

**Jennie Emery Elementary
School Council Meeting
Tuesday – November 28, 2023**

1. **CALL MEETING TO ORDER** – 7:00 PM
2. **WELCOME AND INTRODUCTIONS** – Danie Lawrence (Chairperson), Toni Klassen (Treasurer), Sharon Rutledge (Trustee), Debbie Laturus (Trustee), Megan Leusink (Vice Principal), Amy Kerr (Vice Principal), Chris Spanos (Principal), Jade Barron (Teacher), Shanda Westerhoud, Lillian Northcott, John Koot
3. **REVIEW OF AGENDA**
 - a. ADDITIONS – None.
 - b. APPROVAL OF AGENDA – 1st Toni, 2nd Amy, none opposed. Approved.
4. **REVIEW OF MINUTES**
 - a. ADDITIONS – None.
 - b. APPROVAL OF OCTOBER 25th, 2023 MEETING MINUTES – 1st Danie, 2nd Toni, none opposed. Approved.

5. **REPORTS**

- a. **CHAIRPERSON** – The website has been cleaned up and updated with more current information including links to the opt-out fundraiser via form or SchoolCash Online, information regarding the Inclusive Playground, and more. Thank you to Nicole for her diligence in helping get these updates completed.

Spirit Wear will now be under the front office staff’s responsibilities.

The Buddy Treasurer position that was posted did not receive any responses so we will repost this. Financial audit has been completed, reviewed and sent off. The Annual Report has also been completed and sent off. The Friends of Jennie Emery’s information on the ASCA website has also been updated with current contact information of board members.

Fundraising letters have been sent out to parents with updates of all the fundraisers planned for the entire year.

- b. **PRINCIPAL** –

i. **EVENT HIGHLIGHTS**

Halloween Parade was a very exciting event with many families attending to watch the children and teachers walk through the school with their costumes. Remembrance Day service was held at the school with a good turn out by the community with help from our Grade 4’s. The Grade 2 classes have had field trips to the Town Civic Square for a tour and a chance to meet with Mayor Jack Van Rijn and staff. The Volleyball Club has just wrapped up and we are now preparing for Christmas and getting things ready for the Christmas Concert on December 19th (M-Z) and 20th (A-N) at 1:30pm and 6:30pm. We have had a good turn out for Choir. The “Big Brother Big Sister” program is ongoing with Grade 3 and 4 boys getting

their turn now.

Upcoming events include: Tin Foil Accessory Day, Cupcake and Cookie Sale, Winter Sweater Day, Grade 1's Field Trip, Assembly led by Grade 1, Pajama Day, Pancake Breakfast and Bingo before the Christmas break. Years of Service Awards is being looked into as something a Pallister Trustee can present either December or January.

ii. Hot lunch is still an ongoing success with a suggestion for a designated space to use the ELP's extension room for unloading and organizing of the lunches as the room is usually free between 10:45am-12:45pm. This will help alleviate the busy traffic in the office on days like Thursdays with other programs occurring on the same day.

iii. February 1st will be Jennie Emery Elementary School's 30th Anniversary and plans to celebrate this day with the staff and children such as: slideshow, February 16th.

iv. Life Touch has shifted their model coming into this year with some policy changes regarding class photos which was not anticipated. Previously each student received class photos but now class photos will only be included with ordered packages or at a cost of \$10. An option to purchase bulk photos for each student in the entire school was provided at \$2 per student. Discussion on how to move forward with these changes concluded that we will leave as is since complaints have not been received.

c. TRUSTEE – See attached.

6. **NEW BUSINESS** – None.

7. **NEXT MEETING** – Monday – January 15th, 2024 at 7pm

8. **ADJOURNMENT** – 7:39 PM

TRUSTEE REPORT:

JEES Parent Council Meeting

November 28th, 2023

Board Highlights from November Meeting

The Palliser School Division is embarking on a significant journey of **future planning for the 2023-24 school year**. In November, our Administrative team dedicated two days to analyzing data from the Alberta Assurance Survey, OURschool, and various other reporting platforms. The comprehensive feedback from students, staff and families is instrumental in guiding our leadership teams to pinpoint areas requiring growth and attention. Principals & Vice-Principals have contributed valuable insights through presentations to the Board, showcasing the day-to-day realities within our schools.

Moving forward, the Board will undertake a thorough review of these findings to formulate our **Division goals**. Commencing in the New Year, the Board is committed to engaging with our school communities to gather input in shaping our **new Vision, Mission and Core Values**.

The Board has recently reviewed the **Annual Education Results Report** ensuring the educational system meets student needs and fosters success. School authorities will develop comprehensive education plans that outline priorities, desired outcomes, metrics and strategies in crucial areas.

Palliser takes pride in students' academic success and is committed to increase the engagement of parents. To further this positive trend, the Palliser 'Council of Councils' explores new avenues for parent participation.

This report is slated for approval in our forthcoming meeting, subject to additional elements from the audited financial statements. Once sanctioned by Alberta Education, it will be made available to the public.

A highlight of our recent discussions was the presentation by our learning services team on our ongoing **collaboration with Alberta Health Services**. This partnership is pivotal in supporting the health and wellness of both students and staff in our Division.

AHS has been instrumental in enhancing our Division's health initiatives, including informative sessions on the dangers of vaping, supporting the Headstrong Summit and helping in our nutrition programs. Their collaboration with our Health Champions is valuable in identifying and addressing health and wellness needs within our schools.

Next Board Meeting is Tuesday, December 12, 2023.

Report submitted by Trustee S. Rutledge

Jennie Emery Elementary
Friends of Jennie Emery Elementary Society Meeting
Tuesday – November 28, 2023

1. **CALL MEETING TO ORDER – 7:40 PM**

IN ATTENDANCE – Danie Lawrence (Chairperson), Toni Klassen (Treasurer), Megan Leusink (Vice Principal), Amy Kerr (Vice Principal), Chris Spanos (Principal), Jade Barron (Teacher), Shanda Westerhoud, Lillian Northcott, John Koot

2. **REVIEW OF AGENDA**

- a. ADDITIONS – Social Media to be added under 8a and Cupcakes under 8b.
- b. APPROVAL OF AGENDA – 1st Toni, 2nd Lillian, none opposed. Approved.

3. **REVIEW OF MINUTES**

- a. ADDITIONS – None.
- b. APPROVAL OF OCTOBER 25th, 2023 MEETING MINUTES – 1st Danie, 2nd Toni, none opposed. Approved.

4. **TREASURER’S REPORT**

- a. **TREASURER’S REPORT** – End of October balance is \$111,531.93 with \$91,737.10 spoken for and \$19,794.83 of unallocated funds. Hot lunch, DFS return and Popcorn purchase were funds used this previous month which went over the allocated budget.
- b. **BANK SWITCH** – Toni presented her research. Scotiabank, TD Bank and First Choice Savings were contacted with responses from all institutions being similar.

Currently with BMO, we pay \$2.50 a month which gives us 20 transactions and fee waived after \$5,000 minimum balance. \$2.25 per \$100 on each cash deposit which only gives us 20 transactions. We are currently dealing with less cash when receiving funds but each e-transfer and each deposit is using up the limit of 20 transactions.

TD Bank has a plus plan which is \$4.95 a month which gives you 30 transactions, 30 deposits and fee is waived after \$10,000 minimum balance. Remote deposit is also included which is a huge plus because currently as the Treasurer, getting to a bank is difficult as most banks close at 4pm so this will allow more flexibility and ease into depositing cheques.

First Choice Savings did not get back to us but based on the information provided online, it seems to be unlimited everything.

Scotiabank provided a few different options for big balances which we currently have at the moment because we are holding to funds for the Inclusive Playground. The Community plan only allows 10 transactions with waived fees. But something to consider is that they are local and their matching program.

ACTION: Toni will get more information from Scotiabank and if they can provide us with a better plan then Toni to move forward with switching.

5. **FUNDRAISING**

- a. **FUNDRAISER REPORT** – Dozen cupcake containers will be picked up by Kim to be used for Thursday's cupcake sale. Individual cupcake containers were ordered and will be used for next year's cupcake sale and not this upcoming one. Liquor quotes for the Gala is being worked on but details will be discussed at the Gala Meeting.
- b. **GALA MEETING** – Next meeting to be held on Thursday – December 7th, 2023 at 7pm at the Coaldale Tim Horton's.
- c. **OPT-OUT FUNDRAISER** – We have received approximately \$555 e-transfers this month. SchoolCash amount is unknown until the end of the year for the lump sum transaction to avoid large fees from Palliser.

6. **HOT LUNCH REPORT** – Going forward we will use the ELP's extension room for unloading and organizing of hot lunches. Currently we have 2 hot lunches planned per month between January until June to reach our goal. Previous vendor experiences were discussed.

7. **PLAYGROUND REPORT** – Tabled to January's meeting.

ACTION: Nora to provide playground report at next meeting as well as the Report required by Town of Coaldale by the deadline date.

8. **NEW BUSINESS**

- a. **SOCIAL MEDIA** – The Friends of Jennie Emery Elementary Society suggests creating a Facebook page. Discussion on social media platforms and communicating with families regarding anything society related.
- b. **JEEES' 30TH ANNIVERSARY (FEB 16TH)**– Potentially providing either cupcakes or cookies for this event was discussed. It was concluded that cookies would be less of a mess and something that the Society could provide depending on prices. We would need approximately 450.

ACTION: Danie to get quotes for the cookies.

9. **NEXT MEETING** – Monday – January 15th, 2024 at 7pm

10. **ADJOURNMENT** – 8:13 PM