

**MINUTES**  
**Castor Valley Elementary School Council Meeting**  
**October 11<sup>th</sup>, 2012 6:30pm – 9:19pm**

Meeting began at 6:38pm

**Attendance:**

**Voting Members (reached quorum)** – Alka Moorjani, Chrystal Brown, , Jen Danby-McDonald, Kim Sheldrick, Laurel Perry-Hapli, Lesley Chen, Leslie Segal, Marg Clunie, Melanie Bennett, Susanna Penning, Tammy St. Jean, Shannon Oaks, Lynn Mills, Tara Starzomski

**Non Voting Members:** Sherri Bonneville (Principal) and Kim Holmes (Teacher Rep), Chantal Collar, Julie Denison, Debbie Hill, Adrianna Spicer, Jessica Roy-Byles

**New Members:** Shannon Oaks was added as a voting member.

**1. Welcome, Introductions & Acknowledgements**

Leslie Segal (outgoing Chair) welcomed everyone, introduced Sherri Bonneville, our Principal, and Kim Holmes, our Teacher Representative. Leslie outlined how the meeting was going to work, and then Kristeen Kemp was welcomed to speak about a piece of music that one of the teachers found in a box of her grandmother's belongings. It was written after WW II where she lost both a brother and her husband. Mrs Kemp is going to use the music as part of the Remembrance Day ceremony which will look at the effect of service life on families past and present that are members of the Canadian Forces, Police or Firefighters.

Leslie then introduced Michael Baine, the Lead Consultant for the SSLI project. He gave a valuable presentation on local and provincial mental health initiatives for youth, along with resources on where to find more information. He stressed that [ementalhealth.ca](http://ementalhealth.ca) as the best on line resource.

**2. Approval of Agenda**

Quorum was achieved and the agenda was approved. Motion was made by Tara Starzomski and Jen Danby-McDonald seconds. Motion carried.

**3. Approval of September minutes**

Marg Clunie motioned to approve the September minutes and Tammy St Jean seconds. Motion carried.

Laurel Hapli spoke about the information letter that she and Mme Aboud are working on concerning the lunch monitor program. It was decided that putting names of the lunch monitors on the website was not appropriate.

**4. Appointment & Confirmation of Voting Members and Non-Voting Affiliate Members**

Leslie announced that there are now 24 Voting Members, including Shannon Oaks and 37 Non-Voting Members for a total of 61.

**5. Confirmation of Constitutional Amendments**

2012 constitution has been completed and will be on the website.

## 6. Treasurers' Reports (attached)

- Financial Reports – Lesley Chen
- Ad Hoc Requests & Meeting reminder – Alka Moorjani

Food program has been deposited \$25K and out \$579.. Milk cheques will be deposited. Consider that Trudy won't be doing this for too many more years. In time the JKs will be included as full time JK is implemented

Ad Hoc Fund requests of \$6500 so far – about a dozen. Mme Bonneville will submit another one. Deadline was today. If it's curriculum related parents shouldn't be paying.

Do teachers know that parents can pay for a bus? Mme B said they know that is an option vs ad hoc. Has every class ever been given an equal \$ for the bus. This is dependent on the teacher organizing the event.

### Motions:

- Motion to approve Proposed Budget for 2012-2013 (Alka Moorjani)
- Motion to approve \$250 expenditure for "Do Respect" and "One Voice" presentations (Jen Danby McDonald)
- Motion to approve entire budget vs making motions each mtg for approvals. Tweaking will be done along the way
- Increased the Adhoc budget from \$15K to \$25

Jen and Melanie Bennett motioned /seconded  
Voted on it passed

Do Respect and One Voice presentations - \$250 Jen made a motion for them to come 17 Oct Seconded Shannon Oaks. Voted and passed

## 7. Fundraising Report

- Entertainment Books – see attached report
- MacMillans – flyers going home next week
- Christmas Shopping Day/ Activity Day – don't have a date yet
- QSP / Mabel's Labels - ongoing
- Samko Toy Sale – will go ahead

## 8. Principal, Teaching & Support Staff Reports see attached reports (no support staff report)

## 9. Chair's Report

- Volunteer Survey – waiting for more results before closing the survey

## 10. PRO Grant

- Request for ideas and volunteers (survey to be sent soon polling all parents)
- Not sure if we will hold our traditional PRO Grant session: Literacy at Home – may skip a year. Will probably hold the Division Transition Evenings in May.

## 11. Round Table Updates

- Environment (Shannon Oaks) – we will be holding a Garden Day to clean up the school flower beds and pond area on Oct 13<sup>th</sup>

- Inclusive, Safe & Caring Schools Committee (Jen Danby-McDonald) – this committee will be meeting soon
- Website & Communications (Leslie Segal) – we will be looking at ways to improve our website – any suggestions are welcome!
- Class Rep Coordinator (Lesley Rideout) – will probably be holding a info-sharing night for class reps to share ideas and tips
- Parent Supported Literacy Program (Heather Wyche) – still looking for volunteers
- OCASC (Alka Moorjani) – looking for someone to attend OCASC on October 18<sup>th</sup> as it coincides with our Ad Hoc Meeting.
- PFE (Kim Sheldrick)
- PIC (Heather Wilson)
- CPF (Lesley Chen)
- PALS (Laurel Perry-Hapli/Shannon Oaks)
- Community Liaison (Kim Sheldrick)

**12. Adjournment & Next Meeting:** Thursday, November 8<sup>th</sup>

APPROVED

**Principal's Report  
School Council Meeting  
October 11, 2012  
Library**

**Staffing:**

- We have hired a new .5 grade 1 and 1 / 2 Phys. Ed, Health and Arts teacher, Denise Paquette. She has 10+ yrs of experience teaching grade 1 and an extensive theatre and media arts background. She teaches mornings at Lakeview P.S. in a 4 / 5 classroom.
- We a new EA, Mr. Robert Fowler. He replaces Mrs. Allison Humphreys who was recalled full-time to her morning school, Dunlop P.S.
- We have 619 students until next week when we will go up to 621.

**Fall Leadership Conference:**

I attended the Fall Leadership Conference last week along with Leslie Segal. The keynote speaker was Sir John Jones who spoke about the realities of teaching the 21<sup>st</sup> century learner. How we as educators have to reflect upon our instructional methodologies and how we are charged not with teaching them, but helping them to learn, in fact, instilling in them a love of learning. He challenged our thinking not only about what and how we teach, but also about why. If our reason for teaching things in a certain way is that it has always been done this way, we need to change and be more innovative. We need to prepare our students for their future and not our past.

If interested in learning more about Sir John and his approach to innovative and creative instruction he has written a book called The Magic-Weaving Business or you can visit one of these sites:

<http://sirjohnjones.com>

vimeo.com – Sir John Jones Braes Version on Vimeo

**SIPSA 2012-2013:**

During the October 4<sup>th</sup> PD Day, staff spent the day working on the SIPSA. In particular discussion and training was provided around:

- Effective Feedback versus advice and evaluation
- Finalizing the Qualitative Rubric that will be used to assess and evaluate student achievement in Oral Communication with effective feedback.
- Grade level and/or division discussion regarding the assessment tasks to be used and the pre-teaching of necessary that now needs to be done prior to the pre-assessment.
- Copies of the qualitative rubric and a summary of Effective Feedback will be available shortly on the school's website.
- A brief description of Effective Feedback and tips for parents will feature in this month's school newsletter.

**Heads Up:**

- Fire Safety presentation for students in grades 1 and 2 on Monday, October 15<sup>th</sup> at 11:00 a.m
- IEPs go home on October 17<sup>th</sup>.
- Jr/Int Caribou Math competition on October 17<sup>th</sup> at 9:35 a.m.  
Do Respect – Primary Assembly on October 17<sup>th</sup> at 9:30 a.m.  
One Voice – Junior Assembly on October 17<sup>th</sup> at 10:45 a.m.
- Safety and Emergency ( including Lockdown) Assemblies on Monday, October 22<sup>nd</sup>. Jr/Int classes at 10:00 a.m. and Primary classes at 10:35 a.m.
- Progress Reports go home on November 8<sup>th</sup>. Parent Consultation the evening of November 15<sup>th</sup> and the morning of November 16<sup>th</sup>. More details to come.

**Castor Valley Elementary School Council  
Cash Flow Statement - Operating Fund  
For the period August 1 to September 30, 2012 (in dollars)**

	<b>Cash Inflows</b>	<b>Cash Outflows</b>	<b>Net Increase (Decrease) in Cash</b>
<b>OPERATING FUND</b>			
Programs			
Food (note 1)	25,491	(579)	24,912
Fundraising			
Admin Expenses			
Bank Charges	-	(148)	(148)
Other			
Class Resource Fund	-	(3,600)	(3,600)
<b>Total - Operating Fund</b>	<b>25,491</b>	<b>(4,327)</b>	<b>21,164</b>
<b>Cash - Opening balance (Aug 1/12)</b>			<b>17,591</b>
<b>Cash - Closing balance (Sep 30/12)</b>			<b>38,755</b>

Note 1: Food - Monies are collected from students for the food program at the beginning of the school year. Payments are made to suppliers throughout the school year as costs are incurred.

**Castor Valley Elementary School Council  
Cash Flow Statement - Summary of all Funds  
For the period August 1 to September 30, 2012 (in dollars)**

	(A) Cash - Opening Balance (Aug 1/12)	Cash Inflows	Cash Outflows	(B) Net Increase (Decrease) in Cash	(A) + (B) = (C) Cash - Closing Balance (Sep 30/12)
<b>OPERATING FUND</b>	17,591	25,491	(4,327)	21,164	38,755
<b>EARMARKED FUNDS</b>					
2012-13 Class Resource Fund Reserve	3,800	-	-	-	3,800
Mulch/Playground Plaque Reserve	2,246	-	-	-	2,246
Arts in the Classroom	687	-	-	-	687
2012-13 PALS/Lunch Monitor Reserve	100	-	-	-	100
2012-13 Playground and Environment	250	-	-	-	250
Emergency Reserve Requirement	1,000	-	-	-	1,000
<b>Total Earmarked Funds</b>	<b>8,083</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,083</b>
<b>TOTAL - ALL FUNDS</b>	<b>25,675</b>	<b>25,491</b>	<b>(4,327)</b>	<b>21,164</b>	<b>46,838</b>

**Castor Valley Elementary School Council  
Fundraising Report  
For the period August 1, 2012 to September 30, 2012 (in dollars)**

	Revenue	Expenses	Net Income
Food Program	25,491	(579)	24,912
<b>NET FUNDS RAISED</b>	<b>25,491</b>	<b>(579)</b>	<b>24,912</b>

826-2003 1ST CLASS MAIL

SBDDA10200\_6901147\_001 E D 30486 05580  
 CASTOR VALLEY ELEMENTARY SCHO  
 6500 HARVEST GROVE DR  
 GREELY ON  
 K4P 1E8

ACCOUNT NUMBER  
 30486 00150 16

STATEMENT OF BUSINESS ACCOUNT FROM JUL 31 2012 TO AUG 31 2012 PAGE 1



013629

SBDDA10200\_6901147\_001 0005580 FRI - 00 - 01 - 01 - 1 - 1 - 1

DESCRIPTION	WITHDRAWALS/DEBITS	DEPOSITS/CREDITS	DATE M D	BALANCE	
BALANCE FORWARD			0731	26286.83	
CHQ* 165 3100060977	163.85		0830	26122.98	
CUSTOM CHEQUES GST/HST \$016.73 D+H	145.46				
SERVICE CHARGE	2.50		0831	25975.02	
"UNCOLLECTED FEES AND/OR ODI OWING:" \$0.00					
"Scotiabank is proud to be an official sponsor of CBC's top rated show Dragons' Den! Helping entrepreneurs turn their bright ideas into big fortunes. <a href="http://www.cbc.ca/dragonsden/">www.cbc.ca/dragonsden/</a> "					
NO. OF DEBITS	TOTAL AMOUNT - DEBITS	NO. OF CREDITS	TOTAL AMOUNT - CREDITS	NO. OF ENCLOSURES	MORE ITEMS ON PAGE
3	311.81		.00	1	

**Castor Valley Elementary School Council**  
**Proposed Budget**  
**2012-13 School Year**  
(in dollars)

Updated: 9-Oct-2012

<b>CASH - Opening Balance - August 1, 2012</b>	<b>25,425</b>
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**CASH INFLOWS**

Fundraising		
MacMillans	12,000	
Entertainment Books	10,000	
Fun Night	6,500	
Christmas Shopping Day	1,000	
Used Book Sale	800	
QSP Magazines	500	
Mabel's Labels	200	
On-Line Business Directory	175	
Samko Toy Sale	100	31,275

Programs		
Food	25,000	
Milk	26,000	51,000

Grants		
PRO Grant	1,000	
Parent Involvement Grant	500	1,500

<b>Total Projected Cash Inflows</b>	<b>83,775</b>
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**CASH OUTFLOWS**

Fundraising		
MacMillans	- 9,000	
Entertainment Books	- 5,500	
Fun Night	- 2,000	
Christmas Shopping Day	- 200	- 16,700

Programs		
Food	- 21,000	
Milk	- 22,500	- 43,500

Admin		
Liability Insurance	- 185	
Bank Charges	- 600	
Student Recognition Lunch	- 500	
Constant Contact Email Service	- 400	
Photocopying	- 250	
Staff Recognition	- 250	
Staff Appreciation Lunch	- 200	
Bus Driver Gifts	- 250	
Other	- 75	- 2,710

Memberships



Canadian Parents for French	-	60	
People for Education	-	50	
OCASC	-	35	- 145

Ad-Hoc Expenditures	-	25,000
2012-2013 Class Resource Fund	-	3,600
PRO Grant	-	1,000
Arts in the Classroom	-	687
2012-2013 Playground and Environment	-	250
2012-2013 PALS/Lunch Monitor Program Reserve	-	100

<b>Total Projected Cash Outflows</b>	-	<b>93,692</b>
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<b>Estimated End-of-Year Bank Balance</b>		<b>15,508</b>
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**Less: Earmarked Funds**

2013-2014 Class Resource Fund Reserve	-	3,800
Mulch/Playground Plaque Reserve	-	2,246
Emergency Reserve Requirement	-	1,000
2013-2014 Playground and Environment	-	250
2013-2014 PALS/Lunch Monitor Program Reserve	-	100

<b>Total Earmarked Funds</b>	-	<b>7,396</b>
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<b>TOTAL PROJECTED CASH AVAILABLE FOR 2013-14</b>		<b>8,112</b>
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