



Meeting Location: JES Library

School District: OCDSB

JESC Meeting Minutes

Jockvale Elementary School

Council Meeting Minutes

January 27, 2016 at 6:45pm

In the Chair

Jennifer Heale - Vice Chair

Meeting Participants

Attendees	Unable to Attend
<u>Executive Members</u> Crystal Sarazin Jennifer Heale Cindy Frazer Jewel Bandy Sofia Atiyat Sadaf Ebrahim Shane Richer Melissa Keown	<u>Executive Members</u>
<u>Parent Members</u> Krista MacIsaac Rotem Brajtman Azra Temple Joe Allan Jacqueline Waitman	<u>Parent Members</u> Jackie Properzi Denise Vranas
<u>School Administration</u> Connie Daymond - Principal Beatrice Ocquaye - V.P. Bowman Wilker - Teacher Rep. Brenda Feldbruegge - Admin Staff Rep.	<u>School Administration</u>
<u>Other Parents</u>	

Agenda Approval

Motion to approve the agenda was put forward by Sofia Atiyat and seconded by Sadaf Ebrahim. Motion was carried by Council.

Minutes Acceptance

Jewell Bandy motioned to approve the minutes from the December 16th meeting, Sofia Atiyat seconded the motion. Motion was carried by Council.



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Council Business

- 3.1 - **Crystal is to have the School Council Annual Report for the 2014-15 school year ready for Monday, February 1, 2016.** She will give it to the office for copying and distribution.
- 3.2 - **Jewel has agreed to look into the filing of Council taxes for the 2013-14 and 2014/2015 school years and ensure Council is up to date with CRA.** She will report back to Council on this matter at the February meeting.
- 3.3 - Unfortunately Council is no longer able to use the 'fishbowl' for childcare purposes during our meetings and volunteers were not sourced to provide care for this meeting. Crystal stated that if someone needs childcare during a Council meeting to let her know at least 3 days before the meeting and she will arrange for child care.
- 3.4 Jen and Azra will investigate thank you cards from Council further and report back to Council in February.
- 3.6 There were no constitutional amendments proposed.

Treasurer's Report

- 3.5 - Our current bank balance is \$9,979.12 (see Treasurer's Report attached as Appendix A). Jewel stated that our December bank statement is missing and wondered if someone had removed it from the Council mailbox. Jewel needs a spread sheet from the hot dog program indicating who is participating. **Crystal will speak to the hot dog program coordinator and obtain the spread sheet for Jewel.** Jewel informed Council that \$300 worth of cheques from the hot dog program have bounced. **Crystal will look into this and contact the parents involved.**

Message from the Office

- 6.1 - More details will be coming out in mid-February regarding the boards proposed changes to the kinder and early EFI programs for the 2016-17 school year.
- 6.2 There is now a crossing guard in place for both the morning and afternoon.
- 6.3 **Update on Labour Negotiations???????????**
- 6.4 There is no new news on the contract with the city regarding the use of the gym as the board is just now commencing renegotiation of the contract. In the meantime we are asked to make sure we use only school gym equipment (i.e. during the last movie night apparently some of the



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city mats were used by mistake and there was popcorn left in the creases of the mats when they were put away).

- 6.5 Jockvale is currently taking registrations for next year (2016-17) for the new school in Half Moon Bay. The new school is expected to have capacity to house 674 children from JK to grade 6 and the hours will be 8 to 3. For the first year the school will be JK to grade 5 and will become JK to grade 6 in its second year and forever after that. Jockvale will be getting grade 6 starting in the 2016-17 school year and students who are currently attending grade 5 at Jockvale for the 2015-16 school year will be allowed to stay at Jockvale for the 2016-17 school year for their grade 6. Once Half Moon Bay opens in September 2016 it is likely that Jockvale will lose roughly 180 to 200 students who will then fall within the boundaries of the new school and as a result will also likely lose 6 to 7 staff members and 8 ECE's. To help compensate for Jockvale's diminishing numbers we will be getting the gifted program from Ceaderview.
- 6.6 Ms. Daymond announced that the school will be holding a Little Caesar's fundraiser to raise funds for Carson Grove Elementary school. Carson Grove does not have a Parent Council to raise the funds and their play structure has been condemned and taken away. Ms. Daymond asked Council to consider making a donation to the play structure fund at Carson Grove as well. Council agreed to consider the matter and postponed any further discussion on the matter until the next meeting to give Council members a chance to consider the issue.

Fundraising Chair

- 4.1 - February 5th Valentine's Dance
The Valentine's Dance Sub Committee (Cindy, Krista, Sofia, and Safad) presented their proposal for a Valentine's dance, along with a budget and floor plan (please see appendix B for these documents). A few minor changes were made (i.e. it was requested that the charge for the photo booth and roses be \$2 just to keep prices similar and to be less confusing for parents). Council also agreed that we would buy the glow bracelets and give one to each child with the purchase of their admission as a safety feature. Ms. Daymond asked that we only sell bottled water at the dance (i.e. no juice) and everyone was reminded that there was to be no outdoor shoes in the gym.

Jewel motioned to approve the \$600 the subcommittee was seeking as a budget for the dance and Shane seconded the motion; the motion was carried by Council.

- 4.2 - Boston Pizza Technology Fundraiser
Cindy again offered to organize this fundraiser as part of the technology request put forward by teachers in June of 2015. Cindy has been in contact with Boston Pizza and the March 10th date that Council asked for at the last meeting has been booked. Ms. Daymond has agreed to volunteer as a server and Council is hopeful that 2 to 4 more teachers will join her as servers that evening. **Cindy will develop an**



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email to send to the office for distribution to teachers seeking volunteers.

- 4.3 Read-A-Thon
Krista made a proposal for a Read-A-Thon fundraiser (written proposal is attached as appendix C). Further discussion on this event was postponed until the next meeting due to time constraints.
- 4.4 Bulb Fundraiser
Rotem again offered to organize this fundraiser to raise funds towards renovating the school's grounds. Flyers for this fundraiser will go out the first week of March or as soon as Rotem can get them organized and distributed. Connie asked Rotem to seek parent volunteers to help her out.
- 4.5 April 22nd Event - Trivia Night
Jen and Azra will organize a trivia night and desert auction for Council's gym booking on April 22nd. This event will be for parents and children. **Jen and Azra will present a more detailed proposal at the next meeting.**
- 4.6 Spring Fling
Cindy motioned that we set aside a \$2000 budget for spring fling so that the committee has an idea going forward what they have to work with. Sofia seconded the motion and it was carried by Council.

Food Program Update

- 7.1 - There were no updates on the hot dog program for this meeting. It was requested by the Chair that this item be removed from the agenda for future meetings.
- 7.2 - Shane stated that the Subway program is underway, order forms have gone out and are being collected. Shane has a volunteer who will be at the school on the first Subway day to how it runs and this volunteer will be present for all future Subway days until the end of the school year.
- 7.3 - Discussion on the issue of alternate payment methods was postponed once again to the next meeting due to lack of time.

OCASC Report

Sofia attended the January OCASC meeting where the board gave a presentation on the insurance they provide for Council's.



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SOFIA'S EMAIL WITH DETAILS.

Follow Up on Action Items from Previous Meeting(s)

- 9.1 Crystal stated that she has only received one person's blurb on why they joined Council. She is looking for these comments to put together a recruitment drive for next year's Council. Crystal once again asked that people send her a very short blurb on why they joined Council, what it means to them and why they enjoy it.
- 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.

Teacher's Funding Priorities Sub-Committee Report

Mr. Wilker had a presentation but unfortunately it was postponed to the next meeting due to lack of time.

Communications Chair Report

- 8.1 - Shane stated that the Yahoo group that Council had been using is just being abandoned, it won't be disabled or disbanded just abandoned.
- 8.2 - All new members stated that they are getting the groups emails.
- 8.3 - Discussion was postponed to the next meeting due to lack of time.
- 8.4 - Discussion was postponed to the next meeting due to lack of time.
- 8.5 - Cindy has been forwarding these each Friday.

Volunteer Coordinator Report

- The dance subcommittee is dealing with volunteers for the dance itself and no other volunteers are required at this time.

Adjournment

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

Meeting was adjourned at 9:53 PM.

Next Meeting

Date: Wednesday February 24, 2016



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Appendix A – Treasurer’s Report

January 27, 2016

JESC Financial Report

Income and Expenses

Date	Sep-15	Deposits	Cheques	
8/31/2015	Opening Balance	4,920.80		
9/1/2015	chk1805 Vessey Bulbs		339.00	
9/15/2015	chk1760 Poppy popcorn		111.66	
	Total	4,920.80	450.66	4,470.14
Date	Oct-15	Deposits	Cheques	
10/27/2015	Grill Master	160.00		
10/27/2015	Ihsan Habbal	164.85		
10/27/2015	chk 1806 Ross YIG		1,052.60	
10/30/2015	interest	0.86		
	Total	325.71	1,052.60	3,743.25
Date	Nov-15	Deposits	Cheques	
11/1/2015	McDonalds	1,503.00		
	United Way	346.00		
	OCDSB PIN money	500.00		
	Total	2,349.00	0.00	6,092.25
Date	Dec-15	Deposits	Cheques	
12/8/2016	Jockvale Elementary (1808)		1,720.00	
	OCASC (1809)		35.00	
	ACF (1810)		82.49	
	Crystal Sarazin (1811)		150.00	
	Shane petty cash (1812)		200.00	
	Sara Baines (1813)		150.00	
	Corrine - hot dog (1814)		152.37	
	Crystal Sarazin - hot dog (1815)		97.75	
	Jockvale Elementary (1816)		100.00	
	Hot dog program	720.00		
	Hot dog program	900.00		
	Hot dog program	780.00		
	Hot dog program	960.00		
	Hot dog program	690.00		
	Hot dog program	870.00		
	Hot dog program	870.00		
	Hot dog program	2,000.00		
	Hot dog program-deposit adjustment		300.00	
	Hot dog program-bounced chks		300.00	
	Total	7,790.00	3,287.61	10,594.64
Date	Jan-16	Deposits	Cheques	
	Sam Kotzer - samko toys	147.47		
	gift wrap proceeds	350.95		
	Gabriel Pizza (1817)		138.43	
	Boston Pizza (1818)		222.84	
	Ross (1819)		752.67	
	Total	498.42	1,113.94	9,979.12



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Appendix B – Dance Sub Committee Documents

February 5th Dance Proposal

Committee membership:

Cindy Frazer
Krista MacIsaac
Sofia Atiyat
Sadaf Ebrahim

Purpose: To host an event where students and their parents can mingle, talk and have fun together. It is our hope

that this event will give the Jockvale community a chance to interact and get to know one another a bit

better. We hope it will be an event where kids can introduce their parents to their friends and their friends'

parents and thus foster community spirit.

BUDGET

We are looking for a **budget of \$600** to run this dance broken down as follows;

- 1) DJ - **\$250** – DJ will come with all of his own equipment (including speakers and lights) which he will set up and

tear down himself (needs help carrying in and out speakers). When people buy their admission they
will be given one slip of paper each for a song request. All songs will be radio
versions and he has
done other school dances.
- 2) Roses (to sell at the dance) - **\$77.32** (with tax) We plan to buy 75 roses (they come in packages of 25) from 123

Roses on Colonnade (a local company) which works out to be \$1.03 a rose.

- 3) Decorations - **\$50** – streamers and supplies for posters, etc...



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- 4) Photo Booth - **\$50** - for 108 sheets of photo paper and ink (roughly 0.46 a page); Krista will purchase the photo

printer and lend it to Council for the dance.

- 5) Bake Sale - **\$50** – for water and juice boxes to sell at the bake sale table as well as a few plastic platters to

display baked goods and some napkins as well as zip lock and paper bags for people to take items home in.

- 6) Glow bracelets - **\$25** – We can get glow bracelets for \$5 for 40 at Walmart

- 7) Buffer for unexpected costs - **\$97.68**

In addition to the existing \$200 float that we will use for the admissions table we would also like a \$200 float for the bake sale. We will sell tickets for the photo booth at both the admissions and bake sale tables.

COST RECOVERY

We hope to **recoup at least some of the costs** for this event (if not make some money) through the following;

- 1) Admission Fee \$3 per person – We need 84 people show up to cover the costs of the DJ (84 people x \$3 = \$252)

or \$10 for a family of 4 - 25 families of 4 (25 families x \$10 = \$250)

- 2) Roses \$3 a rose - We need to sell 26 roses to break even however if we sell all the roses we would make \$147.68 in profit.

- 3) Glow bracelets – We would like to sell glow in the dark bracelets for \$0.25 each. We can get packages of 40 for



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\$5 at Walmart and we would purchase 5 packages (200 glow sticks) so we would need to sell 100 to breakeven but if we sell all 200 that would be a profit of \$25

- 4) Bake sale – We hope to make at least \$100 through the bake sale to cover the cost of decorations and bake sale

table items.

- 5) Photo Booth – We plan to sell the photos for \$1 a page; we need to sell 46 pages to break even but if we sell the whole 108 sheets we would make \$62 profit.

Potential Dance Profit:

\$147.68 - Roses
\$25.00 - Glow bracelets
\$62.00 - Photo Booth

\$234.68

are hard to
Plus any additional income from admissions and the bake table which
predict.

The bigger profit though is getting parents and kids together, having fun and getting to know one another.



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Dance Volunteer Schedule

8:00AM to 9:15AM – Two (2) volunteers to accept bake goods in the school lobby, store them in the kitchen where Council prepares hotdogs for the day. Secure and lock the door before leaving.

- Sofia
- Monica Naveen

4:30PM to 6:00PM - Five (5) volunteers to help set up

- Two (2) for the bake table / flowers
 - Sofia
 - Cindy
- Two (2) to put decorations / posters
 - Krista
 - Kim Morrison
- One (1) to help the DJ bring his equipment in and show him where to set up and plug in etc
 - Shane

5:30PM to 8:30PM – Four (4) volunteers to man the admissions / DJ request table (two shifts of

1 ½ hours each, each shift should have at least one Council Member)

- 5:30 to 7PM
 - Cindy
 - Sofia (greet volunteers)
- 7 to 8:30PM
 - Cindy
 - Sofia (greet volunteers)

****If we have all other places filled (including the extras on the bake sale table) and we still have volunteers then we might consider adding an extra person to the first shift for this table.**

6:00PM to 9:00PM – Six (6) volunteers to take shifts at the bake / flower sale table (it would be preferable to have at least one Council Member on each shift)

6:00 to 7:00

- Azra Temple
- Jane De Laat
- Denise

7:00 to 8:00

- Jassy
- Jackie Waitman
- Jennifer Demone

8:00 to 9:00

- Jassy
- Denise
- Jennifer Demone (til 8:30)



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****We could probably use extra people on this table to make sure little fingers don't get into the food and that all little ones purchasing items are accompanied by an adult so if we have extra volunteers I would add one to each shift but this is the minimum we need here I think.**

6:00PM to 9:00PM – One (1) volunteer to help out with the photobooth

6:00 to 7:00

- Krista

- Karen Pollins

- Meifang Ma

7:00 to 8:00

-Krista

- Karen Pollins

- Denise

8:00 to 9:00

- Krista

- Karen Pollins

-Meifang Ma

6:00PM to 9:00PM – Four (4) volunteers to watch the stage and make sure no one (ie children) goes on stage to disrupt the DJ.

6:00 to 7:30

- Shane

- Council Member

7:30 to 9:15ish

- Crystal

- Council Member

6:00PM to 9:00PM – Four volunteers (4) for 'crowd control' (ie circulate among the kids on the dance floor making sure they are 'behaving')

- 6:00 to 7:30

- Kim Morrison

- Leanne Denison (until 8:00)

- 7:30 to 9:15ish

- Jane De Laat

- Ann Clarke (available at 8:00PM)

****If we have all volunteer positions filled (including the extra spots at the bake table) and we still have extra volunteers we could add a few people to this??**

9:00PM to 10:00PM – Five (5) volunteers to clean up after the dance

- Two (2) to clean up the bake / flower sale table

- Cindy

- Sofia

- Two (2) to take down decorations/posters and clean up the gym

- Krista

- Ann Clarke

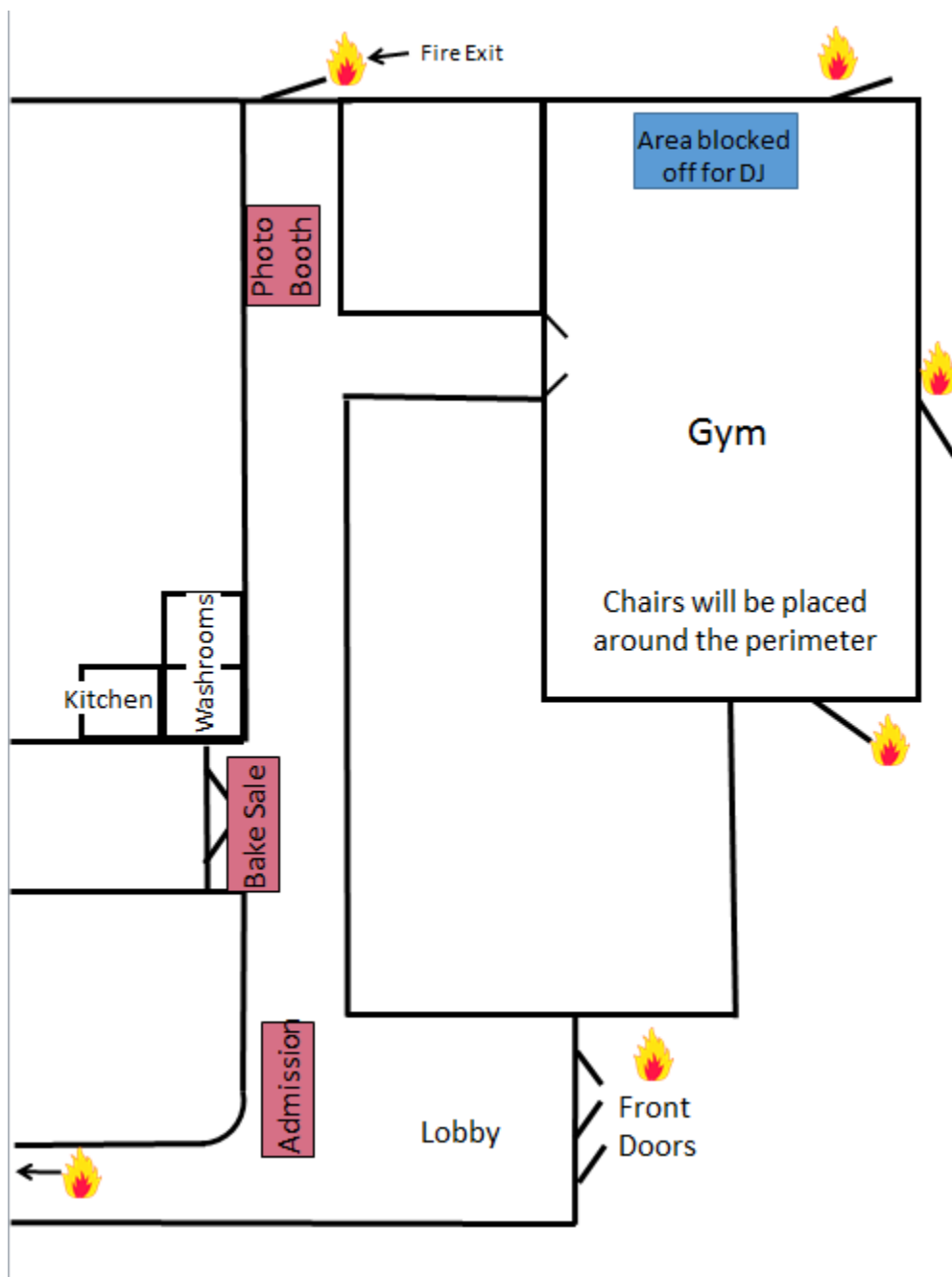
- One (1) to help the DJ and the photo booth to pack up

- Shane??



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Dance Floor Plan





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Dance Set-Up notes

- Dance will take place on February 5, 2016
- We would like to use the stage in the gym so the DJ can be set-up on the stage, this is partly to help ensure the kids do not go near the equipment
 - Alternative we will need tables or benches to section off any area of the gym
 - This is to ensure that none of the DJ's equipment gets broken and no one trips on any wires
- We would like to put some chairs around the perimeter of the gym to allow parents a spot to sit down.
- Admission will be collected in the front lobby. People will be asked to remove their boots here – possibly coats as well. This should contain the dirt and snow to the lobby area.
 - We will need 1 table for the admission booth
- The bake sale will be set-up in the slightly wider part of the hallway. We would also like to be able to access the kitchen that night so that water and baked goods can be stored there.
 - We will need 3 tables (if we can fit 3 tables in the space, otherwise 2)
- The photo booth will be set-up in the hallway past the gym – one table will be placed on either side of the hall to accommodate the printer and props.
 - We will need 2 tables here
 - Should the need arise, the exterior doors will still be accessible to facilitate people leaving the building.



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Appendix C – Read-A-Thon Proposal

Read – a – Thon School Fundraiser Proposal

Idea: Kids collect pledges, log minutes reading book and the collect donations for Jockvale School.

How it Works:

- Kids have 2 weeks to gather sponsors who agree to pledge a certain amount for each unit of time the child spends reading. A unit of time corresponds to:
 - 20 minutes for a student in grades 3, 4 or 5
 - 15 minutes for a student in kindergarten or grades 1 or 2
 - 30 minutes if the student is read to by an adult
- Kids may ask parents, grandparents, aunts, uncles, neighbours, family friends, etc. to be their sponsors. Kids may not ask people that they do not know.
- Sponsors and pledges will be collected on a spreadsheet that looks something like this:

Sponsor Name	Flat Rate Pledge Amount	Unit Pledge Amount	# Units Read	Total Pledge Amount	Date Collected
Krista MacIsaac		\$1 X	15 =	\$15	
Mark MacIsaac	\$10	X	=	\$10	
		X	=		
		X	=		
		X	=		
		X	=		

- A person can opt to donate a set amount or pledge an amount per unit read.
- Kids then have 2 weeks to read as many units as they can. We can optionally set a goal of 1 unit per day per kid or can tell parents they can set a goal that is reasonable for their child.
- We will not supply an approved reading list but we can give parents the authority to say what counts for their child. So a parent may decide that their child needs to read a novel rather than a comic book. This is entirely left to parental discretion as the parent has to sign-off on the amount of reading done.
- Each day kids can log the number of unit of time they have read into a reading record like this:

March

6	7	8	9	10	11	12
Reading Time:	Reading Time:	Reading Time:	Reading Time:	Reading Time:	Reading Time:	Reading Time:
Units:	Units:	Units:	Units:	Units:	Units:	Units:
13	14	15	16	17	18	19
Reading Time:	Reading Time:	Reading Time:	Reading Time:	Reading Time:	Reading Time:	Reading Time:
Units:	Units:	Units:	Units:	Units:	Units:	Units:

- Parents are required to sign at the bottom of the form to verify the time their child spent reading. This can also serve as a permission for the child to participate.
- At the end of the 2 weeks the kids tabulate the number of units of reading they have done and calculate the amount that each person has donated. This gets entered on the sponsorship form above.
- The kids then have 2 weeks to collect their donations and bring them into school to be eligible to earn prizes.



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Prizes

- To encourage children to participate I would suggest offering prizes as follows:
 - A prize for the child who raises the most money
 - A prize for the child who reads the most units (we could also do a prize for top 3-5 student and K-2 student)
 - Participation prizes – each unit read by a child gives them one entry into a draw for a participation prize
 - Prizes could also be awarded to the classroom with the most units read or funds raised
- Prizes could be donations for local companies, such as \$10 gift cards to indigo, Cineplex, mastermind toys, dairy queen, etc. (A larger prize would be given to the child who reads the most and who fundraises the most)
- Alternately we could offer things like the child who reads the most, wins money for their classroom and / or a popcorn party for their entire class
- Something like a class popcorn party might be a great prize at the classroom level.

Basic Rules

- Reading before and after school counts, as long as it is during the read-a-thon period
- Reading in class does not count
- Being read to aloud by other people counts so long as it isn't at school
- Reading aloud to other people counts. If a student reads to a sibling or other child participating in the read-a-thon it counts for **both** kids
- Reading for homework counts as long as it is done after or before school
- Kids may not ask strangers for donations
- A parent or teacher must verify the time spend reading for it to count
- A clock should be used to time the amount of reading so that you aren't guessing the minutes
- The minutes of reading used to create units can accumulate from day to day. So if I student in grade 2 reads 5 minutes on Monday, Tuesday and Wednesday that can count as 1 unit read.

How to communicate the fundraiser:

- An information package will be send how with students at the start of the process. This package will contain:
 - A description of the Read-A-Thon – including a set of rules
 - Pledge form (similar to example above)
 - Reading record (calendar shown above)
 - Envelope in which to return the reading record and pledge form to the school (The envelope would likely contain a label with instructions so that everything is clear)



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What I need from council? (Provided we want to go ahead with this idea)

- The time frame to run the read-a-thon this year. Ideally we need about 6 consecutive weeks (2 to collect sponsors, 2 to read and 2 to collect donations) and preferable there should be minimal other requests for donations from parents during that time. Here are 2 possible options:
 - Option 1: Reading the week before and during March break
 - Collect pledges Feb 22 – March 6
 - Reading March 7 – 20
 - Collect donations March 21-April 1
 - Option 2: The reading portion is part of Education week (the first week of May)
 - Collect pledges April 18 – May 1
 - Reading May 2 – 15
 - Collect donations May 16-27
- Do we want to offer tax receipts for people who donate a certain amount (for example over \$20)?
 - If so how do we issue tax receipts – can this be done by people other than the treasurer?
- Anyone else interested in helping to get donations of prizes? Or to help collect and count donations afterwards?
- If we run this can the school help to spread the word to the students by including a reminder on the first and last day of each period during the read-a-thon in the morning announcements?
- We need to be able to put the pledge sheet and reading record form on a website so that parents can easily get a new or additional copy if they need one.

What to do with the funds raised?

- Since this is a project aimed at getting kids to read books, I would like to see at least part of the funds be used to purchase books for the school, either for each classroom or for the library.
- Not all of the proceeds need to go towards books so I am open to other suggestions of what the school needs most.