Castlefrank School Council

Wednesday September 19, 2018

7-9pm

In attendance:

* Parents: Savannah Beattie, Amie Schombs, Tracy Waugh, Diane Gardner, Christine Kirkland-Klerks, Ralph Quapp, Chris Green, Sarah Shea, Chris Eltervoog, Andrew Lefebvre, Joanne McCarroll, Sarah Brearey, Emily Chan, Brenna MacNair
* Staff: Anne Labonté, Sarah Pope (principal)
1. Call Meeting to order (7:02pm) – Sarah Brearey
* Approval of agenda – motion by Chris G., second by Amie S.
* Approval of minutes from May 28, 2018 meeting with no amendments – motion by Diane G. and second Ralph Q.
* Set quorum – **MOTION** by Sarah B. to set 2018/19 quorum at chair, principal and four additional parents; second by Savannah B, all in favour
1. Chair’s Report – Joanne McCarroll/Sarah Brearey
* 2018/19 Council meetings scheduled for the third Wednesday of every month except for December and June; reinstated meeting in March. Approved through board (community use of schools)
* Volunteer Opportunities and Committees:
	+ Great response to volunteer paper sent home – still coming in
	+ Possible roles to head projects able to report back to council
	+ Take some of the planning outside of council meetings and just have updates in meetings.
* Meet the Teacher:
* If we want to have a meal/BBQ we need to have a committee set aside to do a proposal this year for next year.
* For this year, we will have a school council table to help get people signed up to the blog etc
* Magnets – handing them out on the MtT night with all the information on it (phone numbers, website etc) for 200 magnets it would come to $80 (everything included). Comment - can we order more than 200 to save money in the long run?
* Snacks with kids/parents/etc will draw people in.
* Handouts - Volunteer sign up page, council meeting dates (quarter page)
* **MOTION** by Joanne M. to proceed with the purchase of 500 magnets, to be distributed to families at Meet the Teacher night, and other outreach opportunities; second by Chris G.,all in favour
1. Principal’s Report - Sarah Pope

– see attached

1. Teacher’s Report: Anne Labonte
* Jennifer Volkner (librarian)
	+ Forest of Reading program to be ordered in October. Popular reading program – kids read (are read to) a set of Canadian books and vote on their favourite
* Book fair has been booked for Nov 19-23rd – held at Castlefrank this year. Kids go during the week with teacher to make wish lists and parents come in the evening to ‘shop’ but come before Friday because Friday afternoon they are packing up. Money from book fair, will go towards getting new library books
* Beth Wynn – Lego club hoping to ask for donations from families for used lego. If that isn’t productive enough, will ask school council for funding. (Original brand) Have a volunteer that said she was very good at sewing – perhaps to turn tablecloths into drawstring bags?

* Julie Petrie
* Golf program by Loch March? Teaching grade 3’s golf, and trip to golf course at year end. Might be a fee for transportation at the end. $250 for the bus – will be sent in once they get all the info
* Running club – 58 kids came out!
* Question from council – how does Kindergarten team want their teachers “allowance”? Anne to confirm that they still want a lump sum of $500 for all the kinders to decide, rather then $100 per kindergarten team/class.
1. Treasurer’s Report – Amie
* Recap of the 2017-2018 finances: Need to get numbers from bank tomorrow.
* Last year we started $5498 we did bring it down bit this year.
* This year we can break it down between each of the hot lunches (with the online cash system) whereas last year it was sort of grouped together (numbers from last year are off individually but accurate as a group)
* Bank declaration (ScotiaBank personal account requires two signatures reimbursement payments given via cheques) Bank through the school or third party? MOTION by Amie to continue banking with ScotiaBank @ 482 Hazeldean Rd; second by Sarah B., all in favor
* This is Amie’s last year at Castlefrank - she is looking for a co-treasurer to transition into the role for next year
* LunchLady numbers? Look in more detail and into receipts – maybe ask for more detailed invoices?
1. OCASC Updates – Ralph
* Explanation of OCASC (Ottawa Carleton Association of School Councils) - where you hear about other school councils, how they function
* First meeting September 27th; positions on various committees available

1. Communications Corner – Sarah B
* Robyn stepping down this year – acknowledgement of Robyn’s work on the school council blog and communications; position is open
* Responsible for school council blog posts, newsletters, communicating what the school council is up to
* School council information on Castlefrank school website needs to be updated
* School council meeting dates need to be added to the school calendar
1. Fundraising – Sarah B/Joanne
* Hotdog, popcorn, pizza – (online orders only): 186 pizza orders (214 slices); 170 hotdog orders (186 hot dogs); 178 popcorn orders
* Create Google document to track numbers of popcorn, pizza and hotdog orders which can be shared and updated as needed
* Prices went up this year to cover cost increase as well as School Cash Online fees (3%): pizza went up 15 cents; hotdogs went up 5 cents; popcorn stayed the same
* Bake sales – Kim D’Angelo willing to organize; will be her last year – first bake sale Oct. 24 – class lists to be split across three bake sales
* Veggie box deadlines very early in October, skip this year?
* Chewable creations – can we do one big fundraiser? What about other vendors – can we do a vendor fair? Christmas event?
* Tupperware – online campaign, school earns 40% of sales
* Need a concrete & official fundraising plan for the year, approved by council – cannot approve this meeting, as council is not in place
* Fundraiser policy states that parents cannot benefit financially from a fundraiser – what about a parent with a business (e.g. Chris G. running a bread box fundraiser) – is this a conflict of interest?
* Brenna and Sarah interested in food consciousness in the school – parent workshop? Seminar? Lunch planning among parents? Interest in forming a committee to look at this
* Will revisit fundraising at October meeting
1. Special Events - Sarah B.
* Terry Fox Run – September 27 - Council provides oranges (volunteers have already signed up to cut them – can use staff room) and crossing guards
* Halloween dance – October 26 – very popular event, need volunteers to help organize – have lots of tips and resources
1. Other Discussions
* Halloween dance music is too loud
* Double, triple check on the pizza orders for dances
1. Election
* **MOTION** by Sarah B. to elect the 2018/19 Castlefrank School Council as follows; second by Chris E. All in favour.
	+ Co-Chairs (2): Joanne McCarroll and Sarah Brearey
	+ Treasurer: Amie Schombs
	+ Co-Treasurer: Savannah Beattie
	+ Secretary: *vacant*
	+ OCASC Representative: Ralph Quapp
	+ Communications Coordinator: Chris Eltervoog
	+ Event Coordinator: Brenna MacNair
	+ Members at Large (4): Chris Green, Diane Gardner, Christine Kirkland-Klerks, Sarah Shea

Meeting adjourned 9:09pm. Next meeting October 17, 2018



