



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

**Jockvale Elementary School
Council Meeting Minutes**
Wednesday, October 2nd, 2019

In the Chair

Shannon or Crystal – 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 Jennifer Demone – Volunteer Coordinator Rhianne Chapman – Communications Chair	<u>Executive Members</u>
<u>Parent Members</u> Leigh Golden Jalila Mouaoui Debbie Hameluck	<u>Parent Members</u> Jacquie Comstock
<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>	
<u>Community Members</u>	

Approval of Agenda

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



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Approval of Previous Minutes

Motion: To accept the September minutes with the following adjustments; in the Food Task Force Update it should read 100 lbs of fruit at a cost of \$110 per week, the contact at Independent should be changed to Mrs. Ross, and remove the Costco donation as they have yet to confirm. 1st Shannon McLaren 2nd Leigh Golden. All in favour. Passed.

Chair's Report

If you read the Principal Report, there's a conflict with our meeting schedule as February 5th is Grade One Night. The February meeting will be moved to Wednesday, February 12th instead.

Principal Report

We said goodbye to Shun Li, a member of Jockvale's evening custodial staff, we are sad to see her go!

The technology allotment was received from the board. This prompted a question about whether council could get a list of technology requests that we can fundraise for. Yes, once the new tech has been put to use, the school will have a better idea of what they still need.

Not much else to report since the last meeting was only two weeks ago. Picture day was last week, it's always a little stressful. The proofs should be in by the end of the week.

See full report in Appendix A.

Teacher Report

The Grade 6 lounge is officially open! Students are excited. The bins in the Innovation station have been organized and are ready to go.

Upcoming trips and events:

- Grade one and two classes are going to Saunder's Farm.
- Cross country on October 17th
- Girl's soccer on October 18th and boy's soccer on the 21st
- Ruby finals are on November 1st, which is a field trip for the juniors
- Improve with Improv workshops focus on letting go of fear through different games and activities
- The Me to We club is working on what will be happening at the Hallowe'en Dace
- Motivational guest speaker on October 7th; "If I can"
- Mock election
- School photo retakes and class pictures are on October 23rd
- Anti-bullying magic show on October 29th



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- WITS swearing in ceremony

Students from John McCrae will continue to visit and facilitate co-operative games with the students.

Special thanks to council for the movie night, students enjoyed themselves!

The union steward sent the following to bring to council's attention; there will be a province-wide initiative, spearheaded by parents, on Thursday October 10th. This could be a rally, march, or parade that will occur 30 mins before or after school in defense of, and to improve the public education system.

Question: Are teachers aware that the form for teachers requesting funds (from council) exists and do they know how to submit it? Yes, however, teachers would prefer to just ask. Updating or changing the form/process might be beneficial.

Treasurer's Report

The adjusted bank statement balance is \$16622.64 after accounting for cheques that have yet to be cashed.

The cash available amount (\$3582.66) is tentative due to issues with food program payments. School Cash Online still isn't in. We will need to motion funds to pay for the food programs in the meantime.

Looking at the profit report, the September movie night earned a profit of \$673.08. Everything is currently operating in a negative until School Cash Online payments are received.

See full report in Appendix B.

OCASC Report

Lots of new members at the first meeting so the focus was more on what to expect as well as welcoming the new attendees. First topic was the Parent/Council conference on November 9th. This is a free event and topics will soon be posted. It's a great event to attend for anyone on council and childcare is also provided. It's also one of the first years that it's close to Jockvale!

The new school boundary consultation was also discussed. This will affect middle/high schools (not really Jockvale).

Random Hack of Kindness Ottawa is looking for ideas from parents to improve their communities. Links are in the OCASC report below.



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The rep from Brookfield/Fielding brought up that they are having difficulty with funds. They would like to start a robotics club and are asking for any ideas that other reps might have regarding how they can raise money. Phil suggested Carleton robotics might be able to help. Another idea was pooling funds from other councils; could every council pitch in \$20? If so, they would reach their goal.

Would our council be interested in meeting with other school councils a couple times per year to build relationships and discuss what works and what doesn't?

There is a new speaker, from Parents for Diversity that OCASC is hoping to bring in soon. Would anyone else be interested in attending this particular meeting? OCASC meetings are always open to the public.

See full report in Appendix C.

Fundraising Report

Food programs; currently we're serving 114 slices of pizza (13 slices are subsidies), 92 hot dogs (24 are subsidies), 25 six inch subs (4 subsidies) and 16 four inch subs (2 subsidies). Volunteer levels for the food program are good for the time being.

A big thanks to Debbie for last year! Today, we will need to discuss the volunteer letter (what are the time commitments for each of the fundraisers so that we can recruit people to help) and also where we want to put our priorities this year. To start with, we will focus on the Food Task Force and the shade structure, but are there any other priorities that people would like to focus on? It would be great to find volunteers outside of council to help if we can, as it takes a lot of work to organize and run the events and fundraisers. It may be necessary to cut back on the number of fundraisers if the volunteers aren't available. Council does need to provide a fundraising plan to the board so we will need to nail down our priorities soon.

Looking at the events that we currently have coming up; who is able to commit to taking these on?....

McDonalds Night – Krista will take the lead and contact them. A few dates were suggested including October 15th, 16th, 29th or 30th. Council decided the 16th is the preferred date if possible.

Hallowe'en Dance – Krista will sign up to organize and Jacqui will help. This runs on October 25th. Jennifer is out of the country from the 18th-24th so will need help organizing volunteers for the dance. We need a commitment by the 16th from people so we can make this event run.

Little Caesar's Pizza Kits – Leigh will commit to running this fundraiser as well as the chocolate bars (tentative), with some help from Debbie, but they will need other volunteers.



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Movie Nights – Krista will volunteer to run movie nights for the remainder of the year.

Budding Artists – Council discussed trying to run this fundraiser before Christmas as it could be promoted as Christmas gifts for family. Last year it wasn't a huge time commitment. Shannon will take the call and try to get us signed up for mid-November. Jennifer can come in during school hours to help with the distribution. Leigh and Shannon will strategize to make sure the pizza kits and Budding Artists don't happen at the same time. Could the pizza kits arrive for pickup on parent teacher interview night on November 14th?

Popcorn Fridays – Debbie would like to run this, but would need some volunteers. Ideally it would run the last week of November and throughout December.

Jingle Jangle – This event is a lot of work, but the students really love it. One way to reduce the amount of work would be a suggested donation instead of pricing, or a set-rate. The bulk of the work is the collection of items in the weeks leading up. A committee will need to be formed in order to run the event; Crystal will take the lead on this with help from Rhianne, but other volunteers will be needed as well. If the prices were streamlined, then the Grade 6 leaders of the pride could help the younger kids shop for items. Crystal and Rhianne will talk, look at dates, and report back at the next meeting.

Trivia Night for Fight Hidden Hunger – There hasn't been talk about partnering with Kiwanis on this again. Leigh can be the point of contact to liaise if someone reaches out, but let's not commit to this unless it arises. A big part of doing the trivia night is recruiting people to attend.

For everyone who signed up to run one of the above fundraisers, please take a look at the list (from Shannon) and make sure the time commitment stated makes sense. These time commitments will be included on the volunteer request letter. We will discuss the 2020 initiatives at the next meeting.

In January another volunteer will be needed to run the food programs. Forms will go out at the start of January for the February to June food program. Running food programs is a lot of work and it constantly evolves. Creating two separate sessions in the school year has made it very difficult because the work has to be done twice. This will need to be brought up again at the next meeting and outreach to parents may need to happen to find a candidate to run these. This must be squared away in November and can't be pushed until December.

An issue was brought to the attention of council that post-dated cheques (for food programs) were cashed early and may need to be reimbursed.

Motion: To approve a reimbursement of up to \$600 for mistakenly cashed post-dated food program cheques. 1st Leigh Golden, 2nd Phil McKee. All in favour. Passed.



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Communication Report

The next newsletter will be sent out on October 18th; please send any info to Rhianne by the 15th in order for it to be included. Information for the Principal's message needs to be sent by Wednesday evening so that Robyn can include it.

Anything to be posted to Facebook can be sent to Rhianne as well and she will post it in realtime.

Food Task Force Update

Thank you to Shannon for picking up last week's order!

Still trying to follow up with Loblaws to secure a donation as last year's contact is no longer there. A response from the orchards hasn't been received either, they could be very busy at this time of year. Phil has a contact with Sobeys and will pass along a letter to them.

The weekly cost to fill the bowls is currently closer to \$115-\$125.

Are there any other businesses that can be contacted? They could make a cash donation, or drop food off. Since we're a charitable organization, tax receipts can be issued. We will hold off on communication to the school community about donations for now since it's included in Shannon's volunteer letter.

This year's Santa Claus parade is looking for new causes. They could possibly help with raising money this year.

Principal Profile

Are there any changes or additions to be made to last year's profile? Everyone is happy with the current profile so it will be submitted as is.

Shade Structure Update

No updates at the current time.

Any Other Business

Vote on the poster from Edge. The poster will be the darkest version (navy).



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Motion for Allocation of Funds

Motion: To allocate \$26.55 to reimburse Shannon for fruit bowl purchases. 1st Krista MacLissac, 2nd Leigh Golden. All in favour. Passed.

Motion: To take the \$44.38 from the Food Task Force (pre-allocated funds) and allocate \$355.62 from the general fund for a total of \$400 to cover the weekly food bowl purchases. 1st Leigh Golden, 2nd Krista MacLsaac. All in favour. Passed.

Motion: To allocate \$1000 to cover expenses for the Hallowe'en dance. 1st Krista MacLsaac, 2nd Rhianne. Chapman. All in favour. Passed.

Motion: To allocate \$300 to be used as a float for the Hallowe'en dance. These funds will be returned after the dance. 1st Krista MacLsaac, 2nd Shannon McLaren. All in favour. Passed.

Motion: To allocate \$35 to cover OCASC fees for the year. 1st Krista MacLsaac, 2nd Shannon McLaren. All in favour. Passed.

Adjournment

Motion to adjourn. 1st Leigh Golden, 2nd Debbie Hameluck. All in favour. Passed.

Next Meeting

Date: Wednesday, November 6th, 2019 at 6:30pm.

Agenda: To be set by Chair



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Appendix A – Principal Report

PRINCIPAL REPORT- October 2, 2019

STAFFING UPDATE

- ❖ On Friday, we said goodbye to Shun Li Cathcart, our Evening Custodian. She has accepted a floater position closer to home. We wish her the best of luck! She will be missed. We welcome Debresson Berhane to the team.
- ❖ As of September 30th, Shauna Charlebois has begun her gradual return to work.
- ❖ We are pleased to be hosting five Child and Youth Care Practitioner students from Algonquin College. These students will be with us for 3 days each week for a total of fourteen weeks. They will be working with students in a variety of different ways. They will be in classrooms, small groups, and supporting at lunch and recess.

TECHNOLOGY

We have received our allocation of technology from the OCDSB. Jockvale has been allocated 20 new Lenovo 300 computers as well as an additional 4 tech tubs for their storage and charging. These computers are intended to replace the existing 720's in the school to a 4:1 student/device ratio.

The ACER 720's published end-of-life is June 2019, however we can continue to use them until Google officially stops providing updates for them.

EQAO

EQAO results from May 2019 have been sent home to students currently in grade 4 and 7. Three staff members, Janis and I met with Stephanie Pagan, Research Officer from Research, Analytics, and Evaluation Division at the OCDSB. She guided us as we explored our data. We



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were able to drill down and gain valuable information about the cohort who wrote the assessment and the types of questions our students struggled with.

Our staff will review the data at our October 11th PA Day and we will provide the information to Council at the November meeting.

PA DAY

Our first PA DAY will be on Friday, October 11th. All OCDSB employees will be focusing on the Commit to Kids Program. The program, developed by the Canadian Centre for Child Protection, educates and creates awareness on child sexual abuse, its impact and the need to report concerning behaviours/situations.

In the afternoon, we will continue to focus on the Fundamentals of Mathematics.

DENTAL SCREENING PROGRAM

Ottawa Public Health has sent us information about their dental screening program on October 16th and 17th. They have selected students in JK, SK, grade 2 and 4 for the screening. Any families outside of this target group are able to indicate an interest in having their child's oral health checked on this date as well. Results are typically shared with the school upon completion.

FEBRUARY MEETING

We will not be able to meet as a School Council on February 5th. We had already selected this date for our Grade 1 Program Selection information meeting.



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Appendix B – Treasurer’s Report

JESC Treasurer Report - September 29, 2019

September 1 - 29, 2019

General Ledger of Account Activity

Date	Description	Withdrawals	Deposits	Balance
2019-09-01	Opening Balance			\$ 14,678.13
2019-09-22	Pizza Day - Sept 16 (2262)	\$ 186.45		\$ 14,491.68
2019-09-22	Subway Day - Sept 19 (2263)	\$ 117.15		\$ 14,374.53
2019-09-22	Hot Dogs (2264)	\$ 192.57		\$ 14,181.96
2019-09-27	Pizza Day - Sept 22 (2265)	\$ 186.45		\$ 13,995.51
2019-09-27	Subway Day - Sept 19 (2266)	\$ 125.95		\$ 13,869.56
2019-09-27	Float (2267)	\$ 200.00		\$ 13,669.56
2019-09-28	Movie Night (2268)	\$ 257.77		\$ 13,411.79
2019-09-29	Movie Night		\$ 930.85	\$ 14,342.64
2019-09-29	Pizza - paid by cash / cheque		\$ 1,152.00	\$ 15,494.64
2019-09-29	Subway - paid by cash / cheque		\$ 624.00	\$ 16,118.64
2019-09-29	Hot Dogs - paid by cash / cheque		\$ 504.00	\$ 16,622.64



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Bank Reconciliation

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- Personal Accounts
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Account: CHEQUING SAVINGS ACCOUNT NON-PERSONAL - 733 \$18,186.71 ▼

Current Balance	Available Balance ⓘ
\$18,186.71	\$18,186.71

Balance Date: Sep 29, 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 30, 2019	Deposit at Home Branch		2,280.00	\$18,186.71

Balance Shown on bank statement	\$ 18,186.71
Add:	
Deduct cheques not yet cashed:	
2179 Teacher Reimbursements	\$ 75.48
2258 Food Program Withdraw	\$ 222.25
2262 Pizza Day - Sept 16	\$ 186.45
2263 Subway Day - Sept 19	\$ 117.15
2264 Hot Dogs	\$ 192.57
2265 Pizza Day - Sept 22	\$ 186.45
2266 Subway Day - Sept 19	\$ 125.95
2267 Float	\$ 200.00
2268 Movie Night	\$ 257.77
Adjusted Bank Statement Balance	\$ 16,622.64

Balance shown in school council records	\$ 16,622.64
Add:	\$ -
Deduct:	\$ -
Adjusted school council Balance	\$ 16,622.64



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Cash Available - September 29, 2019

School council bank balance		\$	16,622.64
Ear-marked Cash			
Outdoor Feature	\$	2,840.00	
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	
Unearned Pizza Revenue	\$	1,023.00	
Unearned HotDog Revenue	\$	438.50	
Unearned Subway Revenue	\$	568.00	
Total allocated Funds		\$	13,039.98
Cash Available		\$	3,582.66

Profit Report - September 1, 2018 - September 29, 2019

	Expense	Revenue	Profit
Food Programs			
Pizza	\$ 372.90	\$ 129.00	-\$ 243.90
Hot Dogs	\$ 222.57	\$ 65.25	-\$ 157.32
Subway	\$ 243.10	\$ 56.00	-\$ 187.10
Lunch Lady	\$ -	\$ -	\$ -
Sub-Total	\$ 838.57	\$ 250.25	-\$ 588.32
Events			
Movie Night	\$ 257.77	\$ 930.85	\$ 673.08
Total	\$ 967.46	\$ 715.68	-\$ 251.78

* Revenue from School Cash Online has not yet been received



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Appendix C – OCASC Report

The OCASC meeting was held on the 26th of September.

The meeting agenda was very simplified in that it was more of a welcoming back of returning OCASC representatives and greeting the newly elected members and lay out a bit of what to expect in the upcoming months and what OCASC and the committees that many members sit on do for the students and parents.

The majority of the meeting was a roundtable discussion of topics and upcoming events that representatives could take back to their council. One such event that is coming up on November 9th is the [Parent Conference](#);

OCDSB 2019 Parent Conference and School Council Training Day

Saturday, November 9th, 2019

8:30 a.m. to 1:30 p.m.

Longfields-Davidson Heights Secondary School

149 Berrigan Dr, Nepean, ON K2J 5C6

Workshops will be posted on the above link and parents and school council members are encouraged to attend.

One topic that was discussed was the [new school boundary consultation](#). It doesn't directly impact Jockvale, it could impact Cedarview Middle School and John McCrae High School.

Random Hack of Kindness Ottawa is looking this year for any ideas that parents may have to better improve their communities. Their website can be [located here](#). One of their upcoming events is in [October](#). One of their events from last year was [Sparkpath](#). It was a concept on instead of choosing a boring job title, to look beyond.

One thing that really shows the difficulties in fundraising was brought up in this meeting from the representative from Brookfield/Fielding. She mentioned that Fielding is a perfect example of the lack of equity for board funding. She was approached at the beginning of the school year about the possibility of assisting to raise \$1,000 for a robotics club in the school. Their council decided to try a GoFundme page and found that in 3 weeks they were only able to raise approx \$142. This was of course discouraging for her and it was raised by another member of OCASC that if every rep or school represented at the meeting were to donate \$20, there would have been enough for her to go back to her school with the necessary funds. Although this was not acted on at the meeting, I suggested she approach Carleton University Student's Association to see what might be done until she receives the funds.



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Some mentions of school pairing could alleviate the shortfall of funds to run an event individually. One thing that I found intriguing was mentioned that perhaps on a quarterly basis, school councils in a trustees zone could meet and discuss fundraising pros/cons, events to interact within their communities, and future projects. I thought this would be a great idea since we might be doing things better than other schools and we might learn and include activities that they have been successful with.

Would this be something that the JESC would like to try and pursue in the near future?

The last thing that was mentioned to the council was if there would be any interest in bringing back:

Dave and Blake who were the founders of MyLifeOnline. They illustrated what their company does to assist our children as well as parents to better prepare them for the surge of social media and proven statistics.

The target demographic is for Grade 4 to 8. It was stated that every child, teacher, and parent are different. The biggest thing is the attitude and misunderstanding surrounding Social Media and they explained everything in a manner that many could easily understand.

A new speaker: [Parents for Diversity](#). The company is base on three pillars: Equity, Empathy, and Accountability. If anyone is interested in attending an OCASC meeting with me when they visit, please do not hesitate in letting me know and I will forward the date.

Thank you,

Phil McKee