**Castlefrank Parent Council**

**Meeting Minutes**

**Tuesday, September 19, 2017 7-9 p.m.**

In attendance:

Parents: Sarah Brearey, Carol Mothersill (secretary), Roald Veldhuis, Chris Green, Joanne McCarroll, Savannah Beattie, Robyn Bascombe, Sarah Shea, Christine Klerks-Kirkland, Diane Gardner, Mariam Leon, Paye, Amie Schombs, Hélène Pauzé, Ralph Quapp

Staff: Ron Henry, Anne Labonté

1. Call Meeting to order (7:00 pm) – Sarah Brearey

 - Welcome and introductions

- Approval of minutes from May 2017 meeting with one change to gardening budget (set to $250)– *motion by Amie Schombs, seconded by Ralph Quapp*

- Approval of agenda with one modification; moved up finance – *motion by Roald Veldhuis, seconded by Paye.*

2. Treasurer’s Report – Amie Schombs

Amie reviewed completed financials from 2016-2017. Funds received noted at $38,506.17. Hot Lunches generate our largest revenues. Popcorn was highly successful this year as the program ran the whole year (9 months).

Amie explained the difference between revenues and the expenses.

Highlighted the charitable donations made to support Castlefrank families (~$1600) at the holidays and a contribution to the Foundation for Education ($300).

Activities that School Council funded included: buses for field trips, grade 3 leaving activity, Luv2Groove, Junkyard Symphony, Scientists in School workshops, Raz Kids Subscriptions, Forest of Reading Program

Discussion and questions on the amount of funds that School Council carried forward from year to year. Advised that School Council would like to have $2,000-$3,000 in the bank to start the year in September.

3. Chairs’ Report – Carol Mothersill/Sarah Brearey

i) Year-End Survery (Sarah Brearey): Sarah presented the results of the survey

ii) PRO Grant (Sarah Brearey): Sarah indicated she had applied for a Science Night but has not yet heard from the Ministry if the School had received the grant.

iii) Public Consultations on updated curriculum and new report cards (Sarah Brearey): Sarah indicated that she would pass along information as she receives it; for now they are looking to update report cards for 2018-2019 and that every year they refresh curriculum but that math would be looked at this year.

iv) Proposed Meeting Dates (Sarah Brearey): Sarah asked if the last Tuesday of the month was OK and noted that the October meeting would be held Tuesday October 24th due to Halloween. (October 24, November 28, January 30, February 27, April 24, May 29.

4. Principal’s Report – Ron Henry

* Year started out really well. There will not be a re-organization; the two grade 3 EFI sit at the cap maximum of 23 students, all other classes from grades 1-3 sit at 20 students or lower. Kindergarten capped at 31 students and all our 5 classes have 26-27 students.
* Held the first assembly where the first school project on crayon recycling was introduced by Mandy Albania.
* The litterless lunches is going “so-so”. Mr. Phil our custodian wants a solid recycling program.
* The parent handbook was re-published and parents were aksed to review the expectations of behaviour and how it is handled at Castlefrank.
* The Kindergarten students are on a different schedule this year with 1 longer break outside rather than the traditional two outdoor recesses. The net is that they are spending more time outside as they do not lose time to dressing/undressing for outside play. As the Kindergarten students on are the yard without the other students the ECEs can take them outside of the Kindergarten enclosure for broader exploration. An additional benefit of the new schedule is that the grade 1 students can use the Kindergarten play structure during their recess time.
* EQAO results will be available September 20th. The Castlefrank grade 3s achieved higher than the Board and Provincial averages; the best result was in reading (2015-2016 the best result was in writing). Ron mentioned the School and School Council emphasis on reading in 2016-2017.
* Meet the Teacher is scheduled for October 4th from 4:30-6:30pm
* Ron shared the Board’s exit outcomes (10). There are 5 skills and 5 characteristics that every student should have before they graduate in grade 12. As parents we will hear a lot about this over the year. As a staff they will be looking at how to focus on these outcomes.
* Question from a parent if we work with the high schools. No, we work with Katimavik ES a lot as that is where our students go for grade 4-8.
* Ron noted that there would not be any accommodation reviews in this school year.

5. Teacher’s Report – Anne Labonté

i) Mrs. Peacock’s LLD class raised monarch butterflies and was able to release two into the school yard.

ii) Jennifer Voeilker our librarian is working on participating in the Forest of Reading program again for this year.

iii) The grades 1-3 will have the opportunity to go to the NAC for a Vivaldi/Four Seasons presentation in April 2018.

6. OCASC Report – Ralph Quapp

Ralph shared what OCASC is all about. The first meeting of the school year has not yet taken place.

7. Communications Corner – Robyn Bascombe

Robyn shared what the communications member does to support School Council.

8. Fundraising

i) Hot Lunch Program (Carol Mothersill/Diane Gardner): Forms are still coming in as the deadline was Monday. Ron will ask the grade 3s to help with the popcorn sorting and distribution.

ii) Food Box Program (Carol Mothersill for Kim D’Angelo): Forms are due next week with the food arriving in early November. It is a different provider this year that has different options and lower price points.

iii) Chris Green offered to explore some ideas with his bakery (cookie sales or take home bread).

iv) Sarah asked if anyone wanted to organize a “Meet the Parents” evening (no volunteers) and Joanne McCarroll asked about a Paint Nite.

**ACTION ITEM:** To create a list of fundraising ideas and revisit to see if someone would like to take the lead on a project.

9. Special Events and Programs – Sarah Brearey

i) Terry Fox Walk – September 22: Sarah indicated that School Council would be providing oranges as a post walk snack.

ii) Halloween Dance – October 27: Sarah asked for volunteers to help organize the dance.

iii) Warm Clothes Project – Sarah shared what this program is about and said that we were in need of a new volunteer.

10. No other discussion

11. Election of the 2017-2018 Council Members and Executive

**MOTION:** The following people be elected to the Castlefrank School Council. *Moved by Ralph Quapp and seconded by Chris Green*

Ralph Quapp – OCASC Representative

Robyn Bascombe – Communications Coordinator

Amie Schombs – Treasurer

Hélène Pauzé – Secretary

Joanne McCarroll – Co-Chair

Sarah Brearey – Co-Chair

Carol Mothersill – Volunteer Coordinator

Chris Green – Member-at-large

Mariam Leon – Member-at-large

Diane Gardner – Member-at-large

Roald Veldhuis – Member-at-large

10. Adjournment (9:00 p.m.)