**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