**Castlefrank Parent Council**

**Meeting Minutes**

**Tuesday, January 30, 2018 7-9 p.m.**

In attendance: Helene Pauze (secretary), Carol Mothersill, Amie Schombs, Joanne McCaroll, Christine Kirkland-Klerks, Roald Veldhuis, Diane Gardner, Belinda Ambridge, Chris Green, Chris Eltervoog, Ralph Quapp, Andrew Seymour

Staff: Sarah Pope, Anne Labonte

*1. Call meeting to order* (7:05 pm) – Joanne McCarroll

* Approval of agenda - *motion by Roald V., seconded by Chris G.*
* Approval of minutes from November 28, 2017 meeting - *motion by Carol M., seconded by Amie S.*

*2. Chair’s Report* – Joanne McCarroll

* Welcome to our new principal
* Debrief from December events:
  + Charity event: $1700 was donated, combination of silent auction, movie night, cookies by Chris Green, raffle for gingerbread house by Savannah Beattie
  + Bake sale
  + Showcase raffle for prime seats and parking spots

*3. Principal’s Report* – Sarah Pope

* Principal’s message has been updated on the website, rest of website will be updated soon
* Sarah has been here 2 weeks, started on January 15th, just getting to know the school and the community
* Report cards are going home February 14th
* Ottawa Public Health: all children between 4 and 17 years old need to be immunized
* Sarah would like to promote more outdoor activities at the school
* Parent enquiry about leaving project for grade 3’s (like handprint mural)

*4. Teacher’s Report* – Anne Labonte

* Grade 3’s will be going to Bill Mason Centre to learn about soil, April 4-5, looking for volunteers
* Teachers have been using MeMoves DVD – quick calming tool to improve concentration and coordination – has been very well received
* Cubetto has been tried by a couple of classes – easily meets the needs of students as an introduction to coding – has also been well received
* Some classes will be celebrating the 100th day of school

*5. Treasurer’s Report* – Amie Schombs

* December bake sale: $707
* Charity night: donation of $1700 back to the community – $900 from silent auction, $200 for cookies
* Still bringing in revenue on a regular basis for hotdogs, pizza, and popcorn
* Staff wish list - $1500 to Chris McKool, Cubetto, MeMoves, Scientists in Schools

*6. OCASC Updates –* Ralph Quapp

* Meeting 2 weeks ago, 2 reps from the school board
* Capital priorities, district needs analysis
  + 2019 – secondary school in Stittsville has been approved
  + Property disposition
* Shifting of the gifted program to a geographic model, better split between east and west with schools that provide this program (target 2019)

*7. Communications Corner –* Robyn Bascombe

* No updates

*8. Upcoming Events*

* Bake sale - February 13 – information went out January 30 about classes that are being asked to bake, run by Kim D’Angelo again
* Family Science Night - February 21 – Flyer went out this week about the event, will be looking for volunteers, activities for preschool kids (straws and connectors), take home sheet for activities to do at home
  + Anne and Sarah P. to check with teachers to see who’d like to volunteer
  + School council will provide snacks – granola bars, clementines, water, juice boxes, etc.
* Spring event – April 6 – gym is already booked, event is usually a dance or movie night, event to be finalized at next meeting (February 27th) – other ideas: puppet or theatre show, music show, storyteller, sports-related event outdoors
* Bike Rodeo – usually at the end of May (2 days), safety training event, kids bring bikes/scooters and helmets, run by Ottawa safety council, helmet checks, equipment checks, different stations – slalom courses, hand signals, etc. Need to book dates. Sarah Pope will check with JK teachers to see if they will participate this year. Try to book before EQAO.
* Meet the principal – To think about
* Toonie Tuesday – Last Tuesday of February - money goes to Education foundation (emergency funds) – competition between Castlefrank and Katimavik to raise the most money
  + **MOTION:** School council will match all donations of Castlefrank families up to $300 – *moved by Carol M., seconded by Roald V.*
* NAC trip April 23 – 3 kindergarten classes will not be attending and will have an equivalent experience

*9. Other discussion*

* PRO Grant application period opens in March – closes at end of May/early June – add to agenda for February
* Next meeting February 27th

*10. Adjournment (8:22pm)*