**Castlefrank Parent Council**

**Meeting Minutes**

**Tuesday May 31, 2016, 7-9pm**

 In attendance:

 *Parents:* Chris Brown, Jen Kemp, Christine Kirkland-Klerks, Teri MacDonald, Deirdre Mander, Carol Mothersill, Stephanie Nasmith, Ralph Quapp, Andrew Seymour,

 *Staff:* Ron Henry, Anne Labonté

1. Call meeting to order
	* Approval of minutes from last meeting - *approved with changes*
	* Approval of agenda - *approved*
	* Review Action Items
		+ minutes updated
		+ Ron still to provide studies on 50/50 language
		+ jerseys still not in budget
2. Chairs’ Report – Carol Mothersill
3. annual report submitted to OCDSB
	* copies to given out to parents
	* Carol thanked all council members for support
4. CES/KES Festival
* on June 8 at KES
* partnering with Kanata Food Cupboard to accept donations
* First Aid to be provided on-site
* still need volunteers
* to encourage alternative transportation
1. PRO Grant
* submitted a grant for a literacy night using same model as math and healthy living night
* Connie Toye new teacher contact
* to be hosted in October
1. Principal’s Report – Ron Henry (attach teacher list to minutes???)
* provided the class and teacher breakdown for next year
	+ Gaining 1 new LLD teacher for next year (language learning disabilities)
	+ 2 new ECEs
	+ Losing: 0.50 EA; 0.25 LST (learning support); and 0.25 LRT (learning resource)
	+ to be posted online
	+ class placements largely complete so not going to change based on parents' requests
	+ most teachers' rooms will stay the same
* new recess schedule to be decided at next staff meeting
* each class to have 3-30min sessions in the gym, plus 1 outdoor, and one flex
* jerseys have been ordered (55 in total - 50 adult + 5 teacher)
* new projectors have been ordered and to be installed over the summer so all classes (except 1 which has a smart board) will be equipped
* to have assigned EDP rooms (permanent) next year
* buddy bench has been ordered but installation date of end of May has passed. Will be done possibly over the summer, if not in early June
* Kindergarten info night is Wed, June 1 6-7:30
* teachers haven't seen the new curriculum yet (for Sept implementation)
* volunteer appreciation breakfast Friday June 3, 7:30-8:30
* board accommodation reviews to take place over the next 6 years
1. Teacher’s Report – Anne Labonté
* Mme Toye's class presenting performance to parents on June 23
* Mrs Cook has scientists in the school on June 6
* Successful Bike Rodeo and Jump rope for Heart
	+ bought skip-its for Jump Rope for Heart and to be used by school
* Grade 3s are doing a trip to the movies
* run club has started with approx 30 students
	+ 1km race on June 19
1. OCASC Report – Teri MacDonald
* presented secondary school review
* public forums to be announced in the summer
* need a chair for next year - looking for a volunteer
1. Treasurer’s Report – Jennifer Kemp
* **ACTION ITEM:** will add the jerseys to the budget
* popcorn expected expenses to be corrected/updated
* popcorn cheques have been cashed
* buddy bench funds need to be increased by $300
* some teacher invoices still outstanding - Carol to follow up with them
* Anne Labonté to use the gardening budget to plant tulip bulbs in the fall
1. Hot Lunch Program - All
* looking for help on what to provide next year
* status quo with pizza, hotdogs, Lunch Lady, popcorn
* is there a staff to coordinate special days with hotdog days? i.e. spirit days
* need to know what time the programs will be offered with changes to recess/lunch times
* popcorn/school colours to be second Friday of the month and hotdogs to continue on last Friday
1. Staff Appreciation – Carol Mothersill
* Three volunteers signed up to help run
* secret envelope deadline extended to the end of the week
1. Communications Corner – Deirdre Mander
* status quo
1. Other Business
	* Volunteers
	* still need for festival
	* literacy room sorting
	* staff appreciation
	* Book Fair – Megan Venner
* next year to have one a year and alternate schools, rather than 2/year
	+ Council Next Year
* will need a new secretary next year
* Katimavik will need a new council president next year
* want ways to encourage new parents, esp from kinders, to be engaged
* Ron to try to promote it at Kindergarten night on Wed
* suggestions for a more informal council meeting setting, e.g. a social evening
* perhaps an afterschool chat for parents in the school yard
* meetings to be kept on last Tuesday of every month (first meeting to be held on Sept 27)
1. Adjournment