



Meeting Location: JES Library

School District: OCDSB

JESC Meeting Minutes

Jockvale Elementary School

Council Meeting Minutes

November 25, 2015 at 6:45pm

In the Chair

Jennifer Heale - Chair

Meeting Participants

| Attendees | Unable to Attend |
|---|---|
| <u>Executive Members</u> Jennifer Heale Sofia Atiyat Cindy Frazer Shane Richer | <u>Executive Members</u> Crystal Sarazin Jewel Bandy |
| <u>Parent Members</u> Azra Temple Rotem Brajtman Denise Vranas Joe Allan Krista MacIsaac | <u>Parent Members</u> Jackie Properzi |
| <u>School Administration</u> Lisa Leviton-Teacher Rep. (in place of Mr. Wilker as he was unable to attend) | <u>School Administration</u> Connie Daymond - Principal Beatrice Ocquaye- Vice Principal Bowman Wilker - Teacher Rep. Brenda Feldbruegge - Admin Staff Rep. |
| <u>Other Parents</u> Sadaf Ebrahim Melissa Keown Rob Teseposly Jacqueline Waitman | |

Agenda Approval

A teachers report was added to the agenda at the outset of the meeting. Motion to approve the agenda with noted amendments was put forward by Joe and seconded by Sofia. Motion was carried by Council.

Minutes Acceptance

Sofia motioned to approve the minutes from the November 25th meeting, Rotem seconded the motion. Motion was carried by Council.



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Council Business

3.1 - Presentation of the 2014/2015 Annual Report was deferred to the next meeting as Crystal was not present.

3.2 - The issue of the 2014/2015 Council taxes was deferred to the next meeting as neither Jewel nor Crystal were present.

3.3 - The three remaining vacant Council positions were filled as follows;

Volunteer Co-coordinator: Melissa Keown

Nominated by Shane

Seconded by Denise

Carried by Council

Fundraising Committee Chair: Sadaf Ebrahim

Nominated by Shane

Seconded by Joe

Carried by Council

Member at Large/Parent Representative: Jacqueline Waitman

Nominated by Denise

Seconded by Sofia

3.4 Cindy discovered through the board's December 11, 2005 "School Council Newsletter" that;

"The OCDSB has a license agreement which allows all schools and/or school councils to screen legally obtained commercially available feature length films. This means that you can host a movie night in your school outside of regular school hours, as a school related fundraiser, and for audiences including students, parents, siblings and family members. This license is with Audio Cine Films and Criterion Pictures."

So there is no longer a need for Council to purchase its own license agreement with ACF.

3.5 Cindy verified with the insurance contact at the board that we are covered for childcare during our monthly Council meetings (as long as we abide by certain stipulations out lined in the email attached **as appendix 'A'**). Connie and Mrs. Vejvoda have agreed to let us use the 'fishbowl' sensory room for childcare purposes during Council's monthly meetings. Jackie Properzi (Member at Large) has agreed to organize childcare through students from John McRae High School, Council will sign off on their volunteer hours for the time provided. So there will not be any cost to Council and the high school students will get credit towards their volunteer hours.

3.6 Cindy purchased a card for Council to sign and send to McDonald's to thank them for the generous support through fundraisers held last year and this year. That thought process developed into a proposal that Council look into having some 'thank you' cards printed up that we can send to business and organizations that support us in one way or another. **Azra and Jen agreed to look into this further.**



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Treasurer's Report

3.7 - There was no treasurer's report for this month as Council does not usually have a December meeting and Jewel was not able to be present however Cindy was able to confirm through email with Jewel that our current balance (as of December 16th) after all deposits and outstanding cheques are accounted for is \$11,194.64.

3.7(a) - It conversations with Boston Pizza Cindy discovered that we currently have a balance of \$260.60 in our account with Boston Pizza. They are preparing a cheque for us and will notify Cindy when it is ready for pick up.

Message from the Office

The following message was received by the secretary from the Principal via email on December 16, 2015.

| | |
|-----------------|---|
| Subject: | principal's report |
| From: | Connie Daymond (connie.daymond@ocdsb.ca) |
| To: | sarazind@gmail.com; shortstuff0114@yahoo.ca; kiperoo@hotmail.com; |
| Date: | Wednesday, December 16, 2015 4:04 PM |

Hi all,

Unfortunately Beatrice is still not feeling well and is heading home. Here is the P and VP report....

1. Order has been placed for the computer and technology equipment
2. We are going to track how the equipment is being used before we move to the next purchase.
3. We are doing up 8 Christmas baskets. Thank you for the donation.
4. Reports and IEPs all went home successfully.
5. Jingle Jangle was great...thank you for all your help.
6. Have a wonderful holiday.....

Thanks for all you do.....

Connie

--

Connie Daymond
Principal
Jockvale Elementary School
613-825-1224



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Fundraising Chair

5.1 - Samko and Miko

Cindy stated that she mailed the receipts for this fundraiser on December 8th and we should be receiving a cheque for \$147.47.

Azra mentioned that she would like to look into seeing if Mastermind Toys would work with us for some kind of similar fundraiser next year. Council agreed to consider it (in addition to Samko and Miko) if she was willing to research this option and come back to Council with more information.

5.2 - Indigo

Several of the books that were on the teachers wish lists (Council received 4 wish lists from teachers including the library and the fishbowl) for this fundraiser were purchased by parents and have either made their way to the school office if they were left with Council or should be making their way in through backpacks if parents took them home. Council received a gift card for \$501.68 from Indigo for this fundraiser. As one of the coordinators of this fundraiser Cindy (Secretary) and Crystal (Chair) discussed a proposal to present to Council on what to do with the gift card funds raised through this fundraiser. The proposal was that Council purchase the remaining books on the wish lists provided by teachers (we only received wish lists from 4 teachers so that would be at most 6 books if they did not come in in backpacks in the next couple of weeks) and then splitting the rest of the funds between the 'fishbowl' sensory room and the library. There was some discussion around a teacher request that had been presented to Council at the November Council meeting through the 'Teacher's Funding Priorities Sub-Committee' (which has yet to be decided on by Council) for "French leveled books for students to use for our at-home reading program" but it was pointed out that the books in that request cannot be purchased at Indigo so Council could not use this gift card to fill that request, Council would need to consider it as a separate matter with other funds (the request and quote for those books from a company called "TC Média Livres" was attached to the November minutes which were passed at the start of this meeting). Talked turned to what else the gift card could be used for and the teacher representative at the meeting pointed out that most of the books in the library are English which does not provide a lot of choice in reading material for French Immersion students. Much discussion ensued and it was clear that consensus was not going to be able to be reached.

Rotem motioned that the money (gift card) raised from the Indigo fundraiser be put towards the purchase of "French read aloud" (that specific wording was requested by the teacher representative present at the meeting) books for the library. Azra seconded the motion and it was put to a vote resulting in 6 Council members voting for the motion, 3 voting against and 1 abstaining. The gift card was given to Ms. Leviton to give to the library for the purchase of "French read aloud" books.



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5.3 December 11th Holiday Event

Discussion on this event was mostly postponed as Crystal the primary organizer was not present to give Council feedback on how it went or how much money was raised. Council did receive feedback on the voting system used to select the movie for this event and it was recommended that Council not have the children vote on what movie will be shown at future movie nights, that Council just pick the movie.

5.4 Jingle Jangle

Discussion on this event was mostly postponed as Crystal the primary organizer was not present. Council did receive some feedback but asked that the feedback be given at a later date directly to Crystal as organizer of the event and as Chair. There was some discussion around the table that in future there should be a cap on the number of items children are allowed to purchase as opposed to telling them which family members they could buy for (i.e. children would be allowed to purchase a maximum of say 4 gifts for whoever they want as opposed to saying 'you can only purchase gifts for your parents and siblings'). Council will take this under advisement for next year's Jingle Jangle.

5.5 Gift Wrapping Table

Azra has been able to get Council space at Merivale Mall on December 19th and 20th for this fundraiser. Merivale Mall has been provided proof of Council's insurance and the contract has been prepared for signature. There have been issues with Council being able to get a hold of mall management to make arrangements to sign the contract. Jen (Vice Chair) will make arrangements to get the contract signed on December 17th. Costco has provided Council with a \$50 gift card to purchase gift wrapping supplies. Cindy has already picked up the gift card and purchased the supplies and there is approximately \$3 left on the gift card which she will turn over to Shane for future movie night supply purchases. By the end of the meeting Council had secured at least two volunteers for each shift at the table (with at least one Council member on each shift).

5.6 January 15th Movie Night

Cindy and Shane suggested perhaps canceling this movie night in order for Council to focus on the dance we hope to hold in February however Council decided that they wanted to proceed with a January movie night. Discussion ensued on what movie should be shown and although the titles "Minions" and "Inside Out" were discussed no motion was made and no decision was taken. So a movie night will occur however Council will have to determine at a later date (through email) what movie will be shown.

5.7 February 5th Event

Council members who have volunteered to organize this event will schedule a subcommittee meeting early in January and attempt to come to the January Council meeting with a business plan and proposed budget for this event.



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- 5.8 Boston Pizza Technology Fundraiser
Cindy has been in contact with Boston Pizza and they are eager to help us with a fundraiser. The fundraiser would be held on a specific weekday evening where parents would be asked to make reservations and eat a Boston Pizza between the hours of 5 and 8. If less than 50 seats are reserved and utilized Council would get 10% of sales from those that indicated they were part of the fundraiser. If more than 50 seats are reserved and utilized then Council would get 10% of all dining room sales between 5 and 8 on the day of the fundraiser. Boston Pizza suggested we try to get 3 to 5 teachers to volunteer to act as servers for the evening as the kids really enjoy seeing their teachers in that environment. We don't have to have teacher participation but it makes it more fun for the children. **Council agreed that March 10th could be the best night to hold this event and Cindy will verify with Boston Pizza if that date is available.**
- 5.9 Donation Table at Walmart for Technology
In the past Council has held donation tables at Walmart when we were raising funds for the play structure. Cindy offered to contact Walmart to see if it would be possible to set up a table for a week-end in the spring to seek donations for technology at our school. Ms. Leviton informed Council that the principal has put invoked a moratorium on all technology purchases for the school for the time being until further staff technology training can be done in January and an audit of how staff is using the technology the school already has can be completed. It was agreed that further discussion on this event would be put on hold until the next Council meeting when the principal is present.
- 5.10 Spirit Wear
Discussion on spirit wear was postponed to the next meeting due to lack of time.
- 5.11 Bulb Fundraiser
Discussion on this event was put on hold until the next meeting due to lack of time.
- 5.12 Eddie May Murder Mystery
There was a very brief explanation of what this event might look like. **Jen and Azra are to put together a more detailed proposal to be presented at the January meeting.**
- 5.13 Spring Fling
Cindy gave Jennifer a flyer that arrived in the Council mailbox regarding bouncy castles for events and the possibility of winning the use of a bouncy castle for an event. **Jennifer took the flyer and will look into it.** Further discuss on this event was postponed to the next meeting due to lack of time.



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Food Program Update

- 4.1 - There were no updates on the hot dog program for this meeting.
- 4.2 - Shane will have the Subway order forms ready to go out the first week of January. He will contact and train the two new Subway volunteers.
- 4.3 Cindy has been in touch with Boston Pizza and they would like to offer us the opportunity to participate in their lunch program. They are aware of PPM150 and will ensure that all options offered meet PPM 150 requirements. Cindy wanted to know if this is something Council is interested in and should she pursue it further. **Council agreed that Cindy will get more information from Boston Pizza and report to Council at the next meeting.**

This conversation evolved into a much broader conversation about the various lunch programs offered at Jockvale and various issues with it and suggestions of how to change it etc... It was stated that lunch programs are pretty much set for this year (with the exception of Subway and a possible trial run of Boston Pizza for the last few months of the year). It was suggested if people are truly interested in revamping the lunch programs (i.e. sending all forms (i.e. pizza, hot dogs, Subway, etc.) out together in a package and running them in 6 week sessions) then they should sit down as a group in a separate meeting and devise a proposal for how things should be done for next year.

- 4.3 - Jewel was not present to let us know what she had found out from the bank about what alternate payment methods we might offer parents for the lunch programs. Joe briefly discussed an alternate payment method called Hot Lunches.net that he had heard about at OCASC. Cindy indicated that she had also heard about this option and was aware that some other schools are using it but is not aware of the details of the program. Joe briefly mentioned that there are two levels of service that can be purchased through 'Hot Lunches.net' one for \$300 annually and one for \$400 annually. The \$400 option included a way of being able to broadcast information to parents somehow through the Hot Lunches system? It was agreed that the \$400 option was not necessary as Council can already send messages to parents through the schools cynervoice system for free. **Joe is to look into Hot Lunches more and report back to Council at the next meeting.**

OCASC Report

There was no OCASC report for this meeting as there had not been an OCASC meeting since the last Council meeting in November.



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Follow Up on Action Items from Previous Meeting(s)

- 8.1 Discussion on the 'blurb regarding why members joined Council' was Postponed to next meeting as Crystal was not present
- 9.2 Council annually gives each class room \$100 for items in the classroom. Teachers send Council receipts and we reimburse them up to \$100 per classroom. Discussion on this agenda item was postponed until the next meeting due to lack of time.

New and Continuing Business

- 9.1 Cindy reminded Council members that we would be considering and proposed constitutional amendments at February's meeting but in order to be considered they must be presented at January's meeting in order to give members time to review and consider them before voting on them in February. Cindy asked that anyone making a proposal for change not only read the constitution but also Ontario Regulations 612 and 613 in order to make sure their proposal is a valid proposal under those guidelines.

Teacher's Funding Priorities Sub-Committee Report

Secretary's Note, this report is generated from an email exchange between the teacher representative at this meeting Ms. Leviton and the secretary between January 8th and 9th.

From: Lisa Levitan <lisa.levitan@ocdsb.ca>

Date: January 9, 2016 at 11:37:29 AM EST

To: Cindy Frazer <shortstuff0114@yahoo.ca>

Cc: Crystal Sarazin <sarazincd@gmail.com>, Jennifer Heale <jennifer.heale77@gmail.com>, Connie Daymond <connie.daymond@ocdsb.ca>

Subject: Re: Teacher Report for December Council Meeting

Hi Cindy,

Thank you for your email.

As it was very last minute, I didn't do much of a teachers report. I was on my last school council for many years, so I really appreciated the warm welcome I received. That being said, as you saw, I was asked numerous questions throughout the meeting...which I was more than happy to answer. I really enjoyed meeting everyone, and learning more about what wonderful ideas Council has coming up.

I did thank everyone for the Jingle Jangle. The kids had a blast as usual, and there was evidently a lot of time put into that special day. A huge Thank You to all involved. Here are the teacher suggestions I was asked to bring forward:

- 1) Perhaps next year we could discuss not allowing students to take something free until the very end of the day, if at all. The reasoning was because teachers who had their time scheduled for the end of the day, felt their students didn't have much selection to choose from. Although extremely generous of Council, seeing so many students leave with huge free gifts at 9am (everyone got to choose 1 item free), created some teacher reflection.



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2) There was mention from other teachers that perhaps only students who brought money should be going to the Jingle Jangle. As you heard, there were parents at the Council meeting who expressed their equal concern with the fact that they didn't give their child money and yet he/she still came home with gifts. The parents at the meeting stated they would have preferred not to receive anything. Just something to consider.

3) Perhaps next year it can be made clear how many people students can buy for. Teachers were unaware that students could only buy for their parents and siblings. At my last school for example, each student was given 4 tickets and they could choose who to buy for.

4) Upon personal reflection, I also noticed that many students came with over \$20, and therefore went home with more change than expected. I wondered if Council would be willing to consider maximizing on this opportunity by raising some Council funds at the same time. I felt many parents would be willing to donate their change from the Jingle Jangle to School Council if given the option.

I will be attending the next Council meeting to hopefully answer any questions you may have. Although Bowman is an excellent rep, and I'm certainly not trying to replace him, I welcome the opportunity to become more involved.

Please let me know if there are any other questions.

Sincerely,
Lisa Levitan

On Fri, Jan 8, 2016 at 5:42 PM, Cindy Frazer <shortstuff0114@yahoo.ca> wrote:

Hi Ms. Levitan,

When you have a minute would you please email me a short synopsis of your teacher report from the December Council meeting that I can copy and paste into the minutes for that meeting.

Thanks,
Cindy
Secretary
Jockvale Elementary School Council 2015/2016

Communications Chair Report

7.1 Discussion postponed to next meeting due to lack of time.

7.2 Discussion postponed to next meeting due to lack of time.

7.3 Discussion postponed to next meeting due to lack of time.

7.4 I have written Melissa - Facebook Page in my notes but no detail can someone help me out here???????



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Volunteer Coordinator Report

- At the moment there are sufficient volunteers for the giftwrapping table.
- Council will need to ensure we have 5 volunteers confirmed January's movie Night before we can start advertising it.
- The dance sub-committee will need to start working on recruiting volunteers in early January once a more detailed plan for the event evolves.

Adjournment

Motion to adjourn was put forward by Sofia and seconded by Joe. Motion was carried by Council.

Meeting was adjourned at 9:03 PM.

Next Meeting

Date: Wednesday January 27, 2015



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Appendix A – Insurance Cover for Child Care during Council’s Monthly Meetings

Sandra Lloyd <sandra.lloyd@ocdsb.ca>

To: Cindy Frazer, Jackie Properzi, crystal sarazin

12/07/15 at 2:11 PM

Hi Cindy,

My apologies. Please disregard the last message, I accidentally sent it and the message before it was complete. I'll try again.

Child- minding during school council meetings is covered under your school council policy subject to the following parameters:

- Parents are present on site
- No child to be supervised under the age of 3 and child must be toilet trained
- Ratio 1:5 children maximum
- Age of supervising student/person shall be minimum 12 years **with a course in either first aid/CPR or child-minding course
- Age of supervising student/person shall be minimum 13 years **with NO course in first/aid or child-minding course

There should be a procedure in place that **at no time will there be one on one ratio between a child and a supervisor**, eg. if the child needs to go to the bathroom

You need to be aware that the policy has an Abuse Exclusion.

As always the council should document their procedures for the sitting including the dates, list the names/address of children, volunteers and child minders.

Hope this helps.

Regards, Sandra

Sandra Lloyd, CSCMP, CRM
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