**Castlefrank Parent Council**

**Meeting Minutes**

**Tuesday, November 28, 2017 7-9 p.m.**

In attendance: Helene Pauze (secretary), Chris Green, Savannah Beattie, Mariam Leon, Amie Schombs, Sarah Brearey, Joanne McCarroll, Christine Kirkland-Klerks, Diane Gardner, Sarah Shea, Carol Mothersill, Ralph Quapp, Roald Veldhuis

Staff: Ron Henry, Anna Peacock

*1. Call meeting to order* (7:00 pm) - Sarah Brearey

* Approval of agenda - *motion by Ralph Q., seconded by Savannah B.*
* Approval of minutes from October 24, 2017 meeting with minor modifications - *motion by Amie S., seconded by Mariam L.*

*2. Chair’s Report* – Sarah Brearey/Joanne McCarroll

* Halloween dance - 375 people, raised over $1000
* Fresh from farm fundraiser - veggies were picked up Monday, November 28
* Year end festival - Wednesday, June 20 - Grill Master and Circus Delights booked again
* Campbell labels program - points collected will be exchanged for 106 meals for children overseas through Me-to-We program

*3. Principal’s Report* – Ron Henry

* [Tim Hortons #warmwishes 2017 ad](https://www.youtube.com/watch?v=uGE70-qDraA) featured a school in our school board with Castlefrank alumni
* School Learning Plan:
  + All schools in board will focus on mathematics
  + Math teachers at Castlefrank will have a planning session and one teacher will lead booster groups with grade 1-3 students
  + Phased approach - Phase 1 (until end of Feb.) will focus on basics of computation, Phase 2 will start after evaluating results from first phase
* WITS Program:
  + Castlefrank will be implementing program called WITS - Walk away, Ignore, Talk it out, Seek help - to provide students with skills to deal with minor conflicts (witsprogram.ca)
  + Castlefrank will have swearing-in assembly with Constable McCormick and form committee of 6-7 teachers. Parent volunteers also encouraged to join committee. First meeting in next couple of weeks to launch program in January.
  + All staff will be following online training (WITS-accredited) and will get manual with resources.
* School Cash Online:
  + Quick and secure way to pay for student items online
  + Going live at beginning of December
  + Money and cheques will still be accepted
  + Castlefrank will send out email notifications when there are items to pay for (hot lunch program, field trips, merchandise, etc.) - permission forms will still need to be signed
  + School council can add items to the system as well
* School board will be installing defibrillators in schools by September 2018
* Ron Henry will be retiring on December 22, 2017. Announcement will be made about replacement in next couple of weeks.
* Brett Reynolds getting promotion - Susan McDonald new superintendent for Castlefrank

*4. Teacher’s Report* – Anna Peacock

* Thanks from teachers and students for Chris McKool concert (Nov. 27)
* Pokemon club has started back up for grade 2-3, every Wednesday at 2nd recess. First club meeting had 35 students.
* Glitter bug - tool from Public Health to teach students about germs and handwashing
* Anne Labonte and Dan Holmes - got garden ready for winter, purchased tulip and daffodil bulbs with money from council, students from those classes got to plant the bulbs
* Book fair - teachers and kids enjoyed going to Katimavik for the fair
* April 23rd - buses booked for performance at NAC
* Holiday concert - December 15th, 8:45 am (snow date for following Monday, Dec. 18th), dress rehearsal Dec. 14th for students
* Request from parent to get dates and times earlier for scheduling purposes

*5. Treasurer’s Report* – Amie Schombs

* Update budget: mabel’s labels, lunch lady
* Recaps: still getting money from hot lunch programs
* Funding Requests (teacher’s wishlists):
  + Add: Scientist in School workshop for all classes $2850
  + “Rock the Arts” puppet show + workshop - on hold pending additional information (group size, multiple workshops, etc.)
  + Ron to enquire why some kinder classes have opted out of NAC trip
  + Ron to follow up on malfunctioning CD player in gym - could be covered by the school
  + **MOTION:** to increase amount of choir budget to $475 - *moved by Carol M., seconded by Chris G.*
  + **MOTION:** allocate $8+tax per student for the NAC trip (preference) or an equivalent experience for classes that opt to stay behind - *moved by Carol M., seconded by Joanne M.*
  + **MOTION:** approve Scientist in School workshops - *moved by Sarah B., seconded by Helene P.* (Carol M. abstained from that vote due to conflict of interest)
  + **MOTION:** approve amounts for Chris McKool, Memoves DVD, and Cubetto up to $1200 - *moved by Sarah B., seconded by Mariam L.*
  + Idea to create a lending library of learning tools
  + **MOTION:** to bank outside of the school for the 2017-2018 school year - *moved by Carol M., seconded by Sarah B.*

*6. OCASC Updates –* Ralph Quapp/Sarah Brearey

* Upcoming review of OCDSB School Council Funds Management Guide in the new year - potential recommendation for all councils to bank through school - pushback from several schools on this
* If banking through the school, council would have to use tendered vendors
* Gifted program criteria being reviewed
* December meeting is cancelled

*7. Communications Corner –* Robyn Bascombe

* Robyn is absent but notes will be passed to her to post on the blog

*8. Upcoming Events*

* Bake Sale (Dec 7) – Kim D’Angelo - Classes supplying baked goods
* Holiday Movie Night and Silent Auction (Dec 8) – Amie Schombs - Poster going up in the school with choices: Ballerina, Boss Baby, Despicable Me 3, Moana. Students will be able to vote. Movie is by donation, food will be sold outside the gym, Chris will be setting up cookie stand with proceeds going to charity. Amie suggests starting to plan this event earlier next year (October). Still looking for donations for the baskets until Dec. 6th. Sign-up genius for volunteers.
* Holiday Showcase (Dec 15) - selling raffle tickets for prime seats and parking spot, Carol will take care of raffle tickets
* December 20 - Spirit day: pajamas

*9. Other discussion*

* Lost and Found - Question from FB, what happens to stuff that’s unclaimed? Winter items get cycled through warm clothes project, and then get donated. Photos up on FB, school website.
* Megan Venner retiring - need someone to look after book fair project

*10. Adjournment (9:28)*