**Castlefrank Parent Council**

**Meeting Minutes**

**Tuesday, Sept. 27, 2016 7-9 p.m.**

In attendance:

Parents: Sheila Ball, Robyn Bascombe, Sarah Brearey, Kim D’Angelo, Diane Gardner, Teri MacDonald, Sarah Machan, Deirdre Mander, Carol Mothersill, Stephanie Nasmith, Dave Pampararo, Natalie Pampararo, Ralph Quapp, Amie Schombs, Mark Schombs, Andrew Seymour, Fikirte Teka

Staff: Ron Henry, Miriam Walker, Hendrika Green

1. Welcome, Introduction of special guests Hendrika Green, from Australia, and the Pita Pit

* Pita Pit provides school council with 8 oz. smoothies to sample as a potential fundraiser program. Pita Pit cost per smoothie is $2.50; they recommend selling them for $3.50 to raise funds for school. Requires a minimal number of volunteers to hand out individually labelled smoothies to classes

2. Call Meeting to order (7:02pm)

- Approval of minutes from last meeting – *approved by Ralph Quapp/Andrew Seymour*

- Approval of agenda – *approved by Robin Bascombe/Sarah Machan*

3. Chairs’ Report – Carol Mothersill

a) Hot Lunch program

- sales slightly down, reflects slight reduction in students

- hot lunch programs will all take place during the first nutrition break

b) Events

- Meet The Teacher, Sept 28

- Halloween Dance, Oct. 28

- Literacy Night, Nov. 9

- Book Fair, Nov. 15-18

- Holiday Movie Night, Dec. 2

As always, support from volunteers will be needed for all events.

c) PRO Grant

- application for a Literacy Night this year, granted $1000

- moved event to first term this year in hopes of giving parents strategies on literacy and learning to apply throughout the year

d) Eastern/Western Review Consultation

- two reviews are currently underway; Castlefrank and Katimavik Elementary Schools are not scheduled to be under review for several more years

- our school trustee is looking for input from the parent community regarding changes to the gifted program at Bell H.S.

- additional review surrounding changing Gr 9-12 schools to Gr. 7-12 schools

4. Principal’s Report – Ron Henry

- start up to school year has gone smoothly given changes to French immersion model

- Kindergarten classes are big this year; four classes of 28-29 students. Board only looking to add classes if class size is 32-33 students, so no new classes anticipated

- students have two-three teachers a day now, no longer referring to ‘home room teacher’ any longer, have switched over to naming the classes

- Meet the Teacher night planned for 4-6 p.m. on Sept. 28 to allow students to attend and show their parents around the school while they informally meet the teachers

- School council purchased two new projectors last year which have now been installed in classrooms; now a projector or white board in every class

- School survey results – 71 parents participated in last year’s school survey. Castlefrank performed quite well compared to other schools that participated and the board average. Interestingly, parent survey indicates parents split on amount of homework – half said too much, half said not enough.

Scored out of a maximum of ten points:

Our school is a safe place 8.1

Our school supports positive behaviour 7.5

Our school supports learning 7.6

Our school is welcoming to all students 6.9

Our school is welcoming to all parents 7.8

Our school keeps parents well informed 7.3

Our parents support student learning at home 6.8

- results of EQAO assessment for Grade 3. Castlefrank achieved or exceeded standards and was higher than both the OCDSB and provincial averages. Our biggest accomplishments can be seen in math where several years ago only half of CES students met or exceeded provincial standards, the current score is 73%. Castlefrank’s result is the highest it’s been in past five years; while the results across the board and the province are declining, Castlefrank’s are going up.

Percentage of CES students met or exceeded provincial standards:

Reading – 78% (OCDSB 74%), Writing – 82% (OCDSB 75%), Mathematics -73% (OCDSB 62%)

- School budget is in a deficit position, but money is coming and will return to balanced budget. Budget is currently $90,000 a year; $50,000 is to cover supply teachers, the remainder for photocopying, supplies, etc. Vandalism to school does not come out of school budget, however, installation of door security system last year did

- Building community at the school – Assemblies now being conducted for individual grade levels as well as in the gymnasium. Ron has introduced a new program for Grade 3 students where he meets small groups for a pizza lunch every Friday to talk about the school community, encourage leadership and respect

- Communication plan – Majority of parents indicate they prefer to receive e-mail notifications. The first was sent on Friday, Sept. 23. Second choice was a newsletter; working on preparing a monthly newsletter now that will showcase student work. Third choice was school website, which has changed. New website is www.castlefrankes.ocdsb.ca

- 305 students are enrolled at Castlefrank this year

- Orange Shirt day scheduled for Friday to recognize Indigenous and First Nations

- Special presentation by visiting principal Hendrika Green

- Green is visiting as part of an exchange where Ron went to visit her school in the summer. She shows slides and photos of Engadine Public School in New South Wales, Australia.

5. Teacher’s Report – Miriam Walker

- Sonya Martel has started choir during second recess for Gr. 2 and 3; they will perform a song for Remembrance Day

- Terry Fox Run/Walk scheduled for Sept. 29

- Grade 3 leadership program will be established by Ron Henry and M. Muldoon Roy

- Cross Country program in the works

6. OCASC Report – Stephanie Nasmith

- new rep needed this year; meet once a month on the third Thursday. First meeting Sept. 29

7. Treasurer’s Report – Carol Mothersill (on behalf of Jennifer Kemp)

- Council needs new treasurer this year. Council recognizes the contributions and hard work of both Jennifer and Josh Kemp over the past four years

- Buddy Bench hasn’t been paid for and funds have yet to come out of account

**Funding request** put forth by Beth Wynn to pay for a one-year subscription for all students to RazKids online reading program. Seeking approximately $1,300 Cdn to launch program. Discussion about how to pay for program includes fundraiser or taking from staff wish list funds.

**Motion** made by Carol Mothersill to support a RazKids subscription for the entire school, spending up to $1,500. Seconded by Robin Bascombe. All in favor.

**ACTION ITEM:** follow-up feedback to be provided on the success of program throughout the year.

**Funding request** by the school librarian for the Forest of Reading program. This is a program where the school purchases series of books to be read by students. At end of the year they can vote on their favourites. Most popular books receive awards. The membership fee to participate in voting is $50; each book series cost $150.

**Motion** made by Carol Mothersill to support the Forest of Reading program, spending up to $750 to purchase four series of books (K-2, 3-6, French, Non-Fiction) and membership fee. Seconded by Teri MacDonald. All in favor.

a) Fundraising

i. Food box program – Kim D’Angelo

- local and organic food box fundraiser. Small box of vegetables cost $35, profit to school is $14. Large box is $65, profit to school is $21. There is no risk and no minimum required. Will need volunteers to break food into smaller bags. Decision made to go ahead with fundraiser in support of the literacy programing.

ii. Chapters Evening – Carol Mothersill (on behalf of Megan Venner)

- Megan hasn’t heard back from Chapters. Not sure if we will be able to do it

iii. Popcorn – Stephanie Nasmith

- Considering a change of popcorn providers from Poppajacks to Kernels. There have been issues with customer service with Poppajacks. Switching to Kernels will reduce fundraising profit from $1.45 last year to a little more than a dollar this year. Decision made to switch to Kernels. Program will be held the second Friday of the month, beginning in October. Order forms to go out next week.

iv. Smoothies

- Decision made not to proceed with smoothies. Concerns about spills, sugar content and cost per smoothie

8. Communications Corner – Robyn Bascombe and Deirdre Mander

- send along anything council would like posted to blog or Facebook

9. Other business

a) Book Fair – Carol Mothersill

- Will now be one book fair annually for both Castlefrank and Katimavik. Event will rotate between the two schools. This year will be held at Castlefrank

b) CES/KES Festival – Carol Mothersill

- Local community association inquiring about whether their event can be merged with school festival. Council decision to decline.

c) Meet the Parent Night - Deirdre Mander

- Approved $150 from administrative funds in the budget to provide food, drinks and door prizes for Oct. 12 evening where parents can come out and meet one another

- Hoping to put an emphasis on encouraging kindergarten parents to attend

- Trying to find solutions for child care for parents who may need it

- Ron Henry looking into the possibility of using teenage student volunteers, and willing to volunteer himself to supervise child care

d) Halloween Dance - Carol Mothersill

- Will be held Oct. 28 in gym

- Call out made for volunteers to help organize event; will send email to CES parents asking for volunteers

- Teri MacDonald willing to run the concessions

10. Election of 2016-17 Council Members and Executive

**Motion** by Carol Mothersill to elect the officers of the Castlefrank Elementary School Council for 2016-17, in the following positions:

Chair - Carol Mothersill

Co-chair - Sarah Brearey

Treasurer - Amie Schombs

Secretary - Andrew Seymour

OCASC representative - Ralph Quapp

Fundraising Coordinator (Member-at-large) - Sarah Machan

Communications Coordinator - Robyn Bascombe/Deirdre Mander

Motion seconded by Amie Schombs. All in favor.

Decision made to move the October council meeting up one week to Oct. 18 to accommodate the chair, who is unavailable for the Oct. 27 meeting.

Meeting adjourned at 9:55 pm.