**Castlefrank Parent Council**

**Meeting Minutes**

**Tuesday, May 30, 2017 7-9 p.m.**

In attendance:

Parents: Sarah Brearey, Lindsay Desjardins, Diane Gardner, Christine Kirkland-Klerks, Deirdre Mander, Carol Mothersill, Stephanie Nasmith, Falvia Pizzamiglio, Ralph Quapp, Amie Schombs, Mark Schombs, Andrew Seymour

Staff: Ron Henry, Anne Labonté

1. Call Meeting to order (7:05 pm) – Sarah Brearey

- Approval of minutes from April meeting – *motion by Amie Schombs, seconded by Ralph Quapp*

- Approval of agenda with one addition – *motion by Ralph Quapp, seconded by Carol Mothersill*

2. Chairs’ Report – Carol Mothersill/Sarah Brearey

i) General Updates (Carol Mothersill)

ii) Event Reports (Carol Mothersill)

1. Bake sale: Big thank you to Kim D’Angelo for organizing our bake sales. The final bake sale of the year raised a little more than $600
2. Junkyard Symphony
3. Bike Rodeo held on two hottest days in May; thanks to parent volunteers and the school nurse, Carrie Innes, who attended on both days; the Kanata Courier-Standard also attended and took pictures

iii) Hot Lunch Program (Carol Mothersill): Hot dog day moved to Wednesday June 21 due to a conflict with field trips; pizza ends June 19; June 8 is the last popcorn day

iv) Pro Grant (Sarah Brearey): Application has been submitted; planning to do an event with Scientists in School including a dinner option. Council expects to hear back in August or September

v) Principal profile (Sarah Brearey): It will be submitted to the school board in the fall; council did not receive any parent feedback

3. Principal’s Report – Ron Henry

i) School Organization 2017/18 (see handout)

Highlights:

* New staff has been hired. Donna Ferguson is joining kindergarten team. ECE Lisa is leaving on parental leave, will be replaced by Samia. Dan Holmes will be teaching Gr. 2/3 English. Margot Oldfield, Wendy Byrtus and Margie Eastman have all retired. Ramona Ruhland will not return; position has been determined to be surplus

4. Teacher’s Report – Anne Labonté

i) EQAO testing is ongoing now

ii) Scientists in Schools have visited several classes

iii) Anne’s Gr. 1/2 class pulled weeds, put down new soil and each student planted two annuals in the school’s front garden. Anne would like to use leftover money in council’s gardening budget to replace two evergreens with hydrangeas. Anne would also like to propose the creation of a gardening club for the 2017/18 school year

**ACTION ITEM**: Council needs to increase the gardening budget for next year; Anne Labonté to spearhead creation of gardening club

iv) Choir will be performing at the CES/KES Festival on June 13 at 5:15 p.m.

v) Connie Toye’s class will be presenting their annual play to parents on June 22 at 8:40 a.m.

vi) Kindergarten classes are going to Experimental Farm on June 6 and June 8; a thank you to council for funding school buses for the field trips and OCDSB has provided funds as part of a subsidy for outdoor education. As a result, the cost of trip is reduced from $15 to $4 for parents

vii) Kindergarten information night is June 7

viii) Jump Rope For Heart; thank you to council for providing oranges. Gr. 8 students from KES did a wonderful job running the event

ix) Gr. 1 field trips to Billings Estate are this week and again on second last week of June

x) Anne and Jodie Harris’ classes will be doing their egg drop this month

Question regarding Gr. 3 leaving experience; Ron says plans are in the works and will be shared soon. Carol adds there was request for funding today

5. OCASC Report – Ralph Quapp

Topics discussed at last meeting:

i) Bussing and OSTA funding

ii) Ratio of suspensions of boy vs. girls

iii) Special education funding is expected to increase by $6.5 million over next two years; there are no additional budget cuts

iv) School board is attempting to increase the price for infant and toddler daycare programs; they are currently operating at a loss, according to the board

v) School board wants to run all banking through the school office; looking like it won’t be implemented until 2018/19 school year. This will include online system for payments for school and council programs

vi) Chalk It Up session discussed exercise bikes in classrooms

vii) AGM was held. Board members have been elected with exception of a treasurer

6. Treasurer’s Report – Amie Schombs

i) Budget Review:

* Bake sale raised $639
* Current account balance is $8,281.27 but field trip bussing and Scientists in School workshops have yet to be paid; teacher appreciation amount of $400 still to be withdrawn as well

Currently, council is operating at about a $2,000 deficit. Going into the school year, council was operating with a surplus and had the intention of spending it down

* Need to remove $35 from OCASC line item; there was a missing cheque which is why expense is currently listed at $70
* Expenses for Meet the Parents event needs to be moved out of “administrative” line item to “parent outreach”
* “Other” line item on budget is for cost of jerseys purchased last year ($1,509) and fees for NSF cheques that were returned to council

7. Communications Corner – Deirdre Mander

* Volunteer sign up has been posted for the CES/KES Festival
* There needs to be a call out for festival volunteers and volunteers and donations for the Teacher Appreciation event

8. Upcoming events – Sarah Brearey/Carol Mothersill

i) OCDSB Community Awards and volunteer appreciation May 31 (Sarah Brearey)

ii) Kindergarten information night on June 7 (Sarah Brearey): iPads will be available so new parents can sign up for council blog. Council will also make a five minute presentation. Council may wish to ask parents if having child care available would increase the likelihood they would participate in school council

iii) Teacher Appreciation Event June 9 (Carol Mothersill): volunteers are still needed and council is still looking for contributions of food, floral arrangements

iv) CES/KES Festival June 13 (Carol Mothersill): a Save the Date and call out for volunteers was sent out earlier in May; Teri MacDonald is coordinating the event. Circus Delights will be providing Sno Cones, there will be an ice cream truck, Grill Master is providing food, and an Ottawa fire truck will attend. Donations are being collected for the food bank. The Katimavik-Hazeldean Community Association will be on site, as will the ski patrol providing first aid

v) Funding request (Carol Mothersill): Librarian Jennifer Voelker has asked whether council can add the Forest of Reading program to the 2017-18 budget. She would like to begin preparations earlier in the school year

**MOTION:** Create a budget line item of up to $900 to support the Forest of Reading program in the 2017/18 budget and the staff wish list budget line item will be reduced by that amount. *Motion by Carol Mothersill, seconded by Deirdre Mander. All in favour. Passed.*

vi) Food Box fundraiser (Carol Mothersill): Kim D’Angelo has offered to run another food box fundraiser in 2017/18 school year that is more accessible to all parents. Foodland Ontario has a program that now includes Ottawa where parents can purchase specific items, as opposed to a preset amount, at a lower price point

9. Other Business – Sarah Brearey

i) Recycling/Garbage (Flavia Pizzamiglio): Recycling is being collected in classrooms and the school hallways, but it is not being separated from regular trash and goes into the dumpster once outside

Ron Henry responds: If there is contamination in the recycling bin, such as dirty tissues or napkins, garbage that doesn’t belong there, etc., the custodian does not have time to separate it. The children often mix up the containers which causes cross contamination. Schools that do recycling well need a champion.

Council recommends considering the switch to “litterless” lunches in the future to avoid so much waste.

ii) Council job descriptions: Handout prepared with list of council volunteer opportunities

iii) Looking ahead to next year:

Hot lunch program requires planning ahead to ensure the programs are underway in September. The program provides approximately $9,300 in funding that can be spent on programming and other items for CES students.

* Carol Mothersill commits to organizing hot dog program for 2017/18 school year
* Diane Gardner willing to take on the popcorn program coordinator role
* Pizza program needs a coordinator as well as four volunteers to hand out pizza on Mondays

**ACTION ITEM:** Need to discuss with providers about the need to meet earlier deadlines in 2017/18. Hot lunch will now be served during the first break at 10:30 a.m. (Popcorn will be handed out at second break)

Discussion: Have we considered using graphics to visually communicate the message about what council does and the importance of volunteers and volunteering?

Finally, a huge thank you to council’s outgoing co-chair Carol Mothersill for her many years of selfless contributions to CES school council and the school’s students

10. Adjournment (9:26 p.m.)