**Castlefrank Parent Council**

**Meeting Minutes**

**Tuesday, April 25, 2017 7-9 p.m.**

In attendance:

Parents: Sarah Brearey (arrives late), Christine Kirkland-Klerks, Deirdre Mander, Carol Mothersill, Glenn Neil, Ralph Quapp, Amie Schombs, Andrew Seymour

Staff: Ron Henry, Val Cook

1. Call Meeting to order (7:02 pm) – Carol Mothersill

- Approval of minutes from February meeting – *motion by Ralph Quapp, seconded by Carol Mothersill*

- Approval of agenda – *motion by Amie Schombs, seconded by Christine Kirkland-Klerks*

2. Chairs’ Report – Carol Mothersill

i) General Updates: Trustee Christine Boothby had recent meeting with school council chairs

Highlights:

* Changes to bussing: Ottawa Student Transportation Authority now responsible for the empty seat policy; parents seeking to have their children added to bus route will now work with OSTA, not the school
* Contract extension with the Elementary Teachers’ Federation of Ontario has been ratified; still in ratification process with Ontario Secondary Teachers’ Federation
* Cap of 30 students in each Kindergarten class beginning in Sept. 17; cap drops to 29 students in Sept. 2018
* Accommodation review: Alta Vista area next area up for review; Kanata currently not scheduled for review before 2020
* Special Ed: Money from provincial government coming to help funding

ii) Event Reports

1. Twoonie Tuesday: More than $1,600 was raised between Castlefrank and Katimavik; Castlefrank ‘won’ the challenge between the two schools; Gr. 3 students attended an assembly at Katimavik and got to see principals hitting each other with whipped cream pies
2. Movie Night was held at beginning of March; students chose the movie Sing
3. Luv 2 Groove was held during the first week of April

iii) PRO Grant: Council had previously discussed having a science theme for our PRO Grant application

**MOTION:** Amie Schombs moves that school council proceed with the PRO Grant application based around a science-themed night. Seconded by Ralph Quapp. All in favour. Passed

NOTE: Carol Mothersill recuses herself from discussion and vote due to her involvement with Scientists in School

3. Principal’s Report – Ron Henry

i) School survey results (see handout)

Highlights:

* 100 responses total (there are approximately 230-250 families in the school)
* Feedback on RazKids program: parent concerns included that it was more screen time, that it was not available in French, and that some students are already reading at a higher level. Some parents felt they didn’t have enough information on it to comment

ii) School Organization (see handout)

Highlights:

* Students numbers remain steady but there will be a reduction of one class in 2017-18
* Seven Early French Immersion classes; that is a reduction of one class, which will mean a reduction of one teacher
* Every single primary class is at the cap of 20 students, except for one Gr. 3 class that will have 23 students, which is the maximum
* Kindergarten classes will each have 29 or 30 students in them
* Breakdown of classes: four Kindergarten, two Gr. 1 French, one Gr. 1/2 split French, two Gr. 2 French, two Gr. 3 French, one Gr.1/2 split English, one Gr. 2/3 split English. The English classes are currently projected to have 13 and 14 students respectively. There is also one Language Learning Disability class that will have 10 students
* If the numbers of students increase, there is the possibility of adding another class
* Kindergarten classes will follow same model as this year, with students switching classrooms on alternate days for French and English instruction. One change: the students will remain with the same ECEs to provide more consistency
* Update on teaching assignments will be provided at May school council meeting

General updates:

Office administrator Susan Wehrmann was nominated for a Director’s Citation. She was not selected for the honour, although as far as the school community is concerned, she is very deserving

An announced lockdown practice will be held on May 4; a second unannounced lockdown practice will happen later in the year; there will also be three fire drills before the end of the school year

4. Teacher’s Report – Val Cook

i) Anne Labonté’s class will host Scientists in School on May 2; Lion’s will have theirs May 10

ii) Gr. 1 egg drop is planned for June. Students build a structure to support an egg and the structure is then dropped off the roof with help of Mr. Phil

iii) Luv 2 Groove was a huge success. Teacher feedback was very positive. Teachers thank council for funding it

iv) Kindergarten classes held their Scientists in School workshops

v) EFI Gr. 2 had a presentation on Chinese New Year

vi) Castlefrank Choir performs May 4 and again June 13 at CES/KES festival

vii) Junkyard Symphony is scheduled for May 5

viii) Music Monday is scheduled for May 1. It is a cross-country event where students all go in the gym around 11 a.m. and sing the same song

ix) Arts Night June 28: art will line the walls, with something from each student

x) Karen Walker-Reid has bread festival planned for May 3 from 9-2:30 p.m. There will be about 50 different kinds of bread

xi) Forest of Reading: Voting has begun on favourite books. Jennifer Voelker thanks school council for funding the program

Council wants to acknowledge all of Jennifer’s hard work and efforts to embrace the program and make it such a success.

**ACTION ITEM:** Send out a list of all the upcoming activities to parents and encourage them to ask their students about them (Deirdre)

5. OCASC Report – Ralph Quapp

Report on March and April meetings. Issues discussed at those meetings:

i) Area reviews and how to prepare to make your case to the school board if your school is among those being reviewed

ii) Missing funds from Leslie Park Public School; presentation made by their treasurer and council. Discussion included what happens to school council funds when schools merge and the transition of school councils, volunteers and finances. There was also discussion about banking through the school; board hopes to roll out banking through the school by Sept. 2018; approximately 30 schools doing it this way currently. Best practice is to have two people count money and write down numbers of each bill; may want to consider a lockbox in the office

iii) Christine Boothby scheduled to make a presentation about alternative schools on May 10 at Regina Public School, which is where the alternative program will be moving for the west end of city

iv) Carol Mothersill made presentation on Scientists in School

v) The ‘Chalk It Up’ session discussed bulletin boards for school councils

6. Treasurer’s Report – Amie Schombs

i) Budget Review: There are a few expenses projected but not used to date; Gr. 3 leaving will need to go to $630 as there are two new students; Ron to remind teachers there is $400 budgeted for playground equipment.

“Retirement’ needs to be added to volunteer appreciation budget line item

Expenses for ‘Meet the Parents’ night need to be moved to Parent Outreach budget line item

School clubs: There is $450 budgeted, only $23.70 spent. May want to consider reducing that amount

Staff wish list needs to be adjusted to reflect $1,500 expense for field trips and $750 for kindergarten experience

ii) Funding requests:

**MOTION:** Carol Mothersill moves that CES council provide $250 for refreshments at the Arts Night event. Seconded by Amie Schombs. All in favour.

iii) Bank Account update: Council is currently using a personal bank account. To switch to a business account, we would incur more fees. At present, council gets charges for extra cheques, which is an issue at the beginning of the year when there are a higher number of expenses requiring payment by cheque. However, the extra cost for the cheques is less than the annual fee for a business account. Our present account is the best deal we can get with the level of service and security that we require

Discussion: What are kindergarten classes doing with $750 council approved at February meeting for class experience?

Val Cook: No decision has yet been made, but a decision is expected shortly

Other classes have made plans for their field trips/experiences:

Gr. 1 is going to Billings Estate; Gr. 2 decided on an additional Scientists in School workshop; Gr. 3 went to National Gallery. Two classes are expected to go to the Museum of History

7. Communications Corner – Deirdre Mander

Planning on inviting and encouraging the local newspaper to cover the Bike Rodeo and CES/KES Community Festival

E-mail/blog post will be made to update parents on a busy week

May 1 – Music Monday

May 3 – Breads of the World

May 4 – Choir performance

May 5 – Junkyard Symphony

8. Upcoming events – Carol Mothersill

i) Bake sale April 26

ii) Bike Rodeo May 17-18

iii) Kindergarten Information Night June 7

iv) Teacher Appreciation Night June 9; blog post needs to be sent asking for volunteers

v) CES/KES Community Festival June 13; Save the Date has already been sent out to parents

vi) Volunteer Appreciation event hosted by the school board at Confederation High School May 31; all parent volunteers are invited to attend

9. Other Business – Sarah Brearey

i ) Principal Profile: The school’s principal profile needs to be updated. The profile details the attributes the school community would like to see in our principal. The profile should be reviewed and discussed at school council. E-mail will be sent to parents that includes current principal profile and invitation to attend next council meeting for the discussion

ii) Council job descriptions: Council still needs to put together job descriptions to assist in recruitment of volunteers for next year

iii) Final council meeting of the year is May 30. Need to review an updated financial statement

10. Adjournment (9:19 p.m.)