



JESC Meeting Minutes

Meeting Location: Virtual - Google Meet
School District: OCDSB

**Jockvale Elementary School
Council Meeting Minutes**
Wednesday, January 24, 2024

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>Executive Members</u>
<u>Parent Members</u> Shannon McLaren	<u>Parent Members</u>
<u>School Administration</u> Loretta Dupuis – Principal Karl Herbert – Vice Principal Brenda Feldbruegge – Office Administrator Sara Baines – Teacher Rep	<u>School Administration</u>

- Meeting called to order at 6:05 pm.

Approval of Agenda

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

Approval of Previous Minutes

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

Visit: [Jockvale Elementary School Council](#)
Final - Approved February 21, 2024.



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Chair's Report

Thanks to everyone for switching to virtual tonight due to weather. A focus of this meeting is how to move forward with fundraising for the remainder of the year given the budget information from the school.

Principal's Report

Board will be scaling back the budget from about \$36K to \$28K for 2023/2024 which is new information that was shared in January.

School generated funds can't be used for "operating budget" items, they can only be used for things that directly benefit the students.

Some staffing changes – see appendix A for full report.

Ski trip – 68 students heading out tomorrow. Registration has been cutoff at this point. A lot of buzz about the ski trip amongst the students.

Swim to Survive – no spots available right now at all due to staffing shortages. Hopeful that something might open up in the spring.

Reminder to parents and caregivers to sign up for OSTA notifications in case of bus issues.

Preparations for the musical have begun! Jockvale received a generous donation of new production lighting from Woodvale Church.

Forest of Reading is back and the Scholastic Book Fair is planned from Feb 12th-15th.

February Frenzy – Junglesport has been booked for the week and other in school activities are also planned.

Teachers' Report

Bordenball is still in progress and the grade 6 students go to a tournament next week at Farley Mowat.

Basketball tryouts have been happening, kids are very keen about this.



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Musical preparations were started this week and auditions are on-going. Giants in the Sky is the musical this year. The performance will be in May.

Treasurer's Report

We have earned about \$3100 since November through the movie night, Winter Wonderland fundraiser, Equator Coffee fundraiser and the Subway food program.

Subway transactions aren't reflected on the statement yet, it is an estimate of what will be coming in/going out over the next few months.

On the February report the funds raised from Subway and Winter Wonderland will be moved into the food bowl sub-account.

Suggestion from Krista about how to allocate funds raised from food programs week by week. This came in handy during covid when we had to reimburse the cancelled food program days.

PIC money was confirmed to be coming this afternoon.

See full report in Appendix B.

Fundraising Report

1. December Movie Night Recap
 - a. \$819.38 in profit.
 - b. Gym was very noisy.
 - c. Pre-order through school cash online worked really well and pizza orders were almost exactly spot on.
 - d. New (larger) popcorn bags would be a good idea.
2. Holiday Coffee/Tea Fundraiser Recap
 - a. Raised just under \$200. A good fundraiser as it's easy to do. Next year it would be great to do again with more lead time.
3. January Movie Night
 - a. Suggestion for allocation for purchase of supplies would be about \$815.
 - b. Movie selected for this night by the students is Spider-Man: Across the Spiderverse. Shannon brought up that this movie might be for older kids and would need to be aimed toward juniors. Discussion about whether or not we should switch to another movie. Quick vote was taken and decision is to switch to Trolls instead.
 - c. Caitlyn raised that we don't currently have any adult volunteers for this event.



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4. February Frenzy Event
 - a. Looking at things to have around the school like Luv2Gruv, crafts, scavenger hunt, etc.
 - b. Junglesport will be main event.
 - c. Potentially a bake sale and drinks in terms of concessions.
 - d. Cost at most will be \$600.
 - e. Admission will be charged (\$3 per person and \$10 per family), may be an additional cost for Junglesport and families will need to sign up for this.
5. Other Upcoming Fundraisers
 - a. Popcorn Fridays – Crystal would like to get this started on February 16th and continue for 6 weeks. Could raise \$300-\$500 per Friday. We will need at least one other volunteer to help Crystal each Friday. Ashley has volunteered to help.
 - b. Purdy's is planned for around Easter. Krista will sign us up soon as Easter is earlier this year (in March).
 - c. Make it Sow – Might have missed the deadline for signing up. Shannon will look into it, but needs the password for the email account.
 - d. Potentially look at doing Equator coffee fundraiser a second time.
 - e. Little Caesars – Cedarview is doing this. Would be good to look into as well.
6. Parental Supervision at Events
 - a. After the last movie night, we received some messages regarding the volume level (kids running and screaming). It's becoming more of a problem that parents aren't supervising their children at these events. What happens with regards to liability if parents aren't directly supervising their children? We need to start brainstorming about how to handle this. We will put out communication in advance of the next movie night stating our expectations (behaviour should be similar to going to an actual movie theatre, kids sitting with parents, etc).

Communications Report

First newsletter went out before the winter holidays. Feedback was positive from parents. Ashley is planning to send out one more for the remainder of the school year and is looking for event dates to add.

Ashley will be emailing her cell phone number to council members so that we can reach out to her directly for last-minute posts.

Request for more volunteers will also be sent out.

Extra info on the events/fundraisers is appreciated so that she can relay that info to parents who reach out to her by email with questions.



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Fight Hidden Hunger Committee

1. Updates on Subway Food Program
 - a. Already covered earlier in the meeting. First two weeks have gone well.
2. Food Bowls
 - a. Taking into account the amount that is left over on the PC gift card as well as the money that has been raised through Subway, Winter Wonderland fundraiser, etc. we have enough funds to fill the food bowls for the remainder of the year.
 - b. Brenda will be re-applying for the PC grant in the spring.

Winter Clothing Drive Recap

Caitlyn still has some clothing donations. The mitts and hats will go to the school and Kate will take the boots to store.

Constitutional Amendments

Community member role (if possible) has been added.

Four positions have been changed to “required”, the remainder of the positions are now optional and could be shared by members.

Some lines removed as they are repetitive and already stated above.

Responsibilities of the treasurer have been changed in order to align with new processes of banking with the board.

Responsibilities of communication chair have been changed (we no longer have our own website and don't send out a monthly newsletter). Added managing social media pages.

We are short on time so this item was wrapped up before finishing the read through of the changes to the constitution. Crystal is asking everyone to read on their own and be prepared to discuss at the next meeting. Caitlyn brought up that it might be beneficial to add a diversity and inclusivity rep as one of the positions. Crystal will look into adding a statement that diversity is a focus for council.

Executive Position Changes

Crystal and Sarah will be swapping roles at this point and Sarah will take over as Chair.



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Motion for Sarah Allen to take over as Chair and for Crystal Logan to move to the Vice-Chair position made by Shannon, seconded by Caitlyn. All in favour – none opposed. Passed

Allocation of Funds

Motion to allocate \$815 to cover the cost of supplies for the next movie night made by Krista, seconded by Shannon. All in favour – none opposed. Passed.

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

Motion to allocate up to \$500 to pay for February Frenzy made by Ashley, seconded by Sarah. All in favour – none opposed. Passed.

Motion to allocate up to \$200 for popcorn Fridays made by Shannon, seconded by Ashley. All in favour – none opposed. Passed.

Any Other Business

Next week is the kindergarten information night and Brenda is asking if there will be a council member in attendance? No one needed for this meeting but for the May meeting it would be good to have a council member there.

Adjournment

Motion to adjourn at 8:10pm by Shannon, seconded by Caitlyn. All in favour – none opposed. Passed.

Next Meeting

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

Agenda: To be set by Chair



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Appendix A

PRINCIPAL'S REPORT TO SCHOOL COUNCIL - January 24th, 2024

BUDGET -

Jockvale's Operating Budget 2022-23 - \$36,000 (+ \$8500 carry forward for school furniture)

Jockvale's Operating Budget 2023-24 - \$28,000

The operating budget covers categories such as:

- furniture
- supplies (office and school)
- print and copy costs
- professional and learning resources
- field trip costs (staffing, transportation)
- additional staffing (i.e., Emergency EAs)
- grants are deposited in this account (i.e., outdoor ed, arts)

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. The contract teacher will join Jockvale on a part-time basis beginning on February 5th, 2024.

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

The KJSD teacher Sara Mulherin returned from medical leave on January 9th, 2024.

EA Stephanie Milette has extended her medical leave until March. Rasha Al-Mezal is filling in behind her until then.

ECE Julieanne continues her leave and Manazza Khan has been consistently filling in.

JUNIOR SKI TRIP TO PAKENHAM - Last week saw a very successful junior ski trip to Mount Pakenham. About 65 students, along with organizer Mme Schijns, Monsieur



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Meilleur, Madame Heather, and numerous parent volunteers had a great day on the slopes. This week, 78 students will head out for the day. The ski trip will continue on January 25, February 1 and February 8th.

SWIM TO SURVIVE - We received an update from the coordinator - there continues to be staffing shortages across the district and there are currently no spots. We are hopeful that something may come up in the Spring.

TRANSPORTATION - All of our routes are staffed. Families are asked to subscribe to OSTA emails for timely updates.

SHOW TIME - Jockvale hosted two concerts on December 19th. They were both well-attended.

MUSICAL - Preparations for the school musical in May began this week with a student meeting.

WOODVALE CHURCH - Pastor Jessica at Woodvale Church donated \$2000 worth of theatre lighting to Jockvale. This consists of one standing light. The school purchased the other standing light and the control panel. Lighting will enhance our future productions. We borrowed lights from Goulbourn MS last year.

LIBRARY NEWS

FOREST OF READING - The Forest of Reading program is Back at Jockvale. Sue Matthews, our library tech, is looking for support in this year's program. At Jockvale we like to participate in levels featuring picture books and early chapter books in English and French.

SCHOLASTIC BOOK FAIR - Jockvale will host a Scholastic Book Fair in the school library from February 12th to 15th, 2024.

FEBRUARY FRENZY -

We have reserved [Junglesport](#) for the week of February 27th at Jockvale. The program cost for a full school week and Thursday evening is \$4900. Jockvale made a \$1000 deposit in July 2023.



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The other in-school activities are being planned and will be shared in February.



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Appendix B - Treasurer's Report

JESC Treasurer Report - January 24, 2023					
November 09, 2023 - January 18, 2024					
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 fundraiser		\$ 104.50	\$ 15,870.49	
2023-10-06	6032 cheque reprint			\$ 15,870.49	
2023-10-19	Ryan Pierce fundraiser	\$ 400.00		\$ 15,470.49	
2023-10-23	Ry-Js climbing refund		\$ 364.80	\$ 15,835.29	
2023-11-06	Halloween Dance		\$ 1,891.75	\$ 17,727.04	
2023-11-06	Halloween Dance Float		\$ 500.00	\$ 18,227.04	
2023-11-06	Flip Give		\$ 125.74	\$ 18,352.78	
2023-10-19	Krista MacIsaac	\$ 500.00		\$ 17,852.78	
2023-11-17	Krista MacIsaac	\$ 505.17		\$ 17,347.61	
2023-11-20	Caitlin Prevost	\$ 23.67		\$ 17,323.94	
2023-12-22	Winter Wonderland fundraiser		\$ 454.80	\$ 17,778.74	
2023-12-20	Movie Night Concession -	\$ 489.10		\$ 17,289.64	
2023-12-20	Movie Night Concession	\$ 280.00		\$ 17,009.64	
2023-12-13	Movie Night Concession - SchoolCash Online		\$ 67.00	\$ 17,076.64	
2023-12-13	Movie Night Tickets - SchoolCash Online		\$ 47.40	\$ 17,124.04	
2023-12-13	Movie Night Sales Deposit		\$ 1,457.10	\$ 18,581.14	
2023-12-12	Movie Night Concession - SchoolCash Online		\$ 132.40	\$ 18,713.54	
2023-12-12	Movie Night Tickets - SchoolCash Online		\$ 24.20	\$ 18,737.74	
2023-12-12	Movie Night Tickets - SchoolCash Online		\$ 62.00	\$ 18,799.74	
2023-12-11	Movie Night Concession - SchoolCash Online		\$ 45.25	\$ 18,844.99	
2023-12-11	Movie Night Tickets - SchoolCash Online		\$ 8.70	\$ 18,853.69	
2023-12-08	Movie Night Concession - SchoolCash Online		\$ 84.90	\$ 18,938.59	
2023-12-08	Movie Night Tickets - SchoolCash Online		\$ 53.30	\$ 18,991.89	
12-07-2023	Movie Night Concession - SchoolCash Online		\$ 8.65	\$ 19,000.54	
12-04-2023	Movie Night Float	\$ 400.00		\$ 18,600.54	
2023-11-17	Forest of Reading	\$ 650.00		\$ 17,950.54	
2023-12-20	Equator coffee fundraiser	\$ 430.35		\$ 17,520.19	
2023-11-20	Equator cofee Order		\$ 24.93	\$ 17,545.12	
2023-12-01	Equator cofee Order		\$ 80.84	\$ 17,625.96	
2023-12-02	Equator cofee Order		\$ 95.75	\$ 17,721.71	
2023-12-03	Equator cofee Order		\$ 66.39	\$ 17,788.10	
2023-12-04	Equator cofee Order		\$ 34.94	\$ 17,823.04	
2023-12-05	Equator cofee Order		\$ 315.21	\$ 18,138.25	
2023-12-06	Equator cofee Order		\$ 6.99	\$ 18,145.24	
	Subway fundraiser		\$ 10,307.22	\$ 28,452.46	
	Subway fundraiser cost	\$ 7,951.79		\$ 20,500.67	



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Jockvale Elementary School
 Bank of Nova Scotia
 School Funds

Detailed Category Summary - All Transactions To Date

Report #2

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

Opening Balance: \$16,199.75

4,112.06 6,057.54 125.08 \$109.44 \$18,145.23

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1/9/2024 11:35:38AM

	Balance Shown on bank statement		\$ 18,145.23	
	Add:		\$ 10,307.22	
	Deduct:		\$ 7,951.79	
	Adjusted Bank Statement Balance		\$ 20,500.66	
	Balance shown in school council records		\$ 20,500.67	
	Add:		\$ -	
	Deduct:			
	Adjusted school council Balance		\$ 20,500.67	



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Cash Available - Janaury , 2023				
	School council bank balance			\$ 20,500.67
	Allocated Cash			
	Outdoor Features	\$	564.21	
	Capital Project	\$	4,741.83	
	Food Program Slush Fund	\$	1,642.70	
	Snack Bowls	\$	1,128.14	
	Chromebooks	\$	1,556.83	
	Volley Ball Nets	\$	244.69	
	OCASC Membership fee	\$	35.00	
	Forest of Reading	\$	-	
	Food Task Force Fundraiser Supplies	\$	250.00	
	Dec Movie Night Float	\$	-	
	Dec Movie Night Supplies	\$	230.90	
	Total allocated Funds			\$ 10,394.30
	Cash Available			\$ 10,106.37