



JESC Meeting Minutes

Meeting Location: Virtual via Zoom
School District: OCDSB

Jockvale Elementary School
Council Meeting Minutes
October 5th, 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 Jenn Stacey - Communications Chair	<u>Executive Members</u> Jennifer Demone –Volunteer Coordinator (resigned position in June 2022) Sarah Allen – Secretary (resigned position in June 2022)
<u>Parent Members</u> Elise Currie Cheryl Strautman Kate Evans Brianna Quarrell	<u>Parent Members</u>
<u>School Administration</u> Loretta Dupuis – Principal Karl Herbert – Vice Principal Brenda Feldbruegge – Office Administrator	<u>School Administration</u> Penny Giaccone - Teacher Rep
<u>Other Parents</u> Maria Farman Caitlyn Prevost	
<u>Community Members</u>	

- Meeting called to order at 7:03 PM
- Land acknowledgement.

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Approval of Agenda

Motion: To accept the agenda with two modifications; removal of the Teachers' report, and removal of Allocation of Funds. 1st Cheryl Strautman, 2nd Crystal Logan. All in favour. Passed.

Approval of Previous Minutes

Motion: To accept the June minutes. 1st Cheryl Strautman, 2nd Crystal Logan. All in favour. Passed.

Chair's Report

Community Involvement and Volunteers

- Our volunteer coordinator is no longer with council and our council isn't large to begin with, subsequently we didn't have the support to start things off at the end of the summer/beginning of the school year.
- To run food programs we need volunteers and we also need to decide if we want to run these considering that they may not be big fundraisers this year due to increasing costs.

Events Bookings and Insurance Requirements Change

- Council will now need to provide insurance on top of the school's insurance for any events that council runs.
- Dances may not be supported by insurance.

Shade Structure

- We need to consider if we can continue to fundraise towards this.
- Limitations to where we can put the shade structure, we may also lose more land where the shade structure could potentially go.
- We need to seek parent involvement regarding this before re-allocating the funds since they were raised with the shade structure goal in mind.

Charitable status

- While putting together the annual report it came to the attention of Crystal and Shannon that our charitable status had been revoked in November of 2019
- We have not operated as a charity since the time of revocation; no charitable tax receipts have been issued, unfortunately we did not close our account in a timely fashion and transfer our funds to OCDSB.



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- We now need to work with CRA to clear up the misunderstanding and until such time that it is cleared, there is a possibility that our Jockvale assets will be 100% taxed at the full balance of the bank account at the time of revocation which is about \$12,000 higher than our current balance.
- Today we should discuss the immediate transfer of funds to the board and closure of our independent account, but this is a decision that the 2022/2023 council needs to make
- We cannot allocate funds at this time until this is sorted out

Presentation of the Annual Report; see full report in Appendix A.

Huge thank you to everyone on council for their contribution and commitment last year.

Principal's Report

The board recalled some of Jockvale's out of date Chromebooks, but the school was sent new iPads to use.

In person assemblies are back! There was a practice assembly where students were shown where they will sit and get used to being back in a large group together. Mr. Aubrey will run the Remembrance Day assembly and Saidat will do two assemblies.

Class reorganization may happen, but it is not decided yet.

Jockvale will resume going on field trips and volunteers are welcome, but will be vetted by teachers and admin.

See full report in Appendix B.

Treasurer's Report

Raised \$2800 through fundraisers last year, and \$500 from PIC fund.

Total expenditure was higher than revenue.

Most of the cash available has already been allocated (ie. outdoor feature, shade structure), some of these items may need to be re-allocated this year.

Flipgive funds haven't come in yet, but they are an additional \$500 (approx) that will go toward Chromebooks.



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See full report in Appendix C.

Elections for 2022-2023 Council

Request for attendees who are interested in joining the 2022/2023 to raise hands. Jenn Stacey resigns her position and will not be joining this year's council. All other attendees will be part of the 2022/2023 council

Crystal provided a summary of each executive position and asked that everyone state the positions they are interested in, which were as follows...

Chair - Crystal Logan volunteers for the position of Chair, no objections, she assumes the role.

Vice-Chair - Kate and Shannon both volunteer for Vice-Chair and Treasurer, they discuss, and it is decided that **Shannon McLaren** will assume the role of Vice-Chair.

Treasurer - see discussion above, **Kate Evans** assumes the role of Treasurer.

OCASC Rep – Caitlin Prevost and **Maria Farman** both volunteer and it is decided they will share the role.

Secretary – Cheryl Strautman volunteers for the role of Secretary, no objections, she assumes the role.

Volunteer Coordinator – Brianne Quarrell volunteers, no objections, she assumes the role.

Communications Chair – no one interested in this position, discussion that it can be shared by Crystal and Shannon for now.

Fundraising Chair – no volunteers for this position, it is decided that it will be shared by all of council as was done last year as it's a big role.

Parent Members at Large – all other parent members present agreed to sit on council as Members at Large.

Meeting of the 2022/2023 council called to order at 8:18pm

2022/2023 Council Priorities

In the Chair – Crystal Logan

It's going to be a challenging year. We need to focus on doing less things, but doing them really well. It's exciting to be back in the school.



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Food Task Force should be a priority. Loretta has mentioned that there is a bigger need this year. If we do get food programs going, subsidies will be needed and it is likely there will be a bigger demand for the holiday hampers.

We could look at an inclusive holiday event which would be our big return to the school.

Possibility of organizing a used clothing fund/free used shop/swap with donations for winter gear. Cheryl will take this on.

A book donation was mentioned as well and could be part of the holiday event.

Idea about making this “Jockvale’s Most Giving Year” and making that the focus of our year.

Could we do a fundraiser that doesn’t require a start-up cost and put the funds in the school account?

2022/2023 Council Meeting Schedule

Decision about the schedule for meetings and what week would be best based on schedules of all involved. Suggestion for the 3rd Wednesday of the month.

The meeting schedule for the 2022/2023 council is as follows...

- October 19th, 2022
- November 16th, 2022
- January 18th, 2023
- February 15th, 2023
- March 22nd, 2023
- April 19th, 2023
- May 17th, 2023
- June 21st, 2023

We will decide about a December meeting at a future date if needed.

Any Other Business

Could the shade structure money be used to plant trees back inside the yard? It’s noted that the trees that were outside Jockvale’s new boundary after losing space to the portables were moved back into the yard along with the bench.



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Insurance - Loretta has spoken to Bill Tyres from the board. Council has insurance until November and then the board purchases a general insurance. Dances may require additional coverage due to some liability issues in the past.

Shannon proposes making a motion that once things are decided re the bank accounts that we close our account.

Motion: To move our funds as quickly as possible to the school board and close our bank account. 1st Shannon McLaren, 2nd Brianne Quarrell. All in favour. Passed

Motion: To move to banking with the board to remove any personal liability associated with funds. 1st Shannon McLaren, 2nd Kate Evans.

Discussion on motion

- Pro is that it's simpler process for us and for our treasurer and there is more accountability and less personal liability
- Cons were having to purchase through tender when buying and not having direct control of the funds, we would need to be more organized in advance (ie, getting a float for a dance will need to be planned ahead of time)
- Would this impact Brenda in the office in terms of time? Brenda doesn't believe so.

After discussion, the motion is voted on and passes unanimously.

Krista will bring the box of Purdy's chocolates to the school and give it to the staff.

Crystal will reach out to Donna Blackburn and invite her to the next meeting.

Adjournment

Motion to adjourn. 1st Shannon McLaren, 2nd Brianne Quarrell. All in favour. Passed.

Next Meeting

Date: Wednesday, October 19th, 2022

Agenda: To be set by Chair



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Appendix A – Annual Report

Annual Report for the 2021/2022 School Year

School Council Members:

Chair:	Shannon McLaren
Vice Chair:	Crystal Logan
Treasurer:	Krista MacIsaac
Secretary:	Sarah Allen (September → June)
Fundraising Chair:	Vacant
OCASC Representative:	Vacant
Volunteer Coordinator:	Jennifer Demone (September → June)
Communications Officer:	Jennifer Stacey
Members at Large:	Elise Currie Kate Evans Cheryl Strautman Brienne Quarrell

Meeting Dates (all virtual):

September 22 - AGM, October 6, November 3, December 1, February 2, March 2, April 6, May 4, June 15.

First meeting of 2022/23: Wednesday, October 5th. All are welcome to attend!

Dear Parents and Jockvale Community,

Welcome back! We hope that you had a safe and enjoyable summer, given everything going on in the world! Last school year continued to be a lean and challenging one for JESC given the pandemic, number of weeks in virtual school mode, and loss of our beloved principal. Despite this, our council should be proud of our accomplishments given the reduced availability to execute fundraising. We look forward to what we can do to continue to support our school as we adapt to the new normal and return to in person activities with the 2022/2023 school year.

The role of school council is to enrich the student educational experience, to enhance accountability of the education system to parents, and to serve an advisory role to the school

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administration. During the 2021/22 school year, we advised the administration on the following topics:

- Fight Hidden Hunger: We continued to provide support to deliver pre-packaged healthy snacks in the classroom for the first half of the year.
- Fundraising priorities: Early in the school year, the council agreed to focus on three things: anything that would help with the current pandemic school reality (e.g., painting of lines in the school yard), keeping the snack backs available in the classrooms, and, raising money towards Chromebooks to help to replace some of the aged and damaged population resulting from the extended periods of on-line learning and loan into the community.
- Communication: Council worked closely with administration to ensure an effective communication strategy - beginning with helping to provide input into the instructions out to parents at the start of the year. Information is shared through emails from the school, our Facebook page and Group, as well as through the Principal's reports throughout the year.

Fundraising:

The 2021/2022 year was a lean year for fundraising due to the pandemic: we wanted to keep fundraising to low-touch options and did not have any events or food programs to run. Events and food programs were historically one of the larger sources of revenue for the council. Despite this, we ran:

- McDonald's Night
- Panago Pizza Night
- Purdy's Fundraiser
- Make it SOW – a seeds fundraiser
- FlipGive

For a full report on fundraising activities, please see appendix A (Financial Report).

These and other fundraisers allowed us to fund:

- Snack Bags in every classroom until the funding from Loblaws became available to the school
- Painting and marking of the school field to assist in cohorting

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- Scientists in Schools
- Snacks in memoriam of Robyn Darragh's school in memoriam day

Financial Information:

Opening balance of all reconciled bank accounts, investments and cash on hand on September 1, 2021	\$15,824.32
The amount raised by school council during the year September 1, 2021 to September 19, 2022	\$3,331.98
The amount spent by school council during the year September 1, 2021 to September 19, 2022	\$5,266.78
Closing balance of all reconciled bank accounts, investments and cash on hand on September 19, 2022	\$13,889.52

A full financial report for the year is included in Appendix A.

We would like to take the time to extend our sincere gratitude to everyone who came together to make the most of the 2021/2022 school year. It was a very different year, yet the council was able to help improve the quality of day-to-day life through the few things we were able to fund. We'd like to thank everyone who helped us this year and recognize the outstanding commitment of all council members, administration, school staff, and everyone who contributed financially to our fundraising efforts. We wish the best of luck to all of the candidates in the 2022/2023 JESC elections at our AGM. Issues that we anticipate to be relevant for the incoming council include:

- The return to in person events, and growing sense of engagement and community in the Jockvale School community
- The return to offering food programs, and where and when they would restart, given the rising cost of supplies
- The re-allocation of the funding earmarked for the Shade Structure, in light of the recent restructuring of the Jockvale School Yard to allow for John McRae Portables

Sincerely,
Shannon McLaren
Chair
September 29, 2022



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Appendix B – Principal's Report

PRINCIPAL REPORT TO SCHOOL COUNCIL - October 5th, 2022

CHROMEBOOK UPDATE- We currently have 120 Chromebooks, most of which have been dispersed to classrooms. We had about a dozen Chromebooks that were recalled by the board.

IPADS - We received 25 iPads - 8 of which will be designated to Kindergarten to document student work and play, and the rest will be available for sign-out by other classes.

PHOTOS - Edge Imaging was at Jockvale on September 26th. They will return for retakes on November 2nd, 2022.

SAIDAT - Saidat will be visiting Jockvale for two in-person assemblies on Tuesday, October 11th, 2022. Ten of our grade 6 students will act as “energizing” volunteers.

Mr. Aubrey is also planning a Remembrance Day assembly for November 11th.

STAFFING UPDATE- We have a new Office Assistant in the afternoons - we welcome Lisa Draper to the Pride. Lisa works at Half Moon Bay in the morning and Jockvale in the afternoon.

REORGANIZATION - Our regular primary class numbers have been increasing and we are waiting for direction in regards to a reorganization. We have been provided with one scenario that includes only moving primary students between three classes. We have requested an additional staff member, and we are hoping to create another class.

STUDENT SAFETY- As student safety is our top priority, last week we took advantage of the nice weather to complete our first whole-school mandatory fire drill practice. The staff and students did an excellent job practicing for the drill and exiting the building safely.

We will conduct two more fire drills before November.

Teachers have been asked to review lockdown procedures with their students as we will have at least one lockdown drill this term.



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SUPERINTENDENT LEHMAN VISIT- Superintendent Lehman visited Jockvale on Friday, September 30th. He met with our Support Team to discuss students needs and supports.

TERRY FOX - Jockvale collected \$612 from students in support of the Terry Fox Foundation!

TRIPS & VOLUNTEERS - Jockvale will resume going on field trips.

The Cross country for grades 4 to 6 will take place on October 20th and the bus was ordered. The school will pay for the bus. We are excited to support our junior athletes.

Several primary classes will be visiting the library for upcoming author visits.

Swim to Survive classes are being planned for our grade three students this fall, beginning in October.

Volunteers are welcome, however volunteers must be vetted by the teacher(s) and admin.

Appendix C – Financial Report

JESC 2021/22 Financial Report September 1, 2021 to August 31, 2022

Summary of Financial Activity				
Date	Description	Withdrawals	Deposits	Balance
2021-09-01	Opening Balance			\$ 15,824.32
	Expenses for Food Task Force ¹	\$ 331.62		
	Expenses for items purchased for Jockvale	\$ 4,790.52		
	Expense from prior year	\$ 144.64		
	Total Expenditure	\$ 5,266.78		
	Fundraisers		\$ 2,824.85	
	Miscellaneous		\$ 507.13	
	Total Revenue		\$ 3,331.98	
2021-09-19	Closing Balance ³			\$ 13,889.52

1. Food Task Force expenses for the start of the 2021/22 School year were paid using funds from the previous year



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Account: BUSINESS - CHEQUING - 733 \$13,889.52

Current Balance \$13,889.52	Available Balance ⓘ \$13,889.52
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Balance Date: Sep 11, 2022

View: All Transactions

30 days | 60 days | 90 days | 120 days

+ Search by Month (up to 18 months)

Your transactions for **Sep 1, 2021** to **Sep 11, 2022**

Balance Shown on bank statement	\$ 13,889.52
Add:	
Deduct cheques not yet cashed:	
Adjusted Bank Statement Balance	\$ 13,889.52
Balance shown in school council records	\$ 13,889.52



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Profit Report - September 1, 2021 - August 31, 2022

		Expense		Revenue		Profit
Food Task Force						
Food Task Force	\$	331.62		-\$		331.62
Sub-Total	\$	331.62	\$	-	-\$	331.62
Events / Fundraisers						
McDonald's Night 1	\$	-	\$	1,530.00	\$	1,530.00
Panago Night	\$	-	\$	250.00	\$	250.00
Purdy's Chocolates	\$	-	\$	953.72	\$	953.72
Make it Sow	\$	-	\$	91.13	\$	91.13
Sub-Total	\$	-	\$	2,824.85	\$	2,824.85
Miscellaneous						
Adjustment from 2020/21	\$	144.64	\$	-	-\$	144.64
PIC Annual Grant	\$	-	\$	500.00	\$	500.00
Interest	\$	-	\$	7.13	\$	7.13
Sub-Total	\$	144.64	\$	507.13	\$	362.49
Total	\$	476.26	\$	3,331.98	\$	2,855.72

1. Proceeds from McDonald's night were raised for the Food Task Force



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Expense Report - September 1, 2021 to August 31, 2022

* List of expenses other than those purchased to run or operate a food program or fundraiser

Item	Funds Allocated in Prior Years and Not Spent	Funds Allocated 2020/21	Expense	Remainder
Makerspace	\$ 104.21			\$ 104.21
Scientist in School	\$ 1,250.00	\$ 1,250.00	\$ 2,500.00	\$ -
Outdoor Features	\$ 1,000.00			\$ 1,000.00
Paint covid yard lines	\$ 971.84		\$ 678.00	\$ 293.84
Shade Structure	\$ 4,741.83			\$ 4,741.83
Food Program Slush Fund	\$ 1,128.14			\$ 1,128.14
Food Task Force ³	\$ 444.32	\$ 1,530.00	\$ 331.62	\$ 1,642.70
School Clothing		\$ 133.41	\$ 133.41	\$ -
Post-Covid Social Event	\$ 1,000.00			\$ 1,000.00
Gym Equipment	\$ 2,000.00		\$ 1,479.11	\$ 520.89
Chromebooks		\$ 953.72		\$ 953.72
Total	\$ 12,640.34	\$ 3,867.13	\$ 5,122.14	

Cash Available - September 19, 2022

School council bank balance \$ 13,889.52

Ear-marked Cash

Outdoor Feature	\$ 1,000.00
Yard - Paint lines for cohort zones	\$ 293.84
Shade Structure	\$ 4,741.83
Makerspace	\$ 104.21
Food Program Slush Fund	\$ 1,128.14
Food Task Force	\$ 1,642.70
Post Covid Social Event	\$ 1,000.00
Gym equipment	\$ 520.89
Chromebooks	\$ 953.72

Total allocated Funds \$ 11,385.33

Cash Available \$ 2,504.19