

**Jennie Emery Elementary  
School Council Meeting  
Monday – January 15<sup>th</sup>, 2024**

1. **CALL MEETING TO ORDER** – 7:04 PM
  
2. **WELCOME AND INTRODUCTIONS** – Danie Lawrence (Chairperson), Kim Hazuda (Co-Chairperson), Toni Klassen (Treasurer), Joisa Tillack (Secretary), Sharon Rutledge (Trustee), Debbie Laturus (Trustee), Megan Leusink (Vice Principal), Chris Spanos (Principal), Nicole Kaminski (Teacher), Shanda Westerhoud, Fallon Ritchie, Kim Booker, Nora Chomistek
  
3. **REVIEW OF AGENDA**
  - a. ADDITIONS – None.
  - b. APPROVAL OF AGENDA – 1<sup>st</sup> Nicole, 2<sup>nd</sup> Toni, none opposed. Approved.
  
4. **REVIEW OF MINUTES**
  - a. ADDITIONS – None.
  - b. APPROVAL OF NOVEMBER 28<sup>th</sup>, 2023 MEETING MINUTES – 1<sup>st</sup> Shanda, 2<sup>nd</sup> Toni, none opposed. Approved.
  
5. **REPORTS**
  - a. CHAIRPERSON – Lunchbox information meetings occurred. Buddy Treasurer position was reposted with no responses as of yet. Christmas concert was a successful fundraiser with amazing volunteers, crowd turnout and great feedback regarding the event. ASCA presentation by Chris Mattatall was attended with it being very informative and interactive. Engagement fund is available for this year with an amount of \$500. Next Thursday – January 25<sup>th</sup> at 6:30pm, parents and guardians are invited and encouraged to attend an information night with Chris Mattatall regarding children’s brains and how they learn.
  
  - b. PRINCIPAL –
    - i. EVENT HIGHLIGHTS  

Both the Cupcake/Cookie sale and the Christmas Concert were a success. We are grateful for all the volunteers, for all the staff that made it happen and for all the families for a very good turn out. We are also grateful for all the Angel Tree donations from our school community. Pancake Breakfast and Pajama Day went very smoothly with Bingo as it’s highlight. The children were very excited to be able to run in the hallways.

Assembly is this week on Friday January 19<sup>th</sup> (led by 2A and 2C). Long service awards will be presented to staff with the help of Sharon and Tom from Palliser. Basketball club for Grade 3 and 4’s will be starting next week (duration of 4 weeks) then Grade 1 and 2’s will have their opportunity. Kindergartens upcoming field trip plans for swimming. Upcoming Spirit Days include: Crazy Hair Day, Red Shirt Day and Pink Shirt Day. The choir will be singing “O Canada” at the Hurricane Game. As well as the Winter Walk, Family Teacher Interviews and another student led assembly. February 16<sup>th</sup> will be our assembly to celebrate the school’s 30<sup>th</sup> anniversary. We have plans to talk about Mrs. Jennie Emery to the children and describe

what impact she had and still has on the school.

ii. REGISTRATION

Registration for Early Learning is now open. Parents are encouraged to register as soon as possible. To clarify the Kindergarten program, registration numbers will be assessed to observe the interest in half day versus full day. The program will run depending on these numbers.

iii. Chris Mattatall has provided helpful information and background to staff so far and hopefully to parents who will attend his information night next week.

c. TRUSTEE – See attached.

6. **NEW BUSINESS** – A parent has brought to our attention that Mr. H is being recognized by the town as the “Arts & Recreation Leader of the Year” through the Chamber of Commerce’s 42<sup>nd</sup> Annual Awards & Appreciation Banquet to be held on February 3, 2024 at the Town Civic Square.
7. **NEXT MEETING** – Monday – February 12<sup>th</sup>, 2024 at 7pm
8. **ADJOURNMENT** – 7:40 PM

## TRUSTEE REPORT:

JEES Parent Council Meeting

January 15<sup>th</sup>, 2024

### WELCOME TO 2024

Let us begin with the key factors contributing to the **Financial Surplus** in Palliser of \$3,958,000 for the 2022-2023 school year and a five year **Cumulative Surplus** of \$4,296,000.

1) **Instruction** shows a **surplus** due to new govt. funding and increase in student numbers.

a) 88.6% of the instruction block goes to staffing costs, (72.25% for certified staff and 16.4% for non-certified staff)

b) Grid movement for teachers cost \$500-\$700K annually plus increases in ASEBP being announced about \$500-800K increase in 2023-24.

c) Every year, without an increase in the base grant, Palliser has to find \$1-1.5 million to maintain existing staff.

d) Using the surplus for staffing would be a one-time use of the funds. This would not help the long-term need at any school site, as after one year, there would be a need to reduce positions.

2) **Plant Operations and Maintenance** continue to face a **deficit** due to rising utility and supply costs.

3) **Transportation program** has a **surplus** due to fuel price contingency funding and savings in supplies.

4) **Capital Reserves** will be used to purchase 5 new buses, vehicle purchases and maintenance and allow investment of 900 new student Chromebooks.

5) **Operational Reserves** (about 4 million), school sites have about \$600,000 in reserves, and the Division has about \$3.2 M to support future technology and modernizing learning spaces. The reserves will be used to offset the 2023-24 budgeted deficit as well as help with the grade reconfiguration and retrofit Coaldale schools for the 2024-25 school year. Hence, Palliser has a limited capacity to cover operational days.

All schools in Palliser have had new camera and doorbell systems installed. This crucial step will provide better school safety by allowing office staff to identify individuals requesting access. The **Facilities Team** will conduct assessments, in case future work needs to be done.

**Palliser's Board of Trustees has officially chosen "Coaldale Prairie Winds Secondary"** as the name for the new school ready to open its' door in the 2024-25 school year. The name elements were proposed by the community through submissions on the website. A panel of members from the Coaldale school community helped refine the submitted names.

**Palliser's Early Learning Program** supports 226 children (2.8-4.8 years old) with a rich learning environment. The program is most beneficial for children in need of language development or have other identified needs. Unfortunately, there has been a decrease in funding which is concerning to Palliser.

**Next Board Meeting is Tuesday, January 16<sup>th</sup>, 2024.**

**Report submitted by Trustee S. Rutledge**

**Jennie Emery Elementary**  
**Friends of Jennie Emery Elementary Society Meeting**  
**Monday – January 15<sup>th</sup>, 2024**

**1. CALL MEETING TO ORDER – 7:41 PM**

**IN ATTENDANCE** – Danie Lawrence (Chairperson), Kim Hazuda (Co-Chairperson), Toni Klassen (Treasurer), Joisa Tillack (Secretary), Megan Leusink (Vice Principal), Chris Spanos (Principal), Nicole Kaminski (Teacher), Shanda Westerhoud, Fallon Ritchie, Kim Booker, Nora Chomistek

**2. REVIEW OF AGENDA**

- a. ADDITIONS – Grade 3 Scientist in School to be added under 8d.
- b. APPROVAL OF AGENDA – 1<sup>st</sup> Toni, 2<sup>nd</sup> Fallon, none opposed. Approved.

**3. REVIEW OF MINUTES**

- a. ADDITIONS – None.
- b. APPROVAL OF NOVEMBER 28<sup>th</sup>, 2023 MEETING MINUTES – 1<sup>st</sup> Toni, 2<sup>nd</sup> Danie, none opposed. Approved.

**4. FINANCIAL**

- a. TREASURER’S REPORT – End of December balance is \$118,181.48 with \$94,029.04 spoken for and \$24,152.44 of unallocated funds. \$2,759 came in from the opt-out fundraiser for December. \$781 from the cupcake/cookie sale.
- b. NEW BANK REVIEW – Selected Scotiabank as new bank which was set up in December. But will not close BMO account until 6 months later, once cheques are all accounted for.
- c. CHRISTMAS CONCERT PROFITS – Our goal was \$500. \$1,449 was our profit in total. Cost was only the popcorn which was only \$52 with a few more popcorn used from the school’s popcorn stock. 50/50 Raffle and Front Row Seat Auction also contributed to the success of this fundraiser.
- d. ENGAGEMENT FUNDS FOR 23/24 YEAR (\$500) – Everyone to think of ideas on how we could apply this funding to the school and bring it to next meeting.
- e. SIGNING OFFICERS ON NEW ACCOUNTS – Currently Danie Lawrence (Chairperson), Toni Klassen (Treasurer), Joisa Tillack (Secretary).
- f. BANK CARD AUTHORIZATION – Going forward, we would like to have monthly statements brought to each meeting to be reviewed and signed off by at least 2 people.

**MOTION:** For Toni to move forward with obtaining a bank card as the Treasurer. 1<sup>st</sup> Nora, 2<sup>nd</sup> Danie, none opposed. Approved.

- g. ACCOUNT LIMITS – Debit Machine withdrawal limit: \$150/day. E-transfer limit: \$2000/day.

**MOTION:** For Toni to move forward with setting the limits listed above for the bank account. 1<sup>st</sup> Danie, 2<sup>nd</sup> Kim, none opposed. Approved.

## 5. FUNDRAISING

- a. FUNDRAISER REPORT – No updates other than the cupcake/cookie sale in spring and the planning of the gala. Based on the previous cupcake/cookie sale, going forward we will ensure to have more cupcakes and less cookies as the cupcakes were much more preferred by most of the children.
- b. GALA UPDATE – Next meeting to be held on Tuesday - January 23<sup>rd</sup>, 2024 at 7pm at the Coaldale Tim Horton's. Details are slowly getting finalized with the following information: "Remembering the 90's" will be the theme for our fundraising gala which will be held on Saturday – March 16<sup>th</sup>. Vendors booked include the venue (Jennie Emery Elementary School gym), catering (LA Chefs), and DJ with the rest still pending. Letters to families will be sent home in the next couple of days if not yet received. Businesses will be contacted for tables and/or donations for silent/live auctions. We are currently looking for a person to lead the decorations (subcommittee).

**ACTION:** Megan to post on Dojo regarding the decorations volunteer position.

6. **HOT LUNCH REPORT** – Wiebe's has opted out to doing perogies and sausages for the rest of the year and will instead do subs and charcuterie boxes. More details to come.
7. **PLAYGROUND REPORT** – No new updates. Town of Coaldale report is due in May. Still pending grant results which should be announced either March or April.

## 8. NEW BUSINESS

- a. COOKIE QUOTE REVIEW (30<sup>TH</sup> ANNIVERSARY CELEBRATION) – Coaldale Bakery has offered 450 of cookies for \$222.81 (includes discount). Tim Horton's 450 cookies will cost \$489.

**MOTION:** To move forward with Coaldale Bakery with a \$250 budget to include gluten free and dairy free cookie options. 1<sup>st</sup> Nicole, 2<sup>nd</sup> Kim, none opposed. Approved.

**ACTION:** Danie to order cookies from Coaldale Bakery as well as reach out to a parent to make gluten free and dairy free cookies for the February 16<sup>th</sup> assembly.

- b. FACEBOOK (FOJEES) PAGE REVIEW – The Friends of Jennie Emery Elementary Society Facebook page has been created. Everyone is encouraged to please share with your friends and families to follow for updates and current information.
- c. LUNCHBOX – Previous hot lunch coordinators from past years have organized them using hand written notes. We currently use spreadsheets and have a few parents dedicated to arranging the hot lunches and organizing them during hot lunch days. SchoolCash Online is now offering a new program called Lunchbox which is an add on to your SchoolCash Online account specifically for hot lunches. A percentage off each order is their commission, depending on the restaurant. A specific amount was not provided but that this program allows the parent volunteers to do less of the labor work when it comes to hot lunches. For example: Parent goes into Lunchbox and sees a calendar view. Parent clicks on the selected date and makes an order. Orders will then get sent directly to the restaurant. The restaurant delivers to the school.

Foreseeable problem is that delivery to our school may not be fulfilled. Discussion on pros

and cons concluded that this topic will be tabled for a future meeting.

- d. **SCIENTIST IN SCHOOL** – Previous years, the Grade 3's have been able to purchase chick eggs for \$650. For this school year, the Grade 3 staff (represented by Nicole Kaminski) have proposed a field trip instead of purchasing chicks. The field trip will be in connection to the current curriculum which includes interaction with the land and the Inuit and Metis influences. It is proposed that the field trip will take place at the Head-Smashed-In Buffalo Jump World Heritage Site in Fort Macleod. The approximate cost for this field trip would be \$654 which includes the transportation, admission, Blackfoot guide and a land walk. Between May-June is the goal depending on the availability of the tours.

This would be deducted from the \$990 allocated funds for Grade 3's Scientist in School with the remaining funds to be put towards their year-end field trip and a purchase of chick eggs.

**MOTION:** To approve the Grade 3's field trip request to the Head-Smashed-In Buffalo Jump World Heritage Site with the remainder of the funds to be used towards the year-end field trip and a purchase of chick eggs. 1<sup>st</sup> Toni, 2<sup>nd</sup> Danie, none opposed. Approved.

**ACTION:** Nicole Kaminski to send Danie a copy of the proposal and a reminder to acquire potential elder's names.

- e. **IMPORTANT DATES** – Parent teacher interviews to be held on February 8<sup>th</sup>-9<sup>th</sup>, 2024. Teacher appreciation week to be held the week of May 1<sup>st</sup>.

9. **NEXT MEETING** – Monday – February 12<sup>th</sup>, 2024 at 7pm

10. **ADJOURNMENT** – 8:58 PM