



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

**Jockvale Elementary School
Council Meeting Minutes**
December 19th, 2018

In the Chair

Crystal Logan – Chair

Meeting Participants

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

Approval of Agenda

MOTION: To accept the agenda. 1st Phil, 2nd Elise. All in favour.

Visit: [Jockvale Elementary School Council](#)
Final – Approved January 23rd, 2019.



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

Approval of Previous Minutes

Motion: To accept the November minutes with the following adjustments; In the Approval of Agenda it says the "Fundraising Report removed". It should be changed to "Treasurer's Report removed". 1st Shanon, 2nd Kelly. All in favour.

Motion: To make the following change to the October minutes; In the Treasurer's Report, the amount of funds for food programs coming in should be \$13532.85. 1st Krista, 2nd Kelly. All in favour.

Chair's Report

A quick meeting tonight, hope everyone has a good holiday!

Principal's Report

Robyn Darragh

A few staffing updates which are all detailed in the attached report including the exciting news that Jockvale is getting another half-time EA.

See full report in Appendix A.

Teacher's Report

The kids really had a great time at Jingle Jangle! Everyone loves that event.

Jockvale's learning support teacher, Sarah Baines, has requested funds for board games. All of the teachers have signed on to this request and are asking for \$492.60 to purchase the games which will be kept in her room. Teachers will have the opportunity to sign them out (this will help to keep small pieces from going missing).

Treasurer's Report

The Adjusted Bank Balance is \$26313.21. There is still a cheque from the school that hasn't been deposited.

The numbers in the report for cash available are approximate (within a couple hundred dollars).

A question about the Little Caesar's fundraiser – should profits have been \$1224? Answer: another \$81 cheque is coming in.

Popcorn Fridays – the total on the report is what has come in this month, not the total amount for all earnings related to Popcorn Fridays.

See full report in Appendix B.



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

OCASC Report

No report to give this month since the December meeting was postponed until January.

Fundraising Report

The first movie night was held on December 7th. Next year it might be a good idea to hold it in a different month as December didn't seem as popular (lots of other events for people to attend in December).

Jingle Jangle was a huge success! Kids and staff were happy. Some teachers were able to pick up some games and toys at the end. A profit of 1931.02 was earned.

Upcoming Events: Paint Night on January 24th headed by Krista.

See full report in Appendix C.

Food Task Force

Current Donations

- 24x\$10 gift cards
- \$530 from School Cash Online
- \$430 cash towards the Holiday Hampers (we are primarily looking for cash donations for the hampers)
- Still receiving weekly donations for the daily snacks at the school

Funds left over after the hampers are paid for goes towards the daily food in the classrooms.

Barrhaven Kiwanis chapter also wants to help out.

Stainless steel bowls have been purchased for each classroom to stock granola bars/fruit, etc.

Food Subsidies - \$1500 already approved for the year that we will access first. The remaining balance will come on the monthly report.

Question: Could we ask some of the 19 families who are receiving hampers about their need for food subsidies?

See full report in Appendix D.

Any Other Business

Purchase of the book "They came for the Children"? Let's re-group and decide what we want to do about this. Agenda item for January – finding books that would be better suited to the age of the children at our school.

What are our current objectives and how are we communicating these to parents? Should the shade structure be our current objective? This will be an agenda item for January.



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

Phil to send out an email to start this sub-committee for an outdoor feature. We could reach out to other community members and create a campaign for a shade structure; we might see more success in terms of donations this way. Sarah has a Taggart Construction contact who may be able to help.

Scholastic orders can be put through Mme Letourneau if you wish to order anything.

Motion for Allocation of Funds

Motion: To allocate \$500 for the purchase of board games. 1st Krista, 2nd Sarah. All in favour.

Motion: To allocate up to \$4000 for teachers to purchase supplies for their classrooms. 1st Krista, 2nd Kelly. All in favour.

Motion: To allocate \$300 to cover expenses for paint night. 1st Krista, 2nd Shannon. All in favour.

Adjournment

Motion to adjourn. 1st Sarah, 2nd Shannon. All in favour.

Next Meeting

Date: January 23rd, 2019.

Agenda: To be set by Chair



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

Appendix A – Principal's Report

Principal Report to School Council

December 19, 2018

Staffing Updates

Hadar Mustafa will remain in the AM ECE position in Room 3 for Samia Girgis until at least the March Break.

Kathryn Ross began her gradual return to work as of yesterday. She will begin working with small groups of students.

John Long has exhausted his 50 days of post retirement work. His last day is Friday, December 21st. We are beyond grateful for his contributions this fall.

Danny Shalom joins the Pride. He will assume the LTO role behind Kathryn Ross.

Louise Deevy begins her leave of absence effective January 7th. Her last day with us is Friday, December 21st.

Julie Bode will assume the EA term position vacated by Louise Deevy.

Additionally, we have been allocated an additional half time Educational Assistant to assist us with our general school population.

Seasons Greetings

On behalf of the Jockvale Team, Janis and I wanted to thank School Council for your hard work and dedication to the entire Jaguar community. We appreciate your partnership! We wish you a safe and happy holiday season and can't wait to see what 2019 has in store for us.



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

Appendix B – Treasurer’s Report

JESC Treasurer Report - December 16, 2018
November 24 to December 16, 2018
General Ledger of Account Activity

Date	Description	Withdrawals	Deposits	Balance
	Balance from Last Statement			\$ 21,438.93
2018-11-23	IBM Donation Donation		\$ 91.00	\$ 21,529.93
2018-12-04	Pizza Day - Nov 27 (2117)	\$ 174.02		\$ 21,355.91
2018-12-04	Pizza Day - Dec 3 (2118)	\$ 174.02		\$ 21,181.89
2018-12-04	Subway Day - Nov 29 (2119)	\$ 134.60		\$ 21,047.29
2018-12-05	Movie Night - Pizza (2120)	\$ 124.30		\$ 20,922.99
2018-12-09	Hot Dogs, Jingle Jangle, Holiday Concert (2121)	\$ 183.92		\$ 20,739.07
2018-12-09	Jingle Jangle, Movie Night (2122)	\$ 178.36		\$ 20,560.71
2018-12-09	Movie Night - December		\$ 580.00	\$ 21,140.71
2018-12-09	Little Caesar's		\$ 1,144.00	\$ 22,284.71
2018-12-11	Subway Day - Dec 6 (2123)	\$ 130.05		\$ 22,154.66
2018-12-11	Pizza Day - Dec 10 (2124)	\$ 174.02		\$ 21,980.64
2018-12-13	Subway Day - Dec 13 (2125)	\$ 130.05		\$ 21,850.59
2018-12-17	Jingle Jangle		\$ 2,032.05	\$ 23,882.64
2018-12-17	PIC		\$ 500.00	\$ 24,382.64
2018-12-17	Hot Dog Program		\$ 316.44	\$ 24,699.08
2018-12-17	Pizza Program		\$ 704.01	\$ 25,403.09
2018-12-17	Subway Program		\$ 171.77	\$ 25,574.86
2018-12-17	Popcorn Fridays		\$ 538.35	\$ 26,113.21



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

Bank Reconciliation

TD My Accounts Contact Us Products & Services Markets & Research Life Planning

Account Activity [Help](#) | [Print](#) | [Print with Letterhead](#)

Start building your savings. [TD Every Day Savings Account](#) »

Account: CHEQUING SAVINGS ACCOUNT NON-PERSONAL - 733 \$24,185.41 ▼

Current Balance \$24,185.41	Available Balance ⓘ \$24,185.41
--	--

Balance Date: Dec 16, 2018

View: ▼

30 days | 60 days | 90 days | 120 days

Balance Shown on bank statement		\$	24,185.41
Add:			
	Jingle Jangle Revenue	\$	2,032.05
	PIC	\$	500.00
	Hot Dog Program	\$	316.44
	Pizza Program	\$	704.01
	Subway Program	\$	171.77
	Popcorn Fridays	\$	538.35
	Float	\$	200.00
Deduct cheques not yet cashed:			
2110	Scientist in School	Science Night	\$ 1,250.00
2117	1850688 ONT INC	Pizza Day - Nov 27	\$ 174.02
2118	1850688 ONT INC	Pizza Day - Dec 3	\$ 174.02
2120	1850688 ONT INC	Movie Night - Pizza	\$ 124.30
2122	Krista MacIsaac	Jingle Jangle, Movie I	\$ 178.36
2123	Subway - Sri - Annapuma Inc	Subway Day - Dec 6	\$ 130.05
2124	1850688 ONT INC	Pizza Day - Dec 10	\$ 174.02
2125	Subway - Sri - Annapuma Inc	Subway Day - Dec 13	\$ 130.05
Adjusted Bank Statement Balance		\$	26,313.21



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

Balance shown in school council records	\$ 26,113.21
Add: Float	\$ 200.00
Deduct:	
Adjusted school council Balance	<u>\$ 26,313.21</u>

Cash Available - November 16, 2018

School council bank balance	\$ 26,113.21
Ear-marked Cash	
Outdoor Features	\$ 1,676.00
Pencil Sharpeners	\$ 340.00
Makerspace - remaining	\$ 444.18
Food Prog Slush Fund	\$ 1,500.00
STEM Initiatives (McDonald's Night)	\$ 1,521.00
Holiday Concert Coffee Fundraiser	\$ 125.00
Unearned Pizza Revenue	\$ 4,253.01
Unearned Hot Dog Revenue	\$ 2,515.14
Unearned Subway Revenue	\$ 2,477.45
Total allocated Funds	\$ 14,851.78
Cash Available	<u>\$ 11,261.43</u>

Appendix C – Fundraising Report

December Fundraising Report

Movie Night - There wasn't a great turnout for movie night, perhaps we would like to have our first movie night in September or November next year! After expenses our profit was \$335.55



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

Samko & Miko - still waiting for info from event organizers.

Jingle Jangle Bazaar - was a huge success! Enjoyed by teachers, students & volunteers! A profit of \$1930.02 was made.

Upcoming Events/Fundraisers

Holiday Concert - Dec 20 - Coffee/Hot Chocolate for sale by donation!

Paint Night - Jan 24

Attachment D – Food Task Force Report

Jockvale Food Task Force – Report to Council for December 2018 Meeting 1. Meeting Update

☐ Jockvale Food Task Force met on December 10th, 2018 – see meeting notes for details of what was discussed.

2. Updates Since Meeting

- We have a final list of the number of Holiday Baskets required. 19 total baskets required, Salvation Army will provide 3 baskets. Food Task Force members will shop for the items for the remaining 16 baskets and will meet on the morning of December 20th to assemble the baskets before the Holiday Concert.
- 17 large silver bowls have been donated to be put in each classroom in January to provide children with an opportunity to have a small snack before school starts, if they need it.
- Logistics for nutrition break snacks will remain the same – students will go to the office
- Due to the regular donations from Loblaw's and the gift card donations, we do not need

to limit the number of snack items a child can have

3. Next Steps

- First supply of food in January will need to be large – to fill up bowls in classrooms.
- Weekly food will continue to be collected / bought on Sunday's and dropped off at the school Monday mornings.
- Next Food Task Force Meeting: Monday, January 14th, 630pm, location TBD