from previous years.

St Agatha CSPC continues to be financially strong and help create a better place for our children. In September, we started the year off with our Welcome Back BBQ that was a great success with so many families coming out and raising over \$850. Then on Halloween we had another successful year with our Dance-a-thon earning about \$20,000.

We were also awarded \$1000 Parents Reaching Out (PRO) grant again this year. We held two sessions for our PRO grant this year. The first session was to celebrate TCDSB's Year of the Parish, we had an evening with Father Robson focusing on Catholic 101 on March 30th. We had about 25 people attend this session. Then for the second event we held a Family Math Night that was a community event with Quantum Kidz focusing on Lego. We had over 200 people attend this family session.

We have already started planning our September Welcome Back BBQ and our CSPC Annual General Meeting for October.

- Tanya Baksh

MEETINGS

The parent council held 7 meetings over the school year held on the following dates:

Tuesday October 4, 2016
Thursday November 10, 2016
Thursday January 12, 2017
Thursday February 9, 2017
Thursday March 9, 2017
Thursday April 11, 2017
Thursday June 1, 2017



SUMMARY OF ACTIVITIES

St. Agatha's parent council supported by parent volunteers sponsored and/or were involved in numerous annual and other special events over the school year.

Achievements/Initiatives	Brief Description
Welcome BBQ	Parent volunteers supplied food and ran the Welcome Back BBQ event. Over \$850 profit was made.
Dance-A-Thon	The annual dance-a-thon held on October 31 st paired with Halloween encourages students to get active and enjoy music. This is the key annual fundraiser for the school community. Parent council organized and supplied donations & prizes surpassing the fundraising goal of \$20,000.
Nutrition Program Full Roll Out	Parent Council supported the transition of the Student Nutrition program running 5-days a week.
Shrove Tuesday Pancake Breakfast	Parent volunteers cooked pancakes for the whole school. Over \$400 profit was made.
Catholic 101 Session	Set up in conjunction with Fr. Robson from St. Boniface Parish. Attendees were able to learn about the Catholic faith and ask questions about church teaching.
Pizza Lunches	Parent volunteers on behalf of Parent Council coordinated pizza orders and deliveries to classrooms. Over \$3000 profit was made.
Fundraising	Parent Council coordinated listing St. Agatha as commission recipients for magazine and label orders.
Parent Reaching Out Grants	200 people attended including parents and a range of students for the LEGO Math Night
Pub Night	Parent volunteers organized a fun evening out for parents & staff. A night out of food, drinks, music & karaoke



RECOMMENDATIONS & ADVISORY ROLE

One of the mandates of Parent Council is to provide advice to the school principal.

Recommendation	Response
No formal recommendations were made this school year	

PRIOR YEAR RECOMMENDATIONS FOLLOWUP

2015/2016 Recommendation	Current School Year Action
Provide additional transparency to the parents of the school on parent council meetings & activities	*COMPLETED* Monthly parent council meeting summaries are being compiled by the CSPC Community Representative and sent thru the CSPC Chair & School Principal for monthly distribution
Provide parents with more timely information about school activities and calendar changes.	*COMPLETED* New Remind System being used in addition to Twitter
Provide parents different ways to pay the school besides cash/cheque	*IN PROGRESS* School Board investigating a system wide system. Parents were included as part of consultation process
Increase Student Safety in the school yard before and after school.	*IN PROGRESS* Different ideas and strategies were being deployed to minimize parents and caregivers in the school yard.
Before/After School Program	*COMPLETED* Improvements were made to the process investigating & communicating for a potential program. Program garnered enough interest to start.

CHALLENGES

A few challenges were experienced by the Parent Council on behalf of the school community.

Topic	Brief Description
Yard Safety	Whether to formally recommend a school policy of restricting parental access and remaining in the school yard before school.



FINANCIAL SUMMARY

Through the generosity of the school community and hard work of parents, students and staff, St. Agatha's Parent Council was able make allocations to classrooms, school clubs, student activities and educational enrichment opportunities.

Over \$25,000 using parent feedback, needs analysis and financial prudence voted by the parent council was distributed towards:

Scientists in the School	School Buses for Field & Sports Trips
Student Agendas	School Sport Teams & Clubs
Foyer Electronic Message Board	Student Nutrition Program
Grade 8 Graduation Dinner & Yearbook	Classroom Improvements & Needs
Theatre Presentations	Student Prizes & Carnival Activities

A complete financial summary & statement will be provided as an appendix

ADVICE TO THE BOARD

No recommendations were specifically made to the Trustee or School Board over the 2016/2017 school year.

PRESENTATIONS & SPECIAL GUESTS

Parent Council members were fortunate to receive a number of special presentations including:

Gary Throne, retired Toronto EMS paramedic and instructor from Heart Safe – Demonstrated use of an AED (Automated External Defibrillator) & CPR.
Michael Day, Director of Learning & Development from Quantum Kids - Outlined some math learning programs using Lego that are available as day or evening sessions.
District Coordinator & Site Supervisor from Network Child – Spoke to the new programs starting in September 2017



SUMMARY OF DISCUSSIONS

A number of discussions and matters were considered in a positive and collaborative environment over the 2016/2017 school year.

Yard & Student Safety
Budget Deliberations
TCDSB Long Term Accommodation Plan
French/English Programming at the School
Before/After School Programming & Communication
First Communion Program @ St. Boniface Parish
School Choir Start-up
TCDSB Student Mental Health Action Plan
Fundraising Ideas
Student Events & Student Outings
Community Safety & Events

Thank you to the 2016/2017 St. Agatha School Advisory Council and all the volunteers for their time and dedication which contributed to the success of the school council this year.

Chair **Vice Chair** **Date**



COMPLIANCE REPORT

St. Agatha Parent Council fulfilled the required TCDSB Policy requirements for its operation

S.10(1)	The school council at every school shall use the name Catholic School Parent Council (hereafter the CS PC), and will be guided by Catholic values and doctrine. The Chair or at least one of the CSPC Co-Chairs must be Roman Catholic. The CSPC shall not be incorporated.	☑
S.10(2)	A CSPC may make recommendations to the principal of the school on any matter and the principal shall consider each recommendation and advise the CSPC of the action taken in response to the recommendation.	☑
S.10(3)	The principal will act as a resource person to the CSPC and shall assist the Council in obtaining information relevant to the duties and functions of the Council.	☑
S.10(4)	The principal will provide information and solicit the views of CSPC on matters concerning: i. student achievement and the School Learning Improvement Plan; ii. annual funding for parent involvement; iii. the school budget; iv. school policies and procedures including the code of conduct; v. school uniform or dress code.	☑
S.10(6)	A CSPC may make recommendations to the Board on any matter, and the Board shall consider each recommendation and advise the CSPC of the action taken in response to the recommendation.	N/A
S.10(7)	The Board shall solicit the views of CSPCs with respect to the: i. establishment or amendment of Board policies or guidelines; ii. development of implementation plans for new initiatives that relate to student achievement or to the accountability of the education system to parents; iii. Board action plans for improvement based on EQAO reports iv. Principal Profile, to assist in the selection and placement of principals and vice principals.	☑
S.10(8)	A CSPC may make recommendations to the Board's Catholic Parent Involvement Committee on matters relating to: i. strategies for parent engagement; ii. identifying and reducing barriers to parent engagement; creating a welcoming environment for parents iii. strategies for parents to support their child(ren)'s learning at home and at school	N/A
S.10(9)	The election of parent members to CSPC will be held within the first 30 days of each school year. The minimum number of council members is 7 and parents must form the majority. Other members include school personnel, community representatives and the local pastor. That said, parents shall still be the majority member. On behalf of the CSPC, the principal will communicate information about elections to the parent community of the school at least 14 days prior to the election	☑
S.10(10)	There will be no proxy votes at Council meetings.	☑
S.10(11)	Every effort will be made to ensure that CSPC is representative of the diversity within a school community, where possible.	☑
S.10(12)	Composition of the CSPC will be consistent with the Education Act, and will also include the local pastor or designate, parent representative from the Ontario Association of Parents in Catholic Education Toronto (OAPCE Toronto) and, where possible, a person who has a special interest in Special Education	☑
S.10(13)	There must be a minimum of six CSPC meetings, which includes the Annual General Meeting. All CSPC meetings are open to the public in each school year.	☑
S.10(14)	CSPC may solicit and take into consideration the advice of parents of students enrolled in the school with regards to matters under consideration by the Council.	☑
S.10(15)	All communications from CSPC intended for distribution to parents of children in the school will be approved by the Principal prior to the communication being sent to the intended recipients.	☑
S.10(16)	All CSPC shall function and will be governed by Ontario Regulation 612/00	☑
S.10(17)	Each CSPC will develop by-laws governing the conduct of its activities and must include the following by-laws: i. a by-law governing election procedures and the filling of vacancies in the membership of the CSPC ii. a by-law that establishes rules respecting participation in school council proceedings in cases of conflict of interest iii. a by-law that establishes a conflict resolution process for internal Council disputes, consistent with TCDSB policy H.M.19 Conflict Resolution. CSPC by-laws must be distributed and verified each year at the AGM iv. A by-law that establishes a process for the governance of Catholic School parent councils and its affairs.	☑
S.10(18)	Per Regulation 17 no member of the school parent council will participate in proceedings if they have a conflict of interest	☑
S.10(19)	All funds collected by CSPCs shall be retained at the school for preparation and deposit to a CSPC account	☑
S.10(20)	CSPC may maintain a bank account, separate from the school account, under the name of the CSPC	☑
S.10(21)	The CSPC may engage in fundraising activities related to charitable, humanitarian, educational or services consistent with the tenets of Catholicism. All fundraising shall be carried out under the jurisdiction and supervision of the principal, and will be governed by TCDSB policies S.M.04 Fund Raising in Schools, and F.P.01 Purchasing. All funds raised will be reported to the parent community.	☑
S.10(22)	Per legislation an annual report will be submitted by June of every year to the principal and local trustee. Trustees will determine if this should be shared with the board. The annual report will be posted to the website	☑
S.10(23)	CSPC shall create minutes of all its meetings and records of all its financial transactions and retain those records for a minimum of four years. The principal will retain these minutes and records and make them available at the school for examination without charge for any member of the Catholic community.	☑