



JESC Meeting Minutes

Meeting Location: Jockvale Library
School District: OCDSB

**Jockvale Elementary School
Council Meeting Minutes**
Wednesday, November 15, 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> Shannon McLaren <u>School Administration</u> Loretta Dupuis – Principal Karl Herbert – Vice Principal Sara Baines – Teacher Rep <u>Non-Council Attendees</u> Asman - Parent	<u>Executive Members</u> <u>Parent Members</u> <u>School Administration</u> Brenda Feldbruegge – Office Administrator

- Meeting called to order at 6:01pm

Approval of Agenda

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



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Approval of Previous Minutes

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

Chair's Report

Plan for Amendments to the Constitution

- Haven't updated this in several years. Crystal is working through the current board, and government documents to make sure all required updates are included.
- Some wording will need to be changed to match the Ontario regulations.
- Our current executive is too big, we should reduce this and switch some of the roles to Members at Large, we should also look at adding a co-chair position.
- We need to review all of the position descriptions, these are out of date. Crystal will reach out to everyone to get feedback on their current position.
- Need to add a caveat about virtual meetings.
- The ministry has required that we must have a community representative on council.
- Add a social media policy – a copy of the OCDSB's policy, and a general code of conduct
- Crystal will send out drafts over the next month or so for everyone to review. If anyone has thoughts, please let her know. The goal is to present it at the January meeting so that it can be voted on in February.

Event/Committee Checklist

- A positive work in progress. Good way to track how things are running at events.

PPM 150 – Nutrition Standards for Schools

[Policy/Program Memorandum 150 | Education in Ontario: policy and program direction | ontario.ca](#)

- Ensures that food offered at school is healthy.
- It was brought up last month that popcorn may not fall into this category (popcorn is on the sell less category).
- Food programs all fall into the compliant category.

Principal's Report

Budget

- Is delayed this year, but a small amount of the budget has been released, with the remainder to be released in January 2024.
- Food bowls are a priority in terms of school expenses. The other large upcoming expense is February Frenzy (gym equipment). Freezie Fridays fund the end of year activities.

Staffing updates – see Appendix A.

Visit: [Jockvale Elementary School Council](#)

Final - approved January 24th, 2024.



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Swim to survive – no new news

Buses

- have new seating charts (except bus 4), this should be completed within the next week.
- Bus #3 is still on long-term cancellation.

Winter wonderland concert will take place on December 19th.

Forest of Reading

- Was really great last year and very beneficial to the school. The kids love taking part, however, it's expensive and the school would need help from council in order to participate.

See full report in Appendix A.

Teachers' Report

Read Canadian Week

- The kids had a lot of fun with flashlight reading, bookmark exchange, school wide bingo, and a scavenger hunt.

Hydro One presentation on electrical safety was enjoyed.

Remembrance Day Assembly

- The kids were very respectful and quiet. Some classes had veterans come as well and the students were very engaged in this.

Tutu Tuesdays

- some staff wear these on Tuesdays, fosters a great community spirit.

Treasurer's Report

- The Halloween Dance funds were deposited.
- Cheque was deposited for the refund for the inflatables from last year's Spring Fling.
- Flipgive funds were deposited.
- Reimbursements to council members for Halloween Dance purchases are not reflected in the current statement.
- Cash available is just over \$7,000.

See full report in Appendix B.

Visit: [Jockvale Elementary School Council](https://www.jockvale.ca/jesc)

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Communications Report

Winter clothing drive info has been submitted to be posted online and put in the Friday message.

If anyone wants to have something posted, a clear and concise format is appreciated.

Newsletter

- Getting this together to be sent out at the beginning of December with the upcoming events for the next 2-3 months, including PA days, fundraisers, food programs, etc.
- May need funds allocated for printing.

Ashley is working on updating the school council section of the Jockvale website to bring it up to date.

Fundraising Report

Halloween Dance Recap

- Really great turnout. Stayed under the original budget, total revenue \$1891.75, profit \$962.91!

Movie Night Plans

- Friday the 8th of December planned for a movie night.
- Potential of using school cash online to prepay for movie tickets, pizza, snacks, etc. School cash online isn't the most flexible in terms of listing options so it's unknown how well it would work for concessions, but at least it could be used for admissions and pizza.
- Would be good to have the kids vote on what movie they'd like to watch.
- Krista asked for another council member to join to help, Sarah volunteered.
- Request to allocate about \$1000 to cover up front expenses.

Holiday Coffee/Tea Fundraiser

- Equator coffee fundraiser would run very similarly to last year. We would need to start now as the deadline to submit the orders is December 1st. Delivery on December 8th and could be distributed in the last two weeks before the holidays.
- Tea can be added through Equator.
- Most of the work would be communications.
- Kate will coordinate this fundraiser.

Plan for Feb 2nd – our next gym booking

- Could possibly be a movie night, decided to go with this as it's easy.

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PIC funding and Pro Grant funds will need to go toward an event – this could be a multicultural event in the spring.

Calendar for 2023/2024

Feb 29th – February Frenzy/March madness family fun night.

April 26th

- Is open for an event. Running a heritage fair would rely on volunteers to host each station. This would be a lot of work and would require large amounts of volunteers and a lot of planning. Could be planned for next fall instead.
- Decided that this will be another movie night.

Spring Fling June 12th

Purdy's chocolate for spring/Easter

We've done seed fundraisers in the past, but some have had issues. Let it Sow was successful. Shannon signed up to run Let it Sow in the spring.

Food Programs

Deferred.

Fight Hidden Hunger Committee

We need to raise \$5500 to cover the remainder of the year.

Hidden Hunger Committee will be taking over the purchasing and pick-up/delivery of food bowl items from Brenda. Ashley offered for her husband to inform the committee of deals at Costco.

Plan is to bring back Subway for food programs with the funds earned going to fill the food bowls. Sarah spoke with Subway at 900 Greenbank. Our cost for the subs would be \$4.49. We could potentially charge \$6 for each sub. A volunteer will be needed to distribute the subs at second lunch each week.

School cash online will be set up to accept donations. It was brought up that it would be good to allow people who donate to receive a tax receipt.



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Coffee by donation at movie night. Elise has secured the donation from Bridgehead. After discussion it was decided that this would be better for the holiday concert. A second donation will need to be secured in the event there are two holiday concerts.

Winter Clothing Drive

Caitlyn has collected 7 bags of donations currently. The drive will take place on November 23rd /24th in the library.

Caitlyn is looking for a volunteer to help out with this on the day of the drive as she may be unavailable.

Allocation of Funds

Motion to allocate up to \$1000 to purchase supplies for the December 8th movie night made by Krista, seconded by Shannon. All in favour – none opposed. Passed.

Motion to allocate \$400 for a float for the December 8th movie night made by Krista, seconded by Kate. All in favour – none opposed. Passed.

Motion to allocate up to \$650 to support the Forest of Reading made by Krista, seconded by Sarah. All in favour – none opposed. Passed.

Motion to allocate \$250 for coffee and supplies for the holiday concert made by Shannon, seconded by Krista. All in favour – none opposed. Passed.

Any Other Business

None.

Adjournment

Motion to adjourn made by Shannon at 8:01pm, seconded by Caitlyn. All in favour – none opposed. Passed.

Next Meeting

Date: Wednesday, January 24th, 2024 Time/Location – 6pm meeting, in person, Jockvale Library

Agenda: To be set by Chair.

Visit: [Jockvale Elementary School Council](https://www.jockvale.ca/jockvale-elementary-school-council)

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Appendix A

PRINCIPAL'S REPORT TO SCHOOL COUNCIL - November 15th, 2023

BUDGET -

The district is still formulating school budgets at this time. The board approved a clawback of \$1 million from school budgets. We have been provided with a portion of the basic school budget with the remainder to be provided by the end of January 2024.

STAFFING -

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, however, that contract teacher has extended their leave. Therefore, Ms. Maginaarachchi will remain at Jockvale until at least mid-January 2024.

Sara Holmes is the new EMTFI LTO behind Kathryn Ross. Ms. Holmes teaches EF45A and EF56A English and Math.

Sara Mulherin, the KJSD teacher, is on medical leave until December 1st, 2023.

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 - Buses have new seating charts, except #4, with the students' names taped to the inside of the buses and lists provided to the drivers.

Bus #3 remains on long-term cancellation.

WINTER WONDERLAND CONCERT - Jockvale will be hosting a Winter Wonderland concert on Tuesday, December 19th, 2023. Stay tuned!



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Appendix B – Treasurer’s Report

JESC Treasurer Report - November 15, 2023					
October 12 - November 08, 2023					
General Ledger of Account Activity					
Date	Description Category	Withdrawals	Deposits	Balance	
2022-09-27	Opening Balance		\$ 16,174.90	\$ 16,174.90	
2023-10-06	Volley Ball Nets	\$ 255.31		\$ 15,919.59	
2023-10-06	Ipad Chargers	\$ 153.60		\$ 15,765.99	
2023-09-26	Lunch Lady		\$ 104.50	\$ 15,870.49	
2023-10-19	Ryan Pierce DJ	\$ 400.00		\$ 15,470.49	
2023-10-19	Halloween Dance Float	\$ 500.00		\$ 14,970.49	
2023-11-06	Ry-J's refund		\$ 364.80	\$ 15,335.29	
2023-11-06	Halloween Dance		\$ 1,891.75	\$ 17,227.04	
2023-11-06	Flip Give Rebate		\$ 125.74	\$ 17,352.78	
2023-11-06	Halloween Dance Float		\$ 500.00	\$ 17,852.78	
	Krista MacIsaac	\$ 505.17		\$ 17,347.61	
	Caitlin Prevost	\$ 23.67		\$ 17,323.94	

Bank Reconciliation

Jockvale Elementary School
Bank of Nova Scotia
School Funds

Detailed Category Summary - All Transactions To Date

Report #2

09/01/2023 11/08/2023
Date ... Range
2023-2024

Opening Balance: \$16,199.75

1,333.76 2,986.79 2.86 \$2.38 \$17,852.78



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	Balance Shown on bank statement		\$ 17,852.78
	Add:		
	Deduct:		\$ 505.17
			\$ 23.67
	Adjusted Bank Statement Balance		\$ 17,323.94
	Balance shown in school council records		\$ 17,323.94
	Add:		\$ -
	Deduct:		
	Adjusted school council Balance		\$ 17,323.94
Cash Available - October 11, 2023			
	School council bank balance		\$ 17,323.94
	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	
	Volley Ball Nets	\$ 244.69	
	OCASC Membership fee	\$ 35.00	
	Halloween Dance	\$ 321.16	
	Total allocated Funds		\$ 10,234.56
	Cash Available		\$ 7,089.38