



JESC Meeting Minutes

Meeting Location: Jockvale Library
School District: OCDSB

Jockvale Elementary School
Council Meeting Minutes
September 27, 2023

In the Chair

Crystal Logan

Meeting Participants

Attendees	Unable to Attend
<u>Executive Members</u> Kate Evans – 2022-2023 Treasurer Crystal Logan – 2022-2023 Chair Shannon McLaren – 2022-2023 Vice Chair	<u>Executive Members</u>
<u>Parent Members</u> Cheryl Strautman Caitlyn Prevost – 2022-2023 OCASC Chair Elise Currie Ashley Rohr Sarah Allen Krista MacIsaac	<u>Parent Members</u>
<u>School Administration</u> Loretta Dupuis – Principal Karl Herbert – Vice Principal Brenda Feldbruegge – Office Administrator Sara Baines – New Teacher Rep	<u>School Administration</u>

- Meeting called to order at 6:08pm

Approval of Agenda

Motion: To approve the agenda made by Sarah Allen, seconded by Shannon McLaren. All in favour. Passed.



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Approval of Previous Minutes

Motion: To accept the May minutes made by Cheryl Strautman, seconded by Kate Evans. All in favour. Passed.

Chair's Report – See Appendix A

Review of meeting structure for tonight's meeting – AGM at start.

Crystal presented her Annual Report from 2022-2023 (see Appendix A) – highlights – Winter Clothing Drive, Holiday Winter Craft Event, 2 successful movie nights, March Madness Family Fun Night, and Spring Fling. Successfully closed the charitable status. Starting discussions about inclusivity of council and council events. Plan to reallocate funds earmarked for shade structure. Buddy Bench in Robyn Darragh's memory.

Challenges – growth of school population so capacity may become an issue for event planning, relearning how to do council activities due to 3-year gap from activities, learning new board requirements, delayed financial start

Fundraising – see report.

Goals for the year were "Community over Fundraising".

Discussion about returning to food programs, ensuring inclusivity at meetings and events.

Crystal would like to create an Event Checklist this year – to ensure all bases are covered (when, where, what, who) and an ability to report back on the event, what worked/didn't work, suppliers, etc. Crystal will send an email to all of council to gather feedback and ideas for the checklist.

Introductions from all attendees.

Principal's Report – see Appendix B

Luv2Groove – coming to all classes – will also help identify some dance assessments.

Photos – new company this year Green Apple – Oct 12, 2023, Retakes Day – TBD



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Board Reorganization – down 1700 students (unexpected), has meant an overall reduction, our school is in status quo – may lose someone due to this reorganization. Other issue is that the school set classes based on balancing splits. Expect some change.

Saidat – end of October – talks about DEI, 2 shows, uses Junior students as cheerleaders (Oct 26)

Student Safety – 2 of 3 fire drills, 1st one was student known, 2nd one was surprise to students but educators aware, one more that will be a surprise to everyone else, then will be done for the fall. Good feedback from other educators about how Jockvale students respond to fire drills. Lockdown will have more notice to students and parents.

Superintendent – first visit this year. Talked about growth and changeover, morale appears to be good, he was happy.

Terry Fox Run - \$1908 raised total. Amazing to see the community support this year.

Trips and Volunteers – in full force with sporting events – Cross Country Meet coming up on Oct 3, 2023 – grades 3-6. Constraint is transportation. There is a bus available for 70 students but there are more kids signed up than that and the bus cannot stay for the full-time frame of the day. Strategy to ask Grade 6 parents to do some driving and stay on past the 1pm time frame of the bus allotment. In past have had support from parents. Field trips this year will be shortened for the same price. In past have always subsidized trips but this year school may need to consider asking for a small fee for field trips.

Barrhaven Food Cupboard – a staff member came to talk to the Brenda; they are on the verge of bankruptcy. There is an 80% increase in use, and they are struggling. Something to keep on radar. Help with fundraiser would be great.

See Appendix B.

Treasurer's Report

See Appendix C for Annual Report

Amount raised (Sept 2022 – Aug 2023) - \$8342.06

Amount spent (Sept 2022 – Aug 2023) - \$6056.67

Balance remaining in account - \$16,174.41

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Final – Approved on October 18th, 2023



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Successful in the Community Environmental Grants Program – a deposit will come to support the Grade 3 Growing Project with Mme. Brittany - (\$536)

FlipGive – wasn't very active – have earned about \$70 but needs to get to \$100 to payout.

Would be interesting to look at profits and where those were gained. The planned activities were the best money earners. Product amounts are also in the report.

Will need guidance this year about reallocation of funds and how to do that.

Krista MacIsaac brought up the fact that at Cedarview meeting, the Principal at Cedarview stated that the board has stated that the parent councils are not allowed to purchase technology for the school. Currently each bin at this school is down by 1 or 2 devices per bin. Loretta will follow up with the board to find out what the guidance is on this topic. Intermediate and Secondary may have different rules/guidelines.

Krista MacIsaac brought up the allocations that haven't been touched for a few years – Food Programs slush fund. Slush Fund is for providing hot lunch program to those who cannot afford it. Brenda reports that the fund from PC will not be available this year. There is a difference between the Food Task Force fund and the Food Program Slush Fund.

Brenda reporting that she is saying much more need for the food bins. People have already said there will be a need this year.

Will discuss a separate committee for Food Programs.

Elise reporting that she was very impressed with the Grade 3 Garden Program. She got to water this summer. Loretta reporting that upon speaking with Mme Brittany she is interested in getting some raised beds. She will price it out and report back.

Teachers Report

Sara Baines introduced herself. Reports that she is feeling that the students are getting back into the "cadence" of school routines.

OCASC Report

Not applicable at this meeting.



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Motion for Fund Allocation

Motion to re-allocate \$4741.83 that was previously designated for a shade structure to the council general fund to be allocated by the 2023/2024 council towards a capital investment or bettering the schoolyard at their discretion and in line with their fundraising goals.

Only one parent feedback was received that was in support of the motion. That parent also suggested an option for a sandbox in the kindergarten yard.

Shannon McLaren put forward the motion, seconded by Krista MacIsaac. All in favour. None opposed.

New council can bring this forward as a topic of discussion for reallocation of funds.

Elections for 2022-2023 Council

Explanation from Crystal about council elections. Given that there were not more than 15 members put forward, then anyone interested in being on council will be acclaimed to council.

Executive will be voted on by new parent council. If a parent is not on the Executive they still have the option to be a Voting Member. Crystal explained the need for commitment to attendance by the council members to attend to meet quorum. Meetings will occur in person with virtual option.

Catilyn inquiring if there are standard positions to be filled – there are the standard positions of Chair/Co Chair, Treasurer, Secretary.

The following members are acclaimed to Jockvale Parent Council for 2023-2024 – Ashley Rohr, Kate Evans, Sarah Allen, Caitlyn Prevost, Krista MacIsaac, Elise Gagnon, Shannon McLaren, Crystal Logan. Shannon McLaren motioned to acclaim these members to Jockvale Parent Council for the 2023-2024 school year. Seconded by Kate Evans. No opposition.

Crystal reviewed Chair, Vice Chair, Treasurer, OCASC delegate, Secretary, Fundraising Committee Chair, Communications Chair, Volunteer Coordinator, and Members at Large positions (taken from School Council constitution).



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Nominations for Chair: some expression of concern that if the same people remain in the same positions doesn't build capacity for the Chair positions. Discussion about what other council members are interested in taking on.

Elise Currie is acclaimed to Secretary Position – none opposed.

Kate Evans is acclaimed to Treasurer position – none opposed.

Krista MacIsaac is acclaimed to Fundraising Committee Chair position – none opposed.

Ashley Rohr is acclaimed to Communications Chair position – none opposed.

Caitlyn Prevost is acclaimed to Volunteer Coordinator position – none opposed.

Sarah Allen is acclaimed to Vice Chair with the intention of moving into Chair position in the new year.

Crystal Logan is acclaimed to Chair with the intention of moving to Vice Chair in the new year.

Shannon McLaren is acclaimed to Parent At Large – none opposed.

Call to Order – 2023-2024 Council Meeting

Called to order at 7:57pm by Chair Crystal Logan.

2023/2024 Council Priorities

Food programs,
Fight Hidden Hunger,
Diversity, Equity and Inclusivity (DEI),

Kate suggesting Community Building through the lens of DEI

2023/2024 Council Meeting Schedule

3rd Wednesday of the month. Meeting dates for 2023/2024:

Oct 18, 2023
Nov 15, 2023
no Dec meeting

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Jan 24, 2024
Feb 21, 2024
Mar 20, 2024
April 17, 2024
May 15, 2024
Jun 19, 2024

Allocation of Funds

Krista requesting funds of \$1000 to cover Halloween Dance for October 27, 2023 (hiring DJ, music, photo booth, bake sale, haunted house, laser maze).

Motion to allocate \$1000 towards the expenses of a Halloween Dance on October 27, 2023 made by Krista MacIsaac, seconded by Elise Currie.

Motion to allocate \$500 as a float for the Halloween Dance on October 27, 2023 made by Krista MacIsaac, seconded by Caitlyn Prevost.

Motion to move the 1128.14\$ to the school funds to use for school snack bowls made by Elise Currie, seconded by Sarah Allen. None opposed.

Any Other Business

Hidden Hunger Task Force – to be addressed at next meeting. Consider being on the committee.

Caitlyn brought forward idea of Heritage Festival – to bring to next meeting. Maybe to plan ideas with Education Week.

Loretta confirming that Krista MacIsaac will plan the Halloween Dance – both Caitlyn and Ashley to help Krista with planning. Will trial Checklist with the planning of this event. Halloween Committee to give info to Communications Chair.

There are a lot of keen teachers and students. Loretta to offer up some volunteers for decorating.



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Adjournment

Motion to adjourn at 820 pm by Shannon McLaren, seconded by Elise Currie. All in favour – none opposed. Passed.

Next Meeting

Date: Wednesday, October 18, 2023 Time/Location – 6pm meeting, in person, Jockvale Library

Agenda: To be set by Chair



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Appendix A - Chairs Report 2022-2023

Annual Report for the 2022/2023 School Year

School Council Members:

Chair:	Crystal Logan
Vice Chair:	Shannon MacLaren
Treasurer:	Kate Evans
Secretary:	Cheryl Strautman
Fundraising Chair:	Vacant
OCASC Representative:	Caitlyn Prevost/Maria Farman
Volunteer Coordinator:	Brianne Quarrell (September → June)
Communications Officer:	Vacant
Members at Large:	Elise Currie Krista MacIsaac

Meeting Dates (all virtual):

October 5 - AGM, October 19, November 16, January 18, February 15, March 22, April 19, May 17

First meeting of 2023/24: Wednesday, September 27th. All are welcome to attend!

Dear Parents and Jockvale Community,

Welcome back! We hope that you had a wonderful summer. Last year, JESC was able to begin the “return to normal” after the pandemic with the lifting of many restrictions. It allowed us to bring back events and other fundraisers and it was a slow and steady build throughout the entire year. After a very challenging few years, the goal of the year was to prioritize building community over fundraising. It was fantastic to see everyone again in person and the turnout for the events was unprecedented. We look forward to continuing with this momentum in the coming school year.



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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 administration.

In 2022/2023, we worked closely with the school administration on variety of items and it was an amazing opportunity to collaborate and work together. With the common goal of community, we were able to achieve a lot given a variety of challenges.

Highlights:

2022-2023 was an exciting year and it was great to see everyone again in person. Here are some key highlights:

- The organization of a winter clothing drive to help support the school community.
- A holiday/winter themed craft event in December was the first family event held by JESC since early 2020. The response was overwhelming!
- 2 very successful movie nights.
- A March Madness Family Fun Night to end February Frenzy! This was a great opportunity to work directly with the school to bring the week to a close with an exciting family event.
- Spring Fling was back and bigger than ever. Although the weather didn't cooperate, the event was moved indoors and was a huge success.
- The successful closing of the JESC Charitable Status and the movement of council funds to the OCDSB accounts (the closing of our private bank account) for better accountability.
- The start of discussion on the inclusivity of council and council events. These were important discussions that will guide JESC in years to come.
- The motion to re-allocate the shade structure funds at the 2023 AGM
- The donation of a Buddy Bench by BMO Barrhaven West in memory of Principal Robyn Darragh. Bench to be installed the coming school year.

Challenges

In any year, there are challenges and it is important to note them and how they were overcome.

- The rapidly growing school population means that events may need to be reconsidered as capacity may become an issue. This made planning for events challenging and this will continue into the foreseeable future.



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- Relearning how to do things was a big part of the year. After 2.5 years of being out of the school, it was important to use the knowledge of long-time council members while also building new procedures to run events. The sharing of information was a key component of the year.
- An error made by a previous JESC Treasurer meant that our Charitable Status had been revoked. This put JESC in a challenging position to start the year and delayed any financial transactions for a couple of months as we worked with the school, board, and CRA to get it resolved. The plan had always been to close the charitable status but this made the situation precarious. All required documents were filed with CRA and this matter was closed.

Fundraising:

In 2022-2023, we started to return to a more robust fundraising plan and plans are already well underway to continue building for the coming school year:

- Flipgive
- Equator Coffee/Sipology Holiday Fundraiser
- True Earth Fundraiser
- Craft Night Event (December)
- Movie Night (January)
- March Madness Family Fun Night (March)
- Movie Night (May)
- Purdy's Chocolate
- Spring Fling Concession Sales

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

These and other fundraisers allowed us to fund:

- A Canopy for Outdoor Events
- Gardening tools and accessories for primary classrooms
- Spring Fling Event
- iPad chargers
- Volleyball nets
- Low admission costs or free events for families



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Financial Information:

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

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

We would like to take the time to thank the entire school community for supporting our council initiatives and events in 2022/2023. 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 2023/2024 JESC elections at our AGM. Issues that we anticipate to be relevant for the incoming council include:

- Building community through events while also planning for larger crowds. With the growing school population some of our standard practices will need to be reconsidered.
- The return to offering food programs, and where and when they would restart, given the rising cost of supplies
- Ensuring inclusivity is considered for all council activities

Sincerely,
Crystal Logan
Chair
September 27, 2023



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Appendix B - Principal Report

PRINCIPAL REPORT TO SCHOOL COUNCIL - September 27th, 2023

LUV2GROOVE - Luv2Groove returns to Jockvale for 4 days the week of October 2nd.

PHOTOS - Green Apple will be at Jockvale on October 12th. Retake day is TBA.

REORGANIZATION - The board is undergoing a reorganization (mainly a reduction). Whereas Jockvale's numbers have stabilized, we expect to lose one of our LTO teachers. Surplused contract teachers are being offered full-time LTOs across the board.

SAIDAT - Saidat will be visiting Jockvale for two in-person assemblies on October 26th, 2023. Ten of our grade 6 students will act as "energizing" volunteers.

STUDENT SAFETY- As student safety is our top priority, last week we took advantage of the nice weather to complete our first two whole-school mandatory fire drill practices. The staff and students did an excellent job practicing for the drill and exiting the building safely. We will conduct one more fire drill before November. Teachers have been asked to review lockdown procedures with their students as we will have at least one lockdown drill this term.

SUPERINTENDENT LEHMAN VISIT- Superintendent Lehman visited Jockvale today, September 27th. He toured kindergarten and primary classes and Team 18 (our BIP).

TERRY FOX - Jockvale collected \$1908 from students in support of the Terry Fox Foundation! Way to go! What a success!

TRIPS & VOLUNTEERS - The Cross country for grades 4 to 6 will take place on October 3rd and the bus was ordered. The school will pay for the bus. We are excited to support our junior athletes.

We will need parent volunteers to drive our grade 6 students. We have more than a bus load of students, and our grade 6 runners have a race scheduled after the bus leaves. This is part of the ongoing transportation constraints.

- Barrhaven Food Cupboard – Brenda



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Appendix C – Treasurers Report

JESC 2022/23 Financial Report

September 1, 2022 to August 31, 2023

Summary of Financial Activity

Date	Description	Withdrawals	Deposits	Balance
2022-09-01	Opening Balance			\$ 13,889.52
	Expenses for Events	\$ 4,610.76		
	Expenses for Jockvale Supplies	\$ 1,445.91		
	Total Expenditure	\$ 6,056.67		
	Fundraisers		\$ 7,842.06	
	Miscellaneous		\$ 500.00	
	Total Revenue		\$ 8,342.06	
2023-08-31	Closing Balance			\$ 16,174.91

Jockvale Elementary School
Bank of Nova Scotia
School Funds

Detailed Category Summary - All Transactions To Date

Report #2
09/01/2022 08/31/2023
Date ... Range
2022-2023

Opening Balance: \$16,174.90	0.00	0.00	0.00	\$16,174.90
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Balance Shown on bank statement	\$16,174.90
Add:	
Deduct cheques not yet cashed:	
Adjusted Bank Statement Balance	\$16,174.90
Balance shown in school council records	\$16,174.91



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Profit Report - September 1, 2022 - August 31, 2023				
		Expense	Revenue	Profit
Events / Fundraisers				
Equator Coffee	\$	360.35	\$ 538.20	\$ 177.85
Craft Night	\$	23.73	\$ 190.61	\$ 166.88
Tru Earth	\$	-	\$ 162.29	\$ 162.29
Sipology	\$	-	\$ 78.00	\$ 78.00
Movie Night 1	\$	870.72	\$ 1,415.00	\$ 544.28
March Madness	\$	319.02	\$ 939.50	\$ 620.48
Movie Night 2	\$	955.37	\$ 1,976.55	\$ 1,021.18
Purdy's Chocolates	\$	-	\$ 564.30	\$ 564.30
Lunch Lady	\$	-	\$ 118.50	\$ 118.50
Spring Fling	\$	1,716.77	\$ 1,237.95	-\$ 478.82
Sub-Total	\$	360.35	\$ 5,982.95	\$ 3,453.76
Miscellaneous				
PINV Annual Grant	\$	-	\$ 500.00	\$ 500.00
Sub-Total	\$	-	\$ 500.00	\$ 500.00
Total	\$	2,303.16	\$ 7,101.93	\$ 4,798.77



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Expense Report - September 1, 2022 to August 31, 2023					
* 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 2022/23	Expense	Remainder
Gym Equipment(Floor Curl	\$	665.57	0	\$ 665.57	\$ -
Outdoor Features	\$	1,293.84		\$ 729.63	\$ 564.21
Shade Structure	\$	4,741.83			\$ 4,741.83
Food Program Slush Fund	\$	1,642.70			\$ 1,642.70
Food Task Force	\$	1,128.14			\$ 1,128.14
Chromebooks	\$	1,556.83			\$ 1,556.83
Volley Ball Nets			\$ 500.00		\$ 500.00
iPad Chargers			\$ 150.00		\$ 150.00
OCASC Membership fee			\$ 35.00		\$ 35.00
Total	\$	11,028.91	\$ 500.00	\$ 1,395.20	



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Cash Available - September 26, 2023				
School council bank balance				\$16,174.90
Allocated Cash				
	Outdoor Features	\$	564.21	
	Shade Structure	\$	4,741.83	
	Food Program Slush Fund	\$	1,642.70	
	Food Task Force	\$	1,128.14	
	Chromebooks	\$	1,556.83	
	Spring Fling	\$	283.23	
	Volley Ball Nets	\$	500.00	
	iPad Chargers	\$	150.00	
	OCASC Membership fee	\$	35.00	
	Movie Night	\$	114.63	
	Total allocated Funds			\$10,716.57
Cash Available				\$ 5,458.33
*Notable income incoming for 2023/2024				
	\$ 364.80	Ry-Js Inflatables - Refund		
	\$ 536.00	City of Ottawa Grant		
	\$ 104.50	Lunch Lady		