**Castlefrank Elementary School Council**

**Mar 31, 2015 Meeting Minutes**

**1. Attendance**: Carol Mothersill, Teri MacDonald, Ron Henry, Deirdre Mander, Christine Kirkland-Klerks, Stephanie Naismith, Anne Labonte, Ralph Quapp, Renee Poettcker, Sheila Ball

Meeting **called to order** at 7pm  
   
**Approval of minutes** from last meeting. Renee, Deirdre  
   
**Approval of agenda** for today’s meeting. Teri, Ralph

**2. Hot Lunch Program – Renee Poettcker**

Jo-Jo’s Pizza came with samples and a price list. They offered 3 types of pizza: cheese, peperoni, veggie, and the option of gluten free crust. The prices were discussed. It was decided that Jo-Jo’s would be the pizza provider for the movie night next week so that parents can sample. There will be a survey to follow, and then a decision will be made regarding our pizza supplier for next year. **Action Item**: Renee to draft a pizza preference survey that includes the pizza supplier options and the costs. A rough draft will be circulated amongst the meeting attendees for feedback.

It was decided that the movie night next week will run as follows:

5:45 doors open / pizza served / first come first served

6:15 movie starts “Penguins of Madagascar”

$10.00 per family / $4.00 per person - includes chips and a drink

Pizza order: 7 peperoni, 7 cheese, 2 veggie, 2 gluten free

**Stephanie** – posters

**Deirdre** – blog post (will include provide feedback for pizza so that enough is ordered)

Hot Dogs:

The hot dog day in March went over really well. There were no complaints from the kids. Food Basics is willing to work with us regarding the cost of buns.

**3. Chair’s Report**

Campbell’s Labels. KES is no longer collecting the labels. The catalogue of prizes is geared towards younger kids. Jennifer Guerra is willing to run the program for CES.

Bike Rodeo - Wed. May 20th and Thurs. May 21st

There has been a format change and the program will run over 2 days. One day is free, and the second day is $350.00. (there is a possibility that the cost will be covered by the city, details to follow). Motion by Carol: to increase the bike rodeo budget by $150.00 to a total of 350.00 in the event that we will have to pay for the 2nd day. Seconded by Teri, all in favor. There will be 4 stations, 4 volunteers needed for the entire day, both days. There will be 25 kids per session. The program is geared for kids in grades one to three. We will include our Sr. K kids this year because they did it last year, and there is a split class this year. The Jk’s will not be included; they will be able to look forward to participating next year.

**4. Calendar of Events**

April 1st – Bake Sale

April 10th – Movie Night

Apr 20-24 – Tradansa (final show on Friday)

April 24th - Final CES Meet-Up

April 27th – Frozen Musical

May 4-8 – Book Fair KES

May 20-21 – Bike Rodeo

Jun 10th – Festival

Renee/Deirdre will put together a volunteer requirement list for the rest of the year.

**5. Principal’s Report**

Jeff Gervais (KES Principal) and Ron met to discuss how to continue building a community between the two schools. There will be some classes from KES visiting to help CES students read. The transition of the grade 3’s to KES was discussed. Jeff and Harry (V.P.) will be visiting thee grade 3s. Our grade 3s will develop a list of questions. There will be a day at KES where the grades 3s make a visit. (early June) There will be a parent info night to follow. Jeff and Ron have agreed to give the teachers some release time to discuss the needs of the students.

FirstStudent is looking for bus drivers. [www.firstgroupcareers.com](http://www.firstgroupcareers.com)

Staffing: the numbers have not yet been released, more details at the next Council meeting.

There was a question from Stephanie regarding the success of “Looping”. This is where one teacher has the same group of kids two years in a row. Natasha Smith and Karen Brown are currently in this process. Ron feels that it was a successful endeavour. Natasha enjoyed getting to know the kids and parents really well. Karen felt it was easy to pick up where she left off in September.

Concussion Management Procedure: Ron will discuss the new procedure implemented by the Board with staff first, and information will follow to parents. There was a discussion regarding the process and forms that the parents have to complete. Ron will seek clarification on certain points and communicate accordingly.

Safe and Caring Committee: There will be a meeting on Thursday April 9th, at 3:15 chaired by Mme. Toye, and M. Muldoon-Roy. If parents would like to participate, please RSVP to Ron.

Extended Day Program – there will be additional staff added after Easter, so that there will be enough to have 3 groups. The staff will be EYE – Early Years Educator.

**6. Teachers Report – Anne Labonte**

The kinder teachers have requested a Color Printer. Moved to item 8.

**Action item: Anne** to report back at the next meeting if there will be any Spring clubs.

There was a reminder to have teachers submit their receipts by the end of April. The field trip money that was generated by the Entertainment Book proceeds, is being used to fund Scientists in the School for all grades. Mme. Taggart is working on a Grade 3 Leaving Ceremony.

**7. OCASC** – no report provided.

**8. Treasurer’s Report** – Carol on behalf of Josh

The following items were approved:

1. Grade 2-3 Math Club - (Taggart/Smith) $50.00

2. Leadership Club – (Grade 3s) $150.00 for a pizza party lunch to thank them for their efforts. $30.00 will be moved from the leaving ceremony budget to supplement this event.

3. Light Table (Walker) upto $350.00 for the table and extra bulbs

4. Gardening Budget – (Smith/Taggart) $60.00 for plants

5. Grade 3 Special Project – (Smith/Taggart) $60.00 for CDs/itune cards

The following items were deferred to the April meeting:

1. Color Ink Jet printer for the Kinders. This item will be discussed further. There needs to be a discussion regarding the maintenance of the printer and the costs involved with purchasing ink. There needs to be a discussion regarding the use of the printer**. Action item: Ron** to discuss with staff.

2. The painting of the lines in the school yard - Ron advised that the school yard will be redone sometime this summer. The timing will be crucial, and costs need to be determined.

**9. Communications**

Volunteers are required for the hot lunch program.

**10. Other Business**

Staff Appreciation Lunch – June 5th Contact Jennifer Christopher to be part of the committee.

Long term Gardening Project – deferred to next meeting.

**11. Adjournment 9:45pm**