Castlefrank Elementary School

School Council Meeting

September 24, 2013

**Attendance**: Renee Poettcker, Nilay Ertemur-Bhatti, Carol Mothersill, Carmen Brubacher, Terri Ross, Teri MacDonald, Kim D’Angelo, Sara Fitzgerald, Ron Henry, Megan Venner, Sylvia Jurgutis, Jen Christopher, Sheila Ball, Karen Bell-Cardinal, Rebecca Leclair

**Call meeting to order** at 7:05pm  
  
**Approval of minutes**: Renee Poettcker, Carmen Brubacher  
**Approval of agenda**: *remove teacher report*...Teri MacDonald, Nilay Ertemur-Bhatti

**Chairs report** (Carol Mothersill & Carmen Brubacher)  
  
**Calendar of events**...  
Terry fox walk Friday September 27th.  
  
The exciting Entertainment Book fundraising assembly will take place October 8th both in the morning and afternoon, the campaign will run for two weeks. (further details below)

October 25th will bring a Halloween event. (Dance or Movie night?)

Picture day, October 10th  
  
  
**Principal report** (Ron Henry)  
Welcome!  
This year is off to a great start and things will continue to change in the coming weeks, months and year. So far, the *computer lab* has been taken apart and will be distributed amongst the classrooms, this will give each class 2-3 computers for regular use.

Ron says he is looking forward to the new feel to the school and getting both students and parents involved. This year more than ever he is encouraging teachers to get *volunteers* in all the classes!  
  
*School improvement plans* with staff will be developed in the coming weeks. This year’s plans will be a little different than in the past, as there is nothing to compare to given our recent changes. Ron welcomes input from parents and hopes to get them fully engaged. He will have a report on this by next meeting.  
  
Our principal has some great ideas as to how to develop the *relationship* and “family feel” of our “new” school. Such things as Pajama Night (reading books in our pjs as families on a Friday night) are in the works. He is always pleased to see Castlefrank come together as a family.  
  
*Social responsibility*... Staff are already discovering is that the students do not have models in the school and on the play yard (as we no longer have older students for our primary kids to look up to). This is something we need to acknowledge as parents. Ron hopes to encourage a "friendly school yard" but notes that currently, at every recess, he is noting half a dozen kids "tattling" rather than dealing issues on their own. On a positive note, the whole school will be happier as a whole. Since Castlefrank has a lot of connections as far as social responsibility (think clik, a program we hope to be able to continue in some context) we hope to use this as a means to help our students “grow” and make connections and role models outside of our walls and in the world as a whole.  
  
*Creative thinking*....information is inexpensive and easy to access. Anyone has access to facts. We need to prepare our children to properly work through that information and reassemble it into something new, and this is a skill we hope to enforce in our primary school.  
  
*New technology..*. All classes now have an iPad! Each iPad will soon have an email address and iTunes account. There have been network problems within the board and this has made it a challenge to get this set up in the first weeks of school. The network now seems to be stable and Ron is challenging teachers to find the right ways to integrate the iPad into their classroom. Training will be done with teachers to allow them to better integrate their new technology.  
In addition to our iPads, two of our kindergarten classes will be using new tablets as a pilot project allowing students daily and individual time on the technology and returning information to the manufacturer. Mme. Walker and Mrs. Oldfield’s classes will be involved in this program.  
  
Ron was able to trade our smart board with Glen Cairn for a primary size one. The board we were using last year was huge as it was meant more for the intermediate kids.  
  
*Staffing*...

Good news! The start of the school year has brought no changes. We currently have one class over 21. New students will be added to existing classes, and no new separations will occur. At this point our only good/bad news is that Lucy, one of our office support staff from last year, is gone. Caroline Robertson has replaced her in the afternoons.  
  
As a result of province legislation, the hiring of long term occasional teachers was altered. Because of this our year started short two teachers but within the first week we had the positions filled. Sandra Elgie has been placed in the grade three class for the time being, but likely will not remain. The other class will have their teacher for the remainder of the year while the "teacher" is on maternity leave. Although the impending change at the grade 3 level is not ideal, we are thankful that we are in a better position than some schools (one local school started the year down 8 teachers waiting for LTO positions).  
  
Ron is very excited for the changes and the coming year; New teachers bring new ideas! As always, he is welcoming and encouraging parents and staff to come forth with **brilliance**.  
  
*Change...*

We are going to have a great year! Our school now has a presentation room that used to be the music room, it is carpeted and comfy. Ron is working on the space that used to be the computer lab, and has some really exciting ideas. It is very exciting that teachers like Mr. Pilon are now able to have their own classrooms.  
  
*Full day kindergarten* will begin next September. Major renovations are coming!  
More information to come, but the project is so large that it will likely begin this year, as it is too big to be done over the summer. It may mean some shuffling for students throughout this year, but it will mean a beautiful new school for September. As of right now, it looks like we will be getting 6 new kindergarten classrooms that are both bigger in size have have their own bathrooms. It is an approximately $1 million project.  
This will include some improvements to the outdoors, including changes to the kindergarten yard that will make it about 2.5x the size.   
In the end, it is assumed we will have 6 kindergarten classes, 10 other classes and likely a few portables. If portables can be avoided they absolutely will be, but it may not be possible. During construction, portables will defiantly be brought in.  
  
Keep in mind...This is minor compared to our last few years :)

*Meet the teacher* this Thursday. Parents and their children are encouraged to pop in at any time. Ron will be doing a story and chat with any parents and kids who would like to join in. He just wants everyone to know that this is a great place to be.  
  
A number of parents have brought forward the concern that the grade one door was chaotic, a cone system was put into place and it seems to have sorted the issue out nicely. Another concern is the lack of play equipment provided at *recesses*. We are working on that.  
Just a reminder, during the morning, all students can go to the large play structure. At nutrition breaks, they also have access to kindergarten play space.  
  
It was mention by parents at the meeting that some classes are letting out befor the bell. Ron says he will look into this.  
  
Also brought up is the *parking issue* in the morning. We talk about better encouraging a kiss and drop spot. This would require a huge amount of parents volunteers, and will be further looked at during our October meeting. Note...all teachers will now have a vest when on duty.  
  
Ron would like everyone to be aware that he has hired three adult supervisors who are responsible for watching the children on the yard and inside at lunch times. There will be one additional adult hired for this. At any given time there are to be six adults outside.  
  
*Reminder*...all parents and visitors are to *check in* at the office!  
  
  
**OCASC report** (Teri MacDonald for Josh Kemp)

Josh is currently in Thailand and so Teri fills us in, as she was there for Katimvaik E.S. Teri was also kind enough to include a brief explanation of OSASC for those who may not be familiar with it...

The Ottawa-Carleton Assembly of School Councils (OCASC) is an organization for school councils and parents to share information and facilitate communication within the communities of the OCDSB in order to enhance the education of all its students.

OCASC has recently categorized its services to school councils in three divisions: (a) sharing information; (b) facilitating communication; and (c) representing its membership.

At OCASC meetings, the ever-popular “Chalk-It-Up” sessions provide an opportunity for school councils to share experiences, problems and solutions, best practices, and contact information for further communication. Meetings also provide an opportunity for school councils to stay informed about current board activities and to provide input to board committees through OCASC’s representatives on the many OCDSB committees.

OCASC committee representatives participate fully in OCDSB committee meetings, presenting the views and voice of school councils. OCASC also represents schools councils, as a collective, to board staff and trustees on many issues on an ongoing basis.

Notes from the Sep 19th meeting:

\* Honey fundraiser – African Bronze Honey Contact information: info@africanbronzehoney.com \* Acceptmygift.ca questions/suggestions to: hcfourney@gmail.com Pleasant Park

\* Cedarview School started an “IPod in the classroom” discussion. Huntley School advised that all grades are allowed to use iPods in their classrooms. Paula Marble, a policy analyst with the OCDSB, referred to the policy “Appropriate Use of Technology”. (revised 15Feb2012)

\* Presentation by Jennifer MacKenzie and Jennifer Adams. They discussed how councils can participate in their schools’ SIPSA.

\* Volunteer Policy: the board will continue with the volunteer policy that was put in place during the labour disruptions last school year. Parents and community members can continue to volunteer in schools as long as the board procedures are followed.

\* Chairs Report: Susan advised that she is now employed part time with the OCDSB Full Day learning. There is nothing in the constitution that says she cannot be a board employee, but she wants to be open with the OCASC membership. She is looking for somebody to fill the Vice Chair role, who would step up should there be a conflict of interest involving the Board. We were advised to take the information back to our school councils and a vote will be held at the next OCASC meeting. (Thurs Oct. 17th)

*Action item*....Megan (and others) to read over the OCASC chair issue and come back with feedback, by the tenth of October.

\* Oct 5th “School Council Orientation Day” 8:30 am – 3:10 pm @ Gloucester High School, 2060 Ogilvie Rd Gloucester

**Treasurers report** (Carol Mothersill for Josh Kemp)  
  
*Balance September 21st* $2266.97

*Actual Year End* balance $2388.62

We profited about $120 last year...this was not our intention.

Last years funding came from our various lunch programs, the coffee fundraiser, a dance, movie nights and bake sale.

From last year’s fundraising council supposed such things as student activities, staff wish lists, the year end celebration (both events at our school and the joint effort with KES) and grade 8 graduation. We also supposed the school in many “smaller” scale efforts, such as new books for our library, gardening, spirit days, playground equipment and through the purchase of playground equiptment.  
  
Draft budget is being done. We will currently be running pizza Mondays, hot dogs last Tuesday of the month, and lunch lady.

New fundraiser proceeds going directly to library resources.  
Coffee fundraiser will be done again.  
  
We will discuss fund allocation next meeting.  
  
  
  
**Fundraising** (Carol Mothersill)

This year’s fundraising plan is as follows:  
Hot lunches - pizza (Stephanie) and hot dogs (Renee)  
*Pizza* this year 122 slices sold in advance. Last year we were only purchasing 5more pizzas. Over 50percent of students participated this year. These programs can not run without parent involvement, please use sign up genius to volunteer!

35 weeks of pizza will be provided by dominoes. Students who haven't already signed up, can opt in in February.

*Hot dogs*, this year we have 87 hot dogs and 7 veg dogs this is a basically the same as last year dispite the changes in our schools and the fact that we are only selling to grade 1-3s. If you would like to buy last minute, you can for $2 (NOT veg dogs). Alternatively, students can always opt in at the beginning of each month.  
  
*Entertainment Book*  
CES are taking over for Katimavik which has done it for the past two years. Three parent volunteers will be completely running this and there is absolutely no risk to council.  
The campaign is "Sell a book, buy a book" the funds will go back directly to our library resources. There will be a kick off assembly and the sale will end October 22nd. Every student will go home with a book and if we sell them all, as a school, **we can raise $3000**. Students either have to sell their book, or bring it back in tact and they will win a prize. This is about getting the school and students to participate as a whole.  
Teri thanks Susan for being a huge he already. We do encourage people to sell more, however there is no "prize" for doing so.   
To motivate the kids, Ron has really stepped up. He will do something fun within the school for every milestone we reach, 100, 200, 300....  
The librarian will use the funds to her discretion. Everybody wins.   
The cost is $30/book.  
  
Important to remember that this is being done on top of everything we usually do, this will not take away from our usual fundraisers.  
  
  
*Other fundraising events planned*  
2 movies  
Halloween movie/dance  
Two bake sales  
Coffee  
Recommended by Megan, auctioning off front row seats and VIP parking to things like movie nights and the Christmas concert.  
  
  
  
**Communication corner** (Nilay Ertemur-Bhatti)

Nilay reminds us about the blog fee, Carol to look after it.  
Reminder, sign up and spread the word!!!

**Spirit committee** (Carmen Brubacher)

This was started last year to supplement what the staff does in the school. We did things like door decorating, Hawaiian day, jersey day.... Always looking for additional members and volunteers. Please talk to Carmen if you are willing to help out.  
These events were all very well received by staff and students. 

**Council elections**

Chair and vise chair – Carol Mothersill and Carmen Brubacher. Carmen to focus more on the community and spirit. Carol to focus more on fundraising and chairing our meetings. *Motion approved...Kim, Sylvia.*  
Secretary – Kim D’Angelo*. Motion approved...Teri, Sara*  
OCASC - we suggest an alternate to Josh Kemp. *Motion approved for Sarah Fitzgerald to join Josh...Megan, Sheila.*  
Treasurer - Josh Kemp. *Motion approved...Teri, Sara*  
Communication – Nilay Ertemur-Bhatti. Motion *approved...Jen, Megan. Sara to help.*  
Book fair – Megan Venner  
Spirit – Megan Venner and Jen Christopher to join Carmen Brubacher  
  
Safety committee - To be discussed at next meeting. Discussion...does something like this exists and would there be parent volunteers on this committee. Sara to bring this up at next OCASC meeting and see what other schools are doing.  
  
  
  
**Other**  
*Book fair* - Our librarian sent a note asking if we could discuss the book fair and if council would support running the book fair. Traditionally she has done and organized everything, twice per year. Last year we hosted one during parent teacher interviews in the fall and KES took over the one in the spring. Megan volunteers to take over and do both our sale and Katimavik’s, Karen has some experience from KES and offers to help out. The librarian will help, but does not want to head it. We suggest sticking with the parent teacher interview dates. Also, we will be including French for the first time ever. CES agrees to do the fall sale if Katimavik does the spring. Due to this we will include books good through grade 8.  
  
*Year end fair* - We will not be able to host this year with the construction schedule. We tentatively book June 11th.  
  
  
  
**\*\*Reminder**. We meet the last Tuesday of every month. (Katimavik E.S. meets the fourth Thursday)  
It is briefly discussed to change it. We will revisit next year.  
  
  
**Adjournment**: 9:27pm

Thanks to all our new members! We look forward to an exciting first year as “the new” Castlefrank Elementary School.