**Castlefrank Elementary School Council**

**October 28th Meeting Minutes**

**Attendance**: Carol Mothersill, Stephanie Nasmith, Miriam Walker, Teri MacDonald, Renee Poettcker, Jennifer Christopher, Sara Fitzgerald, Ron Henry, Kim D’Angelo, Chris Brown, Katy Pintar, Ralph Quapp, Deirdre Mander, Sarah Machan, Andrea Clark, Sheila Ball, Josh Kemp.

Meeting **called to order** at 7pm  
   
**Approval of minutes** from last meeting (with minor changes made). Jen Christopher, Sara Fitzgerald  
   
**Approval of agenda** for today’s meeting. Chris, Kim D’Angelo

**Chair report** (Carol Mothersill)

*Action items*...  
- Sara trained both Deirdre and Sarah on the blog communications. Thank you Sara!  
- Playground boxes...the call was put out for parents to donate needed items. A few things were brought in, as well we found a few extra balls that were purchased last year; Most of these items have once again disappeared. The kids have been told that there wont be any more coming out this fall, but that the bins will be restocked in the spring.  
   
*PRO grant*. The first meeting with the teachers was meant to be last Wednesday, and in light of the events of that day, the meeting has been postponed.   
   
Karrie Innis organized the *Active Transportation Survey* at the meet the teacher night. The surgery will be sent home in paper form to families early next week.   
   
Big thanks to Sara and Jen for the *Terry Fox display* that they put together for the front entrance, they spent $53 and it was money very well spent. The feedback from students, staff and parents has been amazing.

**Calendar of events**  
   
Friday October 31 is our first *hot dog day*  
Last call for *Mabel's Labels*  
*Book Fair* will be Nov 18-21 which will coincide with parent teacher interviews  
Nov 28th will be our first *Movie Night*  
A *Bake Sale* will be scheduled for some time in December

**Principal report** (Ron Henry)  
The *construction update* is that it is almost completely done! And all rooms are up and running.  
   
The *“shelter in place”* last Wednesday was handled brilliantly by the students and teachers. A shelter in place means that all outside doors are closed but everything inside the school happens as per usual. Several updates were posted via the blog (both the schools and the school boards) as a way of communicating what was going on. Tragic as they are, those kind of events often show how much of a team you have throughout the school, and our school really came together.  
   
Our first *fire drill* was today, there are two more planned. This one was fully announced; however the next one will be more of a surprise. There will not be a blocked exit fire drill this term, this will happen in the spring.  
A *lock down drill* will also be done this term, and it will be announced to parents ahead of time.  
   
Ron says he really enjoyed the dance last week. It is amazing to see our school come together as a family.  
   
The *school learning plan*: the staff was intended to work on literacy and numeracy on the most recent PA day. They did a few hours of this during the day, but the other part of the day was spent doing some much needed unpacking and organizing. Since they didn’t have ample opportunity to progeress with the learning plan, the next staff meeting will focus specifically on this. Last year, and the year prior, they focused on numeracy, it is likely they will move toward literacy this year.  
   
The *x-country run* has passed and went very well! A lot of students attended, and even our student in the wheelchair was able to attend with the help of his father.  
   
Ron will be posting a call out for *clothing donations* on the blog. As a primary school we go through a lot of clothing changes for various reasons, and the office stash is getting low.  
   
We had a very long and vigorous discussion about *traffic* in front of the school. A lot of suggestions were made as to what can be done. Ron’s concern is that adding more signs may not solve the problem, and be money wasted. Some drivers have been acting irresponsibly. It is his hope that through blog posts, and parent reasoning these issues can be solved. \*a parent suggests perhaps encouraging parents to show up after the bell, and have their child waiting for them, not vice versa.  
   
November 13th will be *report card day*, and the 20-21 *parent teacher interviews*. Specific times will go out shortly in a message to all parents.  
Ron's expectation is that teachers meet all parents of students whom they have concerns for, however they are welcome to meet with all parents. Kindergarten teachers meet with all parents in November as there are no report cards.  
For three classes, their teachers will be attending a conference on those dates and so interviews will happen in an alternate date.  
   
No update on *solar panel showcase*, except that the drone did recently fly over.  
  
The tech has not yet come in to help set up all of the *desktop computers*. This is a big job, and remains in the works.  
   
   
**Teacher report** (Miriam Walker)  
Rebecca Taggart and Natasha Smith are working with the *leadership team* for lunch monitoring for the kinders. The students are also going to be organizing the recess toys and milk distribution. Additionally, Rebecca is working with a group of leaders on Eco initiatives.  
*Run club*, and the x-country meet was a huge success with a great turnout (about 20 students attended) and one of our students placing sixth. It was a very muddy, rainy day, but they had a great time!   
   
Grade threes were meant to do “*swim to survive”* last Wednesday, however it has been rescheduled to this Wednesday due to last week’s shelter in place.  
   
*Movember* is coming up, a note was sent home today with information about this year’s fundraiser, again organized by Rebecca Taggart.  
   
*Yoga* will start on November 12th, and will take place at lunch on Wednesdays for grade 1-3. (Carol suggests maybe putting parents in the loop as to when these kinds of clubs are happening so that they can assist in reminding their children to attend.  
   
Kim, one of the ECE's has been collecting items for the *kindergarten yard* (such as pots, tires...) and they have been a huge hit with the kids.  
   
Feedback on last months action items...  
Some ideas as to where the teachers could use extra *funding:* in support of a Drum Fit or Tradansa workshop, technology (light table, smart board), and/or books. There is also an inquiry into whether they will again be receiving the teacher allowance, as it was well received last year.  
   
*The Cat in the Hat* translations: There is not a teacher at this time who is willing to take on such a task.  
*Fruit basket*: Teachers love the idea, assuming the office is on board.  
   
*Kindness week* was very much enjoyed by the teachers last year. They suggested maybe centring it around Valentine's Day this year. They will be putting together some suggestions as to how to make it less prescriptive and more authentic for the kids, particularly the kindergartens.  
   
   
**OCASC report** (Jen Christopher)  
\*Thanks to Jen Christopher for providing the notes\*

**Chalk it up :**

**Compensation for School Fundraising Activities**

Can school council pay a parent volunteer a percentage of proceeds raised from a large fundraising event as compensation for organizing the event? A number of schools said that they do not compensate. First Ave stated that they placed the following in their constitution: “No member of council are able to be compensated for volunteering". Allison Buchanan, the Policy Analysts for OCASC (I believe) answered this with a more clear answer, "No". Reasons stated as follows: ethically this opens the doors for others to request compensations for work.  They must then determine why one position is compensated and not others (such as chair etc.). This can create a slippery slope of ethics. The question was then asked, what would be the difference between compensating a parent for organizing a large event and using a company for activities such as a dance-a-thon to raise money for third parties? The answer is because it’s been done up front. i.e. You have hired them to complete a project that benefits a third party not directly to the school.

**Changes to Bussing Radius**

Robert Bateman

email: [Kteeple773@gmail.com](mailto:Kteeple773@gmail.com)

Robert Bateman is currently one of the schools that is a part of a pilot project with a walking school bus. It’s not being utilized by many parents. They are having a difficult time being heard by the organizing committee (OSTA?). They wanted to know what other schools are doing and how were they preparing for the new bus radius. A number of suggestions were made: Make a lot of noise with your Trustee. With the upcoming election it’s recommended to put the pressure on. Some suggestions were: have parents call the trustee office every hour for a week until they get a response. To have the community police officer walk the path to school with the children to see what the challenges are. If that does not get enough attention it was strongly suggested to take this to the media to show what the impact will have on the community.

**High School Graduation Event**

Not applicable to us, questions regarding the current third party practices for Grad dinner and dance

**How and where do other councils store records/archives?**

A large discussion, as there was not clear direction when it came to records. There were a few schools where the records were being stored in the chair’s basement. Recommendations: were to ensure that not only were all documents electronic so that the public could access them up to 7 years after they had been created (budgets and minutes etc.) but that a hard copy be printed and placed in the school library for public access. There was a discussion about the legal issues regarding archived documents. It was noted that if for any reason the electronic documents were damaged that council would still be responsible for providing the records for up to 7 years. Therefore it was recommended that there still be a paper record of important documents (budget and minutes) so that any member of the public could access them upon request up to 7 years after they have been created.

**Upcoming Events**

**Eva Olson** -- **November 5th, 7 – 9 pm At Sir Robert Borden Secondary School**

Due to the number of parent requests to listen to Mrs Olson speak the school board has requested that parents do not attend Mrs Olson’s speech at their child’s school but to please attend a Parent Only event being offered at SRB

**Dr Olivia John** **– November 11th, 7 – 9 pm, at Sir Robert Borden Secondary School**

A lecture on personalities, effects life outcomes. She will discuss the social and emotional development of children. This lecture is for all age groups including how we as parents can help our children.

**Dr Maggie** **Mamen**, Westwind. Psychologist **November 6, 7 – 9 pm**

Different folks different strokes

**Main Speaker**

Dorothy Baker, Principal of leadership Development, email: [Dorothy.baker@ocdsb.ca](mailto:Dorothy.baker@ocdsb.ca)

**Subject: Building the Best council – parent relationships**

Please note slides can be found on the main page of OCASC web page (<http://ocasc.ca>)

This took the remainder of the meeting. Discussed the different levels of leadership with in the province, boards and schools. She spent a lot of time discussing “what good leadership looks like, identifying successful practices, and including a critical number of Personal Leadership Resources (leadership traits and dispositions) that have been found to increase the effectiveness of leadership practices.” She talked about how this would look like starting from the teacher/student interaction all the way up to the superintendent/principal interaction. She then moved into discussing the roll of Council and principal outlining what the roll of the principal involvement in council was. After breaking down the roll of both principal interaction with Council and Council’s responsibilities she then gave a number of tips to ensure proper communication between both parties.

A few good questions came up which lead to further discussion about the roll of the principal profile, which councils have been requested to update annually for the principal to submit each October. One school asked about how specific they could be in the profile such as requesting a bilingual principal or one who has a strong background in Spec ed ect. Within reason the principal profile can include specifics. It was also brought to our attention that when a principal is being replaced that council chair should receive a phone call from the superintendent advising council of the upcoming change, and discuss the profile that council had created. What was noted is that of the three schools who were in attendance and who had principal changes, not one council chair had been contacted. Dorothy was surprised by this and was going to follow up on this. Generally the point of the speaker was that the roll of parents and principals is changing with the province wanting more involvement from parents and children’s school.

Next OCASC General Meeting: Thursday November 20th 2014 at Fisher park school

**Treasurers report** (Josh Kemp)

Action item. Not fully complete.  
There was a small amount of funds unaccounted for ($20), although Josh is confident that they will reappear as everything is finalized.  
   
*Update*. We are closer to having $10000 to spend this year.  
   
*Action item: Carol to review currently set numbers and notify Josh as to whether they need to be altered in any way.   
Action item: Josh to circulate ASAP the current financial statements to the group.***Next meeting, we will make a motion to approve the new budget.**  
   
**Motion to provide teachers an allowance**. This will include $50 per full time teacher in grades 1-3 and the core support team. Each kindergarten team will receive $100. 0.25 French support will receive $12.50. Carol, Ralph. All in motion.

**Fundraising**  
*Entertainment book* (Teri MacDonald)  
We have currently sold 126 books. This gives us a $7 profit per book. If we sell 24 more books we will move to the next profit level and receive $14 per book. The plea has gone out to teachers to get more books out there. At a certain point it will become more beneficial to purchase the extra books. This decision will have to be made by the entertainment book committee, as we will not be able to vote on it as a council.  
   
This will be the final year for entertainment books at CES.  
   
We met the 100 mark so the kids will get extra recess. We had four classes that had 100% return, so we decided to support two class prizes rather than the one originally decided upon.  
   
**Motion** to amend the $50 prize to spend $100. Carol, Teri. All in favor.  
   
Thank you teachers for your support!  
   
   
*Dance*  
We held a great party Friday night!  
Financials: Admission $1042. Food sales $407.

Expenses - DJ $125, food $222, pizza $192, decor $36. *Profit $804.43*  
   
Pizza was a trial...and it created increased stress. We ordered too much pizza, so should we do it again we need to either preorder or order less and risk running out.  
   
Carol proposes doing another dance later in the year rather than the coffee fundraiser, as it only raised $500 last year.  
   
Suggestion - remove the costume contest and replace with a simple parade.

Also mentioned by a parent: a dance-a-thon fundraiser.  
   
   
**Communication corner** (Deirdre)  
Council says a special goodbye and thank you to Sara Fitzgerald who has done our communication corner, among other thing, for the past two years.

Council agrees to occasionally post items to the *Facebook page* but will not monitor or endorse.  
   
**Spirit committee**  
Call out to volunteers!  
*Action item: decide how much money is needed.*

**Other business**  
Katie is here to provide further explanation about the *apple basket initiative*. She would be interested in running the program with donation support.  
   
Jen spoke to someone with a connection to the food bank who may be willing to offer support when needed.  
   
At the last meeting, council was generally in support of the idea should it not cost us money. Susan has agreed to give her support as well.  
   
It is decided to try it out for a few months and review at the January meeting.

*Action item:* communication to go out ASAP both on the blog and within the school. Steph to build a sign up genius requesting 2x 5lb bags weekly.

The program will begin next week.

*X-country pinnys*. The former ones our school had were all huge on our young student population and have since been disposed of.

*Action item:* Natasha Smith to gather prices and information and either council or Ron will consider supporting.  
   
   
Meeting adjourned at 9:20pm.