



Meeting Location: JES Library
School District: OCDSB

JESC Meeting Minutes

**Jockvale Elementary School
Council Meeting Minutes**
March 22, 2017 6:36pm

In the Chair

Rotem Brajtman – Vice Chair, current acting chair

Meeting Participants

Attendees	Unable to Attend
<u>Executive Members</u> Rotem Brajtman Melissa Keown Denise Vranas Krista MacIsaac Joe Allan Azra Temple	<u>Executive Members</u> Crystal Logan
<u>Parent Members</u> Kelly & Andrew Stanzel	<u>Parent Members</u> Peter de Laat
<u>School Administration</u> Beatrice Ocquaye – Vice Principal Connie Daymond – Principal Mrs. Diane Taylor Brenda Fedlbruegge	<u>School Administration</u> Lisa Levitan
<u>Other Parents</u> Debbie Hameluck Cathy Legrand	



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Approval of Agenda

MOTION: To accept the agenda. Joe 1st, Andrew 2nd, all in agreement.

Approval of Previous Minutes

MOTION: To accept minutes with adjustments requested for February 15th meeting. Joe 1st, Jane 2nd, Melissa abstain.

New and Continuing Business

None

Chair's Report

Open floor for elections for replacement Chair. There were none.

Council funds have been audited as well as our financial practices. Acting Chair and Finance Chair have both been audited. No results available at this time.

Shawn will come to the April meeting and share the boards review. What is being reviewed is the collection of money at school councils and what to do when money goes missing. Questions and concerns from parents received will also be addressed.

Principal's Report.

Plans for education week are in progress, more information to be available at April meeting.

All 4 volleyball teams competitions complete. Basketball is starting soon. Thank you to all the coaches.

Pencil Crayon artist in the school program.

School learning plans moving into phase 2. Continuing learning plans from the beginning of the school year.

What job do you want next year form has been distributed to the school staff. Additional information available in April with respect to retirements, etc.

Staff levels at the school is driven by the board and how many students at the school. 1:6 English:French enrollment 2018. After the October deadline the caps in the school do not apply.



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The cap is 20 children per classroom. Movement of children from a French to an English class is not restricted.

Erica Snyder has been added to replace Mr. Chalk in BIP, Drama, support in junior classrooms.

Resiliency is the area of focus. Half Moon Bay is hosting a workshops beyond ABCs and 123s in resiliency in your child on March 28th 6:30 – 8:00pm. General all ages. Information was provided through OCDSB School Council Newsletter, available to all parents to sign up.

Parking issues, do not park in the bus lanes between 8:00 am – 9:00 am & 2:30 pm – 3:30 pm, as well as the two accessible spots. Bylaw is now monitoring these areas and you will be ticketed.

Teacher's Report

Teacher's see all the hours and work the volunteers are putting in to the activities at the school and they are worried we are over stretched and not putting our efforts into the right fundraisers. Perhaps the fundraisers we are running aren't as successful as we hope.

Fun things happening in the school. Intramural basketball sign ups, Grade 5 businesses ie. (Sugar & Spice). Bake sale coming up soon, .50cent items.

Council requested that the teacher's share information with parents about fun things happening in the school to help parents know what's going on in the school and assist children in selecting activities. Ask teacher's to share this information with the office.

Website updates from School: Secure school information, 2018 calendar (unofficial).

Council thanked teacher's for all they do and the parents on council.

Treasurer's Report

Financial report provided, see attached as of Feb 28th, 2017.

Working on a profit/loss summary to be shared with Council in the coming weeks.

Bank balance at end of February \$9413.60, available funds \$3308.89.

JES returned \$500 returned to JESC for a supply teacher to cover Mr. Bowman's time to complete a tech assessment.

As of March 21st, \$11,562.04.



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Denise and Melissa reviewed all finances and the following items were outstanding and require follow-up required

- 1) hot dog bins, were 20 bins purchased? Denise to follow up.
- 2) Indigo gift card has been received by the school but not spent

MOTION: To make a contribution for \$100 to CHEO in Derrek Nuttall's name, Denise 1st, Krista 2nd, all in favour.

JES is doing one to Queensway Carleton Hospital.

MOTION: To buy supplies required to run the hot dog program to support the number of participants April 5 – June 21st on Wednesday. Exact receipts to follow. Denise 1st, Jane 2nd, all in favour.

MOTION: To buy supplies required to run the subway program to support the number of participants March 23 – May 4 on Thursday. Exact receipts to follow. Krista 1st, Azra 2nd, all in favour.

Online Auctions run during the winter

\$14 – Jams

\$12 – Christmas Garland

\$260 - Senators tickets

Monies have been collected.

Grill Master provided food at Spring Fling 2016 and funds received as a percentage of the sales: \$101.80.

MOTION: to purchase postage stamps and cheques for payment of invoices 1st Denise, 2nd Azra., all in favour.

OCASC Report

Format of meetings have changed in 2017. Meetings have not had specific themes or speakers. Embracing leadership, succession planning, job sharing, school council. Questions regarding transparency of lunch lady program.

Police Record Check not required for council members.

2 signatures for checks required. Banks take no responsibility.

Next OCASC meeting is March 23rd. Open to anyone to attend.

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Question to take to meeting – Are school bus drivers are they allowed to drive the bus while an open investigation is ongoing or after admission of guilt to a wrong doing.

Volunteers

Send a card to volunteers for help. Office will assist in mailing them to the parents.
Volunteer coverage for hot dog program has been secured for most weeks.
Subway program coverage has been handled.
Movie night will have more adult volunteers.

Fundraising/Events Report

Read-a-Thon: Reading logs and donations are due by March 24. I have not yet had a lot of time to collect and organize forms so the tallies are not yet known. My overall impression is that there was less interest and enthusiasm among the kids then I would have liked. This is something we will have to work on for next year. To date, \$783 raised from 23 kids, 413 units read.

List of items donated:

Staples printed the information packages (first page in colour and second page b&w)

A Gym Tale - gift basket

Mastermind Toys – approx..value of \$75 (Farm finger crayons, crazy cereal game, canvas painting set)

Dairy Queen - 4 gift cards of \$5 each

Boston Pizza - 110 coupons for a free kids meal with the purchase of an adult meal

Prizes will be allocated using a probability proportional to size selection.

Each child in the school will receive a bookmark, that will be sent home with the follow-up letter around March 31.

Movie Night: We'll be showing Sing at 6:30pm on March 31st in the gym. There will be the usual fresh popcorn, pizza and other snacks available for purchase. We are still looking for someone who can pick up a box or two of popcorn. Door on small popcorn maker will be fixed.

MOTION: For \$300 to cover supplies for movie night including movie, pizza, popcorn, etc. receipts to follow Krista 1st, Jane 2nd, all in favour.

Boston Pizza Night: Booked for Wednesday April 5. So far only one teacher, Ms. Taylor has agreed to help participate. I will send a reminder to try to recruit more teachers to help out this week. There will also be a small silent auction. There is space to display items on a counter so it is not taking up a table in the dining room. We have the items donated from the vendor fair in the fall and are looking to get a few additional items donated. Information on how to conduct a raffle or 50/50 draw was obtained from the city but there was not enough time to get all of the

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paperwork organized for the Boston Pizza Night. I will put the information on the google drive as a raffle is probably a great option for selling things like senators tickets.

Spring Fling: Committee members are Krista MacIsaac, Karthryn Manley, Jane de Laat, and Lainie Ryan. Our first meeting will be on Saturday March 25. Several food trucks have been contacted to come. Based on the feedback I have had from different food trucks is that we should have 1 to 2 food trucks plus a dessert truck. Potential Food Trucks (Pizza All Antica, Big D's Dog house). Merry Dairy has been booked as the dessert truck. They will limit their selection to a few selections (vanilla or twist cone plus a dairy free option) so the line moves faster. The cost is about \$4ea.

Prices will range from \$2 - \$13 for an entire pizza. They will also donate 10% of sales back to the school council.

A questionnaire will be distributed at movie night to get opinions of what kids want to have at spring fling.

MOTION: To set aside funds for the spring fling to cover decorations, entertainment, activities. This is dependent on an updated financial statement but I suggest reserving \$1800 for spring fling. 2nd Andrew, All in favour.

HOT DOGS: Supplies are being purchased by council member weekly.

SUBWAY: 70 Participants signed up, 7 week program. Estimate \$700 for duration of program. A few small payment issues.

POPCORN: Time consuming, headache every week. Proceeds from 5 weeks of program \$320.58. Biggest issue, not getting the forms back in time. Money loose in the bins, no names or classroom names on the forms. Program has been discontinued.

School Fundraisers

School Basket Raffle program to be run by the school starting with collections of items the week of April 18 – 28, Basket Assembly May 1 – 4, Ticket Sales May 5 – 17, Draw to take place on May 18th.

Approval of Constitution

All amendments collected from previous councils minutes have been incorporated. These amendments do not appear to have a final approval. This is just to catch us up and create a clean approved copy.

MOTION: To approve the copy of the amalgamated constitution. 1st Melissa. 2nd Joe, Denise abstained.

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Allocation Procedure and accountability

This item was postponed to next meeting. Financial accountability draft processes to be sent to board for review by Ms. Daymond and circulated to council for review concurrently.

Adjournment

MOTION: To adjourn by Rotem 1st, Azra 2nd. Meeting adjourned: 8:47pm.

Next Meeting

Date: April 19 (6:30 – 8:30pm)

Agenda: To be set by Chair

JESC Financial Report 2016-2017

Income and Expenses

Date	Sep-16	Deposits	Cheques	
Opening Balance		5,446.38		
9/6/2016 Half Moon Bay School Council (1857)			1,000.00	
9/15/2016 Jump2Math Deposit (1856)			339.00	
9/21/2016 Child Care Sept meeting (1858)			50.00	
9/24/2016 Ross YIG hotdog balance 2015/2016 (1859)			196.40	
9/27/2016 Crystal Sarazin - hotdog supplies 2015/16 (1860)			68.95	
9/27/2016 Benevity cheque May 2016		500.00		
9/27/2016 Deposit cash (floats?)		510.00		
9/27/2016 2014/15 PIP		500.00		
Total		6,956.38	1,654.35	5302.03
Date	Oct-16	Deposits	Cheques	
10/3/2016 Corinne Reynolds/hotdog bins (1863)			146.22	
10/11/2016 Progrant + 2016/17 PIP		1,500.00		
10/11/2016 Hotdog Program Revenue		2,244.00		
10/5/2016 Ross YIG hotdogs (1865)			144.30	
10/11/2016 Ross YIG hotdogs (1865)			141.12	
10/19/2016 OCASC Fees 2016/17 (1864)			35.00	
10/18/2016 Corinne Reynolds/hotdog supplies (1866)			134.77	
10/18/2016 Hotdog Program Revenue		22.00		
10/19/2016 Ross YIG hotdogs (1865)			112.81	
10/26/2016 Ross YIG hotdogs (1870)			119.80	
10/28/2016 McDonalds Night		1,473.00		
10/28/2016 Floats for Dance (1867)			500.00	
10/28/2016 DJ Prime Time Ent - Halloween Dance (1868)			423.75	
10/29/2016 Halloween Dance Deposit		1,792.35		
10/31/2016 Interest		1.36		
Total		7,032.71	1,757.77	5274.94
Date	Nov-16	Deposits	Cheques	
11/2/2016 Ross YIG hotdogs (1870)			111.37	
11/4/2016 Hotdog Program Revenue		22.00		
11/4/2016 United Way		39.14		
10/11/2016 Hotdog Program Revenue		44.00		
11/9/2016 Ross YIG hotdogs (1870)			107.37	
11/10/2016 Jump2MATH Remainder (1869)			507.37	
11/16/2016 Jump2MATH refreshments - Krista MacIsaac (1874)			109.95	
11/10/2016 Pita Pit (Jump2MATH) (1873)			125.00	
11/16/2016 Ross YIG hotdogs (1870)			114.36	
11/16/2016 Pumpkins Halloween Dance - Tracy Beardsley (1872)			10.00	
11/16/2016 Halloween Dance - Denise Vranas (1871)			51.41	
11/16/2016 Halloween Dance - Krista MacIsaac (1874)			249.99	
11/16/2016 McDonalds' Night Poster - Krista MacIsaac (1874)			8.05	
12/7/2016 Jump2Math - Melissa Keown (1877)			3.35	
11/16/2016 Float for Table at P/T interviews (1875)			120.00	
11/17/2016 Vendor Event table fee 25x\$20		500.00		
11/16/2016 Posters for Vendor Event - Lisa Kastler (1878)			6.61	
11/17/2016 JESC Table @ Vendor event		204.50		
11/16/2016 Supplies for Table @ Vendor Event - Rotem Brajtman (1879)			78.89	
11/23/2016 Ross YIG hotdogs (1876)			112.81	
11/23/2016 Ross YIG hotdogs condiments (1876)			94.33	
11/30/2016 Ross YIG hotdogs (1876)			118.36	
Total		809.64	1,929.22	-1119.58

Date	Dec-16	Deposits	Cheques	
12/1/2016	Hotdog Program Revenue	16.00		
12/5/2016	Indigo books on behalf of leaving teachers - Krista MacIsaac (1880)		199.28	
12/7/2016	Standing Float (1881)		200.00	
12/7/2016	Ross YIG hotdogs (1876)		107.37	
12/9/2016	Benevity	1,000.00		
12/9/2016	Gabriel Pizza Dec Movie Night (1882)		127.00	
12/9/2016	Fruit Dec Movie Night - Azra Temple (1887)		7.29	
12/7/2016	Cedarview Alliance Church - Donation for tables at Vendor Event (1883)		25.00	
12/7/2016	JES - Outdoor Equipment - McD Night (1884)		1,464.95	
12/9/2016	PetroCan Gas Card for Corinne Reynolds - Denise Vranas (1888)		50.00	
12/9/2016	Paper + ziploc bags - Tracy Beardsley (1891)		15.75	
12/15/2016	Jingle Jangle Tape - Tracy Beardsley (1891)		5.96	
12/13/2016	Ross YIG hotdogs (1885)		111.21	
12/20/2016	Ross YIG hotdogs (1885)		118.20	
12/20/2016	Tshirts/spiritwear Revenue	1,648.25		
12/20/2016	Dec Movie Night Revenue	837.00		
12/23/2016	Jingle Jangle Revenue	1,101.05		
12/23/2016	Tshirts/spiritwear Revenue	6.00		
12/23/2016	On line auction - garland	12.00		
12/23/2016	Hotdog Program Revenue - Term 2	1,320.00		
	Total	5,940.30	2,432.01	3508.29
Date	Jan-17	Deposits	Cheques	
1/11/2017	Ross YIG hotdogs (1885)		91.14	
1/15/2017	Hotdog supplies - Wholesale Club - Corinne Reynolds (1886)		63.18	
1/18/2017	Hotdog Program Revenue - Term 2	528.00		
1/18/2017	Samko and Miko	131.32		
1/18/2017	Silent Auction - Sens Tickets	260.00		
1/18/2017	Grill Masters (2016 Spring Fling)	101.80		
1/18/2017	Ross YIG hotdogs (1885)		91.89	
1/23/2017	Hotdog Program Revenue - Term 2	64.00		
1/23/2017	Returned cheque (hotdogs)		22.00	
1/23/2017	Returned cheque (hotdogs)		22.00	
1/24/2017	Ross YIG hotdogs (1897)		91.89	
1/25/2017	Movie Night Theatre popcorn packs - Tracy Beardsley (1891)		35.99	
1/25/2017	Poppa Jack Popcorn large (1892)		90.40	
1/26/2017	Anishinabeg Spiritwear (1889)		2,795.14	
1/26/2017	JES - Chrome Books (1890)		3,912.00	
1/26/2017	Jan Movie Night - Gabriel Pizza (1893)		146.90	
	Total	1,085.12	7,362.53	-6277.41
Date	Feb-17	Deposits	Cheques	
2/1/2017	Ross YIG hotdogs (1897)		98.96	
2/7/2017	Jan Movie Night Revenue	826.30		
2/7/2017	Hotdog Program Repay - Term 2	22.00		
2/7/2017	Tshirts/spiritwear Revenue	7.00		
2/7/2017	Postage stamps		17.29	
2/7/2017	Cheque order credit	50.00		
2/7/2017	Admission Float for Valentine's Dance (1894)		300.00	
2/8/2017	Ross YIG hotdogs (1897)		89.64	
2/8/2017	Poppa Jack's Friday popcorn (1896)		189.84	
2/9/2017	envelopes/paper bags		3.11	
2/10/2017	Prime Time Entertainment - Lighting Valentine's Dance (1895)		113.00	
2/14/2017	Ross YIG hotdogs (1897)		100.56	
2/14/2017	Cheque order		141.42	
2/16/2017	Valentines Dance - Pizza - Azra Temple (1898)		41.28	
2/16/2017	Valentines Dance - Bakery - Azra Temple (1898)		13.03	
2/16/2017	DVD Dec Movie Night - Secret Life of Pets - Krista MacIsaac (1899)		22.46	
2/16/2017	Staples - Dec Movie Posters - Krista MacIsaac (1899)		8.05	
2/16/2017	DVD Jan Movie Night - Storks & Zootopia - Krista MacIsaac (1899)		44.93	
2/16/2017	Jan Movie Night - Costco - Welch's - Krista MacIsaac (1899)		7.67	
2/16/2017	Jan Movie Night - Costco - Water, Welch's, paper plates - Krista MacIsaac (1899)		35.81	

2/16/2017	Jan Movie Night - Loblaws - Bear Paws - Krista MacIsaac (1899)		13.36	
2/16/2017	Staples - Jan Movie Posters - Krista MacIsaac (1899)		8.05	
2/16/2017	Valentines Dance - Dollarama - Krista MacIsaac (1899)		12.15	
2/16/2017	Valentines Dance - Dollarama - Krista MacIsaac (1899)		25.71	
2/16/2017	Valentines Dance - Dollarama - Krista MacIsaac (1899)		17.23	
2/16/2017	Valentines Dance - Walmart - Krista MacIsaac (1899)		9.04	
2/16/2017	Valentines Dance - Costco - Krista MacIsaac (1899)		86.23	
2/16/2017	Valentines Dance - Staples - Krista MacIsaac (1899)		8.05	
2/16/2017	Valentines Dance - Henry's - Krista MacIsaac (1899)		45.19	
2/16/2017	Valentines Dance - Party City - Krista MacIsaac (1899)		54.24	
2/18/2017	Pita Pit Oct - Dec	294.00		
2/18/2017	Hotdog Program Repay - Term 2	22.00		
2/21/2017	Ross YIG hotdogs		89.64	
2/25/2017	Valentine's Dance	1,394.10		
2/28/2017	Popcorn Revenue Week 1	169.05		
2/28/2017	Popcorn Revenue Week 2	162.00		
2/28/2017	Popcorn Revenue Week 3	151.00		
2/28/2017	Ross YIG hotdogs		84.15	
2/28/2017	Poppa Jack's Friday popcorn		110.74	
	lock cart	350.00	350.00	
	Total	3,447.45	2,140.83	1306.62

Date	Projected Items	Deposits	Cheques	
	outdoor		1,000.00	
	Benevity		1,500.00	
	projected hotdogs		400.00	
	standing float	200.00		
	Silent Auction Jams	14.00		
	Contingency fund		2,000.00	
	Total	214.00	4,900.00	-4686

Totals	Deposits	Cheques	
\$3,308.89	25,485.60	22,176.71	3308.89

Febuary Opening Bank Balance	14034.9
Febuary Closing Bank Balance	9413.6
Available funds (see highlighted amount above)	3308.89
Reverse all credits not processed through account (mint shaded cells)	-214
Reverse all debits not processed through account (mint shaded cells)	6,318.70
Reconsiliation. Sum of above 3 cells = Feb closing balance	9413.6