



Meeting Location: JES Library  
School District: OCDSB

# JESC Meeting Minutes

## Jockvale Elementary School Council Meeting Minutes

Wednesday, February 12<sup>th</sup>, 2020

An informal meeting was held from 6:30-6:45 as quorum was not reached. At 6:45, quorum was reached and the meeting was called to order. Pre-quorum 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 Elise Currie – Secretary Krista MacIsaac – Treasurer Jennifer Demone – Volunteer Coordinator	<u>Executive Members</u> Phil McKee – OCASC Rep
<u>Parent Members</u> Jacquie Comstock	<u>Parent Members</u> Debbie Hameluck Leigh Golden
<u>School Administration</u> Janis St. Germain – Vice Principal Mary Conroy – Acting Principal	<u>School Administration</u> Robyn Darragh – Principal Brenda Feldbruegge – Office Administrator
<u>Other Parents</u>	
<u>Community Members</u> None	

### Meeting Called to Order

**Motion:** To call the meeting to order. 1<sup>st</sup> Shannon McLaren, 2<sup>nd</sup> Jacquie Comstock. All in favour.



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## Approval of Agenda

**Motion:** To accept the agenda, with the following changes; move item #5 (Trustee Report) up to position three and cascade the remaining items down, as well as remove the OCASC report. 1<sup>st</sup> Shannon McLaren, 2<sup>nd</sup> Jacque Comstock. All in favour.

## Trustee Report

### Current Board Happenings and Updates

- Chose a new trustee last night (representing downtown).
- Government has indicated that funding will be cut (they will need to find efficiencies in the budget). Saving social work, psychology and EAs are a priority. OCDSB is unique in that enrollment is increasing in our board and funding is allocated on a per-student basis.
- Next year's school calendar will be passed at the end of the month.
- IB program is up and running at Merivale.
- John McCrae portables will not go on Jockvale's field.
- Donna has been volunteering at Movie Nights, and at Jingle Jangle. She has experience popping popcorn and is suggesting purchasing a new popper which would cost \$750 + tax from Poppa Corn Corp. They will also throw in a case of popcorn. Donna will donate two additional cases of popcorn which should amount to \$300 in revenue and could be put towards the cost. In addition, two 100 level Sens tickets would also be given to council and these could be auctioned off at a silent auction at a significant price. Poppa Corn Corp. will deliver the machine if we move forward.
- Some OCDSB swag could be provided to handout at Spring Fling if council decides to have a tent.

## Approval of Previous Minutes

**Motion:** To accept the November minutes. 1<sup>st</sup> Jennifer Demone, 2<sup>nd</sup> Shannon McLaren. All in favour.

**Motion:** To accept the January minutes with the addition of Ruggles Pritchard as the Acting Principal. 1<sup>st</sup> Shannon McLaren, 2<sup>nd</sup> Elise Currie. All in favour.

## Chair's Report

As discussed during the pre-quorum meeting, our council is small and we need to attract more members. What would be the most effective message be to get people to join the council?

- Would Panago give us pizza for the meetings to entice people?
- Send home a letter stating that we have a small council and these are the positions that need to be filled (ie. Do you have experience in social media, school policy, etc. What is your strength?).

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- Testimonials from current members and reasons why everyone joined. "What's your reason to join the school council?"
- Once job action is complete, in the lead up to the following meeting, we will need to start the campaign, send the letter home, do a social media blitz, send out e-mails.
- Maximum number of people we could have on council would be 15. It's a good idea to think of council members as having a "life cycle". Attract new members early when their child is in JK and start them off slow the first years, when their child is halfway through elementary school is when they could be taking on executive positions and then they would be transitioning out as their child reaches grade 5 or 6.
- If anyone thinks of anything else, send it through the google group.

The schedule for the make-up days for food programs seems to be working and hopefully there aren't any more snow days. By the end of next week if there aren't any snow days, we will owe three make-up days. At this rate, they could be done by March. Crystal will send out a message on Monday with the current list to ensure parents are informed.

Mrs. Matthews from the library has a request for some books she'd like to be purchased for the library totaling \$177.29 (6 books total), we should maybe allocated a small buffer in case the totals aren't exact. The books include "The Good Egg" by Jory John and Pete Oswald, "Because of Mr. Terupt" by Rob Buyea, "When We Were Alone" by Dave Robertson, "The Orange Shirt Story" by Phyllis Webstad, "Warriors" by Erin Hunter (series 2), and "Lailah's Lunchbox" by Reem Faruqi.

### Fundraising Report

Currently, the food program numbers are as follows; 112 slices of pizza, 88 hot dogs (plus one for our volunteer – 89), 22 four inch subs, and 17 six inch subs. We haven't had a Subway day yet this term due to cancellations.

Question: Are we still meeting the guidelines for PPM with the new Panago pizza?

- Yes, and all of this info can be found on Panago's website in case anyone is asking.

We currently have enough volunteers for food program days, but another message out to parents wouldn't hurt. Pizza and Subway are fairly quick and easy. Hotdog prep is a lot more work and the volunteer is needed from 11:30-1:45.

February Movie Night went well and lots of people showed up even though it was a strike day. \$121.59 was spent and we earned \$717 for a profit of \$595.41. Less was spent in advance this time since there were a lot of leftovers (pop, etc.) from the November night. The pizza from Panago was late, but we got a discount for it. There was some parent feedback regarding the size of the pizza slices (smaller than previous provider), and a concern that they shouldn't be paying the same price as before; something to consider before the next movie night which is scheduled for April 3<sup>rd</sup>.

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All other fundraising activities are currently on hold until job action is over. At the March meeting we will discuss what fundraisers could be planned for spring.

### Principal's Report

Welcome to Ms. Mary Conroy who will be the acting principal at Jockvale for the next 3 months. We said goodbye and thankyou to Mr. Ruggles Pritchard.

Had a lockdown practice last week and students did well.

John McCrae students came for their co-op interviews. These students will be in the school until April/May.

Two Kindergarten info nights were held; one for new JK students coming to Jockvale and the other for SK students transitioning into Grade 1 and choosing between the French and English programs.

Students enjoyed the tennis clinics and each class will also have some Scientist in the School time.

#### Upcoming

- Next week there will be pedestrian safety presentations.
- Mrs. Matthews will have a bookfair Feb 25<sup>th</sup>-28<sup>th</sup>.
- A letter from the Board will be sent home regarding elementary report cards and marks, PA days, school year extensions (no current plan to extend the school year), as well as the Fri. Feb 21<sup>st</sup> walkout.

See full report in Appendix A.

### Treasurer's Report

The current bank balance is \$26175.18. After deductions for cheques not yet cashed, the adjusted balance is \$24098.12. Cash available is roughly \$8464.

Krista is currently working on the final tally for Term 1 food programs. Nothing from Term 2 is on the report yet. The School Cash On-line payments for Popcorn Fridays also aren't in yet.

The profit of \$270 for Budding Artists was lower than projected. Something to consider if planning to run that fundraiser again next year.

Having multiple accounts for the shade structure and the Food Task Force would simplify the bookkeeping.

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There are two cheques in the green envelope for Willy's that need to be delivered.

See full report in Appendix B.

### Food Task Force Update

The Santa Claus Parade will be donating \$1500 which will really help to support the task force for the remainder of the year. They'd like to do a photo-op with Leigh, Janis and some bowls. Very exciting!

### Any Other Business

No.

### Motion for Allocation of Funds

**Motion:** To allocate \$600 to purchase books for the library with the request that \$300 be spent on French books. 1<sup>st</sup> Krista MacIsaac, 2<sup>nd</sup> Shannon McLaren. All in favour.

**Motion:** To allocate up to \$350 to be spent toward the purchase of three new Ali Art boards and new dry erase markers. 1<sup>st</sup> Krista MacIsaac, 2<sup>nd</sup> Jennifer Demone. All in favour.

**Motion:** To allocate up to \$847.50 to purchase a new popcorn machine. 1<sup>st</sup> Jacquie Comstock, 2<sup>nd</sup> Krista MacIsaac. All in favour.

**Motion:** To allocate \$2500 to Spring Fling. 1<sup>st</sup> Krista MacIsaac, 2<sup>nd</sup> Elise Currie. All in favour.

### Adjournment

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

### Next Meeting

**Date:** Wednesday, March 4<sup>th</sup>, 2020 at 6:30 pm.

**Agenda:** To be set by Chair

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

### Chair's Report Part One...

We have a very small council and we need to look at ideas for recruitment after work to rule is finished. What would get new parents involved?

- The best times for recruitment would be at Spring Fling and at the JK info night in June.



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## Appendix A – Principal's Report

### February 2020

Mr Ruggles Pritchard completed his term as principal at the end of January and Ms Mary Conroy has joined our staff as principal. She will be at Jockvale until the end of April. Mary is an experienced principal who recently retired from the OCDSB.

In January, we completed our second of two mandatory lockdown practices. Our students took the drill seriously and made themselves small and silent. We reviewed our procedure with our SRO, Contable Josh Cavicchioli, and thank him for his ongoing partnership, assistance and feedback.

This week, we welcomed a number of students from John McCrae SS who will be completing a co-op placement with us during the second term. These teens will become honorary Jaguars for the next several months and we are delighted that they will be spending half of their day with us!

We have held information sessions to welcome new students into their first year of Kindergarten, and explain the different French Programs offered in the OCDSB.

### Student Learning

In January, representatives from the Ontario Tennis Association (OTA) came to Jockvale and ran tennis clinics for our classes. Students enjoyed the opportunity to play indoor tennis in our gymnasium for Physical Education. We thank the OTA for this great opportunity and Mrs. Sinclair for organizing this second day of clinics for us.

Many classes have been enjoying their hands on learning opportunities with the Scientists in the School Programs throughout the month.

### Upcoming

Some classes signed up for a pedestrian safety presentation by Ottawa Safety Council

Book Fair will be held Feb. 25 to 28.





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## Appendix B – Treasurer’s Report

JESC Treasurer Report - February 10, 2020

January 8 - February 10, 2020

General Ledger of Account Activity

Date	Description	Withdrawals	Deposits	Balance
2020-01-08	Opening Balance			\$ 26,078.65
2020-01-08	Movie Night Expenses (2314)	\$ 350.09		\$ 25,728.56
2020-01-19	Pizza Day - Jan 6 (2315)	\$ 211.31		\$ 25,517.25
2020-01-19	Subway Day - Jan 9 (2316)	\$ 151.35		\$ 25,365.90
2020-01-19	Hot Dogs (2317)	\$ 202.56		\$ 25,163.34
2020-01-19	Pizza Day - Jan 13 (2318)	\$ 211.31		\$ 24,952.03
2020-01-19	Subway Day - Jan 16 (2319)	\$ 151.35		\$ 24,800.68
2020-01-19	Food Task Force (2320)	\$ 193.40		\$ 24,607.28
2020-01-25	Subway Day - Jan 23 (2321)	\$ 153.60		\$ 24,453.68
2020-01-25	Hot Dogs (2322)	\$ 72.00		\$ 24,381.68
2020-01-29	Artrageous Fundraiser (2323)	\$ 570.24		\$ 23,811.44
2020-02-05	Subway Day - Jan 30 (2324)	\$ 153.60		\$ 23,657.84
2020-02-05	Pizza Day - Jan 27 (2325)	\$ 211.31		\$ 23,446.53
2020-02-05	Pizza Day - Jan 31 (2326)	\$ 211.31		\$ 23,235.22
2020-02-05	Pizza Day - Feb 3 (2327)	\$ 135.60		\$ 23,099.62
2020-02-05	Teacher Reimbursements -MLL (2328)	\$ 100.00		\$ 22,999.62
2020-02-05	Teacher Reimbursements - CG (2329)	\$ 100.00		\$ 22,899.62
2020-02-05	Teacher Reimbursements - MEM (2330)	\$ 100.00		\$ 22,799.62
2020-02-05	Teacher Reimbursements - KW (2331)	\$ 100.00		\$ 22,699.62
2020-02-09	Little Caesar's		\$ 171.00	\$ 22,870.62
2020-02-09	Donation - Holiday Hampers		\$ 30.00	\$ 22,900.62
2020-02-09	Donation - Food Task Force by SCO		\$ 130.00	\$ 23,030.62
2020-02-09	Pizza - paid by cash		\$ 163.50	\$ 23,194.12
2020-02-09	Hot Dogs - paid by cash		\$ 92.00	\$ 23,286.12
2020-02-09	Subway - paid by cash		\$ 50.00	\$ 23,336.12
2020-02-09	Budding Artists		\$ 45.00	\$ 23,381.12
2020-02-09	Movie Night		\$ 717.00	\$ 24,098.12

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## Bank Reconciliation

TD Home Apply My Profile Logout Site Search

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

Accounts

Personal Accounts

Small Business Accounts

View Accounts

Statements & Documents

Communications

Session History

Order Foreign Currency

Pay Bills

Transfers

Interac e-Transfer®

### Account Activity

Help | Print | Print with Letterhead

Account: CHEQUING SAVINGS ACCOUNT NON-PERSONAL - 733 \$26,175.18

Current Balance **\$26,175.18** Available Balance \$26,175.18

Balance Date: Feb 09, 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
Feb 10, 2020	Deposit at Home Branch		717.00	\$26,175.18

Balance Shown on bank statement	\$ 26,175.18
Add:	
Deduct cheques not yet cashed:	
2289 Cancellation of Subway	\$ 48.00
2320 Food Task Force	\$ 193.40
2321 Subway Day - Jan 23	\$ 153.60
2323 Artrageous Fundraiser	\$ 570.24
2324 Subway Day - Jan 30	\$ 153.60
2325 Pizza Day - Jan 27	\$ 211.31
2326 Pizza Day - Jan 31	\$ 211.31
2327 Pizza Day - Feb 3	\$ 135.60
2328 Teacher Reimbursements	\$ 100.00
2329 Teacher Reimbursements	\$ 100.00
2330 Teacher Reimbursements	\$ 100.00
2331 Teacher Reimbursements	\$ 100.00
Adjusted Bank Statement Balance	\$ 24,098.12





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Balance shown in school council records	\$ 24,098.12
Add:	\$ -
Deduct:	\$ -
Adjusted school council Balance	\$ 24,098.12

### Profit Report - September 1, 2019 - February 10, 2020

Item	Expense	Revenue	Profit
<b>Food Programs</b>			
Pizza	\$ 3,393.39	\$ 5,794.43	\$ 2,401.04 *
Hot Dogs	\$ 1,378.98	\$ 3,153.12	\$ 1,774.14 *
Subway	\$ 2,605.30	\$ 3,444.22	\$ 838.92 *
Popcorn Fridays	\$ 209.08	\$ 455.10	\$ 246.02
Lunch Lady	\$ -	\$ 91.95	\$ 91.95
<b>Sub-Total</b>	<b>\$ 7,586.75</b>	<b>\$ 12,938.82</b>	<b>\$ 5,352.07</b>
<b>Food Task Force</b>			
Food Task Force	\$ 1,055.59	\$ 515.00	-\$ 540.59
Holiday Concert	\$ 16.13	\$ 338.50	\$ 322.37
<b>Sub-Total</b>	<b>\$ 1,071.72</b>	<b>\$ 853.50</b>	<b>-\$ 218.22</b>
<b>Events</b>			
McDonald's	\$ -	\$ 1,226.00	\$ 1,226.00
Dance	\$ 883.07	\$ 1,774.50	\$ 891.43
September Movie Night	\$ 257.77	\$ 930.85	\$ 673.08
November Movie Night	\$ 405.92	\$ 958.60	\$ 552.68
February Movie Night	\$ 121.59	\$ 717.00	\$ 595.41
<b>Sub-Total</b>	<b>\$ 1,668.35</b>	<b>\$ 5,606.95</b>	<b>\$ 3,938.60</b>
<b>Fundraisers</b>			
Little Caesar's	\$ -	\$ 1,012.00	\$ 1,012.00
Jingle Jangle	\$ 49.41	\$ 2,162.40	\$ 2,112.99
Budding Artists	\$ 1,104.34	\$ 1,374.50	\$ 270.16
<b>Sub-Total</b>	<b>\$ 1,153.75</b>	<b>\$ 4,548.90</b>	<b>\$ 3,395.15</b>
<b>Misc</b>	<b>\$ -</b>	<b>\$ 3.57</b>	<b>\$ 3.57</b>
<b>Total</b>	<b>\$ 11,480.57</b>	<b>\$ 23,951.74</b>	<b>\$ 12,471.17</b>

\* Food programs represent the final from session 1 (September to January)



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### 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			\$ 104.21
Scientist in School	\$ 1,250.00			\$ 1,250.00
Outdoor Features	\$ 2,840.00			\$ 2,840.00
Shade Structure	\$ 4,471.67	\$ 441.80		\$ 4,913.47
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	\$ 1,087.03	\$ 924.50
Food Task Force	\$ 370.93	\$ 2,096.62	\$ 1,055.59	\$ 1,411.96
Cheques		\$ 200.00	\$ 181.15	\$ 18.85
Teacher Reimbursements		\$ 4,500.00	\$ 400.00	\$ 4,100.00
School Cash Online Fees <sup>2</sup>			\$ 253.44	
<b>Total</b>	<b>\$ 10,953.90</b>	<b>\$ 8,238.42</b>	<b>\$ 3,717.10</b>	<b>\$ 15,728.66</b>

1. Food subsidies from session 1 total \$289.85 for pizza, \$274 for hot dogs and \$523.18 for subway.  
Subsidies costs are \$1.55/ slice of pizza, \$1 / hot dog, \$2.83 / 4" sub, \$3.83 / 6" sub  
Subsidies from session 2 have not yet been included

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 - February 10, 2020

School council bank balance	\$ 24,098.12
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#### Ear-marked Cash

Outdoor Feature	\$ 2,840.00
Shade Structure	\$ 4,913.47
Makerspace - remaining	\$ 104.21
Food Prog Slush Fund	\$ 924.50
Food Task Force	\$ 1,411.96
Scientist in School 2019/20	\$ 1,250.00
Staff Lunch	\$ 56.58
Other unpaid expenses	\$ 157.59
Teacher Reimbursements	\$ 4,100.00

Total allocated Funds	\$ 15,758.31
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Cash Available	<u>\$ 8,339.81</u>
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