



Meeting Location: Virtual via Zoom
School District: OCDSB

JESC Meeting Minutes

**Jockvale Elementary School
Council Meeting Minutes**
2 Feb 2022

In the Chair

Shannon McLaren – Chair

Meeting Participants

Attendees	Unable to Attend
<u>Executive Members</u> Shannon McLaren – Chair Crystal Logan – Vice-Chair Krista MacIsaac – Treasurer Jennifer Demone - Volunteer Coordinator Jenn Stacey – Communications Chair Sarah Allen – Secretary	Brianne Quarrell - Parent Member Cheryl Strautman - Parent Member Penny Giaccone – Teacher Rep
<u>Parent Members</u> Elise Currie Kate Evans	
<u>School Administration</u> Robyn Darragh – Principal Loretta Dupuis – Vice Principal Brenda Feldbruegge – Office Administrator	
<u>Guest Speaker</u> Donna Blackburn - School trustee	

- Meeting called to order at 7:02pm
- Welcome and Land Acknowledgement

Approval of Agenda

Motion: To accept the agenda. 1st Crystal Logan, 2nd Sarah Allen. All in favour. Passed.

Approval of Previous Minutes

Motion: To approve the minutes. 1st Elise Currie, 2nd Jenn Stacey. All in favour. Passed.

School Trustee Update

- Board focus has been on Covid
- New human rights policy has been passed
- Reviews upcoming - safe schools policy

Visit: [Jockvale Elementary School Council](#)
Draft to be approved February 2022



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- Extremely open communication with Robyn to advocate for Jockvale
- Working on having official lettering on the school in place of the banner

Chair's Report

- Open action item: updating our charitable status

Principal's Report

See "Appendix A - Principal's Report" for further details

- Increased leave of staff members but there have been consistent replacements found
- Many parents are choosing to complete the voluntary disclosure of positive covid cases which helps to ensure immunocompromised families can make an informed decision when attending school.
- Celebrating Black History month
- February Frenzy events are being organized this week; students and staff are all looking forward to it
- Valentine's day - food and treats are still not allowed but Valentine's are allowed to be distributed (this will be carefully done by the homeroom teachers)
- Scholastic book fair coming up at the end of Feb into March
- Donation from family in the community for more books on Black history and women's rights

Treasurer's Report

- McDonald's (\$1,530) and Panago (\$250) cheques deposited
- Shannon and Crystal confirming: process for reallocating funds previously allocated; would require unanimous agreement from council in a special meeting?
- \$500 from PIC has not been received as of yet
 - funds received will be put toward scientists in school

Fundraising Report

- Flip Give was launched Nov 20th and we've raised \$291 to date
- Little Caesar's fundraiser - council has agreed not to run this fundraiser this year
- Make it Sow:
 - Action to Sarah: find out when orders will be received and launch week of Feb 7th close end of March
- Purdy's fundraiser - Krista will run this event
 - fundraising closes March 29th
- Possible ideas for the end of the year:
 - Budding Artists
 - Boston Pizza

School Spirit Activities



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No updates from the previous meeting.

Communications Update

Crystal and Jenn will walk through the Jockvale page and group and determine a strategy for posting and increasing traffic and engagement.

Food Task Force

Food task force is able to be funded with a gift card from PC and apples and oranges were able to be added to the fruit bowls.

Allocation of Funds

Motion to allocate \$150 for back-up kids clothing for the office: 1stJenn Stacey, 2nd Jennifer Demone. All in favour.

Other Business

N/A

Adjournment

Motion to adjourn: 1st Jennifer Demone, 2nd Crystal Logan . All in favour. Meeting adjourned at 8:10 pm.

Next Meeting

Date: March 2, 2022 at 7:00pm to be held virtually

Agenda: To be set by Chair



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Appendix A – Principal's Report to School Council

PRINCIPAL'S REPORT TO SCHOOL COUNCIL FEBRUARY 2 , 2022

STAFFING UPDATES

- Mrs. Deevy is currently on leave. Miss MacTavish is replacing her.
- Mrs. Vejvoda is on a part-time leave. Mrs. Razia Rashid is replacing her.
- Mrs. Ross is away. Miss Kirsten Cave is replacing her.

COVID-19 PROTOCOLS

- We recognize the changes are causing much uncertainty and angst within the school community
- As we are not permitted to ask specific health information, nor are we permitted to share personal health information, we are relying on families keeping us posted or sharing information via the voluntary Covid 19 disclosure form

STAFFING SHORTAGES

- One of our biggest concerns at this time is staffing shortages.
- Some strategies we take to cover unfilled positions:
 - Using our resource team (Learning Support and ESL)
 - Pulling prep time for teachers
- Things to consider:
 - Every teacher also has duties which need to be covered
 - We cannot bring classes together
 - Classes need to be covered at all times

SCHOOL COUNCIL LIABILITY INSURANCE

The school principal has an essential role within the school council framework, to attend council meetings and consider its recommendations. The principal has an obligation to advise the council of the action being taken in response to the recommendations and has the responsibility to approve or deny any event or activity proposed on District property.

Every school sponsored event or activity requires the approval of the school principal. Approved events/activities must be attended by the principal or their designate for the duration of the event to ensure that the policies and procedures of the District are being followed.

When an event is approved and controlled by the principal, the school council members are acting as volunteers on behalf of the school and will be covered under the District's liability



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policy. The principal or designate authorizing the activity must assume responsibility for the event and the activity must be in accordance with Board policies and procedures.

When non-sanctioned activities (those events that are not under the control of the principal or designate) are planned, organized and controlled by school council, the school council should be advised that:

- The event cannot use the school name and should be clearly stated, in any correspondence to parents, that it is not a school sanctioned event;
 - The event will not be covered by the District liability insurance;
 - Council should confirm that their school council insurance policy covers the event that they are contemplating, if not, they are advised that they should get additional insurance to cover the event;
 - If using the school or school property, school councils will need to book the space through the Community Use of Schools (CUS) department;
 - The use of a consent form for persons participating should be considered;
- and
- A vetting process for all volunteers should be considered.

BLACK HISTORY MONTH-

February is Black History Month. Black History month is an opportunity to celebrate the extraordinary contributions that Black Canadians have made to this country, and the global community. It is also an opportunity to further peel back the layers of oppression that Black people have experienced in Canada and throughout the world. As a staff, we strive to ensure we are doing our part to break down barriers and create equitable learning opportunities for all students every day. Black History Month is a time to renew the focus and foster the spirit of inclusion by further building our understanding of the history of this country.

EARTH RANGERS-

On Thursday, students in grades 1-6 will be treated to a virtual presentation by Earth Rangers. Earth Rangers is a kids' conservation organization, dedicated to educating children and their families about biodiversity, inspiring them to adopt sustainable behaviours, and empowering them to become directly involved in protecting animals and their habitats. The presentation will focus on conservation and working together to create positive change for the environment. We thank our mystery sponsor for this opportunity.

MIDDLE FRENCH IMMERSION-

Barrhaven Public School invites parents of grade three students to attend a Middle French Immersion Program Information Evening on Tuesday, February 8th, 2022 from 6:00 PM to



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7:00 PM. This will be a live virtual event on Google Meet using the code:
meet.google.com/eoq-rnnm-mra/.

FEBRUARY FRENZY-

SHHHH!!! Ms Dupuis and I have once again organized a week of FUN and COMMUNITY BUILDING activities the week of February 14th

Each day will have a different spirit theme.

Additionally, we have booked

- a Tornado Hunter virtual presentation
- a Ray's Reptile virtual presentation
- a Bboyz Dance presentation
- a salute to Black History Music at the Ripley Aquarium presentation
- indoor curling equipment for the week

We have organized

- a school-wide STEM challenge
- an outdoor SCAVENGER HUNT
- a school-wide BINGO GAME
- a school-wide READ ALOUD
- and the cherry on top....a mandatory LOCKDOWN PRESENTATION (woohoo!)

VALENTINE'S DAY:

As we look ahead to February 14th, the District has sent some guidelines for classes when celebrating Valentine's Day.

- a. Students may bring a personal treat or food for celebration, but there should be no sharing of food or exchange of treats (i.e. **no distribution of free and/or home-prepared treats by staff, parent council, or parent donations**)
- b. Students may exchange Valentines Day cards with hand washing occurring before and after handling.
- c. Celebratory activities should be classroom based.

I READ CANADIAN DAY-

I Read Canadian Day is a new nationwide initiative that celebrates the richness, diversity and breadth of Canadian literature. Taking place for the second year on February 16, 2022, this celebration will empower families, schools, libraries, bookstores and organizations to host activities and events by reading Canadian books for just fifteen minutes. At school we will be reading aloud from Canadian books in our library time and we will have a special school story



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time with Ms Darragh and Ms Dupuis. For more information on how to celebrate this day with your family, visit ireadcanadian.ca/day.

SCHOLASTIC BOOK FAIR-

Our February tradition continues! The Scholastic Book Fair is coming to Jockvale virtually again for 2022! From February 23rd - March 3rd, Jockvale will be hosting our virtual book fair. We will be sending out a link to our book fair in a couple of weeks and we can buy all the same amazing books we can normally buy at the book fair. There's an exciting change for this year, all orders qualify for free shipping, with no minimum order! Orders will be shipped to the school within a few days of the end of the sale. Our school will receive 20% of the sales in credit to add new items to our library. Thanks for supporting our virtual book fair! If you have any questions, email Ms Matthews at sue.matthews@ocdsb.ca.

LOST AND FOUND-

We have quite a few treasures that have accumulated in our Lost and Found. Check out this gallery on our website under [PARENT RESOURCES](#). Complete the form and we will match the item to your child. Easy peasy!!

TOONIE TUESDAY-

February 22, 2022 is Toonie Tuesday in support of the Education Foundation. Families are encouraged to donate a toonie to support students who are in need of food, clothing, school supplies, healthcare and opportunities for learning and recreation.

WISH LIST-

We are looking to replenish some of our replacement clothing when spills, falls and accidents occur. We are in need of underpants and sweatpants. We are requesting 100\$ from School Council toward this purchase.

JESC Treasurer Report - February 2, 2022
September 1, 2021 to February 2, 2022

General Ledger of Account Activity

Date	Description	Withdrawals	Deposits	Balance
2020-09-01	Opening Balance			\$ 15,824.32
2021-10-29	Interest		\$ 3.67	\$ 15,827.99
2021-11-21	Covid Zone Markings on School Yard	\$ 678.00		\$ 15,149.99
2021-11-21	Food Task Force - Snack bowls	\$ 331.62		\$ 14,818.37
2021-12-17	McDonald's Night Fundraiser		\$ 1,530.00	\$ 16,348.37
2021-12-17	Panago Fundraiser		\$ 250.00	\$ 16,598.37

Bank Reconciliation

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Accounts

- Personal Accounts
- Small Business Accounts**
 - View Accounts
 - Order Cheques & Deposit Bags
 - Statements & Documents
 - Communications
 - Session History
 - Order Foreign Currency
- Pay Bills
- Transfers
- Interac e-Transfer®
- Investments

Account Activity [Help](#) | [Print](#)

Account: BUSINESS - CHEQUING - 733 \$16,598.37

Current Balance \$16,598.37	Available Balance ⓘ \$16,598.37
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Balance Date: Feb 02, 2022

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

Search by Month (up to 18 months)

Month: Feb Year: 2022

From: Dec 1 2021 To: Feb 2 2022 [Search](#)

Your transactions for **Dec 1, 2021 to Feb 2, 2022**

Date ↑	Transaction Description	Withdrawals ⓘ	Deposits ⓘ	Balance
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Balance Shown on bank statement	\$ 16,598.37
Add:	\$ -
Deduct cheques not yet cashed:	\$ -
Adjusted Bank Statement Balance	<u>\$ 16,598.37</u>

Balance shown in school council records	\$ 16,598.37
Add:	\$ -
Deduct:	<u>\$ -</u>

Adjusted school council Balance	\$ 16,598.37
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Cash Available - February 2, 2022

School council bank balance		\$ 16,598.37
Ear-marked Cash		
Outdoor Feature	\$ 1,000.00	
Yard - Paint lines for cohort zones	\$ 303.84	
Shade Structure	\$ 4,741.83	
Makerspace	\$ 104.21	
Food Prog Slush Fund	\$ 1,128.14	
Food Task Force	\$ 1,642.70	
Scientist in School during the school day	\$ 2,500.00	
Post Covid Social Event	\$ 1,000.00	
Gym equipment	\$ 2,000.00	
Total allocated Funds		\$ 14,420.72
Cash Available		<u><u>\$ 2,177.65</u></u>