

**Castlebar Junior School
Parent Council**

Meeting #3 -- Minutes

December 4, 2019
6:30pm
Castlebar Junior School

Next meeting: January 15, 2020

Attendees	Name	Role
School reps	Colleen Bellehumeur	Principal
	La Chin Yu	Teacher (Grade 1/2)
SAC executive	Micah Rodrigues	Co-chair
	George Baiden	Co-chair
	Nicole Tam	Treasurer
	Dorothy Milne	Secretary
Parent reps	Jennifer Pikk Betsy Orlinski Andy Pabari Reena Sirohi Pabari Crystal MacKay Emine Kosar Kim Law Lisa Greaves Sarah Olinski D. Kallam Sharath Kona Coralie Stathakos Nadia Mall Pierclaudio Renini Lindsay Young Zahra Khan Adam Shubat Kern Lewin Samuel Marshall Nadia Douglas Stacey Bowman	

1. Introduction (Micah Rodrigues and George Baiden)

- Approval of November 6, 2019 meeting minutes: **Approved**

2. Chair report (Micah Rodrigues and George Baiden)

- **Parent council website:**
 - Following up on initial discussion at November 6 meeting about creating a website for Parent Council, Micah researched options and proposed the use of Mailchimp to develop a simple website that would house documents such as by-laws, budgets, meeting agendas and minutes, newsletters (once developed), etc.
 - Ms. Bellehumeur and Ms. Bedwell will continue to post on the school's website
 - Micah to develop simple website; will update at January 15 meeting

3. Principal's report (Ms. Bellehumeur)

- **Parent teacher interviews:**
 - Feedback from teachers and parents was positive
 - Parents were grateful for individualized report cards and teachers were happy to meet with parents
- **Scholastic book fair:**
 - Teachers were grateful to parent community for purchasing books for the classrooms
 - Over \$3000 in sales, just under half of the sales will come back to the school; funds will be used to purchase items for the library and classrooms
- **Library:**
 - Opened as of Monday (Dec 2nd)
 - A lot of work still underway, including stamps in all books, taping spines and bar codes, buying new equipment (such as a book truck, tape); staff is working together to do this work
- **Construction update:**
 - Ms. Siddiqui and Ms. Yu are not yet back in their classrooms (all classes have been moved at least once, except Ms. Hibbert), but learning has not been impeded; aiming to have Ms. Siddiqui and Ms. Yu back in their classes by early next week
 - Glass put in library door on Friday
 - Working on last window in Gym on Friday
 - Closing off parking lot on Friday morning (PA day) to install cement bumpers (parking lot stoppers)
 - Once construction is complete and machines have been removed, there will be a dedicated YMCA entrance and exit at the back of the school
 - Still working on temperature control throughout school
 - Boiler room and accessible bathrooms still under construction
 - Aiming to have construction done by early January

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- **Parking:**
 - Church across the street has allowed parents to use their parking lot in the morning and after school for drop-off and pick up
 - If using the parking lot, please park and then cross with crossing guard at Ambleside and Chartwell
- **Kindergarten yard:**
 - Gate will be locked at 8:40am each morning
 - If arriving after 8:40am, go to the office for drop-off
- **Math manipulatives:**
 - As requested at last Parent Council meeting, the teachers have sent back a list of manipulatives for their classes
 - Ms. Bedwell to send list to the Parent Council to approve purchases and ensure the list meets the Council's criteria
 - Previously, \$2000 was approved for spending on math manipulatives
- **Official mascot:**
 - Official colours selected: purple, white, and gold
 - Students voted on mascot (chose between cheetahs, cougars, and bears); bears won! (Castlebears)
 - Betsy Orlinski creating some mockups of mascot for students to vote on (will likely incorporate a bear with a crown)
- **Upcoming dates:**
 - **Dec 6:** PD day (teachers participating in various professional learning activities)
 - **Dec 11:** Pizza lunch
 - **Dec 12:** Holiday concert (9am); please leave strollers outside and do not rush stage for pictures (Ms. Kim will be taking photos that can be sent to parents upon request); remain seated for whole concert; please do not post photos of other children online
 - **Dec 13:** Ms. Hibbert's class to Montgomery Inn (in support of Social Studies curriculum)
 - **Dec 16-20:** class celebrations (check individual class calendars)
 - **Dec 18:** School-wide Read Around (students enjoy stories read by staff members, culminating in hot chocolate and a reading of the Polar Bear Express in the gym)
 - **Dec 20:** Kindness and Caring assembly and holiday sing-along (9am)
 - **Dec 20:** Last day of school
 - **Jan 6:** School begins
 - **Jan 8:** Pizza lunch
 - **Jan 15:** Parent council meeting (6:30pm)
 - **Jan 17:** PA day
 - **Feb 5:** Pizza day
 - **Feb 11:** Report cards sent home
 - **Feb 13-14:** Parent-teacher interviews
 - **Feb 17:** Family day (no school)

- **Other notes:**

- Adam Shubat developed a system for online booking of parent-teacher interviews (castlebarbooking.com); parents are welcome to visit and provide feedback via the feedback button (top right) on the website; Ms. Bellehumeur to discuss with Adam, and teachers will be given the opportunity to provide feedback

4. Teacher's report (Ms. Yu)

- Thank you from teachers for continued support, teachers are looking forward to continuing to work with parents
- Teachers are excited and grateful for the upcoming math manipulatives purchase

5. Panago presentation

- Panago representative was not in attendance

6. Grants

- No updates, deferred to January meeting

7. Treasurer's report` (Nicole Tam)

- New budget is available
- Two more pizza days to pay for
- Haven't collected Fall Fair funds yet (Norseman is still finalizing numbers)
- Cookie dough fundraiser raised \$1295.50
- Council is ready to begin accepting receipts from teachers to spend \$100 discretionary classroom funds
- Lice check coming up Jan 10
- Estimated remaining funds at end of year are almost \$12,000

Question posed to Ms. Bellehumeur: *When will the school come to Parent Council to ask for money to pay for bussing of school trips?*

Ms. Bellehumeur will discuss with staff to get a feel for how many teachers intend to plan trips. Council will vote on funding for buses at January 15 meeting. Buses usually cost around \$250 per bus.

8. Fundraising

- Cookie dough fundraiser a success (\$1295.50 raised, 53 families + some staff placed orders)
 - Delivery date for cookie dough is Dec 12 (at Holiday concert); communication will go out to families to remind them of delivery date, to encourage parents to consider bringing a cooler bag to store dough during the concert (dough is frozen and is safe for three hours out of the freezer)
 - Betsy Orlinkski and Kim Law are managing distribution at the

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Holiday Concert; more volunteers needed; Lindsay Young offered to bring large styro coolers to store unclaimed dough

- Dough will be dropped off at school at 8am and will be ready for pickup by 8:30am
- Stacey Bowman to contact the Treasurer and Fundraising committees about possibility of corporate donation matching
- Once school mascot designed, spirit wear to be discussed for sale

9. Additional committee leads

- **Events committee**
 - Any parents interested in joining or supporting the yet-to-be established Events Committee, please email Parent Council
 - Upcoming events may include:
 - Grand opening of school (including school board officials and those who have worked “behind the scenes”); Ms. Bellehumeur has requested this happen in the spring; Parent Council to discuss how to support
 - Free community-building, welcome events (for example, a games night); to be discussed further at January 15 meeting
 - Ms. Bellehumeur is meeting with X-movement (www.xmovement.com)
 - Email any ideas for other events to Parent Council before January 15 meeting

10. Ad hoc discussion items

Upcoming meeting dates:

- January 15th, 2020
- February 5th, 2020
- March 4th, 2020
- April 1st, 2020
- May 6th, 2020
- June 3rd, 2020