

Castlefrank School Council
Wednesday September 19, 2018
7-9pm

In attendance:

- Parents: Savannah Beattie, Amie Schombs, Tracy Waugh, Diane Gardner, Christine Kirkland-Klerks, Ralph Quapp, Chris Green, Sarah Shea, Chris Eltervoog, Andrew Lefebvre, Joanne McCarroll, Sarah Brearey, Emily Chan, Brenna MacNair
 - Staff: Anne Labonté, Sarah Pope (principal)
1. Call Meeting to order (7:02pm) – Sarah Brearey
 - Approval of agenda – motion by Chris G., second by Amie S.
 - Approval of minutes from May 28, 2018 meeting with no amendments – motion by Diane G. and second Ralph Q.
 - Set quorum – **MOTION** by Sarah B. to set 2018/19 quorum at chair, principal and four additional parents; second by Savannah B, all in favour
 2. Chair's Report – Joanne McCarroll/Sarah Brearey
 - 2018/19 Council meetings scheduled for the third Wednesday of every month except for December and June; reinstated meeting in March. Approved through board (community use of schools)
 - Volunteer Opportunities and Committees:
 - Great response to volunteer paper sent home – still coming in
 - Possible roles to head projects able to report back to council
 - Take some of the planning outside of council meetings and just have updates in meetings.
 - Meet the Teacher:
 - If we want to have a meal/BBQ we need to have a committee set aside to do a proposal this year for next year.
 - For this year, we will have a school council table to help get people signed up to the blog etc
 - Magnets – handing them out on the MtT night with all the information on it (phone numbers, website etc) for 200 magnets it would come to \$80 (everything included). Comment - can we order more than 200 to save money in the long run?
 - Snacks with kids/parents/etc will draw people in.
 - Handouts - Volunteer sign up page, council meeting dates (quarter page)
 - **MOTION** by Joanne M. to proceed with the purchase of 500 magnets, to be distributed to families at Meet the Teacher night, and other outreach opportunities; second by Chris G., all in favour
 3. Principal's Report - Sarah Pope
 - see attached

4. Teacher's Report: Anne Labonte

- Jennifer Volkner (librarian)
 - Forest of Reading program to be ordered in October. Popular reading program – kids read (are read to) a set of Canadian books and vote on their favourite
 - Book fair has been booked for Nov 19-23rd – held at Castlefrank this year. Kids go during the week with teacher to make wish lists and parents come in the evening to 'shop' but come before Friday because Friday afternoon they are packing up. Money from book fair, will go towards getting new library books
- Beth Wynn – Lego club hoping to ask for donations from families for used lego. If that isn't productive enough, will ask school council for funding. (Original brand) Have a volunteer that said she was very good at sewing – perhaps to turn tablecloths into drawstring bags?
- Julie Petrie
 - Golf program by Loch March? Teaching grade 3's golf, and trip to golf course at year end. Might be a fee for transportation at the end. \$250 for the bus – will be sent in once they get all the info
 - Running club – 58 kids came out!
- Question from council – how does Kindergarten team want their teachers "allowance"? Anne to confirm that they still want a lump sum of \$500 for all the kinders to decide, rather than \$100 per kindergarten team/class.

5. Treasurer's Report – Amie

- Recap of the 2017-2018 finances: Need to get numbers from bank tomorrow.
- Last year we started \$5498 we did bring it down bit this year.
- This year we can break it down between each of the hot lunches (with the online cash system) whereas last year it was sort of grouped together (numbers from last year are off individually but accurate as a group)
- Bank declaration (ScotiaBank personal account requires two signatures reimbursement payments given via cheques) Bank through the school or third party? MOTION by Amie to continue banking with ScotiaBank @ 482 Hazeldean Rd; second by Sarah B., all in favor
- This is Amie's last year at Castlefrank - she is looking for a co-treasurer to transition into the role for next year
- LunchLady numbers? Look in more detail and into receipts – maybe ask for more detailed invoices?

6. OCASC Updates – Ralph

- Explanation of OCASC (Ottawa Carleton Association of School Councils) - where you hear about other school councils, how they function

- First meeting September 27th; positions on various committees available
7. Communications Corner – Sarah B
- Robyn stepping down this year – acknowledgement of Robyn’s work on the school council blog and communications; position is open
 - Responsible for school council blog posts, newsletters, communicating what the school council is up to
 - School council information on Castlefrank school website needs to be updated
 - School council meeting dates need to be added to the school calendar
8. Fundraising – Sarah B/Joanne
- Hotdog, popcorn, pizza – (online orders only): 186 pizza orders (214 slices); 170 hotdog orders (186 hot dogs); 178 popcorn orders
 - Create Google document to track numbers of popcorn, pizza and hotdog orders which can be shared and updated as needed
 - Prices went up this year to cover cost increase as well as School Cash Online fees (3%): pizza went up 15 cents; hotdogs went up 5 cents; popcorn stayed the same
 - Bake sales – Kim D’Angelo willing to organize; will be her last year – first bake sale Oct. 24 – class lists to be split across three bake sales
 - Veggie box deadlines very early in October, skip this year?
 - Chewable creations – can we do one big fundraiser? What about other vendors – can we do a vendor fair? Christmas event?
 - Tupperware – online campaign, school earns 40% of sales
 - Need a concrete & official fundraising plan for the year, approved by council – cannot approve this meeting, as council is not in place
 - Fundraiser policy states that parents cannot benefit financially from a fundraiser – what about a parent with a business (e.g. Chris G. running a bread box fundraiser) – is this a conflict of interest?
 - Brenna and Sarah interested in food consciousness in the school – parent workshop? Seminar? Lunch planning among parents? Interest in forming a committee to look at this
 - Will revisit fundraising at October meeting
9. Special Events - Sarah B.
- Terry Fox Run – September 27 - Council provides oranges (volunteers have already signed up to cut them – can use staff room) and crossing guards
 - Halloween dance – October 26 – very popular event, need volunteers to help organize – have lots of tips and resources
10. Other Discussions
- Halloween dance music is too loud
 - Double, triple check on the pizza orders for dances
11. Election

- **MOTION** by Sarah B. to elect the 2018/19 Castlefrank School Council as follows; second by Chris E. All in favour.
 - Co-Chairs (2): Joanne McCarroll and Sarah Brearey
 - Treasurer: Amie Schombs
 - Co-Treasurer: Savannah Beattie
 - Secretary: *vacant*
 - OCASC Representative: Ralph Quapp
 - Communications Coordinator: Chris Eltervoog
 - Event Coordinator: Brenna MacNair
 - Members at Large (4): Chris Green, Diane Gardner, Christine Kirkland-Klerks, Sarah Shea

Meeting adjourned 7:09pm. Next meeting October 17, 2018



Castlefrank Elementary School



September 19, 2018 Principal's report to School Council

School facilities update

We had a summer rental in our building this year. Thank you to the custodial staff for getting the facility up to snuff in a more compressed time.

We are looking to install a gate at the back of the school from the play yard to the Castlefrank road near the lights. It will be a simple gate like the one on the kindergarten yard and will not impact the community's use of the entrance.

EQAO

Results are out on the 18th and I will be going through them in the coming days. Preliminary results are in, 80% in Reading, 74% in writing, and 58% in math.

2018/19 Club List

CLUB	WHO	WHEN	GRADES
Yoga club	Mme Toye	every second Tuesday starting on Oct. 23rd at the 2nd recess in the library until March break.	Grades 1 to 3
Choir	Mme Martel	rehearsals are Thursdays during the first recess	
Colouring Club	M Muldoon-Roy, Mrs. Hammel, Mme Harris	Jan. and Feb	
Pokémon	Mme Dallaire, Mrs. Peacock	2nd recess 4 weeks in Nov-Dec and 4 weeks in Feb-March	
Running club	Mme Petrie	Tuesdays first recess	
Monster Ball	Ms. Powe		Grade 1s/ Grade 2s and 3s
Hula Hut	Ms. Powe		Grade 1s/ Grade 2s and 3s
Lego Club	Mrs. Wynn, Mme Dallaire	Wednesdays in January during second recess	Grade 1s and LLD
Math Club	Karen Walker-Reid	March – May	

Golf in School–Golf Canada. We have the golf kits and we will be running some of these sessions during gym time. Graham Frost from Loch March will be supporting us to kick it off and in once a month for a day to support teachers with the program in the gym. End of year field trip grade 3 students to Loch March.

Staffing

There have been a number of staffing changes due to retirements, maternity, and such.

Mechelle Kulker is in for Karen Brown.

Julie Pitre is in for Jessica Fraser

Jennifer Little is in for Ashton Crowe

Carmel Ardestani is in for Joanna Kreuzer (ECE)

School Lockdown

Our first lockdown is scheduled for Tuesday September 25th at 11:30 a.m with our SRO Paul. Expect an email the day before so you can discuss it with your child.

Meet the teacher

Meet the teacher will take place on Tuesday September 25th from 4:00 – 6:00.

Our Director

This past week, the OCDSB announced that Director of Education, Dr. Jennifer Adams will retire from the school district effective December 31, 2018. Dr. Adams joined the school district in September 2005 after 21 years with the Lakehead District School Board in Thunder Bay.