



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

**Jockvale Elementary School
Council Meeting Minutes**
Wednesday, September 18th, 2019

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	<u>Executive Members</u> Allyson Rayment – Communications Chair
<u>Parent Members</u> Christianne Aussant/Leigh Golden (Sharing one position)	<u>Parent Members</u> Andrew & Kelly Stanzel (resigned)
<u>School Administration</u> Robyn Darragh – Principal Janis St. Germain – Vice Principal Candice Grainger – Teacher Representative Brenda Feldbruegge – Office Administrator	<u>School Administration</u>
<u>Other Parents</u> Jalila Mouaoui Jan Sung Rhianne Chapman Jacquie Comstock	
<u>Community Members</u> None	

Approval of Agenda

Motion: To accept the agenda. 1st Leigh Golden, 2nd Shannon McLaren. All in favour. Passed.

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Final – Approved on October 2nd, 2019



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

Approval of Previous Minutes

Motion: To accept the June minutes 1st Krista MacIsaac, 2nd Shannon McLaren. 6 votes in favour, 1 abstention. Passed.

Chair's Report and Annual Report

Everyone has a copy of the annual report; it's pretty exciting to see everything accomplished last year, it took lots of hard work. Also wonderful to see the items that are carrying forward this year like fighting hidden hunger and the shade structure committee. The annual report isn't due until the end of October, so we still have time to make changes, however, the financial report is due on Friday and must be published to the school community.

Since we have new members joining us tonight, let's introduce ourselves. A big welcome to everyone that is new!

Principal's Report

Welcome to the first council meeting! Madame Candace Grainger will take over as the teacher representative for the first half of this year.

It's been a fantastic start to the school year and Jockvale's 354 students have settled in nicely. There are 21.02 teaching staff this year; the .02 is based on the minutes allocated. See the attached report for the full report of staffing updates.

This year the school test piloted a new morning routine of playing the national anthem outside at 8:30 every morning. The students are already lined up quietly waiting to go inside and with the new routine, they're gaining 45-50 minutes of instructional time over the week. Announcements now happen prior to the first nutrition break.

Robyn and Janis visited each class last week to read a story about problem solving which led to conversations about how to solve problems at Jockvale (what to do, who to go to, etc.). They also talked about whole body listening.

Grade 6 students are leaders of the pride this year. They organized the play day for the first Friday, have been greeting guest speakers, taking photos and are now taking on jobs around the school such as helping in the office and with the milk program.

Meet the teacher had a great turnout. Thanks to Debbie for organizing food trucks!

2 of 3 mandatory fire drills have been completed and hopefully the last one will happen this week. These will be followed up with bus evacuations and a school lockdown practice.



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

The items in allocation of funds left after the summer were the personal dictionaries which were distributed today and the alternate seating tables which arrive tomorrow! The purchase of the Gaga pit was more complicated than originally thought as the quoted cost only included hardware and brackets. Due to this, the administration supports reallocating those funds.

Food programs have started! Families and students are excited.

Robyn and Janis value open communication; if you have any questions or concerns, feel free to ask.

Question: Could parents be informed in advance of the school lockdown to help ease anxieties?

- It's included in the Friday message (usually the day or week before).

See full report in Appendix A.

Teacher's Report

September is a busy month!

Upcoming trips

- Grade 6 to Baxter for leadership
- Grade 2/3 to Richmond fair as part of the agriculture curriculum

There are a lot of clubs running this year which is great for choice, but it's hard to find time to meet! Me to We and Ukulele both had their first meetings.

Upcoming special activities include an encoding workshop, picture day, the Terry Fox run, and Orange Shirt Day on September 30th which brings awareness to the experience of Indigenous children in residential schools.

Makerspace has been relocated to its own room and is now known as the innovation station. The room is still being organized and will open at the end of September.

Leadership students are coming to Jockvale from John McRae and they will act as role models, coordinate games, etc.

The Grade 6 lounge opened this week and is very popular. A schedule has been worked out for teachers to have a duty in the room so that all students can enjoy it.

There are 92 students signed up for cross country this year! Both cross country and soccer will run until the end of October.

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Final – Approved on October 2nd, 2019



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

As a new teacher in the school, the communication at Jockvale is wonderful to see. All of the newsletters, announcements and posters really keep the students up to date about what's happening.

Special thanks to council for the Luv2 Groove dance clinics. There was a fun dance party with all students at the end of the week. It was amazing that the healthy snacks were up and running on the first day, the fruit bowl is well used and all the students already know how it works. Thanks for the personal dictionaries and the Makerspace items!

Questions:

When do the forms for photos come home?

- Usually on the day that photos are taken.

What is Me to We?

- A club with a mission to help locally and globally. They first start with local initiatives such as a food drive to scare hunger, or a bake sale to raise money for a local family and then they look globally (helping a community in another country access clean water).

Treasurer's Report

The year-end financial report will be made available to the school community (posted online and sent by e-mail).

The opening balance was \$17027.93. Total expenditures were \$58408.00. The closing balance was \$14678.13; this balances with what's currently shown in the bank account (minus a couple of uncashed cheques). A lot of this is earmarked cash (\$11970.48).

The profit report shows where money comes from and where it goes, you'll notice a lot of fundraisers on this report from last year. The expenditures of \$26920.30 were goods purchased for the benefit of the school.

Cash available is \$2707.65. The Shade Structure fund has a balance of \$4471.67 which is holding until it is needed.

Last year's binder of financial records will be moved to the school. If council does apply for a Trillium Grant, or other charitable grant to help fund the shade structure, the last 3 years of financial statements are needed (combined in a singled pdf file).

See full report in Appendix B.



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

OCASC Report

Not much to report since next Thursday is the first OCASC meeting. Is there anything that Phil should bring to the meeting?

- No, nothing current to address.

Fundraising Report

Last year's fundraising report was complete in June and the current year hasn't yet started so there isn't anything new to report. However, after some discussions with Debbie, it's apparent that the fundraising role is too time consuming and involved for one person to take on alone.

There are some solutions to split up the work....

- 1) Two people sharing the position. This would be allowed, but would require a change of the constitution which can't happen today.
- 2) Several sub committees should be formed in order to split up the role (events, fundraisers, food programs) and before we leave here tonight, we should ensure that there are enough volunteers signed up to assist the Fundraising Chair.

Food Task Force Update

Mrs. Ross at Independent has signed on for a weekly donation again this year. Leigh is still trying to get in touch with the Manager of Loblaw's (Manny Smiley), if anyone knows him, please let her know. Jane was our connection to Sobey's last year; if there is a council member that has a Sobey's connection, it would be helpful. Farmboy would also be a good business to connect with, if anyone knows a contact there.

In kind contributions have been received from 3 council members! This helped with start-up and was enough to get us through this week. In the next month, could a request be sent out to the school community for donations of cash or gift cards? Any donation above \$25 is eligible for a tax receipt and any and all donations would really help!

Currently, the need is for 100 lbs of fruit per week. This works out to about \$110 cash, plus the weekly donation of gift cards. Apples, oranges and bananas are stocked in the classroom fruit bowls and yogurt, cheese, and cereal bars are kept in the office.

Suggestion: reach out to apple orchards since they might be willing to donate apples for free during the harvest season.

Election



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

First vote is for who wants to be on council; all in attendance, except Jan Sung, wish to join at this time (11 members total - we can have up to 15).

Motion: To vote in the 11 people who wish to join council. 1st Shannon McLaren, 2nd Elise Currie. All in favour. Passed.

Chair: Shannon nominates Crystal. 1st Shannon McLaren, 2nd Rhianne Chapman. All in favour.

Vice Chair: Krista nominates Shannon. 1st Krista MacIsaac, 2nd Phil McKee. All in favour.

Secretary: Krista nominates Elise. 1st Krista MacIsaac, 2nd Jennifer Demone. All in favour.

Treasurer: Shannon nominates Krista. 1st Shannon McLaren, 2nd Leigh Golden. All in favour.

OCASC: Shannon nominates Phil. 1st Shannon McLaren, 2nd Rhianne Chapman. All in favour.

Fundraising Chair: Shannon nominates Debbie. 1st Shannon McLaren, 2nd Rhianne Chapman. All in favour.

Communications Chair: Rhianne. 1st Krista MacIsaac, 2nd Shannon McLaren. All in favour.

Volunteer Coordinator: Shannon nominates Jennifer. 1st Shannon McLaren, 2nd Elise Currie. All in favour.

All remaining personnel are parents at large: Jacquie Comstock, Jalila Mouaoui, Leigh Golden.

Council Meeting Schedule

Krista proposes that we move the meeting to the start of the month instead of the end in order to make it easier to deal with events as well as allow time at the end of the year to allocate funds and close the books.

Here are this year's meeting dates, meetings to start at 6:30pm. Evites will be sent out.

- October 2nd
- November 6th
- December 4th
- January 8th
- February 5th
- March 4th
- April 1st
- May 6th
- June 3rd

Food Programs

Up and running really quickly this year. Hot dogs went off without a hitch today and Subway will get the list tonight so that they're ready to go for tomorrow.

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Final – Approved on October 2nd, 2019



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

What's the status of food program subsidies this year? Because of the new payment options, many families with multiple children have had alternate payment options approved (ie. cash payments or monthly payments). For now, these accounts will be counted as subsidies and then the subsidies paid back once their payments come in. \$1000 in subsidies is currently available and the administration will allocate this amount as they see fit.

Any Other Business

There's a movie night scheduled for next Friday, September 27th. Do we want to move forward with this still? If so, volunteers are needed to run the event (3 parents and 3 students). Rhianne will help, and the student babysitters from this evening are also confirmed.

Request to include the gym booking date in this month's minutes so that council members are aware of when events are happening.

Gym Booking Dates for 2018/2019

- September 27th – Movie Night
- October 25th – Hallowe'en Dance
- November 29 - Movie Night
- Feb 7th – Movie Night
- April 3rd – Movie Night
- May 1st – Dance
- June 10th – Spring Fling

Motion for Allocation of Funds

Motion: To allocate \$17 to provide a hotdog weekly for the volunteer (Alexa). 1st Leigh Golden, 2nd Shannon McLaren. All in favour. Passed.

Motion: To allocate \$300 from the Food Task Force fund to purchase grocery store gift cards. 1st Leigh Golden, 2nd Elise Currie. All in favour. Passed.

Motion: To reallocate the funds for the Gaga Pit; \$2840 reallocated to an outdoor feature and \$960 back to the general fund. 1st Krista MacIsaac, 2nd Shannon McLaren. All in favour. Passed.

Motion: To allocate \$350 to cover expenses for the September movie night. 1st Leigh Golden, 2nd Krista MacIsaac. All in favour. Passed.

Motion: To allocate \$200 to be used as a cash float at council events. 1st Krista MacIsaac, 2nd Leigh Golden. All in favour. Passed.



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

Motion: To commit to running the McDonalds fundraiser with funds raised going towards the Food Task Force. 1st Krista MacIsaac, 2nd Rhianne Chapman. 8 votes in favour, 1 abstention. Passed.

Adjournment

Motion to adjourn. 1st Leigh Golden, 2nd Shannon McLaren. 8 votes in favour, 1 abstention. Passed.

Next Meeting

Date: Wednesday, October 2nd, 2019 at 6:30pm.

Agenda: To be set by Chair



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

Appendix A – Principal's Report

Principal Report- September 18, 2019

Good evening and welcome to the first Council meeting of the school year!

For those of you who do not know the Admin Team, I am Robyn Darragh, Jockvale's Principal and this is Janis St.Germain, our Vice-Principal.

I would like to introduce Brenda Feldbruegge, Office Administrator, who serves as our non-teaching rep and Candice Grainger, grade 1/2 EFI teacher, who has agreed to serve as teacher rep for the first half of the school year.

We have had a fantastic start to the school year. Our 354 students are settling in nicely and learning our routines and expectations. On staff, we have 21.02 teaching staff, a Principal and half time Vice-Principal, 3.5 Educational Assistants, 6 Early Childhood Educators, 1.5 Office staff, a full time custodian and a half time Library Technician.

STAFFING NEWS

In staffing news, we welcome new staff members Candice Grainger (EF12A), Karen Waddell (R12A), Jen Ivison (R56A) and Sue Matthews (Library Tech) to the team!

Mrs. Charlebois is still away on medical leave and Amanda Hearn has assumed her teaching responsibilities.

Mrs. Ross is still recovering from her knee surgery and Miss T (Erin Trotechaud) has been hired to assist her during this recovery. This provides consistency for the students.

WHAT WE'VE BEEN UP TO

To maximize instructional time, we have test piloted a new morning routine. The national anthem is played at 8:30 sharp outside and announcements are made at 10:25 just prior to the



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

first recess. We are gaining anywhere between 40-50 minutes of instruction per week with this slight switch.

Last week, we visited all classes and shared an interactive read aloud about resilience and growth mindset. The story, *What Do You Do With A Problem?*, by Kobi Yamanda and Illustrated by Mae Besom was a great springboard to discuss who can help students when they encounter a problem and expected ways of solving it. We hope that this will open up conversations and ensure that know “being sent to the office” is an opportunity to help students with solutions. We were very impressed by the whole body listening and creative contributions our students had to our discussions.

Despite being so early into the school year, we have already accomplished a lot:

- Our grade 6 students have been positive Leaders of the Pride. During the first week of school, they took classes on a boundary walk and organized a school-wide Play Day. They greeted our guest speaker and took photographs. They have also signed up to take on various jobs within the school. We are very proud of them!

- We hosted a very successful Meet and Greet and BBQ. Once again, the weather was beautiful and we were pleased with the turn out. Thank you to Debbie for booking the food trucks for us.

- We have completed 2 of 3 mandatory fire drills for the Fall term. Our students have taken these drills seriously. You could barely hear a pin drop as we accounted for everyone. Once we have completed these drills, we will move onto our Bus Evacuation drills and Lockdown practices.

ALLOCATION OF FUNDS

In terms of the School Council's generous allocation of funds in June, here is an update on outstanding items:

PERSONAL DICTIONARIES- have just arrived and will be distributed to classes

GAGA PIT- This is a little more complicated than anticipated. The cost that we shared simply includes hardware and brackets. We would need to purchase the lumber and install it ourselves. It

10

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Final – Approved on October 2nd, 2019



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

would also need a semi permanent location. Given the cost of this venture, we would recommend that the funds be reallocated.

ALTERNATE SEATING- Tables- They are en route and should be here by the end of the month.

ODDS and ENDS

Thank you to Debbie, Jennifer and Brenda for getting the food programs off the ground. It is a large undertaking and we are appreciative of the positive partnership between the school and School Council.

In upcoming Principal Reports, we will review the budget, Our School Data as well as our EQAO results. We will share the specifics of our School Learning Plan as well as our Well-Being Plan.. We look forward to hearing your input and gaining your insight as we work together to ensure the success of our students.

Finally, Janis and I are proponents of open and transparent communication. Please feel free to call, email or pop by the office to chat. We value this partnership and are very excited for the upcoming school year.



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

Appendix B – Treasurer’s Report

JESC 2018/19 Financial Report September 1, 2018 to August 31, 2019

Summay of Financial Activity				
Date	Description	Withdrawals	Deposits	Balance
2018-09-01	Opening Balance			\$ 17,027.93
	Expenses for Food Prog & events	\$ 31,143.00		
	Expenses for items purchased for Jockvale	\$ 26,920.30		
	Withdrawals from food programs ²	\$ 288.20		
	NSF payment	\$ 56.50		
	Total Expenditure	\$ 58,408.00		
	Total Profit from Report		\$ 56,258.48	
	Financial assistance transfer of funds ¹		-\$ 488.48	
	Withdrawals from food programs ²		\$ 288.20	
	Total deposit through bank account		\$ 56,058.20	
2019-06-14	Closing Balance			\$ 14,678.13

* Adjustments to expenses and profits are shown here to indicate differences in bank records (i.e. the funds that flow through the bank account) and the actual expenses and revenues which are noted in this report.

1. Financial assistance for food programs is the transfer of funds from allocated funds to available funds. This is recorded as revenue for the food program to better calculate the profit of the food program, however since the funds do not flow through the bank account they are not recorded on deposits in the account.

2. Withdrawals from food programs are not recorded in revenues or expenses, however the funds are transferred through the bank account.



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

Bank Reconciliation

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Account: CHEQUING SAVINGS ACCOUNT NON-PERSONAL - 733 \$16,060.65 ▼

Current Balance	Available Balance ⓘ
\$16,060.65	\$16,060.65

Balance Date: Sep 07, 2019

View: All Transactions ▼ 30 days | 60 days | 90 days | 120 days

Search by Month (up to 18 months)

Date ↑	Transaction Description ⓘ	Withdrawals ⓘ ⓘ	Deposits ⓘ ⓘ	Balance
Sep 04, 2019	View Cheque CHQ#02176-1141431249	100.00		\$16,060.65

Balance Shown on bank statement	\$ 16,060.65
Add:	
Deduct cheques not yet cashed:	
2179 Teacher Reimbursements	\$ 75.48
2258 Food Program Withdraw	\$ 222.25
2260 Library Bags for 2019/20	\$ 284.79
2261 Paint Games on Playground	\$ 800.00
Adjusted Bank Statement Balance	\$ 14,678.13

Balance shown in school council records	\$ 14,678.13
Add:	\$ -
Deduct:	\$ -
Adjusted school council Balance	\$ 14,678.13



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

Profit Report - September 1, 2018 - August 31, 2019

		Expense	Revenue	Profit
Food Programs				
Pizza	\$	6,006.63	\$ 9,797.32	\$ 3,790.69
Hot Dogs	\$	2,270.11	\$ 5,685.20	\$ 3,415.09
Subway	\$	4,782.30	\$ 6,017.80	\$ 1,235.50
Popcorn Fridays	\$	269.55	\$ 1,165.85	\$ 896.30
Lunch Lady	\$	-	\$ 371.55	\$ 371.55
Sub-Total	\$	13,328.59	\$ 23,037.72	\$ 9,709.13
Food Task Force				
Food Task Force	\$	2,875.28	\$ 2,245.00	-\$ 630.28
Holiday Concert	\$	33.33	\$ 304.90	\$ 271.57
Trivia Night	\$	-	\$ 1,330.50	\$ 1,330.50
Sub-Total	\$	2,908.61	\$ 3,880.40	\$ 971.79
Events				
McDonald's	\$	-	\$ 1,521.00	\$ 1,521.00
Dance	\$	1,420.24	\$ 3,144.55	\$ 1,724.31
Science Night	\$	1,250.00	\$ 1,000.00	-\$ 250.00
Movie Night	\$	934.07	\$ 2,940.80	\$ 2,006.73
Boston Pizza	\$	-	\$ 564.95	\$ 564.95
Spring Fling	\$	2,000.42	\$ 245.00	-\$ 1,755.42
Sub-Total	\$	5,604.73	\$ 9,416.30	\$ 3,811.57
Fundraisers				
Little Caesar's	\$	-	\$ 1,224.00	\$ 1,224.00
Jingle Jangle	\$	101.98	\$ 2,032.05	\$ 1,930.07
Donation	\$	-	\$ 658.00	\$ 658.00
PIC	\$	-	\$ 500.00	\$ 500.00
Samko and Miko	\$	-	\$ 41.91	\$ 41.91
Budding Artists	\$	2,033.54	\$ 2,774.50	\$ 740.96
Vesey's Bulbs	\$	1,184.00	\$ 2,348.00	\$ 1,164.00
Chocolate Bars	\$	4,811.13	\$ 8,972.80	\$ 4,161.67
Staff Lunch	\$	370.42	\$ 427.00	\$ 56.58
Sub-Total	\$	8,501.07	\$ 18,978.26	\$ 10,477.19
Miscellaneous				
Interest	\$	-	\$ 5.80	\$ 5.80
Float	\$	800.00	\$ 800.00	-
Deposit from 2017/18			\$ 140.00	\$ 140.00
Sub-Total	\$	800.00	\$ 945.80	\$ 145.80
Total	\$	31,143.00	\$ 56,258.48	\$ 25,115.48



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

Expense Report - September 1, 2018 to August 31, 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
Outstanding expenses from 2017/18					\$ 409.21	
Makerspace	\$	1,600.00	\$	2,421.00	\$ 3,916.79	\$ 104.21
Books	\$	200.00	\$	300.00	\$ 499.45	\$ 0.55
T-shirts	\$	1,500.00	\$	350.00	\$ 1,697.55	\$ 152.45
Dictionaries 2018/19	\$	250.00	\$	100.00	\$ 350.00	\$ -
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	\$ -
Shade Structure			\$	4,471.67	\$ -	\$ 4,471.67
Kindergarten Outdoor Equipment			\$	700.00	\$ 144.44	\$ 555.56
Audio Speaker			\$	240.00	\$ 240.67	-\$ 0.67
Alli Art Board			\$	100.00	\$ 126.04	-\$ 26.04
Phys. Ed Equip			\$	1,462.00	\$ 1,144.24	\$ 317.76
Anti-Bullying Magic show 2019/20			\$	1,791.05	\$ 1,791.05	\$ -
Luv 2 Groove 2019/20			\$	2,486.00	\$ 2,486.00	\$ -
Alternate Learning Space Furniture			\$	3,600.00	\$ 3,600.00	\$ -
Library Bags 2019/20			\$	300.00	\$ 284.79	\$ 15.21
Painting Games on Playground			\$	800.00	\$ 800.00	\$ -
Scientist in School 2019/20			\$	1,250.00	\$ -	\$ 1,250.00
Personal Dictionaries 2019/20			\$	350.00	\$ -	\$ 350.00
Gaga Pit (funds in addition to Outdoor feature)			\$	960.00	\$ -	\$ 960.00
Total	\$	10,787.50	\$	28,572.24	\$ 26,920.30	\$ 12,848.65



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

Cash Available - August 31, 2019

School council bank balance	\$	14,678.13
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Ear-marked Cash

Gaga Pitt (Outdoor Feature)	\$	3,800.00
Shade Structure	\$	4,471.67
Makerspace - remaining	\$	104.21
Food Prog Slush Fund	\$	1,011.53
Food Task Force	\$	370.93
Kindergarten Outdoor Supplies	\$	555.56
Scientist in School 2019/20	\$	1,250.00
Personal Dictionaries 2019/20	\$	350.00
Staff Lunch	\$	56.58

Total allocated Funds	\$	11,970.48
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Cash Available	\$	2,707.65
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