



Meeting Location: JES Library  
School District: OCDSB

**Jockvale Elementary School  
Council Meeting Minutes**  
October 19, 2016 6:34pm

**In the Chair**

Lisa Kastler - Chair

**Meeting Participants**

Attendees	Unable to Attend
<u>Executive Members</u> Lisa Kastler Rotem Brajtman Crystal Logan Melissa Keown Denise Vranas Tracy Beardsley Krista MacIsaac Joe Allen	<u>Executive Members</u>
<u>Parent Members</u> Peter de Laat Jane de Laat Azra Temple	<u>Parent Members</u> Kelly & Andrew Stanzel Wantao Cui
<u>School Administration</u> Connie Daymond – Principal Mrs. Levitan Mrs. Taylor	<u>School Administration</u> Beatrice – Vice Principal Brenda Feldbruegge - Office Admin
<u>Other Parents</u> None	
<u>Other Guests</u> none	



**Meeting Location:** JES Library  
**School District:** OCDSB

### **Agenda Approval**

Amendments to the Agenda

AGM Report removed

**MOTION:** To accept the agenda with amendments Rotem 1<sup>st</sup>, Krista 2<sup>nd</sup>, All in agreement

### **Minutes Acceptance**

**MOTION:** To accept minutes for Sept 21<sup>st</sup> Denise 1<sup>st</sup>, Rotem 2<sup>nd</sup>, Unanimous

**MOTION:** To accept minutes for Sept 28<sup>th</sup> Denise 1<sup>st</sup>, Rotem 2<sup>nd</sup>, Crystal Logan, abstained

### **New and Continuing Business**

**MOTION:** Accept Jane de Laat as Member at Large – 1<sup>st</sup> Crystal, 2<sup>nd</sup> Rotem, Unanimous

Open Positions: 2 parent at large

### **Chair's Report**

- i. Constitution Sept 28<sup>th</sup>, 2005 is the current version, Amendments can be brought forward at the September AGM and one other time during the year of which 2/3<sup>rd</sup> of council must agree on date/time based Article 12.

**MOTION:** Suggests and amendments to be brought forward at the January meeting and voted on at February meeting. 1<sup>st</sup> Melissa, 2<sup>nd</sup> Krista, Unanimous

- ii. Parent Email – Hot dog program, turn-around time was short, provide a 2-week window to allow for payment and planning for parents. Parents can call the office for accommodations.
- iii. Insurance – confirmed through board, renewed until November 1<sup>st</sup>, 2017
- iv. Movie License – confirmed through board
- v. Outstanding minutes for last meeting in June 2016 do not document
  - i. \$1000 Half Moon Bay
  - j. \$1000 Outdoor shade
  - k. \$1465 Spirit wear
  - l. \$350 Locked movie cart
  - m. \$200 Library books for teachers leaving
  - n. \$300 Jump2Math
  - o. \$521 Technology

**MOTION:** to accept the spending of the above dollars (\$4836). 1<sup>st</sup> Krista, Azra 2<sup>nd</sup>  
Joe Allen, abstained



**Meeting Location:** JES Library  
**School District:** OCDSB

### Principal's Report

- i. Allocated .5 EA added. Two teachers who started the year are no longer here (LTO). Interviews are underway. Plan is for replacements to start on Friday with transition happening from supply teacher's same day.
- ii. Parent teacher interviews in November
  - i. October PD Day – school learning plan was reviewed and kinder plan was reviewed. Math is key with the board for learning in 2016/17 based on EQAO scores. Scores at the school were lower than before as 2015/16 did not include grade 6.
  - ii. Milk, Juice and Pizza programs all running smoothly.
  - iii. Need a spare lunch monitor during both nutrition breaks. Must be over 18 and have a police check. Help supervise in the lunch room and assist in dressing kinders and clean up room, help in the school yard. Contact Beatrice.
  - iv. Recommendations from the board to dissolve the gifted programs. Draft of recommendations is on the board website. Communications will come from the board. Gr. 1 – 12. Recommendations are to create three levels of programs for high functioning and gifted LD/Behaviour. Also moving children closer to home if spots available. At Jockvale for 2016/17 we have a Grade 5 gifted program. Principal Daymond available to answer questions.
  - v. Security option to implement camera and buzzer systems being reviewed. More details to come.

### Teacher's Report

- i. Mme Taylor (Grade 6 FI) working with WE program. They would like to make a haunted house and charge classmates a can of soup as admission. Offering two path haunted house, scary or just for fun. It can be brought into the Halloween dance.
- ii. Mrs Levitan (Grade 2/K) How should requests be handled. Please use the previous system for making funding request to JESC. Presentations will be made during the teacher's report. Please provide the complete request to the Chair prior to the meeting so it can be circulated to the Council.

### Treasurer's Report

- i. 2015/2016 taxes were completed and submitted
- ii. Report to the board – Year-end Financial Reporting completed and submitted
- iii. Bank account started at \$5546.38. Some outstanding deposits needed to be made. Monies allocated in June brought us to a starting account of less than \$2,000.
- iv. Financial Report – attached.
- v. When completing an event that brings in money, please complete the Deposit slip for Denise. The deposit slip can be found on the google drive.



**Meeting Location:** JES Library  
**School District:** OCDSB

**ACTION:** Denise to send out link.

**ACTION:** Slip to sign off on cash box, include two signatures.

- vi. If you need a cheque, these will be provided at Council meetings, please allow 3 days for preparation of the cheque by Denise. Receipts must be provided.
- vii. NSF Procedure – going forward NSF list will remain with Lisa, Rotem & Denise. Handling NSF's will remain with Lisa. Our current back account does not charge us fees for NSF's or writing cheques.
- viii. We use Excel to track our finances.

#### **OCASC Chair Report**

- i. Nothing new gleaned from the September meeting. Fundraising Chair requested a SOCAN license - allows you to play music at public events.\$32/day or \$185/year. Pending a reply from SOCAN. Next OCASC meeting October 20<sup>th</sup>.

#### **Communication Chair Report**

- ii. Facebook going well. 61 Likes as of today. More likes the better.  
McDonald's post 508 people reached. To add something to Facebook, send to Crystal, Rotem or Lisa for posting. Keep content information based.  
Contest to share Halloween Dance post and win family entrance.
- iii. Website work in progress. Combing through information to see what's actively happening vs. reference material. Website does get a lot of hits.
- iv. To send out communications through the school, please send the message to Crystal by Monday night. This allows time for the message to be forwarded to Beatrice for announcements, email, cynervoice. Communications from the school go out on Thursdays. Keep this in mind when timing your messages.
- v. Crystal to create us a Facebook discussion board that is closed  
**ACTION:** Try it out and revisit at the next meeting to evaluate its effectiveness.

#### **Fundraising/Events Report**

- i. Questionnaire – Sept 28th  
Krista to send me graphics from questionnaire
- ii. Newsletter – November 2nd, goal one week prior to event. Add a copy through communications to send out through school.



**Meeting Location:** JES Library  
**School District:** OCDSB

- iii. Hotdog program going well (October – December). Fall program had a bonus week FREE. Three Options 1) Cancel last week, 2) Ask everyone to pay us \$2, 3) Offer it last week in December and eat the costs of approximately \$112.  
**MOTION:** to accept option 3. 1st Melissa, 2nd Joe. Unanimous.
- iv. Pita Program – 1st week 20 participants, 2nd week 29 participants, Running smoothly, 3 extra pitas sent. Arrives at school by 12:30. Program will be revisited for 2nd term in December.
- v. McDonald's turn-out was good.
- vi. Halloween Dance – Volunteers are good. Planning going well.  
**MOTION:** \$300 float for admissions, \$200 float for bake sale table 1st Krista 2nd Joe, unanimous
- vii. Samko and Miko Toy Sale Nov 9- 13th flyers are here, need to be distributed with newsletter in November.
- viii. Jump2Math – scheduled Nov 10th, bring tablet with you, printed instructions at each station. Cheque \$681 to be made to company, plus poster printing. Money preapproved for this program. Pita Pit to make mini sample size pitas:  
**MOTION:** approve send for up to \$100 of sample size pitas. 1st Crystal, 2nd Azra.  
**ACTION:** Krista to send blurb to Crystal to promote include message about bring your own tablet/smart device.
- ix. Movie Night Dec 9th backup Dec 16th, pending availability of space  
**ACTION:** Krista to check on availability
- x. Indigo Night – pending,  
**ACTION:** Connie to confirm date with Indigo
- xi. Jingle Jangle - planning to start, need to discuss logistical concerns

### **Volunteer Report**

- i. Added 40 new volunteers to our list. Up to 110 total on the list
- ii. 22 for Halloween dance
- iii. 4 for Jump2Math

### **Other Business**

- i. Spring Dance  
Joe willing to look into a radio station DJ. Need to confirm DJ.  
**MOTION:** Valentine Dance Feb 10<sup>th</sup> 1<sup>st</sup> Denise, 2<sup>nd</sup> Krista Unanimous
- ii. Spirit Wear  
**MOTION:** To purchase t-shirts for all students 1<sup>st</sup> Peter, 2<sup>nd</sup> Joe. Add option on form to buy additional shirts for \$5/shirt and to buy hoodies. Lisa Levitan will volunteer to get shirt sizes for kids that don't send forms.



**Meeting Location:** JES Library  
**School District:** OCDSB

iii. Parent/ Teacher Interview Night

Vendors Event

**MOTION:** To have a vendor event at the parent teacher event. 1<sup>st</sup> Denise, 2<sup>nd</sup> Joe, unanimous

iv. Corporate Donations – tabled to November agenda.

v. Meetings schedule – 3<sup>rd</sup> Wed of the month, December 7<sup>th</sup> move to March move to 22nd June 14th.

**MOTION:** new dates 1st Melissa, Peter, 2nd, Denise abstained

vi. Childcare at JESC meetings will be provided at no charge

vii. Coffee & Cookies – no, feel free to bring a treat to share.

**Adjournment**

**MOTION:** To adjourn by 1<sup>st</sup> Joe, 2<sup>nd</sup> Melissa. Meeting adjourned: 8:50pm.

**Next Meeting**

**Date:** November 16 (6:30 – 8:30pm)

**Agenda:** To be set by Chair

# JESC Financial Report

## Income and Expenses

Date	Sep-16	Deposits	Cheques	
	Opening Balance	5,446.38		
9/6/2016	Half Moon Bay SC (1857)		1,000.00	
9/15/2016	Jump2Math (1856)		339.00	x
9/21/2016	Child Care (1858)		50.00	x
9/24/2016	Ross YIG/hotdog (1859)		196.40	x
9/27/2016	Crystal Sarazin/hotdogs (1860)		68.95	x
9/27/2016	Benevity cheque from May 2016	500.00		x
9/27/2016	Deposit cash (floats?)	510.00		x
9/27/2016	PIK	500.00		x
	<b>Total</b>	<b>6,956.38</b>	<b>1,654.35</b>	5302.03
Date	Oct-16	Deposits	Cheques	
10/3/2016	Corinne Reynolds/hotdog bins (1863)		146.22	
10/11/2016	Progrant	1,500.00		x
10/11/2016	Hotdogs	2,244.00		x
10/5/2016	Ross YIG hotdogs		144.30	
10/11/2016	Ross YIG hotdogs		141.12	
	OCASC Fees (1864)		35.00	
10/18/2016	Corinne Reynolds/hotdog supplies (1866)		134.77	
10/18/2016	Hotdogs	22.00		x
	<b>Total</b>	<b>3,766.00</b>	<b>601.41</b>	3164.59
Date	Allocated funds from last year	Deposits	Cheques	
	lock cart		350.00	
	outdoor		1,000.00	
	spirit wear		1,456.00	
	library books in name of leaving teachers		200.00	
	technology		521.00	
	hotdog	22.00		
	<b>Total</b>	<b>22.00</b>	<b>3,527.00</b>	-3505
Totals		Deposits	Cheques	
<b>\$4,961.62</b>		<b>10,744.38</b>	<b>5,782.76</b>	4961.62

