**Connaught Street School 2016-2017**

**Connaught Street School & Family Association Minutes**

**Date**: Tuesday October 25, 2016 **Time**: 6:00 pm **Location**: CSS Library

**Chair of Meeting**: Trish Tingley

Present: Trish Tingley, Heather O’Connell, Louie Youssef, Brenda Rayworth, Meghan Leroux, Tara Kennedy, Moira Buyting, Lisa Todd, Lori Mais, Barb Corbett, Debbie Craik, Molly O’Shea, Katherine Palmer, Susan Howey.

**CSSFA Executive and Committee Members**:

1 Meeting Chair: Trish Tingley

2 Treasurer: Vacant

3 Secretary: Susan Howey

4 Administration: Barb Corbett/Cheryl Storey

5 Health and Wellness: Debbie Craik, Lawra Hanscomb (teacher)

6 Arts and Enrichment Leads: Tara Kennedy and Meghan Leroux

7 Playground Improvement Leads: Brenda and David Rayworth

8 Family Engagement Lead: Becky Hearn

9 Communication Officer: Heather O’Connell

10 Teacher Representation: Molly O’Shea, Katherine Palmer

**Agenda Items**:

1. **School Update: Barb**

* Barb reviewed ongoing and upcoming CSS events and activities.

1. **Review of 4 Pillars**

* Meeting Facilitator/ Chair: Trish Tingley
* Family Engagement Lead: Becky Hearn – co-lead vacant
  + Thank you to Becky Hearn for a wonderful job in organizing Spookarama this year!
* Health and Wellness Lead: Debbie Craik – co-lead vacant
* Playground Improvement and Maintenance Leads: Brenda and David Rayworth
* Arts and Enrichment Leads: Tara Kennedy and Meghan Leroux
* Art Stories – vacant

ACTION: Tara Kennedy will contact individuals who expressed an interest in leading Art Stories through the recent CSSFA volunteer survey.

ACTION: Pillar Groups will meet as needed to plan events/projects as well as to discuss budget. Meetings should be booked through Barb Corbett to ensure that a CSS staff representative can also attend.

1. **Parent Liaisons for Classes/ Teams**

* The creation of Parent Liaisons for each class or team was discussed.
* This role was suggested to help increase communication with and involvement of a greater number of families with the CSSFA and School.

ACTION: Becky Hearn, Trish Tingley, Barb Corbett, and Cheryl Storey will meet to further outline the role of Parent Liaison.

1. **Providing Support to Families in Need**

* The “Giving Tree” concept will be used as a consistent approach to helping CSS families in need.
* One Giving Tree initiative will be introduced per quarter.
* Current needs are for winter clothing – specifically gently used coats, snow pants, and boots. Gift cards are also welcome.

ACTION: Giving Tree themes/ projects will be identified by the School Team and carried out as a partnership with the CSSFA.

1. **Playground Improvement and Maintenance**

* Residual funds from the Jackson Wright Initiative total nearly $90,000.00.
* School Staff met this week to discuss possible projects to utilize the funds. Ideas suggested included replacing older play structures, adding green space/ soccer field, removing wooden barriers around trees, and leveling the playground surface.
* Mike King researched options for a new play structure through the New Brunswick company Kangoroo.
* The importance of the accessibility of the playground space and equipment to all students was discussed.

ACTION: The Playground Pillar will meet to discuss options to use residual funds from the Jackson Wright Memorial Project.

ACTION: Communication with CSS families about playground projects will highlight that the responsibility for funding the playground and its’ maintenance rests entirely with parents/ families (i.e., no funding is provided for the playground by the School or District).

1. **Secret Santa: Lisa Todd**

* Secret Santa will be led by Lisa Todd and Catherine Gidney this year – Date: Week of December 12 over 2 days.
* The team is looking for an additional 1500 items – particularly ties, dress scarves, costume jewellery, and small items/ knick-knacks.
* The team has identified a fundraising goal of $2000, and would like to identify a specific project to direct the funds towards.

1. **CSSFA Account Balance**

* CSSFA General Fund $21,748.94
  + Art Stories $3,987.19
  + Living Playground $5,377.48
* It is an immediate priority for the CSSFA to identify projects to utilize CSSFA funds within the current school year.
* Louie Youssef offered to fundraise an amount of $7,500.00 for technology for students if the CSSFA will agree to provide matching funds for this project before November 15th. A suggestion was made that CSSFA members could vote on whether to move ahead with this project via email after additional details are provided by CSS Staff.
* Barb Corbett suggested that the funds held for the Living Playground be used for ongoing playground maintenance.
* Given recent changes in the structure and activities of CSSFA (e.g., moving to Pillar Group format, addition of the Snack Masters Program), a need to review the estimated yearly costs of CSSFA projects and events was highlighted.

ACTION: CSS Staff will outline a list of suggested projects for CSSFA funding at the Staff Meeting on October 26, 2016. Barb Corbett will forward the list of suggestions to Trish Tingley.

ACTION: Tara Kennedy will summarize feedback given by CSS parents via the online CSSFA survey completed in June 2016 and forward to Trish Tingley.

ACTION: Pillar Groups will meet to outline ongoing items to include in the annual CSSFA budget and fundraising goals. Proposals for ongoing items will then be discussed at the next CSSFA meeting.

ACTION: The CSSFA will decide how much of the current account balance to spend immediately on special projects and how much to retain to meet the committee’s goals for the remainder of the 2016-17 academic year. The CSSFA will also make recommendations about which special projects to fund based on input from the School Team, feedback from CSS parent surveys, and proposals from Pillar Groups.

**Next Meeting:**

* TBA - Agenda items will include:
  + Yearly CSSFA Budget as proposed by each Pillar
  + Fundraising strategies for the 2017-18 CSSFA Budget
  + Action plan to engage new members in the CSSFA