

École Father Robinson School
CSCC Meeting Agenda
Monday, September 14, 2026 Time: 7:00 p.m. Location: Library/Bibliothèque

1. Call to Order – Lachlan Fraser

2. Opening Prayer – Led by Principal Paula Fortier

3. Approval of Agenda & Previous Minutes

- Approval of Agenda
 - Approval of Minutes from June 1, 2026
-

4. Reports

a) Principal's Report + New Requests

b) Treasurer's Report (Donna)

- General financial overview
 - Healthy Hunger Report for end of last year (Jaclyn)
-

5. Discussions

a) Planning for 2026-2027 Fundraisers & Events

- Establish and finalize dates and form committee lead for upcoming fundraisers and family events
- Bingo Night
 - Date November 3, 2026 Cathedral of the Holy Family, time? 6:30? 7:00?
- Family Movie Night – December or January
- Family Dance – February
- Family Fun Night / Carnival – April
- Discuss holding 2-3 additional concession/fundraising days throughout the year, similar to the successful May 29 event
- Discuss potential additional fundraisers, including a Long John sale
- Coordinate fundraising dates with the Grade 8 Farewell Committee to avoid overlapping fundraising efforts

Shared Event Planning Spreadsheet:

https://docs.google.com/spreadsheets/d/1cFgzQz_J46TfXBIeci6Iw_k74Kp4hfd6/edit?gid=1378588471#gid=1378588471

b) Establishment of Committees Leads

- Establish a Bingo Night Committee Lead
- Establish a Carnival / Family Fun Night Committee Lead
- Discuss additional committees as needed
 - Healthy Hunger Committee + Director (Jaclyn?)

- Discuss providing additional support for Healthy Hunger days
- Jaclyn indicated at the end of the year that she is willing to continue coordinating behind the scenes if needed, but would like additional support
- Develop a consistent group of approximately 4 volunteers (room parents and council members) who understand the process and can rotate responsibilities throughout the year
- Discuss potential student assistance through the proposed Student Leadership Council
- Facebook / Social Media / Advertising Committee + Director (Melanie?)
 - Confirm whether Melanie wishes to continue in this role
- Bulletin Board / Communication Committee
 - Discuss whether to maintain a calendar at the front of the school or focus primarily on Edsby/Facebook as the main method of communication
 - Determine the most effective way to communicate upcoming CSCC/FoFR events and information to families

c) Executive Positions & 2026 AGM

- Discuss executive positions:
 - Chair
 - Co-Chair
 - Secretary
 - Treasurer
 - 5 Members-at-Large
- Define the roles and responsibilities of each executive position
- Discuss having the current Chair, Co-Chair and Treasurer develop a brief Executive Roles Handbook outlining responsibilities and expectations for each position
- Discuss expectations for voting members and executive members
- Reminder that regular attendance and participation are important for all voting members
- Names of individuals wishing to stand for an executive position must be submitted to Lachlan Fraser by October 4, 2026
- Any individual may put their name forward for any executive position
- Secretary position is currently vacant
- AGM & Elections - October 5, 2026

d) Meeting Attendance & Online Meeting Option, Voting online between meetings, Communications

- Discuss making meetings available online for members who cannot attend in person
- Establish a consistent online meeting option
- Discuss participation and voting for members attending virtually
- Importance of regular attendance and participation for all voting members!
- Establish a separate group chat for executive members to discuss and vote on matters, rather than using GroupMe, as important conversations and decisions can easily get lost in a sea of messages.
- GroupMe-still a method to communicate-yes, no? Other options?
- Please provide name and number if you'd like to be added to Groupme if we keep it.
- Edsby Group-main source of communication between Principal, Vice Principal, Office Coordinator and the CSCC-please start making a habit of checking regularly. Please provide your name to Paula tonight to be added to the group if not already in the group.

- e) Meet the Teacher & Room Parents
- Meet the Teacher – Was September 10
- Room parent sign-up was available
- Discuss whether establishing room parents worked well last year and whether to continue this approach
- Discuss how room parents can support communication and council events throughout the year

f) Student Leadership Council

- Follow-up from June discussion regarding creating a Student Leadership Council connected to *CSCC*
- Identify potential teacher coordinator
- Discuss student involvement in:
 - School events
 - Concessions
 - Healthy Hunger
 - Other *CSCC* initiatives

g) *CSCC* Legacy Project

- Follow up with Pam regarding the proposed purchase of high-quality stickers identifying items purchased through *CSCC* support
- Determine whether Pam was able to investigate the stickers and whether the project should proceed

h) Discussion of T-shirts (Council previously agreed to sponsor 2 years ago) vs. Bibs (requested by teachers).

6. Open Floor for any New Business

- Additional ideas, concerns or items brought forward by council members
-

7. Adjournment