



JESC Meeting Minutes

Meeting Location: Jockvale Library
School District: OCDSB

**Jockvale Elementary School
Council Meeting Minutes**
Wednesday, October 18, 2023

In the Chair

Crystal Logan

Meeting Participants

Attendees	Unable to Attend
<u>Executive Members</u> Crystal Logan – Chair Sarah Allen – Vice Chair Kate Evans – Treasurer Elise Currie – Secretary Caitlyn Prevost – Volunteer Coordinator Krista MacIsaac – Fundraising Committee Chair Ashley Rohr – Communications Chair <u>Parent Members</u> <u>School Administration</u> Loretta Dupuis – Principal Karl Herbert – Vice Principal Brenda Feldbruegge – Office Administrator Sara Baines – Teacher Rep	<u>Executive Members</u> <u>Parent Members</u> Shannon McLaren <u>School Administration</u>

- Meeting called to order at 6:04 pm.

Approval of Agenda

Motion: To approve the agenda made by Kate, seconded by Ashley. All in favour. Passed.



JESC Meeting Minutes

Meeting Location: Jockvale Library
School District: OCDSB

Approval of Previous Minutes

Motion: To accept the September minutes made by Elise, seconded by Ashley. All in favour.
Passed.

Chair's Report

Crystal went over the structure of council meetings, and how they run according to our constitution:

- We encourage discussion on all topics.
- Decisions at the meetings are made by consensus and if consensus can't be obtained, we vote.
- Motions need to be made before we vote (a first and a second), then additional discussion can happen before the vote is taken.
- Secret ballot is always an option if needed.
- In the case of a tie vote, the chair votes.
- We follow "Robert's Rules".
- Quorum (a majority present) must be met.

The role of council in the school is to support the school by providing advice, fostering communication, giving parents/guardians a better understanding of the school, liaising with other groups, and fostering a caring community. We are here to represent the entire parent/guardian body and work with the school on their behalf.

Crystal discovered that we should have a code of conduct which we don't currently. This year we should revisit the constitution and bring things up to date. We can only amend our constitution once per year, so we need to make sure that all changes are ready to go in time to amend and vote on them. Crystal read through Mary Honeywell's code of conduct as an example for the council. She will share this document with council to consider when we're writing our own.

Principal's Report

Board reorganisation impacted Jockvale - our grade 3 LTO will eventually be replaced by a contract teacher.

Safety has become a theme this year; the fall fire drills have been completed and the lockdown procedure will occur tomorrow. The school would really like for the fire alarms in the gym to be covered to reduce the potential of "false" alarms. The back gate continues to be locked during the day which has had a positive effect.



JESC Meeting Minutes

Meeting Location: Jockvale Library
School District: OCDSB

Saidat is returning on October 26th. There will be a primary and junior presentation. These are always enjoyed by the kids.

Swim to survive is still TBD. The school would like to book at Walter Baker to eliminate the need for buses and they don't have the availability there yet.

Transportation has been resolved for bus 2, however bus 3 may now be at risk of cancellation.

Sue Matthews was asking about purchasing bilingual resources for the library, she will create a list.

See full report in Appendix A.

Teacher's Report

Soccer matches last week went great.

Starting in November there will be a read-a-thon week (Nov 1st) focused on Canadian authors. Flashlight Friday will take place on the first day. Bookmarks will be made to be exchanged. Hopefully there will be a talk from the public library. On the 8th, there will be a school-wide read aloud. Request for a school-wide bingo as well.

Kids are really excited about the Halloween dance!

Treasurer's Report

Most of the activity was discussed last meeting. Money from the Lunch Lady has been deposited. A cheque was cancelled and reissued for a reimbursement. The money for the DJ and float for the Halloween dance is ready to be released.

Loretta looked into the question from our last meeting regarding Chromebooks. It doesn't appear that Jockvale has enough Chromebooks that the board would claw back their allotment. Chromebook inventory will be done in November.

Krista asked if the total allocation for volleyball nets has been used? Brenda will follow up with Mr. Meilluer to confirm. If the money isn't needed, it will be re-allocated back to the general fund.

See full report in Appendix B.



JESC Meeting Minutes

Meeting Location: Jockvale Library
School District: OCDSB

Fundraising Report

Halloween Dance

Thanks to the Halloween Dance committee for their hard work!

The DJ has been booked at a rate of \$400 all included for DJ, lights and music.

Activities will include the dance, the laser maze, games in the library (pin the tail, cup stacking, other low cost ideas), bake sale, glow bracelets. Drinks, plates, napkins will be purchased and there will be some extra money to purchase items for the bake sale in case there aren't enough donations. The photo booth will be up but it is slow so there are concerns about this (they may set up an area where pictures can be taken with personal cell phones/cameras).

We had discussed either collecting donations for the Barrhaven Food Cupboard or donating part of the proceeds there. This is up for discussion tonight. Crystal suggested asking attendees to bring non-perishables to donate as well as putting out a donation jar/jug for people to throw money in at the end of the night. A question was brought up about how the donations will be collected and for how long – suggested that we let it run until Halloween to continue to collect donations. Sarah will speak to the Food Cupboard about getting a donation jug to have at the dance and will also ask which items are the most needed.

Crystal brought up that more money may need to be allocated to purchasing drinks, to consider buying more baked goods and to increase the budget for games.

The capacity of 700 people was discussed. We cannot go over capacity for safety reasons. It might be worth purchasing a "clicker" to count people as they come in. This could come in handy for future events as all events are much more popular than in previous years.

The event checklist is being used for this event and will continue to be added to. This will help future councils with their planning.

Krista brought up the emergency plan and how this will be communicated to attendees. A solution would be to have volunteers in zones to funnel people to the exit points. All volunteers should be aware of the muster point (suggestion is the bus loop/front lawn, maybe volunteers with high res vests). It may also be helpful for volunteers to be wearing name tags to identify themselves in case people need assistance or to ask questions.



JESC Meeting Minutes

Meeting Location: Jockvale Library
School District: OCDSB

Plans for the Year

December gym booking could be a movie night or a craft night. Consensus is that it will be a movie night.

Do we want to do a winter fundraiser? Equator has tea as well so both could be ordered from them and Kate would be willing to facilitate.

Purdy's reached out again, but it might be better to do this in the spring like last year.

Little Caesar's kits were done in the past.

Krista wants to reach out to McDonald's about doing another fundraiser with them. It was always very successful in the past.

Popcorn Fridays would be a great option in the winter months now that Freezie Fridays are done. PPM will be discussed at the next meeting.

FlipGive is still running and can be promoted leading up to the holiday season.

True Earth needs to be renewed, but is good to continue as it does bring funds in.

Communication Report

Ashley got access to Gmail and is moving files over to the new account. She has reorganized the folders.

She wants to bring back the communication newsletter that used to go out every month with the intention that it's sent out at the beginning of the month. If you want your event in the newsletter it needs to be sent to her in time. This may get our info out to a larger audience (not just limited to Facebook). Maybe these are sent out less frequently in order to save paper (every 2-3 months).

If you want your event/info to be added to Loretta's Friday message, send it to Ashley by Wednesday night so that she can forward it along in time.

Facebook postings – need to be sent with 24 hour notice in order to be posted.

Goals for 2023/2024



JESC Meeting Minutes

Meeting Location: Jockvale Library
School District: OCDSB

Continue themes from last year including increasing community involvement/outreach as well as fundraising to support the students/school.

Food Programs

Should look at restarting food programs in January. Lots of restaurants have reached out regarding their new program options. Crystal will summarize the options and send them to council for review. Price is a big consideration when selecting, it needs to be affordable for families.

Fight Hidden Hunger Committee

We need a group of members to take this on. It was started up in the 2017-2018 school year to reduce the stigma around the need for food. Food bowls were added to each classroom that could be accessed by all students. Sarah, Elise, and Kate will head this up.

Winter Clothing Drive

Cheryl was the driving force behind this last year so a new member will be needed to run it this year. Caitlyn volunteered to take it on. It would be set up for parent-teacher interviews. There may still be items from last year at Cheryl's house.

Diversity, Equity, and Inclusion

It is on the checklist and being considered for the dance.

Heritage Fair

To be discussed next month.

Allocation of Funds

Motion to allocate an additional \$250 to purchase items for the Halloween dance made by Krista, seconded by Elise. All in favour – none opposed. Passed.

Any Other Business

Principal profile needs to be approved by October 27th. Crystal sent the one from last year to all council members. Please send any thought/changes to Crystal by this weekend.



JESC Meeting Minutes

Meeting Location: Jockvale Library
School District: OCDSB

Caitylyn asked if she could reach out to Mary Honeywell and Barrhaven Public councils to network. No one is opposed to this.

Adjournment

Motion to adjourn at 8:02 pm by Caitlyn, seconded by Ashley. All in favour – none opposed. Passed.

Next Meeting

Date: Wednesday, November 15th, 2023 Time/Location – 6pm meeting, in person, Jockvale Library.

Agenda: To be set by Chair



JESC Meeting Minutes

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School District: OCDSB

Appendix A – Principal Report

PRINCIPAL REPORT TO SCHOOL COUNCIL - October 18th, 2023

REORGANIZATION - The OCDSB has reorganized over the past two weeks. We are evaluating our school data at this time.

One of our primary teaching positions has been impacted by the board reorganization and a contract teacher will be replacing our grade 3 English LTO teacher possibly in November.

SAFETY- We have conducted three required fall fire drills.

Our lockdown practice will take place this week on Thursday, October 19th at 12:45 pm.

We have been locking our back gate during the school day and signs have been ordered to communicate that the public shouldnt be in the yard during the school day.

SAIDAT - Saidat will be back at Jockvale on Thursday, October 26th for two performances (primary and junior). She provides a dynamic and engaging approach to topics relating to equity, diversity, inclusivity, anti-bullying, and mental health.

SWIM TO SURVIVE - All of our numbers have been submitted and we will be participating in the program again this year. For the fall sessions, there was limited availability in terms of instructors. However, we are hopeful that there will be more sessions available at Walter Baker for the winter sessions. We will let you know as information is shared with us.

TRANSPORTATION - News from OSTA: *'Effective Monday 23rd October 2023, transportation will be reinstated for students currently assigned to the cancelled morning and afternoon Jockvale Elementary School route V155. Stop locations and times have not changed, however, families can access the Parent Portal to review this information'*.

We expect that the driver of Bus #3 will resign this week.



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Appendix B - Treasurer's Report

JESC Treasurer Report - October 18, 2023					
September 1 - October 11, 2023					
General Ledger of Account Activity					
Date	Description Category	Withdrawals	Deposits	Balance	
#####	Opening Balance		\$ 16,174.90	\$ 16,174.90	
#####	Volley Ball Nets	\$ 255.31		\$ 15,919.59	
#####	Ipad Chargers	\$ 153.60		\$ 15,765.99	
#####	Lunch Lady		\$ 104.50	\$ 15,870.49	
#####	6032 cheque reprint			\$ 15,870.49	

Bank Reconciliation					
Jockvale Elementary School Bank of Nova Scotia School Funds		Detailed Category Summary - All Transactions To Date			Report #2
					09/01/2023 10/11/2023 Date ... Range 2023-2024
Opening Balance: \$16,199.75		433.76	104.50	2.86	\$2.38
					\$15,870.49
Balance Shown on bank statement					\$ 15,870.49
Add:					
Deduct with Balance Forward - Return to Jockvale					
Adjusted Bank Statement Balance					\$ 15,870.49
Balance shown in school council records					\$ 15,870.49
Add:					\$ -
Deduct: Balance Forward - Return to Jockvale					
Adjusted school council Balance					\$ 15,870.49



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Cash Available - October 11, 2023					
	School council bank balance			\$ 15,870.49	
	Allocated Cash				
	Outdoor Features	\$	564.21		
	Capital Project	\$	4,741.83		
	Food Program Slush Fund	\$	1,642.70		
	Snack Bowl	\$	1,128.14		
	Chromebooks	\$	1,556.83		
	Volleyball Nets	\$	244.69		
	OCASC Membership fee	\$	35.00		
	Halloween Dance	\$	1,000.00		
	Float - Halloween Dance	\$	500.00		
	Total allocated Funds			\$ 11,413.40	
	Cash Available			\$ 4,457.09	