



Meeting Location: Zoom  
School District: OCDSB

# JESC Meeting Minutes

**Jockvale Elementary School  
Council Meeting Minutes**  
Monday, April 6<sup>th</sup>, 2020

## 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 Phil McKee – OCASC Rep	<u>Executive Members</u>
<u>Parent Members</u> Leigh Golden Debbie Hameluck	<u>Parent Members</u> Jacquie Comstock
<u>School Administration</u> Janis St. Germain – Vice Principal Brenda Feldbruegge – Office Administrator Mary Conroy – Acting Principal	<u>School Administration</u> Robyn Darragh – Principal
<u>Other Parents</u>	
<u>Community Members</u> None	

## Approval of Agenda

**Motion:** To accept the agenda with the removal of the OCASC report. 1<sup>st</sup> Leigh Golden, 2<sup>nd</sup> Shannon McLaren. All in favour.

## Approval of Previous Minutes

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



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## Chair's Report

Thanks to everyone for meeting over Zoom like this. Obviously it's a unique situation, but hopefully we can sort out how things will look for the rest of the year tonight. If you are interrupted, or need to leave at any point during the meeting, there are no apologies needed.

## Principal's Report

Welcome back to Heather Allardyce. She's transitioning back to full days; in the meantime she's sharing the position.

Staffing positions shared with staff tomorrow (will be shared with council at the next meeting). At that point, the projected class number for next year will also be shared.

The Salvation Army contact has reached out to ask if students need support.

### At Home Learning

At home learning is being broken down into 2 week increments as educators learn how to teach from a distance

Phase one – Was from March 23<sup>rd</sup> - April 3<sup>rd</sup>. Teachers and staff were checking in with students at home and also asking what type of technology that families have access to. Staff were also doing a lot of online learning themselves to prepare for Phase 2.

Phase 2 – April 6<sup>th</sup> - April 16<sup>th</sup>. The Ministry has directed teachers to prepare 5 hours of engagement. However, it is understood that some families are not able to do this, so teachers will use their best judgement on a student by student basis. There is a wide spectrum of family needs and situations. The 5hr/wk of learning for Kindergarten to Grade 3 will focus on numeracy and literacy. For Grades 4-6, it will include literacy, numeracy, social studies and science.

In the upcoming weeks, the school will be working with contacts at the Board to distribute technology to students and families that need it.

Question: There is some mixed communication regarding expectations of how parents are teaching at home and how the learning at home will be linked to report cards. How do the tasks assigned/completion of these tasks get communicated back to the teachers and "graded"?

- There are no definitive answers right now. Everyone, including the teachers, is learning as we go. These details will be sorted out as time progresses. The Friday updates will continue to be sent out each week and questions will be answered. Once the details are decided, communication will be sent out as to what assessment will look like. Possibilities include online assessment, conversations with parents and students, etc.



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## Treasurer's Report

Account ledger \$30398.08. Cash available is \$8787.28.

## Food Program Refunds

Krista and Brenda have been working on a plan for refunds. Krista is going to send Brenda a spreadsheet and Brenda will start to refund people once she gets the list. These refunds will be processed on a per child basis. If the family paid by e-wallet, the money will go back into their e-wallet account and if they paid by credit card, it will be refunded to the card. Milk has been refunded online for as many students as possible. Families could choose to get a credit for next year if they wanted, or just a full refund.

The totals that need to be refunded are as follows; \$3300 in pizza, \$2350 in hot dogs, and \$2430 in Subway (Subway includes 2 missing Subway days from strike days). The cash available above (\$8787.28) already has these amounts deducted.

**Motion:** To refund all food programs for the remainder of the school year. 1<sup>st</sup> Leigh Golden, 2<sup>nd</sup> Shannon McLaren. All in favour.

## Plan for rest of year (Cancellation of Events)

Council needs to look at cancelling events for the remainder of the year. Today, the City of Ottawa announced that all sports fields will be closed until the end of June. Even if school was to re-open before the end of June, a large scale community event wouldn't be a responsible decision at this point. Fall might be a more appropriate time depending on how things go.

**Motion:** To take the \$3100 which was allotted to Spring Fling and the two upcoming movie nights and return it to the general council fund. 1<sup>st</sup> Shannon McLaren, 2<sup>nd</sup> Krista MacIsaac. All in favour.

## Supporting Jockvale Families

There are a lot of families in the Jockvale community that are experiencing layoffs and will be greatly impacted by COVID-19. We would like to be able to support families in need in our community if we can. That being said, council needs to allot money to the start-up fund for next year's council and might also want to look at leaving some money towards a "Fall Fling" or similar community event. When school re-opens, we know that we will need to fill the bowls in the classroom as well as provide lunches for kids that don't have enough food. In the meantime, would it be possible to help these families throughout Phase 2, 3, etc?

Discussion on options and how to proceed....



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- Send out notice to the school community that if a family is in need, they should reach out. It's hard to know who is in need right now since kids aren't in school. The remaining council funds could be divided up (up to a maximum amount) and PC gift cards could be purchased for each family in need. If council goes through Ross Independent, they may be able to give council an invoice.
- When council organized food hampers at Christmas, there were 20 families in need. It's expected that the need would be much greater now.
- Is there a specific directive that says we can't spend money on this? Mary looked through the policies today and since council has already created a precedence of reaching out to the community in this way (through the food bowl program and the hampers), in theory something like this could be done as long as privacy for the families was upheld. However, she will confirm with the superintendent and get back to council if there are any concerns.
- To address any issues with privacy, Brenda could go through the Jockvale account and create the list of families so that council isn't involved.
- One thing to consider would be to make a donation to a food bank, since they can usually buy double the inventory with their purchasing power. Could a donation be made to the Barrhaven Food Cupboard instead?
- One of the issues about giving out gift cards is that we might miss some families that are in need. We might have to make some really hard decisions if there are a lot of families (let's say that we expect 50 families and we get 62). Would we also set amounts for the certificates based on family size (ie. A family of 6 vs. a family of 3).
  - o A solution to this would be to split the total cash pot between the number of families and each gift certificate would be less.
- What are we looking at in terms of the total cash available for this?
  - o \$8000 would be available for this from the current council account. There is also a donation of \$1500 from the Santa Claus parade and a possible \$1000 donation for this particular cause from a local business (not guaranteed yet though).
- Could a call for donations be put out on the next Friday message?
  - o With regards to asking for more donations for this cause; is council making the decision to lower the carry forward, or are we looking to start another charity? We need to be really clear about why we're doing this since we don't know how long this situation could go on for. If we start raising money for something like this, we could be expected to help over the summer (or weekly), which wouldn't be sustainable.
  - o Council would probably only be able to do this one time since there isn't any other revenue coming in while school is shut down.

### Final decision

- We won't ask for donations, we'll just spend what we have left in order to lower the carry forward.
- How will this be advertised to the families? Crystal will send out our message to Mary and she will include it in the next Friday update (asking families in need to reach out to the school).

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- Can we also include other places to find help in this message? Yes, Crystal will do this.

### Any Other Business

Are there any other needs from the school's end of things?

- For the moment, the school doesn't require anything else. Doesn't appear to be a great need at the moment; this might be different when we go back into the building, but can't be assessed until then.
  - o Maybe we leave a bit in a contingency fund for this as well?

The Ministry has allocated \$200 per child up to age 12 to help parents buy supplies. There is also a plan to help families that don't have technology in their homes. This plan should be coming out in the next few days.

There have been some questions from families about getting back into the school to collect belongings. Right now, no one is getting back into the school. There may be a plan for staff to get in, but it won't be open to all families at this time.

### Discussion prior to Motion for Allocation of Funds

- We need to set aside funds for the following: filling the food bowls, and a possible fall event.
- \$2500 should go towards the next year start-up, would \$2500 be enough for a fall event? We should consider whether or not big events will even be allowed next year. We will wait to make a decision on this.
- Council will start with \$8000 as the one time donation for families in need. Then it would be good to have a quick touch base once we know how many families will be in need so that we can further divide the funds if needed. Any family who makes a request will be approved. We can certainly add family size to the requirements include it in the allocation of how much money each family would get.
- Goal of getting the message out to families in the Friday message. We won't say the amount of money that we'll be giving families, but will say that help will be available if you reach out.

### Motion for Allocation of Funds

**Motion:** To allocate up to \$8000 towards supporting Jockvale families with grocery gift cards. 1<sup>st</sup> Leigh Golden, 2<sup>nd</sup> Phil McKee. 6 in favour, 1 abstention. Passed.

### Adjournment

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

### Next Meeting

**Date:** Monday, May 25<sup>th</sup>, 2020.

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