



# CASTLEFRANK ELEMENTARY SCHOOL

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## School Council

### Parent Council Meeting Agenda Wednesday October 9 2019, 7-9pm

Parents Present: Sarah Brearey, Joanne McCarroll, Savannah Beattie, Christine Kirkland-Klerks, Diane Gardner, Kelley Lefebvre, Mallory Kelly-Armour, Sarah Larsen, Deborah Harris, Chris Green, Kari Richards, Kama Hutchence, Chris Eltervoog, Crystal Blais, Yifan (Coco) Li, Krista Kilrea  
Staff Present: Sarah Pope, Tara Wild, Colleen Powe, Jacqueline MacDonald

1. *Call meeting to order* – 7:03pm
  - Approval of agenda – motion by Diane, seconded by Crystal
  - Approval of minutes from September 18, 2019 meeting – motion by Mallory, seconded by Crystal. Added Brenna MacNair's name to the parents present
2. *Chair's Report – Joanne McCarroll/Sarah Brearey* – 7:06pm
  - Added Chris Green as a member at large for the 2019/2020 parent council. Motion by Savannah, seconded by Chris
  - Walk In for Education will be held tomorrow outside of school hours and off of Castlefrank property. Teachers and education workers who will be meeting (8:00-8:15 here, 8:15-8:30 at KES). Purpose is to support education. Wear red for ed
  - 2018/19 Year End Report – will be posted on the bulletin board outside the office
3. *Principal's Report* – Sarah Pope – 7:11pm – see Attachment 1
4. *Teacher's Report* – Colleen Powe – 7:30pm – see Attachment 2
5. *Treasurer's Report* – Savannah Beattie – 7:45pm
  - Review and approval of 2019/20 budget
  - Revenue
    - OCDSB Funding – we get \$500 every year
    - Hot Dogs – already above the projected totals
    - Pizza - \$15,000
    - Popcorn - \$4,100
    - Lunch Lady – set low because it's unpredictable
    - Mazzola – set low because it's a new vendor
    - Mabel's Labels – set low because orders fluctuate (you might order a bunch one year if you have a new kid at the school, but then not need to order again the next year)
    - Holiday Showcase raffle – set low because it's unpredictable
    - Festival Funds Raised – year end festival – we get 50% of proceeds. Money doesn't come in until after the school year ends. Get funds from the previous year during the next year.
    - PRO Grant Event – set at 0 because we aren't sure it will happen at all
    - Bake Sales – staying at last years numbers as they tend to stay fairly consistent
    - Dances – Being conservative with the numbers
    - Castlefrank Cares Event (Holiday Charity) – changing name since it's not just for the holidays anymore. No longer giving the money out to needy families at the

holidays. The money instead will go through the principal at the beginning of the year so that kids from families in need can get hot lunches and clothing as needed, not just during the holidays. Still having the one event at the holidays to fund Castlefrank Cares

- Line for the Book Fair will be removed as it's shared with KES and all funds go through the school, not council
- Other – Cookie Dough fund raiser was a big hit. Will get its own line item. Expenses haven't been entered yet on this line
- We expect to be at \$39,000 at the end of the year
- Expenses – prices have gone up since last year
  - Dances – based on costs from last year
  - Insurance – potentially need more insurance. There's a gray area in the fine print. Trying to find out exactly what we need/cost ASAP
    - Need to follow up with insurance group
    - Amount is based on insurance costs Savannah is familiar with at her job
  - Gardening – hydroponics tower might be included in this, so it might need to be increased. Also want to have money for the garden at the front of the school
  - Spirit – Terry Fox & Jump Rope 4 Heart – decreased from last year based on prices from the previous year
  - Playground Equipment – padded at \$400 – for teachers to purchase items for the playground. Grades 1-3 only. Traditionally have had enough to refresh the bags/supplies
  - Festival – costs are split with KES
  - Teacher Allowance Grades 1-3 – EAs and teachers get \$50 to spend as they wish. Part time get \$25
  - Kindergarten Allowance - \$100 per class (not by teacher). Last year butterflies were included in this line item. This year it is broken out separately
  - Teacher Appreciation – brunch at the end of the year on a PA day (usually report card day). Food is donated. Most of the cost is for hiring the barista. Also a small thank you gift for the teachers
  - School Clubs – LEGO club got most of the funds last year to get established. Keeping the funds the same so clubs can request funds as needed
  - Grade 3 leaving – Usually a movie day with popcorn. Per student costs - \$15 per student. There are 53 Grade 3s as of today. Could go up or down depending on final numbers for Grade 3 students. Or they could use it for a field trip instead. It's their money to spend as they wish
  - Choir – lower than last year at the choir teacher's request because they're not doing the field trip this year
  - Community Family Event – Family Science Night? If we want to do something else, need someone to spearhead it. Usually held in February to give everyone something to do indoors. Money is there for whatever gets decided on. If no new ideas, we can do Family Science night again
    - Kelley suggested that Kids Kingdom may have programs that could work for this. She will follow up and get a quote
      - Little Medical School?
      - Little Veterinary School?
  - Kindergarten Equipment – if they need something more, they can put in a request
  - Staff Wish List – based on requests from teachers. We have money left from last year, so we decided to increase the wish list line item. Items aren't automatically approved. The council reviews and decides which ones to approve. This can change year to year. Looking for it to be equitable among all the grades or for the whole school

- Items are decided on at November council meeting
- Administration – photocopying, paper, etc
- Volunteer Appreciation – usually at the end of the year. Last year it was donated back to the school to buy helmets
- Bike Rodeo – held in the spring. Covers oranges and freezies
- Castlefrank Cares and Toonie Tuesday – increased this year to add the \$250 for Toonie Tuesday
- OCASC Fee - \$35 per Crystal
- Blog Fee – usually stays the same
- Parent Outreach – usually have speakers come in. Money will remain, but we need someone to spearhead this item. Need ideas!
  - Usually done as a separate evening
    - Meet the Parents night?
    - Focused on the parents
    - Invited KES and in the community in general as well. Not just CES
- Bank Fees – Savannah is trying to keep costs low
- Forest of Reading / Library – Already received request for enrollment fee. May have a higher request this year since the book fair will be at KES instead of CES
- Cookie Dough – brought in \$3000 profit on this fundraiser
- Other events like Swiss Chalet night don't cost us money
- Had money left over from last year. Trying to stick to \$2500-\$300 at the end of the year.
- Question from Diane - Can we use surplus for teacher appreciation this year? Yes, that's a possibility. Will discuss more
- There is funding held over in case there are late requests
- Motion to approve the budget by Chris G, seconded by Diane

#### 6. OCASC update – Crystal Blais – 8:31pm

- First meeting – a lot of information about the council and how to get involved
  - Discussion regarding equity of funding for councils, funds distribution – some schools have more, others have less
  - Some councils are being more open about their finances and meeting with other parent councils to discuss needs
    - Joint fundraising across sister schools
  - Informing attendees about the parent conference, random acts of kindness (April), parent involvement committee for the school board
  - Potentially having speakers coming in to give information sessions – asked for topics that people would be interested in
    - Savannah suggested that we need one on insurance since we need more clarity on it
      - How to get it
      - How much does it cost
      - How much do we need
      - Confusion regarding what the difference between school functions vs council functions is
  - Discussed creating a knowledge library online to give everyone access to all of the information that the council has
  - PRO Grant - \$500 for council?
    - Confusion over whether it's the PRO Grant or the typical OCDSB funding. Crystal will try to get clarity at next meeting
  - No mention of requiring funds be managed through the school
  - Council will give Crystal a cheque for the next meeting

## 7. Communications Corner – Chris Eltervoog – 8:41pm

- Last year's meeting minutes has been archived
- Want to change the headings so that the lunch stuff is separate from everything else to make it easier to access information
- People now know they can grab the google calendar from the board site
- Popcorn days with school colors and hot dog day/Spirit days are updated
- All updates are scheduled to go out ahead of time to hit two days before the event
- Also updating the Facebook page

## 8. Fundraising – 8:43pm

- Hot Lunch and Popcorn Program Updates (Diane)
  - White Cheddar popcorn is doing well
  - 207 ordered plus some extras
  - First order arrived today
  - On par with usual orders
  - Cash Online makes it so much easier!
- Pizza (Kari)
  - Pizza – 254 slices per week
  - Only one piece left over last time
  - Will order more next time
  - Got a lot of last minute orders
  - System is working as is
  - No pizza day next week due to holiday
- Milk is done through the school because it's not a fund raiser
- Question from a parent regarding Kindergarten student buying popcorn - Send money in a bag in the note tote and kids can buy extra bags of popcorn if they're available
- Cookie dough fundraiser (Sarah S.)
  - Indigo is shipping 370 forms which should be arriving at the school this week
  - Need to figure out dates to send them out – will add a cover letter with dates and such
    - November 4-18 for the fundraiser
    - Orders could be delivered December 9
    - Sarah B - Do we want pick up in late November instead?
    - Maybe send it out the last week of October? Parent would prefer after Halloween to keep the holidays separate
    - We all decided that the dates are good as listed above
  - Funds can cover Science in the School program
  - We sold everything last year – even extras
  - Very close last year to getting to the next threshold for fundraising
  - Teachers should get their own form as well
  - Parent suggested that we need info on how to fill out the forms, how pick up is run, how cheques are sent in
- Approval of 2019-20 Fundraising Plan
  - Terry Fox Run
  - Cookie Dough Sales
  - Family Dances
  - Movie Night
  - Pizza/Hot Lunches
  - Used Book Sale
  - Mable's Labels
  - Added line for events that may be added through the year
  - Swiss Chalet (Monday and Tuesday nights)
    - We get 10% of the total bill – take out also included
    - Lunch hour also included

- Would like to wait until after the holidays

## 9. Special Events and Committee Updates – 8:59pm

- First bake sale – October 25
  - Looking for volunteers
  - Cake Walk will be part of it
  - Crocodiles, Giraffes, Feathered Friends, Ninjas, Super Heroes are the first classes for the first bake sale
    - Email will go out with classes and dates
- Hallowe'en Dance – October 25 (Brenna – not present but sent updates to council)
  - DJ has been booked
  - Pizza has been ordered
  - Poster is up
    - Chris will add to the blog
  - Snacks have been ordered
  - Will be looking for volunteers to help at the concession tables and clean up
  - Runs from 6pm-8pm
  - Costumes are encouraged
  - This is the biggest dance fundraiser
  - Coloring table was nice last year
  - Half lights will be off in the gym
  - It's a loud event...
- Holiday Fundraiser event – November 29 (Crystal/Mallory)
  - Questions
    - What has been done in the past?
      - Movie in the gym – voted on by the kids
      - Parents can come out to see the vendors during the movie or during intermission
    - Is it a community event?
      - Last year it was just a school event
      - Wanted to target families who have talents to share
      - Attendance is very good
      - Money goes into the Castlefrank Cares fund
      - Movie admission is by donation (pay what you want)
      - There is a vendor charge
        - \$20 or donate a silent auction item
      - Silent Auction didn't go as well last year
        - It was also hard to find...
      - Could do a raffle instead of silent auction
      - Can do higher fee or donation to raffle
      - Chris G suggested that you make it a flat \$40 fee
    - How many vendors?
      - 12 vendors last year
    - Could move vendors to the library
      - Chris G thinks the main entrance is best
    - Can be vendors from the community as well
  - Warm Clothes (Kelley)
    - Kelley reorganized the warm clothes
      - Ended up with 2 bags of left-handed mittens
    - Need socks
    - Need underwear
    - DO NOT need hats or mittens
      - Sorted by small, medium, large
    - Have some shirts, pants

- If there's a student with a specific need, Sarah Pope has a fund for that
- Kelley will bring flyers tomorrow and will have bundles for each class
- Chris V – add needs to the blog
- Maybe do a sock drive at the Holiday Fundraiser?

10. *Other discussion* – 9:17pm

- Year End Festival
  - KES has a year end festival committee who are reaching out to find a date
    - Proposed June 17 which is also hot dog day
      - Possibly move the hot dog day?
  - This year is CES turn to host
  - Need to book the school
- Hallowe'en Dance
  - Need access to the gym at 5
  - Send email to Susan to ask
- Add times/days to volunteer schedule

11. *Adjournment* – 9:20pm

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