

**Jennie Emery Elementary
School Council Meeting
Tuesday - September 19th, 2023**

1. **CALL MEETING TO ORDER** – 7:02 PM
2. **WELCOME AND INTRODUCTIONS** – Danie Lawrence (Chairperson), Nora Chomistek, Toni Klassen, Joisa Tillack (Secretary), Debbie Laturus (Trustee), Megan Leusink (Vice Principal), Amy Kerr (Vice Principal), Chris Spanos (Principal), Jadene Robinson (Teacher), Fallon Ritchie, Meghan Richter, Amanda Langelaan, Marinda Flexhaug, Lillian Northcott, Scott Harker, John Koot, Julie Overweg, Shanda Westerhoud
3. **REVIEW OF AGENDA**
 - a. ADDITIONS – None.
 - b. APPROVAL OF AGENDA – 1st Danie, 2nd Nora, none opposed. Approved.
4. **REVIEW OF MINUTES**
 - a. APPROVAL OF JUNE 13th, 2023 MEETING MINUTES – 1st Toni, 2nd Nora, none opposed. Approved.
5. **REPORTS**
 - a. CHAIRPERSON – None.
 - b. PRINCIPAL – A welcome to everyone and gratitude for showing up at last week’s AGM and tonight’s council meeting. Track enrollment information was provided (see below) with a final count that will be shared at the end of the month.

Total of 366 students from K-Grade 4, not including ELS.
Total of closer to approximately 390, including ELS.
Class sizes fluctuate between grades.
Kindergarten are 17-18 students per class between 4 classes.
Grade 1 are 14-17 students per class between 4 classes.
Grade 2 are 20-22 students per class between 4 classes.
Grade 3 are 19-22 students per class between 4 classes.
Grade 4 are 23-25 students per class between 3 classes.

The “School Education Plan 2023/2024 for Jennie Emery Elementary School” document which was prepared in the spring was handed out to look at for those present at the meeting. Future class size and number of teachers for when the school transitions to ELS-Grade 3 was discussed.
 - c. TRUSTEE – See attached.
6. **NEW BUSINESS**
 - a. ANNUAL REPORT AND BYLAW – Clarification on the difference in procedure between annual report and bylaw.

Annual Report is due on September 30th of each year and must be submitted to the School

Board (Current contact person: Michelle Taylor).

School Council Bylaw modifications do not require approval from a third party.

Friends of Jennie Emery Elementary Society modifications are required to be sent via snail mail. The changes previously motioned at the 2022 AGM and approved at the September 13th, 2023 AGM needs to be sent to the Association.

ACTION: Nora has completed the Annual Report. Annual Report requires signatures from Principal Chris Spanos and Treasurer Toni Klassen. Report to be sent away by Danie using FOJEES email. Danie to update us on FOJEES modifications and if they were sent to the Alberta School Council Association.

- b. JEES WEBSITE – With the transition of back to school, the website updates are on the list of things to get done which includes the School Council section. At the moment, other items are prioritized but aware that this needs to be completed.

ACTION: Danie to send Nicole Odenbach the list of updates for the School Council section of the website.

7. **NEXT MEETING** – Wednesday – October 25th, 2023 at 7PM

8. **ADJOURNMENT** – 7:28 PM

TRUSTEE REPORT:

JEES Parent Council Meeting

September 19th, 2023

Board Highlights from August 2023

At our August Board meeting, the Board of Trustees held their Organizational Meeting. Trustee Lorelei Bexte will remain as Chair, Trustee Tony Montina was acclaimed Vice Chair and Trustee Debbie Laturus will keep the role of Alternate Vice-Chair.

August 31st, our division held their Opening Day for the 2023-2024 school year. Our Division always looks forward to kicking off an amazing year on this special day for our staff.

The Alberta School Boards Zone 6 has been consulting with Boards in their zone regarding full day, full-week, fully-funded kindergarten. The Zone is looking for feedback on a position statement they wish to put forward at the ASBA Fall general meeting to advocate for the Government to make this change. The Palliser Board of Trustees has been carefully reviewing its beliefs regarding offering full-day kindergarten and has asked the division administration about the feasibility and impact of providing a full day of learning. The Board will also be consulting with educational partners, including parents and caregivers in our communities to understand their thoughts on the matter. The Board also acknowledges and respects the diverse group of communities that it serves, and would support parents' and caregivers' choice in sending their children to full day kindergarten. A change of this magnitude would likely take place over a long period of time, but at this juncture, the Board feels it is worth further investigation of full day kindergarten.

At our regular board meeting this month, the superintendent appointed Tom Hamer, Associate Superintendent of Learning Services, to be the Deputy Superintendent. The Deputy Superintendent will assume the Superintendent's roles and responsibilities when the Superintendent is unavailable or as assigned by the Superintendent.

Cindy Rogers, Director of Finance provided an interim financial report as of August 31, 2023, for the 2022-2023 school year. There is a projected surplus of \$1.6 million. The board had approved a \$753,000 deficit budget. Increased government funding of \$2.0 million, which includes an anticipated claw back reduction of \$973,000 has contributed to the surplus. Year end financial entries are anticipated to not greatly affect the projected surplus for this year.

Report submitted by Trustee D. Laturus

Jennie Emery Elementary
Friends of Jennie Emery Elementary Society Meeting
Tuesday – September 19th, 2023

1. **CALL MEETING TO ORDER** – 7:29 PM

IN ATTENDANCE – Danie Lawrence (Chairperson), Nora Chomistek, Toni Klassen, Joisa Tillack (Secretary), Megan Leusink (Vice Principal), Amy Kerr (Vice Principal), Chris Spanos (Principal), Jadene Robinson (Teacher), Fallon Ritchie, Meghan Richter, Amanda Langelaan, Marinda Flexhaug, Lillian Northcott, Scott Harker, John Koot, Julie Overweg, Shanda Westerhoud

2. **REVIEW OF AGENDA**

- a. ADDITIONS – None.
- b. APPROVAL OF AGENDA – 1st Nora, 2nd Toni, none opposed. Approved.

3. **REVIEW OF MINUTES**

- a. APPROVAL OF JUNE 13TH, 2023 MEETING MINUTES – 1st Nora, 2nd Toni, none opposed. Approved.

4. **TREASURER’S REPORT** – Please see September 13th, 2023 AGM Minutes for end of year balance.

- a. AUDIT DATE – Clarification on due date and procedure was provided regarding the audit. To maintain in good standing, the audit must be sent by the last date of the next month from the incorporation date. The incorporation date for the FOJEEES is November 27th, which means that the audit is due December 31st. Board agreed on an earlier date to ensure the audit is sent in promptly.

ACTION: Fallon and Amanda to send audit by the agreed date of November 15th.

- b. SIGNING AUTHORITIES – Nora and Toni to be switched to Danie and Amanda. Tanya from a previous Board also requires removal.

ACTION: Toni to contact BMO to update signing authorities as per above.

- c. FIRST DAY COFFEE AND MUFFIN COSTS – Although a budget was set for this last year, it was not used. Coffee was donated by Coaldale Tim Horton’s and muffins were paid for by the breakfast program. Return previously budgeted cost to available funds.

- d. FIELD TRIP ALLOWANCES (2023-2024) – To consider the total count of students last year (2022/2023) was 420. This year is approximately 390 which is 30 students less to date.

- i) K-Grade 3 = \$20 per child
- ii) Grade 4 = \$25 per child
- iii) Scientist in School or equivalent as approved by the Principal = \$235 per class

MOTION: To go forward with previous year’s field trip allowance. 1st Danie, 2nd Shanda, 1 opposed. Approved.

e. **GRADUATION**

- i. ELP = \$500

- ii. Grade 3 = \$500
- iii. Grade 4 = \$500

MOTION: To go forward with above graduation allowances with reevaluation once final count of students has been provided. 1st Danie, 2nd Joisa, 1 opposed. Approved.

ACTION: Amy to ask Grade 3 teachers about grad trip. Danie to add Kindergarten graduation for next meeting's agenda. Reevaluate graduation allowances once final count of students has been received.

5. FUNDRAISING

- a. FUNDRAISER IDEAS – Fun Day, Pancake Breakfasts, Spirit Wear, Opt Out, Movie Night, Christmas 50/50 and Front Row Raffle, Cupcake Sales, Jennie Emery's 30th Birthday and Gala.

Fundraising Committee was created at the September 13th, 2023 AGM.

ACTION: Kim Hazuda to arrange a meeting with the committee and discuss which fundraisers will be done this year.

- b. DFS – This fundraiser was already signed up for last year for us to continue this year and have already received a couple boxes.

MOTION: To not continue DFS this year. 1st Danie, 2nd Meghan, one opposed. Approved.

MOTION: To allocate \$100 for shipping costs to return the boxes and avoid penalty fees. 1st Danie, 2nd Toni, none opposed. Approved.

ACTION: Nora to ship back DFS pamphlets.

- c. TEACHER APPRECIATION WEEK – Agreed to continue this during a selected week.
- d. JEES WEBSITE – Fundraiser section also requiring some updates.

ACTION: Danie to include the fundraiser section as one of the items that need to be sent to Nicole.

- e. T-SHIRT UPDATE – No updates.

ACTION: Kim to give update at next meeting.

- 6. **HOT LUNCH** – Possible dates for hot lunch for each month were sent out to teachers. Requesting for teachers to respond within the week as we would like to move forward with dates. Also for parents to be aware that to cover the Palliser fees that they charge to transfer money from School Cash Online, an extra \$1-1.50 will be included in the hot lunch costs depending on the restaurant.

ACTION: Danie to move forward with dates depending on response from teachers to get hot lunch started. Danie to speak to Nicole about requesting a lump sum per month from Palliser regarding School Cash Online.

- 7. **PLAYGROUND REPORT** – Funds gathered are as follows: \$11,160 from FOJEEES and \$69,000 from

grants (including the Fun Run). We still need to fundraise \$2,709 assuming we receive the CFEP grant. The Community Facility Enhancement Program (CFEP) grant has been applied for by Nora. This is a matching grant which, if approved for \$82,800, will allow us to have enough funds to purchase the playground. A support letter was required as a part of the grant application which was provided by the following: (a) Access Coaldale, Little Munchkins Dayhome, (b) Mayor Jack Van Rijn and (c) MLA Grant Hunter. The results for this grant will be announced in March 2024.

If we receive only a partial grant, a contingency plan would include ideas such as: donation request from local business(es) and or donation request for labor/ground work.

The Coaldale Community Wellness Association who provided our very first grant towards the playground in November 2022 has already asked to receive a final report which includes a final statement of revenue and expenses along with additional information.

ACTION: Nora to send Danie all the playground updates for the JEES website to be sent to Nicole. Nora to provide interim final report as required by CCWA by the deadline date of November 15th.

8. **NEW BUSINESS**

- a. **MISSION STATEMENT** – “The mission of the Friends of Jennie Emery Elementary Society is to unite and empower our school, fostering collaboration among students, parents, our society and the community.”

MOTION: To adopt the above as our mission statement. 1st Danie, 2nd John, none opposed. Approved.

- b. **POPCORN** – We currently have one box of popcorn left for the popcorn machine.

MOTION: Nora to purchase 3 boxes of popcorn for approximately \$150. 1st Danie, 2nd Nora. None opposed, approved.

ACTION: Nora to order the popcorn.

9. **NEXT MEETING** – Wednesday – October 25th, 2023 at 7PM

10. **ADJOURNMENT** – 8:25 PM