**Castlefrank Parent Council**

**Meeting Minutes**

**Tuesday, April 24, 2018 7-9 p.m.**

In attendance: Helene Pauze (secretary), Chris Eltervoog, Chris Green, Ralph Quapp, Christine Kirkland-Klerks, Savannah Beattie, Belinda Ambridge, Mark Schombs, Sarah Shea, Emily Chan, Amie Schombs, Sarah Brearey, Joanne McCaroll

Staff: Sarah Pope, Anne Labonte

*1. Call meeting to order* (7:05 pm) – Sarah Brearey

* Approval of agenda - *motion by Sarah B., seconded by Chris G.*
* Approval of minutes from February 27, 2018 meeting - *motion by Sarah B., seconded by Belinda A.*

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

* General updates:
	+ PJ Jam: 242 people, mess up with Dominos pizza delivery (pizza was discounted), consider picking up pizza instead next time.
	+ Lunch Lady: Issues with late delivery, Joanne has followed up with Susan. $107 collected so far this year, last year $571 total. Get total from Katimavik to compare. Look into different/healthier options for school lunch programs for next year.
	+ Issues with screw tops on milk containers. We should let Susan know.
	+ Popcorn: 2 more popcorn dates left (May, June), we’ll be ordering extra in May
	+ Suggestion to add meeting in March for next year
* Update on school banking consultation: school councils rejected plans through consultations, went back to school board staff. No need to change banking for next year.
* Review of current financial policy (see: [school council constitution](https://castlefrankschoolcouncil.edublogs.org/resources/constitution/))
* Review of OCASC funds management guide (consider including this in the constitution for next year):
	+ fundraising approved by principal
	+ resources collected should be used within school year for benefit of current students
	+ funds can be raised for specific projects
	+ example of financial report - review how we present the information - report should be posted on website (summary)
	+ declaration of school banking policies (form? Sarah will look into this)
	+ Sarah B. would like to review constitution and financial policy for next month
* PRO Grant: Applications are now open for next year, applications due at the beginning of June. We will follow-up with Science in the Schools to see if we can include more math or other subjects. The council voted to go forward with same application for next year.

*3. Principal’s Report* – Sarah Pope

* $1500 towards “Love to groove” June 14-16
* Playground equipment has been purchased
* School club: yoga mats ($226)
* Education week: May 7-11
* School repairs will hopefully be done by end of the week
* Teacher’s resources have been moved from the gym to the library
* EQAO for grade 3’s - May 22-29 - more info coming to parents soon
* Castlefrank masters - 24 golf clubs were donated to the school.
* School climate survey - April 23 to May 11
* Thanks for shoes for clothes cupboard - collection of shoes will continue throughout the year
* Sarah Pope will remain as principal for next year

*4. Teacher’s Report* – Anne Labonte

* Math cupboard - teachers are going through and getting rid of broken pieces, request for parent volunteers to wash items
* Request to review kindergarten teacher budget (group budget vs. individual budget)
* May 17 - bread festival - bring in forms!
* Latin american music in 3 kindergarten classes
* May 30 - Mill of Kintail field trip for Red Apples and Blueberries classes
* NAC trip was a success, NAC provided resources for teachers
* Request for funds to purchase an incubator for eggs/chicks - teachers will research amount and determine which other items are required - e.g. cage

*5. Treasurer’s Report* – Amie Schombs

* Forest of reading - librarian has finished her spending
* Playground equipment - need receipts, recap sheet
* Still waiting for receipts from 7 teachers, cut-off date was April 20
* More money was collected from pizza, hot dogs, popcorn than expected
* Cheques came in from mabel’s labels, lunch lady
* Current balance: $14,599.69
* Leaving ceremony: budget for 46 grade 3’s
* Electronic (e-mail) vote was done by council prior to this meeting to approve allocation of $100 towards the purchase of butterflies for Kindergarten classes. All in favour.

*6. OCASC Updates –* Ralph Quapp

* Working group to review school banking
* Mental health - 3 tier model, commitment of the board on well-being of students, support for teachers
* Partnership between board and ottawa writers’ festival - opportunities for schools and teachers to have writers come to classrooms
* ACA (Advisory Committee of the Arts) - want to have more arts in schools

*7. Communications Corner –* Robyn Bascombe

* N/A

*8. Upcoming Events*

* Bake Sale – May 2
* Bike Rodeo – May 10-11 - Forms going on May 1
* Parent Night – May 17 (7-9pm) - “Keeping Kids Safe in the Offline & Online Worlds” - presentation by Pearl Rimer (BOOST). Cost for presenter is $300. Registration for event through EventBrite (capacity of 245). Projector/screen has been organized, custodian is handling chairs, Sarah will send email about event to Katimavik.
* Teacher Appreciation Event – June 8 (PD Day)
* End of Year Festival – June 20

*9. Adjournment (9:25pm)*