



Meeting Location: JES Library

School District: OCDSB

# JESC Meeting Minutes

## Jockvale Elementary School

### Council Meeting Minutes

September 13, 2017 6:00 pm

#### In the Chair

Rotem Brajtman – Chair

#### Meeting Participants

Attendees	Unable to Attend
<u>Executive Members</u> Rotem Brajtman Melissa Keown Krista MacIsaac Azra Temple Denise Vranas Crystal Logan Joe Allan Denise Vranas Azra Temple  <u>Parent Members</u> Jane de Laat Debbie Hameluck Kelly & Andrew Stenzel  <u>School Administration</u> Beatrice Ocquaye – Vice Principal Robyn Darragh – Principal Lisa Levitan – Staff representative, teacher Brenda Feldbruegge – Office Administrator Donna Blackburn – Zone 3, Trustee  <u>Other Parents</u> Shane Richer Crystal Londry Shawna McLaren Jennifer Demone Pascal Edwards Cheryl McDowall Cindy Frazer	<u>Executive Members</u>  <u>Parent Members</u> Peter de Laat Irene Agouzal  <u>School Administration</u> Diana Taylor – (Sharing role with Lisa Levitan)

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Sarah Galbraith	
<u>Community Members</u> none	

### Approval of Agenda

**MOTION:** To accept the agenda. Melissa Keown 1<sup>st</sup>, Joe Allan 2<sup>nd</sup>, all in agreement.

### Approval of Previous Minutes

**MOTION:** To accept minutes with amendments from June 14<sup>th</sup> meeting. Krista MacIsaac 1<sup>st</sup>, Jane de Laat 2<sup>nd</sup>, all in agreement. Connie and Brenda should be moved to absent attendee list.

### New and Continuing Business

Comments from Donna Blackburn

Lives in our neighbourhood. 2 reasons for being here, 1) to welcome new principal, 2) challenges are normal to school councils. In children's best interest to move forward past the challenges of the past. Follow Donna on Facebook if you to stay informed.

Board has a Parental Involvement Committee (PIC), ministry mandated committee, looking for parents to join, meets once a month at 133 Greenbank Rd. Includes speaker series. To apply visit <https://goo.g/KUBjei> by Thursday, October 12, 2017. This is not the OCASC committee.

There is a newsletter that you can sign up for that will inform you about things that are going on in the district. Includes tips, speakers and events that are happening across the board. This is where you will learn what is going on. To be added to the distribution list email: [communications@ocdsb.ca](mailto:communications@ocdsb.ca).

You can email her if you wish: [Donna.blackburn@ocdsb.ca](mailto:Donna.blackburn@ocdsb.ca).

Comments from Robyn Darragh

Comes from 7 years at Goulburn middle school, was previously vice-principal at Knoxvale school. Fluently bilingual. Avid sens fan.

### Chair's Report

JESC Annual report circulated. SEE ATTACHED, APPENDIX A.

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Lots of help from the office, Brenda F. specifically to help us get started.

## Principal's Report.

Welcome.

Fantastic start, 338 students settling in. 22.23 teachers on staff for 2017-18 school year.

1 Principal, .5 Vice Principal, #teachers?, 6 ECE, 1.5 office staff, 1 custodian, .5 librarian  
Head custodian: Brad Thivierge. New staff members, Katherine Ross, Jennifer Lauer, Sera Lolli and Ghislaine Dagenais.

3 mandatory fire drills will be completed this fall. First of 2 lock down practices will occur in September. Constable Joseph will be on hand.

New buzzer entry system will be fully operational shortly.

Meet the teacher & community BBQ will occur on Sept 27<sup>th</sup> 5 – 7pm. 5 – 6pm in classrooms and 6 – 7pm BBQ. Please come and meet the teacher.

Photo day Sept 29<sup>th</sup>, that evening family photo night will occur that evening.

Food Programs are kicking off, thanks to Rotem and Brenda for getting this setup and Cashonline.

EQAO results will be coming up in future reports. Budget, school learning plan and well-being plan will also be discussed. Our school survey 4-5-6 what's going well and what's not.

Students in 5/6 can volunteer for lunch monitoring now, not being voluntold.

Encourage our parents to look at litterless lunches, consider what you send and that your child brings home what they bring in. This helps parent to understand what children are eating or not.

School resource officer assists with our school. If you are not notified of an incident at the school it's very minor and involving only 1 student and/or family.

Open and transparent communication and look forward to working with the Parent council at JES. Looking forward to a great year.

## Teacher's Report

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Terry Fox School Run Day. All of Canada hosts this event. Thursday September 28<sup>th</sup>, Rain or Shine. Will be on the school grounds. Students will visit the 9 provinces remaining in Terry Fox Run.

Need parent volunteers, 27 people required. 11:00am – 12:30am.

Friday Sept 22, kick-off assembly, open to parents and children.

Online donation system will be used. \$20 or more will be provided by tax receipt.

Terryfox.org\school run, select Terry Fox. You can see how much the school has raised.

Thank you for having us as part of the parent council.

### Treasurer's Report

Balance of as September 13<sup>th</sup> in the bank \$14,796.76. Starting balance approximately \$4,000.

\$1000 Outdoor equipment

\$1205 Outdoor equipment

\$1500 Buddy bench

\$2000 Contingency fund

\$2000 Chrome book

\$100 Hot Dog Pot

\$700 Teach Math Talk

\$2100 Chrome book & Tub

\$400 Education Fund Donation

\$200 Books (for staff who left 2016-2017)

Total amount raised by council 2016-17, approximately \$41,727. Including food programs, fund raising, grants, etc.

JESC maintains charity status. Note to government employees that the United Way funds can be directed towards Jockvale Elementary School.

### Elections JESC 2017-2018

Note: Please send your reports to the secretary prior to the meeting to assist in improving the minutes.

#### **New Council Members 2017-2018**

Rotem Brajtman

Andrew & Kelly Stanzel (sharing one position)

Denise Vranas

Cindy Fraser

Crystal Logan

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Jane de Laat  
Shannon McLaren  
Debbie Hameluck  
Sarah Gailbrath  
Jennifer Demone  
Krista MacIsaac  
Shane Richer  
Pascal Edwards  
Cheryl McDowall

## New Executive Members

Chair – Rotem Brajtman  
Vice Chair – Sarah Gailbrath  
Secretary – Shannon McLaren  
Treasurer – Cheryl McDowall  
OCASC Rep – OPEN  
Fundraising Chair – Krista MacIsaac  
Communications Chair – Crystal Logan  
Volunteer Coordinator – Jennifer Demone  
Members at Large  
Andrew & Kelly Stanzel  
Denise Vranas  
Cindy Fraser  
Jane de Laat  
Debbie Hameluck  
Shane Richer  
Pascal Edwards

## Nominees for Vice Chair

Cindy, nominee, Long history of participating in councils, 1 child at school  
Sarah, nominee, new at school, admin assistant, council shared role at Ottawa based hospital,  
RN CHEO, 1 child at school  
Closed Vote.

## Nominees for Treasurer

Cheryl, nominee, would like to have this position as she enjoys managing finance and is very organized and holds a role at CRA.  
Denise, nominee, been on council for 8 years, last year was first year as treasurer  
Closed Vote.

Constitution updates required

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**ACTION:** update job roles for finance to add filing taxes.

### OCASC Report

None provided.

### Fundraising/Events Report

Parent reaching out grant awaiting approval of wording.

Marion Small presentation booked. Council has set 700\$ aside, for Thursday November 2<sup>nd</sup>, "Supporting your Children in Learning Math, 6:30 p.m." Will be inviting other OCDSB councils – add to weekly OCASC email to open it up. Chairs may be needed from McCrae. Posters for event to be created.

Meet the teacher – 2 food trucks are booked, donating portion back to council. Table for fundraising ideas to be open in lobby.

McDonald's Night (Strandherd) \$3 for every Happy Meal sold for educational purposes. October 17, 18.

Gym booked for October 27<sup>th</sup> for Halloween Dance.

**MOTION:** to allocate \$750 for the dance, Krista MacIsaac, 1<sup>st</sup>, Shane Richer 2<sup>nd</sup>. Motion passed.

Krista to look into Hot 89.9 as DJ vs. company used last year.

Fundraising goal idea: STEM Lab.

### Gym Bookings

Given the requirement to be booked in advance, are already set for the school year as per the dates laid out in the June minutes. Recommendation and agreement to leave dates as planned, as otherwise may not be available. Refer to June 2017 minutes for details.

### Lunch Programs

Volunteers arranged and should be good until at least November/December. Parents at large Debbie and Denise will take on coordination of the food programs. Due to technical problems with School Cash Online, orders to be tallied over the weekend, and final numbers prepared. Tammy (who previously ran the hot dogs program) will be in attendance for the first Wednesday.

**MOTION:** to pay for the food program, Krista MacIsaac, 1<sup>st</sup>, Denise Hameluck 2<sup>nd</sup>. All in favour – motion carried.

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## New Council Administrative Items

Google drive access will be granted, recommend new council members review previous year's documents.

If you are reporting at a meeting, please email your documents to the secretary.

Agenda will be set 15 days before meetings. Reports due to chair 7 days before.

Meetings will be held on the **final** Wednesday of every month. Dates expected to be:

- Wednesday, October 25th, 2017
- Wednesday, November 29th, 2017
- Wednesday, January 31st, 2018
- December?
- Wednesday, February 28th, 2018
- Wednesday, March 28th, 2018
- Wednesday, April 25th, 2018
- Wednesday, May 30th, 2018
- June?

Recommendation that December & June have meetings – to be finalized at next council meeting.

## Adjournment

Motion to adjourn passed.

## Next Meeting

**Date:** October 25th, 2017 (6:00 – 8:30pm)

**Agenda:** To be set by Chair



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Attachment A – Annual Report

# Jockvale Elementary School Council Annual Report



## For the 2016-2017 School Year

Jockvale Elementary School Council, 101 Malvern Drive, Ottawa, ON, K2J 2S8

Visit: [Jockvale Elementary School Council](http://JockvaleElementarySchoolCouncil.ca)

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## A Word from the Chair:

I would like to thank our dedicated parent community of volunteers. This year brought many challenges; as a group we were able to keep the council body active and strong, to the benefit of all Jockvale students and their families. I would like to invite all parents and community members to join us in the coming year. Together we can continue to support and better the experiences of students, staff and parents at Jockvale.

## Jockvale Elementary School Council for the school year of 2016-2017:

Chair:	Lisa Kastler (September2016-November2016) Rotem Brajtman (December2016-September2017)
Treasurer:	Denise Vranas
Secretary:	Melissa Keown
Fundraising Chair:	Krista MacIsaac
OCASC Representative:	Joe Allan
Volunteer Coordinator:	Azra Temple
Communications Officer:	Crystal Logan
Members at Large:	Jane de Laat Peter de Laat Kelly/Andrew Stanzel Debbie Hameluck Irene Agouzal

## Year End Financial Review:

Jockvale Elementary School council is a registered charity, and as such is considered independent from the reporting scope of the Board and the Ministry of Education. As a result, our council has chosen not to include a financial breakdown in this report.

Detailed monthly reports and yearly reports are available to all of our parents and patrons at the school, and sponsors or interested parties are encouraged to contact school council to review them.

As a registered charity, J.E.S.C. submit a tax return to the Canada Revenue Agency annually, and it is available for public viewing on their website. Our charity registration is:

Jockvale Elementary School Council 868315664 RR 001

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## **Events and Fundraisers Organized/Sponsored by the Jockvale Elementary School Council:**

- Halloween Dance
- McDonald's Night
- Indigo Fundraiser
- Lunch Programs: Hot Dogs, Pita Pit, Subway, Lunch Lady
- 5 Movie Nights
- Vendor Fair
- Boston Pizza Nigh
- Jump-2-Math Night
- Jingle Jangle Bazaar
- Silent Auction
- Valentine's Dance
- Read-a-Thon
- Staff Appreciation Lunch
- Spring Fling and BBQ
- Spring Bulb Sale

## **Programs and Equipment Provided by Jockvale Elementary School Council:**

- \$8000 for 20 Chrome Books and 4 Tech Tubs
- Free T-shirt for every Jockvale Student (Funds for the t-shirts were raised and allocated by the 2015/16 school council)
- \$1465 towards new outdoor gym equipment
- \$681 of books for the school library
- Reimbursement of \$100 per teacher for classroom supplies
- \$400 donation to the Education Fund in honor of retiring principal Connie Daymond

**Mark Your Calendar:**

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## **JESC Meeting Minutes**

School Council Elections for the 2017/ 18 school year will be held

**September 13 2017 at 6:00 pm**

**Stay Connected:**

**On Facebook:** <https://www.facebook.com/jockvalesc/>

**Our Website:** <https://jockvalesc.wordpress.com/>

**By Email:** [jockvailcouncil@gmail.com](mailto:jockvailcouncil@gmail.com)

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# JESC Meeting Minutes

## Attachment B – Financial Report