



Meeting Location: JES Library  
School District: OCDSB

## JESC Meeting Minutes

### Jockvale Elementary School Council Meeting Minutes

Wednesday, January 8<sup>th</sup>, 2020

An informal meeting was held from 6:30pm-7:35pm as quorum was not reached. At 7:45, quorum was reached and the meeting was called to order. Pre-quorum document content is found in the Annex.

#### In the Chair

Crystal Logan – Chair

#### Meeting Participants

Attendees	Unable to Attend
<u>Executive Members</u> Crystal Logan – Chair Shannon McLaren – Vice-Chair Krista MacIsaac – Treasurer Phil McKee – OCASC Rep Jennifer Demone – Volunteer Coordinator	<u>Executive Members</u> Elise Currie – Secretary (regrets) Rhianne Chapman – Communications Chair
<u>Parent Members</u> Leigh Golden Jacquie Comstock	<u>Parent Members</u> Debbie Hameluck (regrets) Jalila Mouaoui
<u>School Administration</u> Janis St. Germain – Vice Principal Ruggles Pritchard – Acting Principal	<u>School Administration (regrets)</u> Robyn Darragh – Principal Brenda Feldbruegge – Office Administrator
<u>Other Parents</u> None	
<u>Community Members</u> None	

#### Meeting Called to Order

**Motion:** To call the meeting to order. 1<sup>st</sup> Leigh Golden, 2<sup>nd</sup> Phil McKee. All in favour.

#### Approval of Agenda



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**Motion:** To accept the agenda with two items: Allocation of Funds and Other Business. 1<sup>st</sup> Shannon McLaren, 2<sup>nd</sup> Krista MacIsaac. All in favour.

### Motion for Allocation of Funds

**Motion:** To allocate \$200 for the food bowls until next meeting. 1<sup>st</sup> Phil McKee, 2<sup>nd</sup> Leigh Golden. All in favour.

**Motion:** To allocate \$275.93 to reimburse for food hampers. 1<sup>st</sup> Krista MacIsaac, 2<sup>nd</sup> Phil McKee. All in favour.

**Motion:** To allocate \$400 for movie night expenses. 1<sup>st</sup> Krista MacIsaac, 2<sup>nd</sup> Jacquie Comstock. All in favour.

**Motion:** To allocate up to \$100 per staff member to a maximum of \$4500 for the school. All receipts to be received by February 21<sup>st</sup>, 2020. 1<sup>st</sup> Krista MacIsaac, 2<sup>nd</sup> Jacquie Comstock. All in favour.

### Other business

We have two council members, Jalila Mouaoui and Rhianne Chapman, who have been absent for 3 months.

**Motion:** To remove them from council, consistent with the constitution. 1<sup>st</sup> Shannon McLaren, 2<sup>nd</sup> Jennifer Demone. All in favour.

### Adjournment

Motion to adjourn. 1<sup>st</sup> Leigh Golden, 2<sup>nd</sup> Jacquie Comstock. All in favour.

### Next Meeting

**Date:** Wednesday, February 12<sup>th</sup>, 2020. 6:30pm.

**Agenda:** To be set by Chair



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## Annex: Informal Minutes from discussion prior to meeting commencement

Do not have quorum to approve previous minutes (November).

## Chair's Report

Please provide cell phone numbers – so that we have an ability to interact on an emergency basis.

Thanks to Debbie for all the hard work the last week of December. Thanks to everyone who helped with Jingle Jangle.

## Food Task Force

Going well. Donations coming in. Some challenge with food selection – lesser availability of bananas. Approx 100 lbs of food... EDP has shared surplus, which is awesome.

Salvation Army and Barrhaven Food Cupboard are willing to donate something long term. Santa Claus Parade would like to donate but would like to attend a meeting. Details to be determined. Gentleman from the mosques would like to help.

## Principal's Report

Acting principal for January: Mr. Pritchard. Happy to answer any questions as needed.

Robyn is still quite ill and our thoughts and wishes are with her.

List of teachers replacing.

Food bowls – thanks – helps so much.

Professional development: math coach has come in to implement some of the improvement plans. Kindergarten coach working with teachers and ECEs. Started a book club on reading strategies – literacy, etc...

20/21 – kindergarten info night: next week. Grade 1 English vs. EFI night to be booked. Grade 6 families to determine next school.

Learning plan goals.

## OCASC



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Next meeting is next Thursday. No meeting in December.



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### Fundraising/Treasurer

December Movie Night profit: \$552 – blew budget by over \$105 – limited supplies. Feb 7<sup>th</sup> won't have a second movie.

Jingle Jangle – revenue \$2162.40 – most successful ever. The 2\$ suggested donation was helpful for both set-up and selling.

Popcorn Fridays – don't have online payments yet.

Holiday Concert - \$338.50 for the coffee/hot chocolate. Cost of food hampers was less than \$275.93.

Upcoming – movie night on February 7<sup>th</sup>.

Food Programs – Order form review tonight – send it Monday. Possibly changing suppliers for pizza.

See full report in Appendix A.



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# JESC Meeting Minutes

## Appendix A – Treasurer’s Report

JESC Treasurer Report - January 7, 2020  
November 5, 2019 - January 7, 2020  
General Ledger of Account Activity

Date	Description	Withdrawals	Deposits	Balance
2019-11-04	Opening Balance		\$	23,404.48
2019-11-05	McDonald's Night		\$ 1,226.00	\$ 24,630.48
2019-11-05	Halloween Dance	\$ 253.66		\$ 24,376.82
2019-11-05	Cancellation of Subway for MG (2289)	\$ 48.00		\$ 24,328.82
2019-11-10	Pizza Day - Nov 4 (2290)	\$ 211.31		\$ 24,117.51
2019-11-10	Subway Day - Nov 7 (2291)	\$ 139.25		\$ 23,978.26
2019-11-10	Hot Dog Program (2292)	\$ 256.70		\$ 23,721.56
2019-11-10	Personal Dictionaries (2293)	\$ 350.00		\$ 23,371.56
2019-11-13	Little Caesar's		\$ 841.00	\$ 24,212.56
2019-11-13	Pizza paid by cash or cheque		\$ 78.00	\$ 24,290.56
2019-11-17	Pizza Day - Nov 11 (2294)	\$ 198.88		\$ 24,091.68
2019-11-17	Subway Day - Nov 14 (2295)	\$ 150.45		\$ 23,941.23
2019-11-20	Cheque Order Charge	\$ 181.15		\$ 23,760.08
2019-11-23	Pizza Day - Nov 18 (2296)	\$ 198.88		\$ 23,561.20
2019-11-23	Subway Day - Nov 21 (2297)	\$ 153.60		\$ 23,407.60
2019-11-23	Hot Dogs (2298)	\$ 52.50		\$ 23,355.10
2019-11-23	Movie Night (2298)	\$ 55.83		\$ 23,299.27
2019-11-23	Artrageous Fundraiser (2299)	\$ 534.10		\$ 22,765.17
2019-11-25	Budding Artists		\$ 1,329.50	\$ 24,094.67
2019-11-25	Lunch Lady		\$ 91.95	\$ 24,186.62
2019-11-25	Food Task Force Donations		\$ 355.00	\$ 24,541.62
2019-11-25	Pizza - paid by cash		\$ 16.00	\$ 24,557.62
2019-11-25	Hot dogs - paid by cash		\$ 54.00	\$ 24,611.62
2019-12-01	Food Task Force (2300)	\$ 200.00		\$ 24,411.62
2019-12-01	Pizza Day - Nov 25 (2301)	\$ 198.88		\$ 24,212.74
2019-12-02	November Movie Night		\$ 958.60	\$ 25,171.34
2019-12-02	Popcorn Fridays - paid by cash / cheque		\$ 455.10	\$ 25,626.44
2019-12-02	Subway Day - Nov 28 (2302)	\$ 153.60		\$ 25,472.84
2019-12-11	Pizza Day - Dec 2 (2303)	\$ 198.88		\$ 25,273.96
2019-12-11	Subway Day - Dec 5 (2304)	\$ 153.60		\$ 25,120.36
2019-12-11	Hot Dog Program (2305)	\$ 218.46		\$ 24,901.90
2019-12-11	Pizza Day - Dec 9 (2306)	\$ 198.88		\$ 24,703.02
2019-12-11	Popcorn Fridays (2307)	\$ 150.59		\$ 24,552.43
2019-12-11	Food Task Force (2308)	\$ 35.64		\$ 24,516.79
2019-12-18	Subway Day - Dec 12 (2309)	\$ 153.60		\$ 24,363.19
2019-12-18	Holiday Hampers, Concert, Hot Dogs (2310)	\$ 383.55		\$ 23,979.64
2019-12-19	Pizza Day - Dec 16 (2311)	\$ 198.88		\$ 23,780.76
2019-12-20	Jingle Jangle (2312)	\$ 49.41		\$ 23,731.35
2019-12-20	Subway Day - Dec 19 (2313)	\$ 153.60		\$ 23,577.75
2019-12-20	Jingle Jangle		\$ 2,162.40	\$ 25,740.15
2019-12-20	Holiday Concert		\$ 338.50	\$ 26,078.65

\* First two lines of ledger are repeated from November 4 report to correct an extra \$5 received for McDonald's night



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**Bank Reconciliation**

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## Account Activity

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Account: CHEQUING SAVINGS ACCOUNT NON-PERSONAL - 733 \$26,825.47 ▼

**Current Balance**  
\$26,825.47

**Available Balance** ?  
\$26,825.47

Balance Date: Jan 07, 2020

View: All Transactions ▼      [30 days](#) | [60 days](#) | [90 days](#) | [120 days](#)

✦ Search by Month (up to 18 months)

Date	Transaction Description	Withdrawals	Deposits	Balance
Jan 07, 2020	<a href="#">View Cheque</a> CHQ#00000-3143414747	139.25		\$26,825.47

Balance Shown on bank statement	\$ 26,825.47
Add:	
Deduct cheques not yet cashed:	
2273 OCASC fees	\$ 35.00
2289 Cancellation of Subway	\$ 48.00
2298 Hot Dogs and Movie Night	\$ 108.33
2309 Subway Day - Dec 12	\$ 153.60
2311 Pizza Day - Dec 16	\$ 198.88
2312 Jingle Jangle Supplies	\$ 49.41
2313 Subway Day - Dec 19	\$ 153.60
Adjusted Bank Statement Balance	\$ 26,078.65

Balance shown in school council records	\$ 26,078.65
Add:	\$ -
Deduct:	\$ -
Adjusted school council Balance	\$ 26,078.65





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# JESC Meeting Minutes

## JESC Expense Report

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

Item	Funds Allocated 2018/19 and Not Spent	Funds Allocated 2019/20	Expense	Remainder
Makerspace	\$ 104.21			
Scientist in School	\$ 1,250.00			
Outdoor Features	\$ 2,840.00			
Shade Structure	\$ 4,471.67	\$ 441.80		
Kindergarten Outdoor Equip	\$ 555.56		\$ 389.89	\$ 165.67
Personal Dictionnaires	\$ 350.00		\$ 350.00	\$ -
Food Program Slush Fund <sup>1</sup>	\$ 1,011.53	\$ 1,000.00	\$ 1,009.74	\$ 1,001.79
Food Task Force	\$ 370.93	\$ 1,936.62	\$ 826.55	\$ 1,481.00
Cheques		\$ 200.00	\$ 181.15	\$ 18.85
School Cash Online Fees <sup>2</sup>			\$ 253.44	
<b>Total</b>	<b>\$ 10,953.90</b>	<b>\$ 3,578.42</b>	<b>\$ 3,010.77</b>	<b>\$ 2,667.31</b>

1. Food subsidies total \$263.50 for pizza, \$292 for hot dogs and \$454.24 for subway.

Subsidies costs are \$1.55/ slice of pizza, \$1 / hot dog, \$2.83 / 4" sub, \$3.83 / 6" sub

2. School cash online fees are not recorded in the expenses or revenues for food programs. SCO fees are recorded here for end of year reporting to the board.





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### Cash Available - January 7, 2020

School council bank balance		\$ 26,078.65
Ear-marked Cash		
Outdoor Feature	\$	2,840.00
Shade Structure	\$	4,913.47
Makerspace - remaining	\$	104.21
Food Prog Slush Fund	\$	1,001.79
Food Task Force	\$	1,481.00
Scientist in School 2019/20	\$	1,250.00
Staff Lunch	\$	56.58
Unearned Pizza Revenue	\$	1,208.38
Unearned HotDog Revenue	\$	633.92
Unearned Subway Revenue	\$	684.72
Remaining Payment for Budding Artists	\$	424.10
Other unpaid expenses	\$	439.91
Total allocated Funds		\$ 15,038.08
Cash Available		<hr/> \$ 11,040.57