



JESC Meeting Minutes

Meeting Location: Virtual via Zoom
School District: OCDSB

Jockvale Elementary School
Council Meeting Minutes
October 19th, 2022

In the Chair

Crystal Logan

Meeting Participants

Attendees	Unable to Attend
<u>Executive Members</u> Crystal Logan – Chair Shannon McLaren – Vice-Chair Kate Evans – Treasurer	<u>Executive Members</u>
<u>Parent Members</u> Cheryl Strautman Brianne Quarrell Krista MacIsaac Caitlyn Prevost	<u>Parent Members</u> Maria Farman Elise Currie
<u>School Administration</u> Loretta Dupuis – Principal Karl Herbert – Vice Principal Brenda Feldbruegge – Office Administrator Penny Giaccone – Teacher Rep	<u>School Administration</u>
<u>Other Parents</u>	
<u>Community Members</u>	

- Meeting called to order at 7:03 PM



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Approval of Agenda

Motion: To accept the agenda with one modification; Give and Take event. 1st Shannon McLaren, 2nd Cheryl Strautman. All in favour. Passed.

Approval of Previous Minutes

Motion: To accept the September minutes. 1st Kate Evans, 2nd Cheryl Strautman. All in favour. Passed.

Chair's Report

Not much to add as most discussion will be about the Charitable Status.

Thank you to Shannon McLaren for keeping the Facebook page up to date.

Principal's Report

Reorganization – deadline for October 21st, with numbers given on 14 Oct 2022. Appreciative of hours put in by teachers to review the lists. Had to reclaim a space, complete interviews for staffing. Have been communicating with parents/families. Have an increased straight Gr 5 class. Class sizes are smaller now than they were. Criteria for reorganization have been needs in the class, gender balance, relationships with friends and teachers. Attempted to make all classes as balanced and fair as possible. Has really shed light on better understanding needs of kids and students in class.

Student Safety – two more fire drills this fall. They are waiting until reorganization. Lockdown was practiced regardless – for the students it was only the 2nd live action drill that they have completed in last few years. Another practice drill in Spring. Will prepare students again for the next one again.

Swim to Survive – will be occurring at Walter Baker – sending 10 students at a time – 3 course session. Regroup remaining students with another class. Students were excited and well behaved. Hoping to get a parent volunteer for remaining sessions. Sending bundles and permission slips out in groups. Kids loved it.

Treasurer's Report

No Treasurer's Report this meeting.



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Teachers Report

Penny Giaccone had to leave the meeting early due to tech difficulties. Will provide report at next meeting.

Charitable Status Discussion

Upon discussion with CRA – current process will allow council to close accounts, move money over to OCDSB. Taxes have been cleared and resolved. Can start the year fresh.

See email from Crystal attached in Appendix A.

Any Other Business

Jockvale Give and Take – if not trying to use the gym then shouldn't be problematic to pick a time/day. With enough notice the custodian will ensure being staffed. Some preference to look at a Saturday morning time frame and then the space may already be staffing of the custodian. Decision to ask for November 5th 2022 – for foyer or library. Shannon and Cheryl to meet this weekend to finalize some plans.

Community Request for schools – dates are all on hold as it must be requested by the school council. Crystal to send the request through the school board including all dates for the remainder of the year.

Planning for 2022-2023 Year

Main Goals being to give back to the community and build back the school community. Maybe not a big money making year but working back to a new normal.

Food Programs – in past pre-pandemic food programs were the biggest undertaking and biggest money maker. Biggest challenge with food programs is volunteers. For example for hot dogs – took a volunteer many hours. Costs have changed significantly – so the cost of the food programs have changed – currently possibly \$1.75 cost not incl. ketchup/mustard for a hot dog and that there is a max. cost per hot dog. Not sure that we can consider food programs as a fundraiser this year. For previous years we would provide approx. 25 subsidies. May be able to start pizza lunches into November but would like to wait until there is certainty around job actions. Would prefer to wait until mid-November until a decision on food programs. Could put on newsletter about polling parents around the demand for food programs. Loretta could also ask the teachers about who might need subsidy for hidden hunger.



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Further discussion about food programs – there was a question about milk program – the school will consider getting this going. Discussion about Lunch Lady as then the school does not need to do anything.

Also, monetary wise, Voluntary Student Fees are down so pricing, and costs may not be a high priority for parents right now.

Crystal suggesting that maybe other food programs and other council initiatives until the New Year. Try the pizza which is manageable – and then determine from there what is feasible.

Trying to find ways to reach out to our newcomer communities – how to manage communications. Loretta to investigate translation services. Loretta will ask their ESL rep who is working with the Family Services Center to see how best to get some info out to the newcomer community.

Events and Fundraisers – Shannon and Crystal were discussing what they would like to see happen – they would like to see 2 people running any events. If anything requires a cost or signing authority they would like it confirmed through Crystal, Shannon or Kate. Want to ensure that there is capacity when planning in case someone gets sick.

Events – ideas from council that would like to see – Spring Fling, Movie Nights, Dance if possible, Crystal is looking into if there is an insurance issue with dances. Kate supports the suggestion to commit to 2 big events – such as Movie Night and Spring Fling.

Fundraisers – Flip Give with the right info and instructions – Kate has volunteered to keep people up to date about how to best use FlipGive. Shannon to assist Kate in managing Flip Give.

Purdy's – Cheryl offered to help manage that one. If doing Purdy's for December – would need to choose that quickly. Would need to sign up relatively soon if wanting to do it in December.

Vesey's – Question from Brenda as to whether this is option this year.

Tru-Earth – Caitlyn and Cheryl to take it on and manage.

Equator Coffee – Kate suggested this as an option. Kate to bring this info to the meeting next time.



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Sipology – There are options for one off purchases and 40% goes to the school.

Little Caesar's Pizza – discussion about how school has done it in the past – and it was a challenge with the company.

Suggestions from Caitlyn – Frozen Berries, Little Cesars' Pizza, or Paint Night as a fundraisers.

Past experience with Art Night – high school students who did the volunteering. Student volunteers – supplies were purchased through council. It was good community building.

Discussion from Kate that we can focus on community building as opposed to just prioritizing fundraising – this is an agreement.

Plans from now to end of year – Crystal suggesting a winter event, sticking to a set fundraiser, ? trying to do Sipology and Equator coffee.

Discussion about incorporating a February Frenzy event night – council could do an event night in coordination with their February Frenzy.

Vote to do the tea and coffee fundraising for November/December time frame and then do Purdy's at Easter.

Krista and Brianne to run a Movie Night in December.

Confirming to try Tru-Earth fundraiser, Flip Give, Purdy's for Easter, Sipology and Equator Coffee for winter, and a Movie Night for December event, February Community event – Caitlyn and Crystal.

Caitlyn will put all this information back into the Google Sheets and share again.

OCASC – meeting is tomorrow evening however neither Caitlyn or Maria can attend. This one is in person and difficult to attend. Not a concern by this council to attend tomorrow.

Adjournment

Motion to adjourn at 8:35pm . 1st Shannon McLaren, 2nd Brianne Quarrell. All in favour. Passed.

Next Meeting

Date: Wednesday, November 16th, 2022

Agenda: To be set by Chair



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Appendix A

Good Evening Everyone,

I just wanted to provide a bit of an update on the charitable status situation. Shannon and I finally received the good news that we have been hoping for today so I finally have something concrete to share. There are a few steps to go but we should be able to get this resolved quickly from here on out.

Shannon and I spoke to the CRA this morning and as long as we provide all the proper documentation, we should be able to avoid taxation. Here's a summary of the next steps and our projected timeline (along with our work to date to get there).

- We will need to file a form and supporting documentation to close the charity. Shannon and I have already drafted the form (it's a T2046 for anyone who is interested) and the process is quite clear. There appears to be a discrepancy of \$483 where it all should balance out to zero. We are just working to determine where that error occurred in the previously filed taxes and end of year financial statements so that we can rectify it. This is super important as if it doesn't balance, we will be taxed the difference. I'm confident that we can figure it out. I am hoping to have an update for everyone on how balancing is going tomorrow but it will depend on how my work day goes.
- We will need to file the taxes from last year. KRISTA - please do not file these but can you send them my way. The file that you provided a couple of weeks ago was not complete (It looks like all changes weren't saved). If you don't have it, not to worry, we can complete a new set of forms. We will be sending it as one package though so that is why we are asking you not to send it yourself.
- Later this week, Shannon and I will go and close the TD Bank Account and either write a cheque or get a bank draft to transfer our money to the OCDSB. This is a key step as we need to show that we transferred our assets to a registered charity. Once the money is in the OCDSB account, we are confident at this point that we can get going with the year. For this reason, I would suggest that we look at allocating funds (if necessary) during the Any Other Business part of tomorrow's meeting (with the caveat of course that it is still going to take a couple of weeks to get this all set up.)
- On the note of the TD bank account. We were going to update the signing authority on it (since our past treasurer is currently still on the account). I have the cheque book and everything requires 2 signatures so since we are simply closing the account, Shannon and I (who both have signing authority on the account from previous years as well as current JESC signing authority) will take care of that. This is simply to avoid creating extra steps with TD. Had there been any requirement to keep the account open beyond this week, we had already secured a letter from Loretta to get Kate added. If anything changes, Kate will be added. I am just adding this point for the sake of transparency. Once the account is closed, we will share the closing balance, last bank statements, and all documentation with all of you for the sake of transparency on this matter.
- All said and done, we are hoping to have everything in the mail by the end of the week (or the end of the weekend at the latest). Then we just wait for the final Notice of Assessment and we can all be done with this.



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We will be working with Kate in the coming weeks to set up the new accounts with the board and to create new procedures that ensure transparency and also make things as easy as possible for the Treasurer. There are some processes from both the Ministry of Education and the OCDSB for money handling that will need to be added as well. We are very excited to get going now that we finally got some good news this morning! Thank you Kate for your patience! We really wanted to ensure that we didn't burden you with problems from the past and now we can finally move forward with a fresh and clean set of books. We will be in touch about setting up that meeting in the coming days.

If anyone has any questions, we would be happy to answer them tomorrow night. Shannon and I have put a lot of work into this in the last 2 weeks and subsequently we know the ins and outs of charity taxes so please don't hesitate. We were so relieved this morning to finally have some concrete good news. JESC has worked hard for years to fundraise and it would have been devastating to see all that taken away.

I look forward to seeing all of you tomorrow night! Thanks again to Caitlyn for creating such a great system to get us going in organizing fundraising and events!

Have a great evening!

Crystal



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Appendix B – Principal's Report

PRINCIPAL REPORT TO SCHOOL COUNCIL - October 19th, 2022

REORGANIZATION - The OCDSB gave us direction to reorganize and we have spent the last week preparing to add another English primary class.

Our English Program will now be as follows:

PREVIOUS CLASS		NEW CLASS		TEACHER
Grade 1	R1A	Grade 1	R1A	Miss Waddell
New Class	NA	Grade 1/2	R12A	New Teacher TBA
Grade 2	R2A	Grade 2/3	R23A	Ms. Brander
Grade 3	R3A	Grade 3/4	R34A	Ms. Maginaarachchi
Grade 4	R4A	Grade 4	R4A	Ms. Baines
Grade 4/5	R45A	Grade 5	R5A	Ms. Arnoldi
Grade 5/6	R56A	Grade 5/6	R56A	Ms. Stroud Walker

All changes will take effect beginning Friday, October 21st, 2022.

STUDENT SAFETY- We will conduct two more fire drills before November.

Our lockdown practice last week was successful and we will conduct another lockdown drill in the spring.

SWIM TO SURVIVE - This year, students in grade 3 will resume participating in the Swim to Survive School Grant Program, a program that teaches students to survive an



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unexpected fall into deep water. These lessons are given over the course of 3 weeks and include learning how to:

- **ROLL into deep water**
- **TREAD water for one minute**
- **SWIM 50 metres**

Students have been placed in groups of 10 and will be participating in the program at Walter Baker Sports Centre. (This is to avoid having to secure bussing and multiple volunteers.)

While half the class is participating in the Program, the other students will be cohorted with another class. One teacher and one parent volunteer will accompany the students to their lessons. We started this week and the students were thrilled to be participating.