Castlefrank Elementary School

**School Council Meeting**

March 26th, 2014

**Attendance**: Josh Kemp, Kim D’Angelo, Jennifer Christopher, Ron Henry, Teri MacDonald, Stephanie Nasmith, Natasha Smith, Carmen Brubacher, Renee Poettcker, Carol Mothersill, Erin Fletcher-Randle, Deirdre Mander, Sara Fitzgerald, Sheila Ball

**Meeting called to order** at 7:04pm  
  
**Approval of minutes** from last meeting by Carmen Brubacher, Josh Kemp.  
  
**Approval of agenda** by Josh Kemp, Teri MacDonald.

*Amendment*, add bell time and walking/hazard zone changes  
  
**Review of action items**

-Carol will circulate coffee club minutes soon.  
-Ron has provided council with the board approved food vendor list.  
  
  
**Hot lunch program**  
  
Elena Mazzola came to provide us with information about their program. This food program is currently taking place at KES (and many other schools board wide), and is adapted to individual schools needs.

-They provide five choices for the students, always listing one vegetarian option.

-Everything is made fresh the day it is served, with sauces often served on these side (eg. pasta) as many children do not like sauces.  
-An allergen free menu (no milk, no gluten, no eggs, and halal options) is provided.

-They are responsible for all administration and preparation of meals.

-Sample menus were provided for councils viewing.  
-All ordering can be done online.  
-Normal profit is set at 25cents per meal.  
-50 children required to for them to service us.  
-Food is delivered in a heated storage unit, remaining hot until served.  
-Although they usually do 12oz servings, they would be willing to do smaller size servings for our school to cater to our younger population.  
-You can cancel and order until 7am the day of service.  
  
We decide to do a six week trial at the end of this year. As a whole we were very happy with the quality of the food! Trial to take place Fridays in May and June if she is willing. Should we decide to go ahead with it next year, we will plan to book the same day as KES.  
  
  
**Chair report** (Carol Mothersill)  
  
The **Festival Committee** met recently. The focus is currently to nail down all the extras, all the major vendors have been booked. As in the past, all of the events and activities with the exception of the food, cash cube and splash bucket will be free. The first information pieces will be sent out to parents after Easter.  
As always, staff are encouraged to volunteer, as well as parents. We are up currently in search of ideas in which the primary children can be involved in 'entertainment'. Perhaps the group dance learned at Tradansa?  
  
*Next meeting. April 22*.  
  
  
**OSTA bell time review, walk zone review and safety hazard review**. Katimavik ES is being affected by a proposed bell change. Also, Castlefrank Rd is no longer going to be considered a hazard zone, which will affect many walkers to both schools.  
To date, there has not been a lot of feedback. If you have any concerns, we encourage you to contact our trustee. An additional email address and survey monkey can be found on the OSTA website, as well as the updated walk maps.  
On *June 21st at 9am* there will be a public consultation, parents are encouraged to attend. Council discusses perhaps posting information at upcoming events (movie night, festival, kindergarten night, permanently in entrance of school). Sara will post something prominent on the blog, and an additional letter will go out it parents from council.

**Principal’s Report** (Ron Henry)  
*Action item: What are the security precautions taken with construction workers?* Ron spoke with the assistant director of the board; the board is satisfied that appropriate measures are taken by the contracted companies. Mr. Henry intends to be out there more and will be keeping an extra eye out at all times, his level of vigilance will absolutely increase.  
Washrooms were originally brought up as an issue. However, workers are provided their own, meaning there is no reason they should be using the student bathrooms.

The **ash trees** have been removed from the front of the school. This is in preparation for the new staff parking area.

By law, we need to have 37 **bike racks** available for children’s use. Following construction we will have 40 and they will be placed on the left hand side of the school. Ron will look into temporary racks for the spring, until the new ones arrive. *(since our meeting, these racks have been placed next to the kindergarten yard)*  
  
On April 2nd, the **projected numbers of students and staff** requirements will be registered with the board. By the 16th of April he will have an idea of which teachers specifically we may be losing or gaining.

Mr Henry recently posted information on the website in regards to a information session the board is offering. The gentleman who is coming to do a talk for parents this Thursday evening is the doctor who’s book and research inspired our **Mind Up** program/project within the school.  
  
This week is the school board’s **leadership conference** where members get together and listen to engaging speakers. Our chair, Carol Mothersill will be joining Ron for this event on Friday.

**Teacher report** (Natasha Smith)  
-March 5th, brought the Scientists in the School program for our grade 2-3 students. They did liquid and solids activities. These same classes went to the museum of history on March 19th.  
-Math club has been a success, with a min of 20 students present for each meeting. 9 students attended the recent math competition. This program is organized by Natasha.  
-Yoga club will be starting Thursday. Each class (grades1-3) will have an opportunity to participate.  
-Snack club will be starting soon. This club will take place for six weeks, alternating grades, talking about and learning how to make health snacks.  
-The Trandsa program will run in the school from April 7-11. The concert will be on the 11th, both morning and afternoon, and all parents are encouraged to attend.  
-Karen Browns class has a twitter feed (no photos, and only first names are used for security reasons). They now have 8 followers.  
-Sonya Martel who leads our choir, is working with Len at Katimavik with hopes of the band and choir doing a concert together in the spring. She is also working on a musical which will be preformed both during school hours and as an evening performance.  
-The grade threes will be going to Upper Canada Village in the spring.  
  
  
**OCASC Report** (Sara Fitzgerald)  
-There will be a lecture on helping your child with anxiety at Regina Street Public School on April 2nd from 5:30-7:30. Everyone is welcome. Also, a talk on Math Success is being held on Tuesday April 8th at a school in Orleans.   
-The OCASC AGM is upcoming.  
-There was a talk about budget and where school council’s money should be focused. Currently, there is research being done on other forms of outdoor play, as opposed to play structures which we can only use a few short months of the year.  
  
-The superintendent of curriculum from the board gave a talk about how students and parents have a view that you are either good or not at math, and parents need to be more encouraging in promoting math. Workshops will be provided on this topic in the future.  
-There is a school in our board that is currently transitioning to a being dual track school. They are looking to talk to other schools in a similar situation about the process. This school was unable to find any information when they searched, so are looking to put together a report for future reference and are circulating a survey.

**Treasurers Report** (Josh Kemp)  
We have already **raised** the amount of money that we projected for the year, and are likely going to have an over of approximately $1500. Teachers and committees are encouraged to come forth with proposals should they be in need of additional funding.  
  
Natasha Smith comes forward with a **proposal for snack club and math club** (food for snack themed math projects).  
She is hoping that at the last math club of the year they can work on fraction activities integrating food and is asking for $40. The math group has about 20 students in grade 2 and 3.  
*Motion Teri, Josh. All in favour*.  
  
Snack club is looking to do three to four recipes when they meet, the money will be used to purchase some of the food, and students to also provide some. They would also have the opportunity to subsidize if any child is unable to provide their share. This club is for grade 1-3 students, rotating. Snack club is asking for $150.  
*Motion Sara, Teri. All in favour.*  
  
Earlier in the year we allocated funds for playground equipment. It was expressed that we needed some sort of vehicle to house all the equiptment (balls...), a parent who also helped get more shelves in the library has come in and do some measuring and planning. Ken Dixon has given an estimate for two toy boxes with swivel locking castors, that will be easily accessible for the kids. The school could then finish and paint. His estimate is $240 for both. Carol did go out looking for something similar, with no luck.  
$300 total, with added funds for paint.  
*Motion Josh, Carmen.*

*All in favour. With hopes that they will be ready when snow melts.*

**Fundraising** (Carol Mothersill)  
There is a **bake sale** scheduled for next week. As with our last sale there will be a small cake walk in addition to the baked good donated by three of our classes.  
  
Also upcoming is our second **movie night** of the year. We will be watching Frozen, all families are encouraged to come out for this fun filled evening.  
  
  
**Spirit Committee** (Carmen Brubacher)  
Hawaiian day will be held on April 1st.  
  
  
**Other business**..

**Principal profile**  
(Note, Mr. Henry is hoping to stay at CES next year and has expressed his desire to the school board)  
  
The last time the school’s principal profile was done was about 8 years ago. It is essentially a job description outlining skills and attributes important to a principal at our school. Carmen and Carol looked through many other schools papers before working on ours. They put something together and ran it past Ron asking for his input as to what is important from a principal’s point of view. This is a draft, which then gets forwarded onto Olga. As we are now a primary school, the new paper is quiet different than the last, outlining what is important to a primary specific school.  
  
As a council we review and discuss the paper Carol and Carmen created. In addition to what is presented, we come up with the following additions;

-the importance of safety

-encouraging of outreaches and activities

-supports and participates in extracurricular and evening activities, a family advocate.

*Action item: Carol and Carmen to finalize with the above mentioned additions, submit and circulate.*  
  
  
**Meeting adjourned** at 9:30pm