**Castlefrank Elementary School Council**

**Nov 25th, 2014 Meeting Minutes**

**Attendance**: Carol Mothersill, Teri MacDonald, Jennifer Christopher, Ron Henry, Deirdre Mander, Josh Kemp, Glenn Neil, Kama Hutchence, Christine Kirkland-Klerks, Jessie Liu

Meeting **called to order** at 7pm  
   
**Approval of minutes** from last meeting. Jen Christopher, Deidre Mander  
   
**Approval of agenda** for today’s meeting. Kama, Christine

**Chair’s report** (Carol Mothersill)

1) Bell Time Review and Active Transportation

The letters from the CES and KES communities helped keep the bell time at KES the same. (KES 8:45 and CES 8:30) This translates into continued collaboration between the two schools. The Board will have the final vote to approve the proposal.

Almost 100 families responded to the Active Transportation survey. Cari will collate the data.

2) Meet Up (Nov 7th)

There were 20 parents in attendance over the lunch hour. There were several topics discussed….JK class size, construction, bake sale. It was a positive meeting, parents had access to ask Ron questions, and he was able to meet with parents and hear their concerns. The next Meet Up will be Jan 23rd, 2015 from 11:30 – 12:45. Our school Trustee, Christine Boothby, will attend.

3) Math night: Tentative date – Wed Feb 4th 2015 5:00 pm – 7:00 pm

The proposed schedule will be to start the evening off with a light supper from 5:00 – 5:30 and then have the activities start right after. Jamie Crawford, the instructional coach from the Board will join. Several teachers have signed up for different activities to support different Math concepts. Parent volunteers will be needed as a support role only. Details to follow as we get closer to the date.

4) Entertainment Book

147 books sold. This is equal to last year, but the profit schedule is slightly different, although as equally lucrative. With a profit of $14.00 per book for local sales, plus a few out of town sales, the total profit raised was $2037.22. With a total of 345 students, that equates to $5.90 per student to go towards a field trip or an experience. There were only 4 books not accounted for.

5) Book Fair

$8600.00 total sales

**Profit:**

$250.00 to spend on French books

$4200.00 to spend on English books

There were a total of 70 books purchased from the teacher wish lists. Thank you to all the parents who shopped and volunteered. A big THANK YOU to Meagan Venner for organizing a spectacular book sale, and a positive experience.

Action Items Review:

The spirit committee budget is in place. This committee will be led by teachers. Council will support the teachers by providing volunteers.

The apple basket program has been a huge success. The signup genius sheet is full. This project will continue into the new year. Katie will connect with Stephanie to update the dates on the signup sheet. Katie will continue to monitor the signup genius page.

**Calendar of events**

Dec 12 – Winter Showcase

There will be a raffle for VIP seating and parking.

Dec 17 – Holiday Bake Sale and Cake Walk

Kim will coordinate this event, volunteers will be needed.

Jan 23 – Meet Up with Christine Boothby

Feb 4 – Math Night

Feb 11 - Bake Sale and Cake Walk

Mar 6 – Meet Up and Beach theme Dance in the evening

Apr 1 - Bake Sale and Cake Walk

Apr 10 – last Movie Night

**Principal report** (Ron Henry)

The Remembrance Day Ceremony was quiet, respectful and calm. The Kinders held their own version of the Ceremony. Parents and teachers did a great job of getting the message out to kids.

Connie Toye is chairing a committee that has been formed to look at school yard expectations and behaviour. There will be a short survey coming home to parents that deals with expectations for play, and asks questions about what a school yard should look like, concerns, and what works. Dan Muldoon-Roy will be putting a survey together for students. There are some kids that feel that recess time is ok, and some that experience conflict. How do we deal with conflict? There is a difference between conflict and bullying. Ron advises that there are very few instances, if any, of bullying. The school still does have a plan for dealing with bullying should the situation arise. Jennifer mentioned the idea of the “Buddy Bench”. An open field policy is currently in place. The committee will be looking at the merits of having parts of the field divided into zones for the different grades, some common areas, and a quiet space. The concept of a green space and outdoor classroom were mentioned.

The custodian has put in a requisition for lights at the front of the school, in the parking lot.

Parent teacher interviews went well, and some are still continuing.

School Improvement Plan - “If” we engage in a 1 minute mindfulness exercise “then” we can better approach the assignment. There will be some research into the benefits of having one minute of quiet reflection, and then approaching the reading of a text for comprehension. This research will continue up to Christmas break, and the teachers will look at the students work in the new year.

Lock down – there was a shelter in place. The School Resource Officer visited the school. There will be a date announced for the next practice lock down. Parents will be advised in advance.

**Teacher’s report** (Anne Labonte)

Connie Toye is organizing the Winter Showcase that will take place on Dec 12. The snow day will be Dec 15. There will be two identical shows, one in the morning, and one in the afternoon.

Anne will let the teachers know about the outcome of the Entertainment Book funds.

**OCASC report** (Jen Christopher)  
\*Thanks to Jen Christopher for providing the notes\*

Sex ed survey

Province will roll out its sex ed program shortly. There will be an email shortly (if not already sent) requesting a parent (preferably one who the Principal has appointed) to fill out a short survey.

The Ocasc web page is set to have a revamp over the next coming months.

School Yard Greening ------- [kitotame@gmail.com](mailto:kitotame@gmail.com)

Would like to connect with other schools who have worked through the greening process. They would also like a link to a board document to help walk them through it. There will be a link and document put on the board web page helping schools with the greening process.

Magie Mamen --------- [jenmacberg@gmail.com](mailto:jenmacberg@gmail.com)

Magie Mamen will be speaking on Nov 26th at 7 pm “growing up and feeling good” at Rockliffe park. Rockliffe Park also wanted to let people know that they were successful with requesting bell time changes through OSTA

City of Ottawa Parks and getting money from the city for joint projects. ---------- [njcarroll@hotmail.com](mailto:njcarroll@hotmail.com)

Is there money available from the city for joint property usage? The response was yes there is a slush fund available but one needs to go through the councillor and is only for jointly owned properties.

Input on OCDSB green employer project Josie Howitt from envirocenter

Board has contracted Enviorcenter to study parking challenges and environmental impacts at each school with regards to parking for staff. The idea is to conserve energy, and reduce parking stresses.

They have asked council to answer the following questions:

1. Do you support OCDSB’s initiative to reduce single occupancy vehicle use and parking demand by staff?
2. OCDSB will seek to increase the uptake of active and sustainable transportation options by staff. What are the benefits and/or impacts for parents of this?
3. We wish to seek your input on which measures would help ocdsb to achieve sustainable transportation goals. What policies, incentives or infrastructure would you like to see in place to encourage OCDSB employees to walk, bike, take transit, car share or carpool?
4. What opportunities are there to address staff and student transportation in tandem? How transportation initiatives could engage staff, tie in with those directed at students and their families?

The answers need to be sent to [transport@envirocentre.ca](mailto:transport@envirocentre.ca) by Friday Dec 5/2014

The policy is to be finalized by spring of 2015

Michele Giroux --- PIC

There was a Discussion about appropriate lines of communications between parents and teachers, as well as who to speak to and when to escalate to the next level.

A new pamphlet will be circulated to the school for parents.

**Treasurers report** (Josh Kemp)

See attached reports.

1) Thank you to Josh for doing such a great job and ensuring that all of the funds are allocated and accounted for.

2) Funding request – wish list

A draft budget was presented to the group. There was a motion to approve the spending budget as presented by Carol, and increase the Staff Wish list line item to $4250.00 to take into account the $1000.00 surplus from last year. (See attached draft budget) This was seconded by Meagan. Motion passed.

The teachers have requested two big ticket items. They would like to see the Council pay for one of the big ticket items.

Mme. Taggart has suggested Tradansa: $9.00 per student (342 students total $3078.00) for one week of instruction

Natasha Smith has suggested Drum Fit. It is a workshop that would take 2 days. The drum kit is included in the price. $2345.00 plus $600.00 travel costs.

There was a request from Mme. Albania to purchase a set of 20 bells. These would be shared by the students and teachers, and would come with a case. The cost would be up to $250.00. Motion to purchase the bells by Teri, seconded by Deidre. All were in favour, the motion was passed.

There was a discussion about the benefits of approving the spending for Tradansa or Drum Fit. There was a motion to approve spending up to $3000.00 for Drum Fit. In the event that Drum Fit was unable to come before the end of the school year, the money could be used for Tradansa as a plan “B”. Motion by Teri, seconded by Meagan, all in favour, the motion was passed.

Note: Ron will discuss sharing the travel costs with some of his colleagues in the event another school wants to have Drum Fit.

3) Fundraising

None. Buddy Bench idea will be revisited in January – Jennifer Christopher.

**Communications corner** (Deirdre)

Thank you to Deidre and Sarah for updating the blog, and keeping everyone informed in a timely manner.

**Other business**

None

Meeting adjourned at 8:55pm