## JESC Meeting Minutes

## Jockvale Elementary School

Council Meeting Minutes
Wednesday, May $22^{\text {nd }}, 2019$

## In the Chair

Crystal Logan - Chair

## Meeting Participants

| Attendees | Unable to Attend |
| :--- | :--- |
| Executive Members | Executive Members |
| Crystal Logan - Chair | Allyson Rayment - Communications Chair |
| Shannon McLaren - Vice-Chair | Parent Members |
| Elise Currie - Secretary | Andrew \& Kelly Stanzel (sharing one |
| Krista Maclsaac - Treasurer | position) |
| Phil McKee - OCASC Rep |  |
| Debbie Hameluck - Fundraising Chair |  |
| Jennifer Demone - Volunteer Coordinator |  |
| Parent Members | School Administration |
| Jane de Laat |  |
| Christianne Aussant/Leigh Golden |  |
| (Sharing one position) |  |
| School Administration |  |
| Robyn Darragh - Principal |  |
| Janis St. Germain - Vice Principal |  |
| Diana Taylor - Teacher Representative |  |
| Brenda Feldbruegge - Office Administrator |  |
| Other Parents |  |
| Community Members |  |

## Approval of Agenda

Motion: To accept the agenda. $1^{\text {st }}$ Elise Currie, $2^{\text {nd }}$ Jane de Laat. All in favour. Passed.

Meeting Location: JES Library School District: OCDSB

## JESC Meeting Minutes

Approval of Previous Minutes
Motion: To accept the April minutes with the following adjustment; in the Fundraising Report under Current Fundraisers (last paragraph), change the second line to read "There is a potential profit of $\$ 3276$ for the 78 cases that have been accounted for". $1^{\text {st }}$ Shannon McLaren, $2^{\text {nd }}$ Krista Maclsaac. 7 votes in favour, 1 abstention. Passed.

## Chair's Report

Not much to report, but it's exciting to see everyone after a long weekend!

## Principal's Report

There are 3 safety drills remaining in the school year.
Several staffing changes including receiving the EA allocation which resulted in the loss of a $1 / 2$ time position.

EQAO started today for grade 3 students and grade 6 will complete their tests next week. They were split up this way due to the need for scribes.

Grade 6 students are celebrating their graduation! They will have a pizza lunch in the library with cake and a presentation of certificates.

Jockvale is being repainted. The walls will be a neutral colour and the doors navy blue. It's looking fresher already!

The student handbook is being updated; is there a decision about the lunch program cancellation policy that needs to be added?

- The three potential options are to take it out, draft it now, or discuss now and have someone type it up at home this evening to send out and vote on tomorrow.
- The current handbook mentions that school council provides the food program, and further info will be provided at a later date.
- We need to get a new policy drafted by next month in order for it to be implemented for September.
- Debbie will look into the overall organization of the food program
- Crystal will draft the new policy which will include a plan for snow days, new students/program registrations, and refunds for withdrawing from the program. Through school cash-on-line we would switch to two payments (monthly payments would have to be paid by cheque). All new students would need to pay by cash or cheque after the initial September/January payment.
- How many days in advance do we want to accept cancellations? If possible, the refund will be made earlier, however, the wording in the policy should read: "It may take up to two weeks to process your cancellation". No changes to food programs after June $1^{\text {st }}$, particularly cancellations.

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- Please give feedback to Crystal when she sends out the policy.

See full report in Appendix A.

## Teacher's Report

Fantastic school; lots of people visiting at the open house and the musical was great.
Right to Play ran their event last Friday with Mrs. Sinclair and the student leaders. Games were played and leaders asked questions like "how did you feel when you were tagged, "it", etc. It wasn't a sunny rain, but at least it didn't rain!

Staff have organized a committee to thank all of the volunteers in the school. The current plan is to have a 7:30am supervised drop-off on Wednesday, June $19^{\text {th. }}$. Parents can stop by for a thank you and teachers will be on hand to watch the children. Volunteers make our school wonderfu!

## Treasurer's Report

The current account balance is $\$ 18703.27$ plus $\$ 200$ for float.
In the bank is $\$ 28466.29$ (some teachers haven't cashed their cheques yet).
Cash available this month, after removing ear marked cash, is $\$ 9822.63$. The cases of chocolate bars have been paid for, but we are still waiting on revenue to come in. If council wants to do this fundraiser again, we would want to make sure that there's enough in the bank to cover the cost.

Looking at the Profit Report, revenue for school cash online came in for March and any issues with food program numbers for April have been corrected.

Could there be a place in the school for us that we could lock our financial records? It would be a good idea to keep all of them in the same place in the case that council is audited. We may also need to create a document retention policy (most not-for-profits have these ). Some ideas were floated around about whether we should buy a locked filing cabinet or ask for one to be donated.

- This item will be added to next month's agenda. Robyn will look in the building and Krista will look into one to purchase.

See full report in Appendix B.

## OCASC Report

Not much turnaround time for the report this month, Phil will get it sent out shortly. This was the last OCASC meeting of the year!


Meeting Location: JES Library School District: OCDSB

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There was a visitor at the meeting, the director of OCDSB, Camille Williams-Taylor. She was there to hear concerns about past issues with school trips, legacy trips, and overnight trips. This topic isn't really applicable to Jockvale, however, she was transparent and explained that these decisions will be made on a school by school basis and would include factors such as how much planning has been done, and how experienced are the teachers involved. Safety of students is more important than continuing a legacy trip.

The Bell Highschool OCASC rep provided a presentation on 3D printers. To sum it up, the message was to not buy one for just for the sake of having it in the school. Take your time researching and get one that works, Your school also needs a teacher who is qualified to teach students how to use the printer. Students should be designing their own plans, not just using templates. There are also many in-depth projects that can be completed (ie. Designing a spaceship capsule).

A vote was held for the executive positions of OCASC. Both co-chairs were nominated and voted in unanimously, the secretary and treasurer were also voted in. A couple of new positions were added including elementary and secondary school liaison. These positions will focus on recruiting new members so that more voices are heard. There are currently 42 schools out of 148 in the district participating. In our ward we have just under $50 \%$ participation.

## Fundraising Report

Still waiting on Vesey's to come in. The company received their shipment late which is why they delayed sending us the order.

Movie Night this month will have a new feature; a private movie (without parents) shown in the library to grade 5 and 6 students. Students can sign up if they have parental consent.

## Record of Decision - May ${ }^{\text {st }}$, 2019 (by e-mail)

Council was asked to sell popcorn at the musical and a decision was made by e-mail as the musical was the following week.
Motion: "I'd like to motion to sell popcorn at the We Are Monsters musical as we have the supplies available and we have (wonderful and generous) volunteers to do it. $1^{\text {st }}$ Shannon McLaren, $2^{\text {nd }}$ Kelly Stanzel. 9 votes in favour. Passed.

See full report in Appendix C.

## Proposed Amendments to Constitution

Several comments were received regarding the proposed amendments to the constitution including some areas where clarification might be needed. The annual general meeting might be the best time to bring these forward.

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Proxy Votes - They are positive in that sometimes members can't physically attend a meeting and if they can send in a vote or skype in, then quorum can be achieved. We would need to write proxy into our bylaws and determine what defines a proxy vote.

Article 10, Section E of our current constitution does imply that spending amounts less than $\$ 100$ can be approved by the chair. This should be made more explicit.

More language is also needed on the organization of sub committees.
The proposed changes will be written up for June and then voted on at the annual general meeting.

## PRO Grants \& Other Info Sessions (2019/2020)

PRO Grants are slated as "coming". The money will eventually come through, but it's in limbo. We should move forward with planning in the meantime. The options to pick from are:

- Scientist in the School - was a popular event last year
- Mylifeonline - presentation on social media (targeted to grades 4,5,6)
- Could the parent portion of mylifeonline be presented to parents of all grades? Limiting it to grades $4,5,6$ is too small of a population.

There is a wish list in Google docs where people can submit ideas (ie. more sports equipment). It would be a good idea to get teacher feedback on this too.

## Shade structure/outdoor feature update

A survey for the structure was sent out to teachers which included a list of ideas for structures, a map for locations, questions about how will students be using it, and what features it should have.

- Only 13 responses received so far, but currently the "sails" are winning with $42.6 \%$, the tables are at 30.8\%.
- A lot of respondents asked for picnic tables in the gazebo.
- Location A (between the french immersion and junior yards), is the most preferred location so far.
- Most thought this would be used as a meeting place and many said they would use it as an outdoor classroom (the tables in Maddy's Garden tables are too small for kids in the upper grades).


## Next steps

- Do we want input from the students? Teachers could either fill out with students in the school or have parents fill out with kids at home? This would be a lot of work to facilitate and not sure if the responses received would necessarily be helpful in making a final decision.
- The Trillium Grant application requires a lot of steps and preparation, but they give up to 90 K (the most common amount given is 50 K ). Two bids need to be provided and submitted

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by May (we are too late for this year already). If we could get a proposal on the table for September it could put us in the running for next year.

- The committee will get together and move forward.


## Any Other Business

Should council run a staff appreciation lunch this year? Donations must be solely from parents in order to make this work as council funds can't be used.

Motion: To run a staff appreciation lunch with donations from the school community. $1^{\text {st }}$ Leigh Golden, $2^{\text {nd }}$ Debbie Hameluck. 1 abstention, 1 opposed, and 6 in favour. Passed.

## Alternative Learning Spaces

- There are 3 spaces within the school that could be used. One of the tenders submitted a quote that was a little over $\$ 10,000$ to create all 3 spaces. This would include various tables and alternate seating with different heights, cubes, etc. Could council split the cost of this with the school?


## Motion for Allocation of Funds

Motion: To allocate $\$ 300$ to the Food Task Force to purchase a gift card to Costco. $1^{\text {st }}$ Leigh Golden, $2^{\text {nd }}$ Krista Maclsaac. All in favour. Passed.

Motion: To allocate up to $\$ 700$ to purchase outdoor toys for the kinder team. $1^{\text {st }}$ Leigh Golden, $2^{\text {nd }}$ Shannon McLaren. All in favour. Passed.

## Adjournment

Motion to adjourn. $1^{\text {st }}$ Shannon McLaren, $2^{\text {nd }}$ Jane de Laat. All in favour. Passed.

## Next Meeting

Date: Wednesday, June 19th, 2019.
Agenda: To be set by Chair

Meeting Location: JES Library School District: OCDSB

## JESC Meeting Minutes

Appendix A - Principal's Report
Principal's Report to School Council
May 22, 2019
Safety Procedures
We have three remaining fire drills to practice to complete our safety requirements of the year. Our goal is to be outdoors and accounted for in less than 4 minutes.

Staffing Update
Since our last staffing update at the April School Council, we wanted to share that

- We received our Educational Assistant allocation. We have been surplused by a half time position. MaryEllen Manning has opted to return to work full-time in 2019-2020 and Margaret Murphy has been declared surplus.
- Samia Girgis, ECE, has been removed from our staffing. We are pleased to welcome Lindsey Carter back to the team.
- Both Janis and I remain as the Admin Team

EQAO
Between May 22nd and May 29th our grades 3 and 6 students will complete 6 separate hour-long assessments; two in Math, two in Writing, and two in Reading. These assessments provide us with a snapshot of the student's learning over the past three years and, once we receive the students' results next fall, will help guide our school improvement planning process designed to increase student achievement. The student's individual results will be shared with their families early in the new school year while, at the same time, our school's composite scores will be shared with the entire school community.

## Grade 6 Leaving Ceremony

Our grade six students, teachers, and parents are looking forward to the annual School Leaving Ceremony which will take place on Tuesday, June 25th at 9AM in the Jockvale gym. Our grade six team has already begun the preparations for this event. It will no doubt be a memorable occasion as our grade six students leave Jockvale to continue their educational journey in Middle School.

Meeting Location: JES Library School District: OCDSB

## JESC Meeting Minutes

Appendix B - Treasurer's Report
JESC Treasurer Report - May 21, 2019
April $\mathbf{2 5}$ to May 21, 2019
General Ledger of Account Activity

| Date | Description | Withdrawals |  | Deposits |  | Balance |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Balance from Last Statement |  |  |  |  | \$ | 24,787.91 |
| 2019-04-24 | Hot Dog Program (2211) | \$ | 163.41 |  |  | \$ | 24,624.50 |
| 2019-04-24 | Subway Day - April 18 (2212) | \$ | 125.65 |  |  | \$ | 24,498.85 |
| 2019-04-24 | Dance - lights (2213) | \$ | 141.25 |  |  | \$ | 24,357.60 |
| 2019-04-24 | Pizza for Dance (2214) | \$ | 124.30 |  |  | \$ | 24,233.30 |
| 2019-04-24 | Budding Artists (2215) | \$ | 935.50 |  |  | \$ | 23,297.80 |
| 2019-04-24 | Float for Dance (2216) | \$ | 300.00 |  |  | \$ | 22,997.80 |
| 2019-04-30 | Interest Credit |  |  | \$ | 3.01 | \$ | 23,000.81 |
| 2019-05-01 | Food Task Force Gift Cards (2217) | \$ | 600.00 |  |  | \$ | 22,400.81 |
| 2019-05-01 | Subway Day - April 25 (2218) | \$ | 125.65 |  |  | \$ | 22,275.16 |
| 2019-05-01 | Pizza Day - April 29 (2219) | \$ | 186.45 |  |  | \$ | 22,088.71 |
| 2019-05-01 | Tables and Dance (2220) | \$ | 624.56 |  |  | \$ | 21,464.15 |
| 2019-04-30 | April Dance |  |  | \$ | 1,076.00 | \$ | 22,540.15 |
| 2019-04-30 | Float |  |  | \$ | 300.00 | \$ | 22,840.15 |
| 2019-05-11 | Boston Pizza Night |  |  | \$ | 383.25 | \$ | 23,223.40 |
| 2019-05-11 | Musical - Popcorn |  |  | \$ | 86.50 | \$ | 23,309.90 |
| 2019-05-11 | Subway Day - May 9 (2221) | \$ | 123.40 |  |  | \$ | 23,186.50 |
| 2019-05-11 | Subway Day - May 2 (2222) | \$ | 125.65 |  |  | \$ | 23,060.85 |
| 2019-05-11 | April Dance (2223) | \$ | 33.29 |  |  | \$ | 23,027.56 |
| 2019-05-11 | Pizza Day - May 6 (2224) | \$ | 186.45 |  |  | \$ | 22,841.11 |
| 2019-05-11 | Chocolate Bars (2215) | \$ | 4,811.13 |  |  | \$ | 18,029.98 |
| 2019-05-11 | Deposit on bouncy castles for Spring Fling (222€ | \$ | 758.52 |  |  | \$ | 17,271.46 |
| 2019-05-11 | Hot Dogs + Popcorn (2227) | \$ | 113.49 |  |  | \$ | 17,157.97 |
| 2019-05-19 | Pizza Day - May 13 (2228) | \$ | 186.45 |  |  | \$ | 16,971.52 |
| 2019-05-19 | Subway Day - May 16 (2229) | \$ | 125.65 |  |  | \$ | 16,845.87 |
| 2019-05-19 | Pizza Program |  |  | \$ | 301.32 | \$ | 17,147.19 |
| 2019-05-19 | Hot Dog Program |  |  | \$ | 157.27 | \$ | 17,304.46 |
| 2019-05-19 | Subway Program |  |  | \$ | 220.96 | \$ | 17,525.42 |
| 2019-05-19 | Food Task Force |  |  | \$ | 50.00 | \$ | 17,575.42 |
| 2019-05-19 | Trivia Night |  |  | \$ | 754.00 | \$ | 18,329.42 |
| 2019-05-19 | Pizza Program |  |  | \$ | 178.76 | \$ | 18,508.18 |
| 2019-05-19 | Hot Dog Program |  |  | \$ | 104.72 | \$ | 18,612.90 |
| 2019-05-19 | Subway Program |  |  | \$ | 188.08 | \$ | 18,800.98 |
| 2019-05-19 | Food Task Force |  |  | \$ | 35.00 | \$ | 18,835.98 |
| 2019-05-20 | Movie Night and Dance (2230) | \$ | 287.41 |  |  | \$ | 18,548.57 |
| 2019-05-21 | Boston Pizza Receipt Fundraiser |  |  | \$ | 181.70 | \$ | 18,730.27 |

Meeting Location: JES Library School District: OCDSB

## JESC Meeting Minutes

## Bank Reconcilliation

TD kome Aoply B sty Protile -


| Balance Shown on bank statement |  | \$ | 28,466.29 |
| :---: | :---: | :---: | :---: |
| Add: |  |  |  |
| Float |  | \$ | 200.00 |
| Deduct cheques not yet cashed: |  |  |  |
| 2164 Crystal Phillips | Teacher Reimbursme | \$ | 85.14 |
| 2168 Samantha Dowdall | Teacher Reimbursme | \$ | 100.00 |
| 2176 Ellen Pratt | Teacher Reimbursme | \$ | 100.00 |
| 2178 Steven Aubrey | Teacher Reimbursme | \$ | 100.00 |
| 2179 Alison Sinclair | Teacher Reimbursme | \$ | 75.48 |
| 2210 Krista Maclsaac | Veseys Bulb Order | \$ | 1,184.00 |
| 2212 SRIANNAPURNA INC. | Subway Day - April 1 | \$ | 125.65 |
| 2215 Budding Artists | Budding Artists | \$ | 935.50 |
| 2218 SRIANNAPURNA INC. | Subway Day - April 2 | \$ | 125.65 |
| 22191850688 ONT INC | Pizza Day - April 29 | \$ | 186.45 |
| 2221 SRI ANNAPURNA INC. | Subway Day - May 9 | \$ | 123.40 |
| 2222 SRIANNAPURNA INC. | Subway Day - May 2 | \$ | 125.65 |
| 22241850688 ONT INC | Pizza Day - May 6 | \$ | 186.45 |
| 2225 World's Finest Chocolate Canad | Chocolate Bars | \$ | 4,811.13 |
| 2226 Ry J-s Climbing Adventures | Deposit on bouncy $\mathrm{C}_{\text {i }}$ | \$ | 758.52 |
| 2227 Debbie Hameluck | Hot Dogs + Popcorn | \$ | 113.49 |
| 22281850688 ONT INC | Pizza Day - May 13 | \$ | 186.45 |
| 2229 SRIANNAPURNA INC. | Subway Day - May 16 | \$ | 125.65 |
| 2230 Krista Macisaac | Movie Night \& Danct | \$ | 287.41 |
| Adjusted Bank Statement Balance |  | \$ | 18,930.27 |

Visit: Jockvale Elementary School Council
Final - Approved on June 19th, 2019

Meeting Location: JES Library School District: OCDSB

## JESC Meeting Minutes

| Balance shown in school council records | $\$$ | $18,730.27$ |
| :--- | :---: | ---: |
| Add: $\quad$ Float | $\$$ | 200.00 |
| Deduct: |  |  |
| Adjusted school council Balance | $\$$ | $18,930.27$ |

## Cash Available - April 22, 2019

School council bank balance
Ear-marked Cash

| Outdoor Features | $\$$ | $2,840.00$ |
| :--- | ---: | ---: |
| Makerspace - remaining | $\$$ | 402.46 |
| Food Prog Slush Fund | $\$$ | 961.97 |
| Food Task Force | $\$$ | 980.55 |
| May Movie Night | $\$$ | 241.51 |
| Spring Fling | $\$$ | $1,241.48$ |
| Unearned Pizza Revenue | $\$$ | 912.17 |
| Unearned Hot Dog Revenue | $\$$ | 659.68 |
| Unearned Subway Revenue | $\$$ | 667.82 |

Total allocated Funds

Cash Available
\$ 18,730.27

$$
\$ \quad 8,907.64
$$

\$ $9,822.63$

Meeting Location: JES Library School District: OCDSB

## JESC Meeting Minutes

JESC Expense Report - September 1, 2018 to April 22, 2019

* List of expenses other than those purchased to run or operate a food program or fundraiser

| Item | Funds Allocated and Not Spent in 2017/18 |  | Funds Allocated in 2018/19 |  | Expense in 2018/19 |  | Remainder |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Makerspace | \$ | 1,600.00 | \$ | 1,821.00 | \$ | 3,018.54 | \$ | 402.46 |
| Books | \$ | 200.00 | \$ | 300.00 | \$ | 499.45 | \$ | 0.55 |
| T-shirts | \$ | 1,500.00 | \$ | 350.00 | \$ | 1,697.55 | \$ | 152.45 |
| Dictionaries | \$ | 250.00 | \$ | 100.00 | \$ | 350.00 | \$ | - |
| Science Night | \$ | 1,250.00 |  |  | \$ | 250.00 | \$ | 1,000.00 |
| Outdoor Features | \$ | 1,676.00 | \$ | 1,164.00 | \$ | - | \$ | 2,840.00 |
| Pencil Sharpeners | \$ | 340.00 |  |  | \$ | 333.47 | \$ | 6.53 |
| Anti-Bullying Magic show | \$ | 1,186.50 |  |  | \$ | 1,186.50 | \$ | - |
| Gym Screen \& Equip. Rental | \$ | 4,000.00 |  |  | \$ | 3,344.80 | \$ | 655.20 |
| OCASC | \$ | 35.00 | \$ | 35.00 | \$ | 70.00 | \$ | - |
| Coat Racks |  |  | \$ | 40.66 | \$ | 40.66 | \$ | - |
| Teacher Reimbursement |  |  | \$ | 4,000.00 | \$ | 2,799.07 | \$ | 1,200.93 |
| Board Games |  |  | \$ | 500.00 | \$ | 504.71 | -\$ | 4.71 |
| Holiday Hampers |  |  | \$ | 600.86 | \$ | 600.86 | \$ | - |
| Tables |  |  | \$ | 550.00 | \$ | 550.00 | \$ | - |
| Total | \$ | 12,037.50 | \$ | 9,461.52 | \$ | 15,245.61 | \$ | 6,253.41 |

Meeting Location: JES Library School District: OCDSB

## JESC Meeting Minutes

Appendix C - Fundraising Report

## May Fundraising Report

Heroes vs Villains Dance - the turn out for the dance was a little disappointing, although the people that attended seemed to have a fantastic time! The profit earned was $\$ 490.97$

Popcorn at Monster Musical - the profit earned was $\$ 86.50$ Vesey Bulbs - waiting for our order to come in!

Trivia Nite - was a great success our best turn out so far! Kiwanis mentioned it was a record for them, the profit earned was $\$ 754$

Lamontagne Chocolate Bar Sales - we currently have 95 cases out for sale, we still have 5 cases to hand out

May Movie Night - we have decided to try something new this movie night to try to include more grade 5 \& 6 students. We will be offering a parent free, pg movie in the Library (Aquaman) consent forms have been sent home and we are currently pre-selling tickets to the showing. We will also be showing a movie in the gym as we typically do.

Spring Fling - 3 food trucks have been booked (Walking Tacos, Lou Fast Food \& Mr. Sundae) all have agreed to donate $10 \%$ back to J.E.S.C. We have signed a pre-approved contract (by Bill Tyers Risk Management Officer for the OCDSB) with Ry-J's Climbing adventures for our inflatables. There will be 3 inflatables this year, an obstacle course, a slide \& a wrecking ball inflatable. Magic 100 has been booked to do music for us. Mad Science will also have a set up. We
are still looking into bubbles and games for the event as we continue to plan the event!

