



CASTLEFRANK ELEMENTARY SCHOOL

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School Council

Parent Council Meeting Minutes Wednesday September 18 2019, 7-9pm

Parents Present: Sarah Brearey, Joanne McCarroll, Savannah Beattie, Kama Hutchence, Yifan (Coco) Li, Crystal Blais, Angie Blakeney, Reed Shelton, Sarah Shea, Diane Gardner, Mallory Kelly-Armour, Sarah Larsen, Chris Eltervoog, Shannon McNamara, Abdelrahman Elgebali, Rebecca Mercer, Kari Richards, Brenna MacNair

Staff Present: Sarah Pope, Tara Wilde, Colleen Powe, Jacqueline McDonald

1. *Call meeting to order* – 7:01pm

- Approval of agenda – motion by Sarah, seconded by Brenna
- Approval of minutes from May 15, 2019 meeting – motion by Sarah Shea, approved with no changes.
- Set quorum – Sarah B. asks to have quorum set at 5 members to accommodate meetings that have lower attendance. Suggestion made to allow for email voting if quorum cannot be made in person. Sarah made motion to set quorum at 5 members of the school community plus principal or delegate, seconded by Savannah, all in favour.

2. *Chair's Report* – Joanne McCarroll/Sarah Brearey – 7:15pm

- 2019-20 meeting dates – to accommodate a scheduling conflict for the principal, meetings will now be held on the second Wednesday of the month. New dates will be distributed at Meet the Teacher. Next meeting to be held on Wednesday, October 9th.
- Volunteer Opportunities and Committees – Blog is official means of communication, Chris will post the blog address to the Facebook page. Sarah Pope to follow up with KES principal regarding subject lines of email communications and including school names.
- Some issues with emails from council going to junk mail. Chris to look into. Sarah will send an email and ask teachers to mention it at Meet the Teacher – people need to know to check their junk mail.
- Looking for people to take on coordinator roles – dance, hot lunch, etc. No time at meetings to plan these events, so they need to be done outside the meetings and have key information brought back to the group.

3. *Principal's Report* – Sarah Pope – see Attachment 1

4. *Teacher's Report* – Colleen Powe – see Attachment 2

5. *Treasurer's Report* – Savannah Beattie – 7:53pm

- Budget will be discussed at next meeting
- Recap of 2018-19 finances – raised ~\$39K, spent ~\$36k
- Opening balance will be slightly higher than expected, so as a result might have a bit more room for teachers wishlists. Starting off with a roughly ~\$6k balance
- Savannah proposes change to charitable giving strategy, to have funds available all year for discretionary spending by Sarah Pope, instead of distributing as gift cards at Christmas

time. Money will still come from holiday fundraiser, but funds to be released now to accommodate hot lunch programs, and other needs. Council will not request specific details, but will request a breakdown of how the funds are spent. Sarah Pope will keep track in her budget and provide Council with a summary. Will start with \$1500, but will revisit amount later in the year. Savannah brings forward motion, Mallory seconds, all in favour.

- Declaration of School Council banking Arrangements – Sarah B. brings forward a motion to continue banking with Scotiabank on Hazeldean Rd for the 2019-2020 school year. Mallory seconded, all in favour.
- Savannah will be preparing draft budget in the next week for consideration. Council will go over budget line by line and approve each item at the October meeting.

6. *Communications Corner* – Chris Eltervoog – 8:09pm

- Reminders will go out two days prior to events (popcorn comes up on Friday)
- Notice will go out Friday before events so that parents have time to pick up on weekend
- Some magnets remaining – will be targeted handouts for other needs in the future. Castlefrank.

8. *Fundraising* – 8:15pm

- Hot Lunch and Popcorn Program – Popcorn price went up and price to families increased slightly as well. Council will comply with guidelines.
- Question about revenue from Lunch – Pita receives a small percentage of each sale paid by the school.
- Cookie Dough fundraising – doing again in November. Will set up at end of November (Sarah Pope will be the one doing it)
- Rebecca – Pita B. will be making and selling Pita Pit will deliver to the school – each meal will have Pita's name and address. Different ordering options available. Concerns about soggy Pita are made, therefore soggy. Looking into trying it as a one time thing to see what happens. Order in October and then re-evaluate for next year.
- 2019 Fundraising Plan

9. *Special Events and Programs* – 8:28pm

- Terry Fox Run – September 26 – volunteers have been organized. Have one crossing looking for volunteers. Still looking for volunteers to walk with the classes.
- Dance – November 29 – Sarah Pope looking into a sound system for the school, what at her house and can run the system if we had it.
- Safety – looking at insurance and what is required at non school sanctioned events. Mallory will be working with the board to see what was done at their old school. Sarah Pope will also be looking into it.
- Holiday Fundraiser – November 29 – typically a movie night in the gym. Looking at having a silent auction, need to look into location. Instead of a silent auction, looking at the possibility of a raffle. Perhaps instead of charging a fee for tables, we can have them donate an item to the raffle. Need to have a sub-committee put together to discuss and plan further. Open to the idea of other options as well, if anyone has suggestions. Crystal and Mallory to coordinate.

10. *Other discussion* – 8:49pm

- Brenna speaks about “Big Life Journal” and brings forward Circle of Controls poster and shares materials with the group. Offers to make copies and share resources with Council so that they can potentially be used in the classrooms and by parents.

- Sarah B. to follow up with Kendra and Sylvia regarding Bake Sales and someone to organize them this year. First one is usually in October.

11. Election of 2019-20 Council Members and Executive – 8:50pm

- Co-chairs: Sarah Brearey and Joanne McCarroll
- Vice Chair (training role) – Mallory Kelly-Armour
- Treasurer – Savannah Beattie
- Secretary – Sarah Larsen
- Communications Coordinator – Chris Eltervoog
- OCASC representative – Crystal Blais
- Dance Coordinator – Brenna MacNair
- Holiday Event Coordinators – Crystal Blais & Mallory Kelly-Armour
- Fundraising Coordinator (cookie dough) – Sarah Shea
- Apple Basket Coordinator – Sarah Shea
- Bike Rodeo – Brenna MacNair, Reed Shelton,
- Hot Lunch Coordinator – Kari Richards
- Popcorn Coordinator – Diane Gardner
- Member at Large –Christine Kirkland, Rebecca Merritt, A

Joanne made a motion to elect above mentioned positions for the 2019-2020 school year. Seconded by Savannah Beattie in favour.

12. Adjournment

Attachment 1: Principal's report (Sarah Pope)

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.

IEPs

Term 1 IEPs due to go home on October 15th

2019/20 Club List

CLUB	WHO	WHEN	GRADES
Yoga club	Mme Toye	Thursday, Oct. 24th at the 2 nd recess It will run every 2nd week, until March.	Grade 1 to 3
Choir	Mme Martel	Tuesday, Sept 17th at 10:50 am school library.	
Colouring Club	M Muldoon-Roy, Mrs. Hammel, Mme Harris	Every Wednesday in January during second recess	
Pokémon	Christine D. Alex M-H	November every Monday, 1st recess	Grade 1 to 3
Running club	Dan Christine S.	Wednesday, Nov 6th to 30th 10:50 am recess	
Cursive Writing Club	Christine S.	Nov-March, once a week during recess	Grades 1, 2 and 3
Games Club	Karen WR Ms P	November and December recess	
Lego Club	Mme Hammel,	Every Monday during recess	Grade 1s and LLD
Lego Club	Mme Hammel,	Every Monday during January 2nd recess	Grade 2s and 3s
Math/STEM club	Wendy Reid Collette	January-April once a week	
Bookmark club	Dan, Jen	Monday October 7 / 1st recess	Grade One
		Monday November 4 / 1st recess	Grade Two
		Monday December 2 / 1st recess	Grade Three
		Monday January 6 / 1st recess	Grade One
		Monday February 3 / 1st recess	Grade Two
		Monday March 2 / 1st recess	Grade Three

Puzzle club	Amanda Beth	November and December	Grades 1, 2 and 3
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Staffing

There have been a few staffing changes.
Lindsey Byers is in for Dawna Ferguson
Ariel Wehrmann is in for Joanna Kreuzer (ECE)

School Lockdown

Our first lockdown is scheduled for Tuesday September 24th at 11:30 a.m. with our

Meet the teacher

Meet the teacher will take place on Tuesday September 19^h from 4:30-5:00

Picture Day

Picture day will be on October 2nd with retakes on November 2

Spirit Wear

Ms. Wild will be organising this year's order. Ms. Wild will be home by 5:00

Drop off safety

The loop at the front of the school is for buses, school vans, and staff only. Parents are asked to use the side parking lot when picking up or dropping off their child, as well as when they would like to park their vehicle to enter the school.

Bikes: Anyone who is on a bike is asked to walk their bikes on ALL school sidewalks.

Walkers: Parents and students are encouraged to cross with the crossing guard and THEN use the path in the loop at the front of the school, rather than trying to cross at the parking lot. This area gets very busy with traffic going in and out of the parking lot, so it is much safer to let the crossing guard walk them across at the bottom of the lane, and then walk across on the designated crosswalk in the loop.

School board information

All children attending school between the ages of 4 to 17 must be [immunized](#) according to [Ontario's Immunization Schedule](#). Parent/guardians can contact Ottawa Public Health at 613-580-6744.

The 2019-2020 School Year Calendars are available on our [website](#). Calendars will also be sent home, so make sure to check those backpacks.

The OCDSB is seeking eleven (11) Community Representatives to serve on its Advisory Committee on Equity (ACE) for a two (2) year term ending in November 2020. Deadline for [applications](#) is September 13, 2019.

Attachment 2: Teacher Update (Collen Powe)

Classroom Events Updates

The Rockin' Racoons class (C. Powe) - has planted the seeds to put into the garden tower that was purchased by council last year. Before planting them, they did a writing activity to make a prediction about what the tower was for. Some of the predictions included an oven to make pizza; a robot maker; a big kettle to make water hot and cold; a cupcake maker; a house for a man; a wind machine; and an apple or orange tree. The seeds take 10-12 days to begin to sprout, and then can be put into the pods in the garden tower. The full growing time is about 3 months. The vegetables that have been planted (arugula, a few different types of lettuce, swiss chard, etc.) can be re-cut over and over, so should hopefully be able to make it through a school year before re-starting the process with new seeds. We will be making a class book to show the process from seed to salad.

The Owls (C. Stephens)- Have two monarch chrysalis' in the classroom that ready to hatch, as well as a full grown praying mantis that was hatched from an egg of dining out. We have critters that visit this classroom throughout the year.

School

Monarch Butterfly Presentation: Tuesday, October 1st, there will be a presentation from the Butterfly Ladies for classes that are interested. The butterfly ladies are retired teachers who go around to schools and present about Monarch butterflies. There will be a 15 minute skit about butterflies and a 20 minute video about the life cycle of butterflies and their caterpillars. The presenters will also be available to answer questions about how to start a garden at school if there is interest.

Choir - The first choir practice started in September with 2 and 3 students, and after Christmas, Grade 1 students will be performing. We will be directing the choir again this year.

Terry Fox Run - We will be participating in the Terry Fox run on Thursday, September 26th, with the rain date being Friday, September 27th. Permission forms and pledge forms should have been sent home this week. All students in Grades 2-5 will remain at the school. Grade 1 students walk to Kinsmen. Grade 6 and 3 students will walk to Cattail Creek Park. There will be a short assembly in the gymnasium before we walk before going out at 9:00 am. Volunteers are required for the trip.

Library - We will be doing the Forest of Reading again and the cost will be approximately \$350. (Invoicing will be in December or January.)

Thank you!!
Jennifer

Just in case you are asked.....

The Forest of Reading is a nation-wide literacy initiative to promote a love of reading while recognizing Canadian authors. Every year preselected collections of books are introduced and students all across Canada are asked to pick their favourite story.

The cost to participate is as follows:

- \$50 registration (Registering is the only way students may vote, and every vote is tallied all across Canada in declaring the award winning author and story)

- approx \$150 for one set of ten english read-alouds in the Blue Spruce K-3 category
- approx \$150 for one set of ten french read-alouds in Le Prix Peuplier K – 3 category

Approximate total cost: \$350

All books then become property of Castlefrank's school library.

