

# MINUTES

Castor Valley Elementary School Council Meeting

Thursday February 18<sup>th</sup>, 2016

Meeting began at 6:40pm.

Meeting was chaired by Melanie Ritchie.

## **Attendance:**

### **Voting Members (reached quorum):**

Deanna Morris, Jenni Bell, Kiera Lennox, Lesley Chen, Lesley Parker, Lisa Multari, Maria Armas, Melanie Ritchie, Melissa Ekdorn-Delorme, Shannon Oaks, Tara Starzomski, Tina Clarmo, Trish Bezaire.

### **Non-voting Members and Guests:**

Chris Toivonen (Principal), Chris Mott (Teacher Representative), Shawn (Owner/Operator The Lunch Lady), Pat Botford, Eleanor Robinson

## **1. Welcome and Attendance**

Melanie Ritchie welcomed all and commenced the meeting.

## **2. Approval of January Minutes**

Kierra Lennox made a motion to approve the minutes and it was seconded by Deanna Morris.

## **3. Approval of Agenda**

Lesley Chen made a motion to approve the minutes and it was seconded by Tara Starzomski.

## **4. Lunch Lady Presentation – see attached Menu, Order Form and January Warm-Up Advertisement**

Council heard from one of two owners of The Lunch Lady. The Lunch Lady is owner operated and in 30 schools and one daycare in the Ottawa area. Typically they serve schools lunches one to three times a week at these institutions. There is a full service program or the program can be manned by volunteers. As well there are fundraising opportunities. The food meets the PPM150 nutrition requirements of the School Board. They are monitored by a head office (franchise) and health inspectors. They have allergy management, nutrition information at the ready. It is an easy program for food sensitivities, for example diabetes or gluten intolerance.

Bags are dropped and picked up by The Lunch Lady staff. Bins are included for classrooms if needed.

As an example lunch may include three entrees, students choose one. We mark-up price as desired if fundraising. The owner can help us figure out pricing if need be so that it is reasonable and comparable to other schools using the service if fundraising is an interest.

Tara Starzomski notes the school is split in two for current lunch orders as we are a 600 student school. Youngest grades done together, older grades done together. Orders are currently on paper, taken in September for the entire year. The current wish for the school is to have two vendors to offer more variety. With the Lunch Ladies all areas of the school could be done on the same day. This would allow for twice the lunch sales per lunch.

Full service is 25 cents profit per meal on average. No interruption to the school day, students or staff. Accounting and complaints handled by The Lunch Ladies also. If children come down and were not happy with lunch The Lunch Ladies will contact the parents and let them know so that menu changes can be made if parents decide to. The Lunch Ladies consider this part of the full service option. You can cancel the morning of. You can order online three days in advance of the lunch. This enables children to join lunches at spur of the moment and is seen as more convenient for students and parents.

At delivery; the Lunches get left outside of each classroom. Lunch is distributed in individually marked bags which are to be boomeranged home for disposal. This also enables parents to see what food has been consumed, if meals are working or alternate choices should be made. You can order once a month, once a week or order just sides. It is very flexible and only limited by what the school chooses to offer that day. For example, if the school chooses three to four entrees the parent/student choice is limited to those entrees.

Peanut free kitchen, everything baked or boiled NOT fried. Made fresh daily. Gluten free options. Allergen student lunches prepared first and all other food prepared second. Allergy alerts come up for children with allergic reactions. Staff are well versed and well informed re: allergies.

Visa, MC, Debit. Funds paid out every three months for fundraising options. Example of Fundraising: Hot Dog Lunch. \$1.50 for hotdog. Mark up as per school wishes. You order hot dogs in bulk. They offer Christmas lunches. This is a VERY popular holiday fundraiser. An order one week before for fundraising days. Order must be completed seven days prior to event so notice to parents would be needed. Tara Starzomski notes that we would probably work on on-line orders for The Lunch Ladies as opposed to paper.

The menu will be specifically created for CVES. Shawn thanks Council for their time and looks forward to hearing from us.

## **5. Co-Chairs and Vice-Chair's Report**

- **Presenting gift to Mr. Jeff**

On February 25 there is a retirement party being held for Jeff Adams. All adults are welcome. The cost of the party is \$10 per person.

At 2:45 on February 29<sup>th</sup> the school will present Mr. Jeff with retirement gifts at an assembly. Council will present a gift given by Alka Moorjani on Council's behalf. This is the celebration that students will attend. The day will be Mr. Jeff day at the school and students will dress like Mr. Jeff that day.

- **Ad Hoc Request Approved**

To be discussed during item 7, Treasurer's Report.

- **Food Services (hotlunches.net, lunch lady)**

Hotlunches.net was noted to not be user friendly by those who have tried it.

Eleanor Ritchie questions why the new Lunch Lady information? Melanie Ritchie states that it is a request of The Facebook Group. The Facebook Group would like to see more hot lunches offered and more variety. Melanie Ritchie suggests perhaps two systems although parents may not be fond of this.

The current profit on lunches (according to Lesley Chen) is 25 – 40 cents per lunch. Lesley posits that the school will earn approximately the same profit if offering more lunches at less profit. Also, full service alleviates the need for a parent volunteer.

Tara Starzomski notes that the current lunch program heavily supports local businesses. AJ's catering, The Red Dot, and even the pizza coming from Greely are all local area businesses. AJ's kindly offers all of the place setting and cloth for the teachers end of year luncheon at no charge and the pizza purchases are of an excellent price and result in many free pizzas (perhaps 30 or so) used for Fun Night at year end.

Tina Clarmo quickly did a calculation and posits that with full service there would be a similar profit of about 2000.00 at year end with The Lunch Lady. There is no work for the school here.

Chris Toivonen (Principal) suggests that Council either go with the current food program and have The Lunch Lady as one-offs OR you go with The Lunch Lady and have the current food program as one-offs.

It was noted that Castor Valley does not use all ten days of exemption PPM150 days as movie nights and Fun Night do not count as they are not during school hours. Tara Starzomski notes that the pizza ordered concurs with the PPM150 health requirements as it has healthy crust and it is a HUGE money maker as far as fund-raising goes.

Chris Toivonen notes that the huge fundraisers may be the ones the Council chooses to do as one-off special events. Chris Toivonen reiterates that if fundraising is the goal it doesn't sound like The Lunch Lady will do that as well as some of our current meals. The programs ideally would be separate and The Lunch Lady won't be for fundraising.

Tara notes that every single person in the school gets pizza and as such it is a great moneymaker. Something like 570 children order pizza when able to. Pizza and hotdogs also offer a great mark up.

Chris notes that the only constraint to The Lunch Lady is the service. If it is full service there is no problem. Tina Clarmo notes that we would need to sell 500 full service lunches a week to earn the same funds. We are going to get almost the same or more. Pat Bofford notes that he is interested in local for fundraisers, concurring with Tara that supporting local businesses is ideal in any way that Council can. Tara reiterates that as a rural school supporting local businesses is a traditional choice in this area.

Melanie asks if Council agrees that once a week might be an acceptable option for The Lunch Lady. Council concurs. Parents were not interested in daily offerings of purchased lunch. Tuesday is proposed for The Lunch Lady and Thursdays are proposed for one-off special event fundraisers. This coordinates with the current set-up of hot lunch Wednesdays and makes for easy transition into next year to avoid parent confusion/upset with a day change for The Lunch Lady. A trial run is suggested for The Lunch Lady starting this year in April. Tuesday is the day suggested for the trial and it is decided that the results of the trial can be discussed at Council in May.

Melanie Ritchie takes any last questions. Melanie Ritchie motions for approval of The Lunch Lady plan. Maria Armas made a motion to approve and Jenni Bell seconded.

- **Supperworks Fundraising Opportunity**

Lesley Parker speaks to a new fundraising opportunity with a local, parent owned business called Supperworks. You go online and purchase 6, 9, or 12 entrees. You go in and prepare the meals or can have the meals completed for an additional cost. A maximum of 250.00 would be given to Castor Valley Elementary, a percentage of purchased meals. Pat Beufford questions whether the donation amount could be increased as we are advertising for the company at no charge. It is noted that any company can advertise on the Council Website.

Tina Clarmo notes that with a 12 entrée order we would receive 20\$ in funds. We would need 15 parents to purchase the full Supperworks package to maximize the offered donation.

Motion to approve this venture is made by Lisa Multari and seconded by Lesley Chen.

- **Papa Jack Format**

Lesley Parker suggests one flavour sales of Papa Jack Popcorn going from classroom to classroom and notes that volunteers would be needed. Eli Kapsalis suggests having a popcorn representative in each classroom, similar to the milk representatives. Chris Toivonen mentions that regularly pulling students from the same class would be a problem. The students are happy volunteers, however, according to Chris. Finding student volunteers would not be an issue. The Council could work with Jen Reed or Angie to get the Ambassadors to volunteer. Perhaps one flavour could be sold per round for simplicity sake. The only way to sensibly do multiple flavours is to have the children go to the gym to purchase the popcorn. The popcorn is not meant for eating at school, it is meant for eating at home after the bus ride.

Chris Toivonen suggests looking at the overall lunch program. What does it look like? Does popcorn get included in the hot lunch form, payment options? Chris suggest prepaid popcorn

makes the most sense. Chris Mott (teacher Representative) suggests each student interested in popcorn pays a \$20.00 popcorn fee at year start, done.

In summary, popcorn will be offered once a month. It will be one flavour and it will be pre-ordered. Council would have extra popcorn on site and it would be stored at the school depending on expiry dates and obviously taking into account any rodent issues. Popcorn would need to be securely stored in plastic containers according to Mr. Mott.

A trial starts this year. At the next Council meeting we will see how the popcorn sales went at The Movie Night. Popcorn will be sold for end of April. Mr. Mott motioned to approve the popcorn plan and Melissa Ekdom-Delorme seconded.

## **6. Principal, Teaching and Support Staff Reports**

### **Teaching Report (Mr. Mott)**

Mr. Mott reports that basketball is going well and that the school is committed to having as many students as possible wear the team jerseys; so, we might not be quite as competitive as some other schools were priorities are different. Volleyball was a success. Ambassadors had a trip to The Shepherds of Good Hope, they will now be collecting food donations as their next activity.

### **Principal Report (Chris Toivonen)**

The play structure will be determined by February's end.

Thank-you to Council for the stool purchase. There is now a plan regarding library transformation and a committee to oversee this. With regards to refurbishing the school, many teachers are now changing the way learning looks in their classrooms. For instance, there is a classroom with a picnic table, a classroom with chairs that roll. The vision for the library is for it to be a place of independent work. Group collaboration will be done outside in the lobby. The students really seem to enjoy the group areas and are engaged and present there often.

Talent Night will be having auditions next week. Those signed up will be notified. There will be 50 acts, it is coming together nicely.

The Scholastic Book Fair has been moved to coincide with The Talent Show nights. The sale will close once the show starts but parents and students will be able to make purchases prior to show time.

May 6<sup>th</sup>, 2016 is the date set for the book sale. Tara Starzomski will send notice for the books one month ahead of this date. The sale is held during the day and raises 800-1000 for Council approximately.

At current it doesn't look like there will be a yearbook this year. The labour disruption unfortunately delayed all of the planning. The year book is quite a large job that traditionally commences in September. The teacher volunteers from last year are not able to take this job on at the moment.

With regards to the school closure, Chris received a text the boiler wasn't working. The boiler was being replaced the day of the Council meeting. In short, a branch fell and tripped the boiler, water issues were then discovered. The decision was made to close the school. This decision involves a few levels of management at the OCDSB level. The School, the Superintendent and the Associate Director are all involved. The process was achieved fairly easily, with almost all children home within an hour of the request. The office has held a post-mortem on the issue and feels Alpha lists would have sped things up. This will be further examined.

With regards to the inclement weather Chris notes that over the weekend the school's septic tank froze. The line was unthawed. It had been an eventful week and a half.

A parent questioned the use of the word emergency in the message sent out to parents regarding the school closure. She read further and discovered it was just an issue with the school's water but at first was quite alarmed. Mr. Mott adds that it is so very difficult to get the wording correct. He said that for a child who might have to use the washroom but is not able to, the situation might indeed be seen as an emergency for that student and their parents.

The grade 6 to 8 ski days have had a few issues. Of three ski days, two have had to be canceled because of inclement weather. Mr. Mitchell has organized the permission forms and organized the forms again. There is a ski day planned for Thursday March 3<sup>rd</sup>, we will not reschedule a third day. The grade 6, 7, 8 teachers will not refund ski monies but use them for organized trips for year end. All skiers, therefore, have some money allotted for these end of the year trips.

Next year kindergarten will be 50/50 French and English split. It is not known exactly what this will look like yet. A mixture of JK and SK per class is a viable option as kindergarten is a two-year program. Math will be introduced in grade one and English time in grades 1, 2 and 3 will increase as math will now be in English in those grades. At the moment there are 58 JK registrations we have projected 80 and last year ended up over projections.

Projected numbers are in, confirming those, looking at staffing numbers for next year. Organizing for next year is in the works. Projected number for the school is 660. A new 20 students will arrive from Osgoode Public ( a K-6 school) in September as it now feeds in to Castor Valley for grades 7 and 8 French Immersion. It will provide a great new burst of energy in the older grades.

Next year there will be 3-4 grade one classes. We are being overrun by little people.

Monday there will be Blues in the Schools. This will occur all week culminating in a concert on the 5<sup>th</sup> day presented by Ms. Harris's 4/5 combined class.

Greely players will be into the school performing a short scene from The Beauty and The Beast which is being featured locally by this amazing group in March. Tickets on Sale now.

Elli Kapsalis notes that early kindergarten registration helps to ensure support requirements are taken into consideration early in the planning process should these be necessary for a child. Chris Toivonen notes that early registration helps to prevent Fall reorganizations. Chris clarifies

that there are 5 purpose built classrooms for kindergarten. There is a class operating in a smaller classroom but that class has been capped at 24.

### **Support Staff Reports**

The Retirement Party planned for Mr. Jeff Adams has been touched upon previously and all RSVP'ing is done through Gail Souliere in the office. The party takes place from 4:30 – 7:00 in the library on Thursday February 29<sup>th</sup>.

There will be an assembly for Mr. Jeff to be held on Monday February 29<sup>th</sup>. The assembly will be at 2:45pm.

Tara Starzomski notes that the Librarian Coreen Atkins got 200 books input into the library system during the snow days. Coreen is not interested in help with inputting the books as she prefers to do it herself.

### **7. Treasurer's Report – See Attached Financial Reports**

Tina Clarmo notes that all of the reports are available for Council. Samko has brought in more than we budgeted for. There is one item of note this month. The \$576.00 item cheque number 668 was an item from last year. These are funds to reimburse Leslie Segal from last year. This had not been completed as of yet.

There was an additional ad hoc request made by the grade ones for a day of Scientists in the Schools. The request was for \$ 550.00, however, the Ad hoc funds are currently at around \$185.00. Tara Starzomski notes that should any already approved requests come in too high this could result in a problem.

Tina Clarmo notes that Ad Hoc funds were dispersed evenly at year start. No age group has missed out on these funds and as the new Play Yard is this year's priority it might be prudent to let the teachers know the funds are very unfortunately not here at this time.

Madame Beaupre sends Council many thanks for the Ad Hoc purchases for her students.

### **8. Fundraising, Programs/Events Report**

Eleanor Robinson notes that there is a grade 8 graduation committee forming. What does council traditionally fund for the grade 8's? Shannon Oaks mentions that traditionally there is a grade 8 graduation breakfast and she believes council may contribute to this. Tina Clarmo will speak with Alka Moorjani to see what the Council usually contributes as there are no earmarked funds for grade 8 graduation.

- **KinderYard / Movie Night**

Movie night is a KinderYard fundraiser. March 3<sup>rd</sup> is the movie night. Movie night starts at 6pm and the canteen is part of the fundraiser. There will be a draw for a door prize. The canteen will offer popcorn and juice boxes. It hasn't been an enormous amount of work so hopefully it is a successful fundraiser for the school.

Tamara asks what is needed regarding cash boxes, does the Council have these? Tara Starzomski can get all of this organized and Tamara will speak to her further on this.

It is mentioned that the grade 6 – 8 ski trip returns that night at 5:30pm. The parking lot is usually quite full and three buses unload students and ski equipment. It is something to keep in mind.

Chris Toivonen assures council parking will not be an issue.

Tamara mentions that the Kinderyard is looking to do a bakesale for the Talent fest. The Ambassadors will be doing a canteen for the event. Tamara has received information regarding this from Karen Warren who traditionally does the Bake Sale for Fun Night. There will be a call for baked goods from parents.

Tamara notes that the Kinderyard Committee is still waiting to find out if they are approved for the new structure.

- **Talent fest**

Eleanor Robinson spoke about Talent fest. The committee just had a meeting prior to Councils. Auditions are starting next week. Those signed up have been notified. There are just under 50 acts. It is coming together nicely.

- **Used Book Sale**

May 6<sup>th</sup> is the date for The Used Book Sale. Tara Starzomski will send notice for books to come into the school in the month ahead of the sale. The sale is held during the day, students are able to attend with their classes and purchase books for as little as .25 each. In the past the sale has raised between 800 – 1000 for Council.

## **9. Inclusive, Safe and Caring Schools Committee**

There will be a meeting held. All are welcome to attend. The meeting will involve continued brainstorming.

## **10. OCASC**

Melanie Ritchie notes Board budget cuts. Information at OCASC regarding insurance for Councils. Certificate of insurance needed by third party entertainers.

**11. New Business** There is no new business.

## **12. Important Dates**

Mr. Jeff Retirement Party Thursday February 25<sup>th</sup>. Location Library.

Movie Night Thursday March 3, 2016

Talent Fest Wednesday April 13 and Thursday April 14.

**13. Adjournment & Next Meeting:** Thursday April 21<sup>st</sup>.