**Castlefrank Elementary School**

**May Council Meeting Minutes**

\*\*First meeting of 2014-2015 will be September 30th\*\*  
  
**Attendance:** Carol Mothersill, Kim D’Angelo,Renee Poettecker, Josh Kemp, Ron Henry, Jennifer Christopher, Sara Fitzgerald, Natasha Smith, Dierdre Mander, Taswar Bhatti, Megan Venner, Stephanie Nasmith, Teri MacDonald

**Meeting called to order** at 7:03pm  
  
**Approval of minutes from last meeting** – *Add: staff appreciation; add that gift cards are in ten dollar amount.  
In the information about lockdown, the one suggestion that was made was to add a flashlight to the gym storage room. This was immediately done.  
Musical, typo: sunny to Sonia*  
Teri MacDonald, Jennifer Cristopher  
  
**Approval of agenda** – Teri MacDonald, Renee Poettecker  
  
  
**Chair report** (Carol Mothersill)  
Today everyone should have received their second notice of invitation to the year end *Festival*, this is our big call to volunteers. Kudos to the CES teachers for eagerly signing up to help at this year’s event. This year we are pairing up with the Kanata food cupboard, collecting food to support them.  
  
Last week our trustee held a *meeting of all school council reps* in Kanata, a lot of the discussion was focused on budget and cost saving measures, bussing, and lump sums of money that are being put into special education classes. Also custodian services are been increased in the coming year.   
The English program consultation was also discussed.   
Walk zone and bell time reviews were again discussed and she again pleaded with everyone to work with their parent communities.  
  
Carol submitted the *PRO grant application* earlier this month, asking for $1000 for a CES family math night which we would host in the fall.  
  
The *bike rodeo* was last Thursday and it was a huge success, thank you Carol! Most of our students participated and had a great time.  
Every student who brought in their permission form was entered into the draw. About twenty bike related prizes (ranging from the bike, streamers, water bottles, bells...) were given out, and a few others from the health nurse. Carol looks forward to doing it again next year.  
  
Carol proposes a *Motion for council to purchase a volunteer appreciation gift for Carmen Brubacher valued at $100*. Seconded by Megan Venner. All in favor.  
  
  
**Prinipal’s Report** (Ron Henry)  
The last staff meeting was an opportunity for everyone to do some reflexion on the past year. Two things came up amongst the staff; the *mind up program* will be continued into the coming year. The direction they are heading next year is away from the lessons with more focus on the elements. The other topic of conversation was *technology*, the teachers are asking for more iPads. Ron will be using the last of his budget from this year to support that.

*Construction* is set to begin Monday in the old music room. Ron met with the architect and the general contractor yesterday, and is confident in the game plan. Karen Browns classroom will be relocating to the old computer lab for the duration of the school year, and full blown construction will begin after school ends. The company that has been hired has a very good reputation for getting things done on time and they are very aware that there is concern in our school around workers contact with children. All contractors will be required to sign in and wear a sticker so that students will be able to recognize that they belong here.  
A note will go home to parents this week to notify them of the above.  
  
We have 17 classes in place for the fall, and 18 rooms, meaning that Mr Pilon will very likely have his own classroom again next year.  
  
*Class organization*...  
There are about 30 SK-Grade 1 split classes across the board. After the dissolving of one class, we will be adopting this. We have only five children starting English SK next year.  
Anne is off to meetings tomorrow to learn more about running this program.

At the time *of the meeting, the teacher organization* looked as follows...

Regular English  
JK – V. Cook, JK – M. Oldfeild/W. Byrtus, SK/1 – A. Labonte, 2- K. Walker-Reid, 3. K. Brown (K. Brown is “looping”, which means she will be keeping the same students two years in a row)

Early French Immersion

K – J. Ashworth, K – M. Walker, 1 – C. Toye, 1 – C. Dallaire, 1 – J. Harris, 2. MC Lemenchick, 2 – A. Albania, 2. D. Muldoon-Roy, 2/3 – S. Martel, 3. N. Smith, 3. R. Taggart

Special Education/ESL

LLD – B. Rockburn, LST – J. Charron, LRT (0.5) – W. Byrtus, ESL (0.5) – A. Hammell

Support

Core French – P. Pilon, ETFI (0.5) – A. Hammell, ETFI – A. Hanoski, English Support/ETFI – S. Ruyter

Ron has made the decision to post class lists before school ends again this year, but stresses that not be will not be granting change requests, and that these lists are not set in stone.  
  
Grade two French Emerson numbers are a little low, we are hoping for a few more students so that no changes need to be made.  
  
The next few weeks are crazy busy, see a list of *upcoming events* on the web page.  
  
Carol asks, how can we as a council help teachers in the last week of school.   
*Action item*: *Ron to enquire whether a fun day for the children, or parents in the classroom is more beneficial to them.*   
  
  
Lastly, *the library* is being overtaken by the new kindergarten classroom items. Library will be closed as of this week for general circulation.  
  
  
**Teacher report** (Natasha Smith)  
Everyone really enjoyed the *bike rodeo*, a big thanks from all the teachers.  
*Train your brain* (musical) is coming up at 9am on Thursday May 29th.  
  
*The play* was fabulous, big thanks to Phil for organizing it all!  
  
The *flash mob* that will be done at the festival has been taught to all the kids. Natasha taught the members of council the dance. It will happen at 4:45 pm.

**OCASC report** (Sara - notes by Teri)

Dates to remember:

School Council Training Day - Oct 25th 2014 details to be determined Volunteer Appreciation Reception – Algonquin College Thursday June 5th RSVP required. Please take a moment to register

Chalk it up: Osgoode Public School: kthunter@hotmail.com

She would like to get support from parents. She would like to see the OCDSB change their policy regarding police records checks for construction workers on school property. The Toronto School Board requires background checks on outside service providers. Note: The OCDSB staff all has to have police records checks. She is referring to any contracted worker that would be on school property. She was interviewed by CBC radio, and she did attend a COW meeting. She was told by the OCSDB that they were not going to change their policy. If you are interested in more information, please contact the above email address.

Martianne@me.com: she would like information on your school constitution. Does your constitution allow for anyone to vote, or only existing members? Some schools require that you are present for at least 3 meetings before you can be a voting member at large. She would like information on a “code of conduct”. Stephen Leacock: kitotam@gmail.com : Looking for fundraising ideas for a play structure.

School Security with OCDSB staff and School Resource Officer: Heather Lachine – School Resource Officer lachineh@ottawapolice.ca Bill Tyers – Security coordinator, Systems Specialist, Facilities Department bill.tyers@ocdsb.ca

Brett Reynolds – OCDSB brett.reynolds@

There was a presentation on the benefits of locking school doors, security systems, video monitoring and intercoms. There was a “Safe Welcome Program” in 2013 that allowed a certain amount of funding per school. This program has now concluded, and it was specific to each location. You had to comply with many requirements to qualify for the funding. The extended day program was mentioned in conjunction with school security. The OCDSB is looking into training the supervisors of the EDP programs, so that they can pass the training along to the ECE workers. They will basically need to be briefed on all of the security measures that the students have to be aware of. (Lock Downs, and Safe school mode)

AGM:

All positions for the next school year were filled, minus the role of Secretary.

The leftover 7000.00 of PRO grants is allocated. Details of the presentations will be coming in the fall.

**Treasurers report** (Josh Kemp)  
No changes from last meeting; noone is really spending any money.  
We discuss what we will do with our *surplus* of money. It is decided that a brain storming session will take place early in September to make a decision.  
We *profited* about $10 000 this year, far more than we expected. Josh to enquire about a 6month GIC.  
  
  
  
**Funding requests**  
Jennifer and Sara came upon some Dr Seuss files that they would like to purchase to print and frame. These would be used at the staff appreciation brunch and then donated to the school to be posted in the library or throughout the school. As well, the digital files themselves would be kept within the school for future use.  
*Action item, Sara to find out, how many can be printed, and if we can find something French to compliment.*  
*Motion* by Carol to purchase the digital Seuss images, providing that there is unlimited usage, IF French files can be located to compliment. We would provide up to $250 for files, printing and framing.  
Second by Kim.  
All in favor.

*Motion* to purchase a $100 volunteer appreciation gift card for Carmen Brubacher, in thanks for her many years of hard work within the school.

By Carol.

All in favor.

**Hot lunch program** (Stephanie Nasmith)  
  
The *Mazzola* trial period had 14 students involved. Our population will be very different next week, so we believe the number will be high enough to run it. It is noted that although follow up communication with the company was a little difficult, and there was some confusion with meal mixups. Most people were happy.  
This year the Lunch Lady program brought in about $230, Mazzola offers the same return and is less expensive for families.  
  
Both these programs run similarly, and should be effortless. And we should not require a volunteer, as long as we have 50 students sign up.

*Intended schedule*:  
Thursday, Lunch Lady.  
Tuesday, Mazzola.  
Monday, Pizza.  
Friday, Pita Pit @ KES. Hot dogs @ CES, last Friday of the month.  
  
Renee assumes her hot *dog volunteers* are returning next year, as will she. She will need four volunteers to run it.  
  
*Pizza*, will not be bumped to Tuesdays next year as it has in the past if Monday is a holiday.  
  
Stephanie has indicated she wants to step down from organizing hot lunches. Renee offers to step up and take over.  
  
  
**Staff appreciation** (Sara and Jennifer)  
  
Scheduled for 10-1130 on June 6th. Food donations are coming along great, they are just a bit low on the volunteers. Carol will do up some stickers for reminders.  
Sergio, a parent volunteer, came in and did photos of all the teachers which will be used for the event.  
  
*Motion* to purchase a volunteer appreciation gift certificate for Sergio valued at $25.  
Second by Stephanie.  
  
  
  
**Carol says a big Thank You to everyone for coming to our meetings and for bettering our school community, we have all done a fabulous job this year.**  
  
**Meeting adjourned** at 9:16pm