**Castlefrank Parent Council**

**Meeting Minutes**

**Tuesday, October 24, 2017 7-9 p.m.**

In attendance:

Parents: Sarah Brearey, Hélène Pauzé (secretary), Savannah Beattie, Carol Mothersill, Christine Klerks-Kirkland, Diane Gardner, Amie Schombs, Ralph Quapp, Chris Green

Staff: Ron Henry, Valerie Cook

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

* Approval of agenda with one modification; addition of “End of Year School Festival” item under Chair’s Report – *motion by Sarah Brearey, seconded by Ralph Quapp*
* Approval of minutes from September 19, 2017 meeting with minor modifications – *motion by Diane Gardner, seconded by Chris Green*
* **MOTION:** set quorum at 5 parents and principal – *moved by Sarah Brearey, seconded by Carol Mothersill*

2. Chair’s Report – Sarah Brearey

1. PRO Grant: Sarah announced that the school was awarded $1000 to put towards a family science night with [Scientists in School](http://www.scientistsinschool.ca/). The cost of the night is $1250 and the balance of $250 will come out of school council funds.

Proposed date for event: February 21, 2018 (backup date of February 28, 2018).  
  
Carol outlined two different options for the event: workshop style and marketplace style.

* Workshop: families need to RSVP and pick 1-2 workshops, workshops are 45 minutes long and themed, more coordination required, max number of attendees per workshop
* Marketplace: open-house format, thematic areas, self-directed activities with scientists, volunteers needs, potential to have volunteers from local high school as junior scientists, pro: families can arrive when they’re able and stay as long as needed, con: activities can have lineups

Decision to go with marketplace format and discuss specifics at January 30, 2018 meeting.

1. Campbell’s Labels Program: Sarah shared that we have 4802 points to cash-in from the Campbell’s labels program last year. Ron Henry and staff will look at the catalogue and decide what to get with the points.
2. End of Year School Festival: Sarah indicated that the festival will take place at Castlefrank this year. Katimavik identified some dates where they already have events: June 5-7 (camping), June 19-21 (band trip). Castlefrank to propose date of June 13, 2018.

3. Principal’s Report – Ron Henry

* Group of parents brought in popsicles for the students on hot days in September, a good example of the great community we have at Castlefrank.
* New electronic piano was purchased and used for the first time.
* 12 new Chromebooks were ordered and will be placed in grade 3 classes to get them used to using a keyboard. Money for the computers came from school generated funds (outside of budget).
* School Cash Online system to be launched on December 1, 2017. Parents will be able to pay for school items online. School council can also do money collection through this system. Susan would administer the system and provide cheques to council to deposit and pay vendors. Credit card transaction fee to be included in cost for parents (fee TBD). This system will also be able to handle permission slips. Ron will provide more information at the November 28, 2017 meeting.
* To discuss: option for school council to start banking through the school. Ralph will ask at OCASC if banking through the school would require us to use tendered vendors.
* New school website will be released soon and will look very similar to the OCDSB website. Ron plans to use the website more often for communications.
* Ron shared highlights from the [EQAO report](https://eqaoweb.eqao.com/eqaoweborgprofile/profile.aspx?_Mident=5262&Lang=E):
  + 62 students from Grade 3 (2015-2016) were evaluated.
  + Students performed at or above provincial levels for reading (R), writing (W), math (M)
    - Castlefrank: R – 81%, W – 74%, M – 65%
    - School board: R – 83%, W – 70%, M – 58%
    - Province: R – 74%, W – 73%, M – 62%
  + Castlefrank’s results show an increase in reading from last year (from 78%) but a decrease in writing (from 82%) and math (from 73%).
  + Increase in reading is likely due to last year’s emphasis on Forest of Reading & Raz Kids.
  + Ron and staff will spend PD day analyzing the information and come up with a school learning plan to address the findings, specifically in relation to math (focus on basics of addition/subtraction and problem solving). Last year’s attempt to coordinate math instruction across subject areas showed no marked improvements.
  + Ron will share learning plan at November 28, 2017 meeting.
* Castlefrank will also be developing a school well-being plan to allow students to feel welcome, included, and safe.
* Question from parent re: defibrillator’s – no info on specific timelines yet but Ron confirmed that the board will be providing them in 2018.

4. Teacher’s Report – Valerie Cook

* Yoga will be starting in November for grades 1-3 students, every 2nd Thursday. Connie Toye will be leading this club.
* NAC Vivaldi trip is scheduled for April 23, 2018. Grades 1-3 and Red Apples/Blueberries kindergarten classes will be attending.
* Miriam Walker is trying to set up a Rock the Arts puppet show for kindergarten classes in February 2018.
* Sonya Martel and school choir will be visiting 2 senior residences in December and May.
* School council has encouraged teachers to make wish lists and the teachers are thankful for their ongoing support.

5. Treasurer’s Report – Amie Schombs

Amie reviewed the proposed budget for 2017-2018.

Under Revenue, the projected amount for *Festival Funds Raised* was set to $300 and the *PRO Grant Event* amount was revised to read $1000.

Under Expense, the amounts for *Hot Dogs* and *Pizza* were switched and will be modified. Amie noted that last year, hot dog and pizza revenue was listed under *Hot Lunch Fundraiser* and this year they will be itemized separately. The amount projected for *Spirit Committee* was increased to $250 (from $200 last year).

Ron will discuss with staff at their next meeting what playground equipment is needed and if the amount projected ($400) will be sufficient. To discuss: better, more expensive equipment vs. cheaper, disposable equipment. First option requires a champion and administration to ensure the equipment is taken care of.

*Teacher Allowance* amount reflects $50/teacher for grades 1-3 classes and $100/class for kindergarten classes. Teachers will provide receipts at the end of the year.

The amount for *Teacher Appreciation* was increased from $400 to $550 to reflect an increase in the fee for the barista.

The amount for *Grade 3 Leaving* will depend on the number of students. Ron to provide a headcount – amount is $10/student.

The amount for PRO Grant Event will be corrected to read $1250 instead of $1550.

This year’s Bike Rodeo will need a champion. The Parent Outreach event will also need a parent volunteer to run the event (if there is still interest).

**MOTION:** Approve proposed budget with corrections – *moved by Amie Schombs, seconded by Sarah Brearey*

6. OCASC Updates – Ralph Quapp

Ralph shared that there will be a free parent’s workshop at Sir Robert Borden on November 18, 2017.

The format of OCASC meetings will be changing to reduce the amount of time spent answering questions.

Ralph also shared that OCASC has budgeted $15.5 billion over the next 5 years to put towards mobile technology in classrooms (Chromebooks, projectors, etc.)

7. Communications Corner – Robyn Bascom be (absent), Sarah Brearey

Sarah noted that the blog remains the main source of communication for school council events.

8. Fundraising

1. Food Box Program – Kim D’Angelo: Orders went in for the boxes and the revenue is similar to previous years (even with a different program this year). No date has been set for delivery yet. Volunteers will be needed on delivery day to help with the distribution of the boxes.
2. Popcorn Update – Diane Gardner: 210 students have signed up for this program, with extra bags being sold on the day-of. Diane will talk with Susan to adjust the number of bags required.
3. Hot Lunch Update – Carol Mothersill: Viability of hot dog program to be reviewed. Large time requirement for coordinator and volunteers needed to run the program every month. Possibility of running hot dog program through Lunch Lady (Katimavik does this). Would be able to accommodate students joining mid-year instead of pre-paying for the year or paying week-by-week.
4. Chapters Fundraiser – Sarah Brearey: Chapters has extended their blackout dates and no fall dates were available for this event. The council will revisit this event in 2018 and try to book earlier next time.

9. Special Events and Programs

1. Halloween Dance – October 27: Sarah shared that the council will be selling food and drinks as well as raffling off various prizes.
2. Meet the Parents Night: Emily Chan proposed an event at Club Square - $300 for a science workshop (capacity of 30 people). To be discussed further.
3. Warm Clothing in the Classroom – Savannah Beattie: Savannah reported that she asked all of the classes to send her a list of supplies needed and is still waiting for replies. The council blog will be updated with a wish list of items for donation. There is also a bin of items in the office with Susan.

10. No other discussion

11. Adjournment (10:00 pm)