

**Jennie Emery Elementary
School Council Annual General Meeting
Wednesday – September 13, 2023**

1. CALL MEETING TO ORDER – 7:13 PM
2. WELCOME AND INTRODUCTIONS – Toni Klassen (Treasurer), Joisa Tillack (Secretary), Chris Spanos (Principal), Amy Kerr (Vice Principal), Danie Lawrence, Nicole Kaminski (Teacher), Lillian Northcott, Marinda Flexhaug, Kim Hazuda, Amanda Langelaan, Shanda Westerhoud, Meghan Richter, Fallon Ritchie, John Koot
3. REVIEW OF AGENDA
 - a. APPROVAL OF SEP 13TH, 2023 AGENDA – 1st Toni, 2nd Nicole, none opposed. Carried
4. REVIEW OF MINUTES
 - a. APPROVAL OF SEP 12TH, 2022 MINUTES – 1st Toni, 2nd Joisa, none opposed. Carried
5. REPORTS
 - a. CHAIRPERSON – Attached
 - b. PRINCIPAL – It has been a great couple few weeks to have gotten a chance to connect with parents and families during this transition period. He enjoyed the staggered entry of students for back to school and would like feedback from families. The first assembly was a nice addition to the first week. With events like tonight (Meet The Teacher BBQ) and similar types of events throughout the school year, he would really appreciate feedback and input from families. He provided his work background. He enjoyed listening to the Chairperson’s Report and hearing about all the things that parents were involved in and what things happened in the past year. As for the overlap with R.I. Baker’s school council meeting this evening, he apologized and clarified that it was not planned and was an accident. Finally, there have also been discussions about possibly doing the meet the teacher for next year a bit differently. Instead of shortly after the first week of school, to have it before the school starts. Students can come into the school with their backpacks brought into class and to get acquainted with the teacher this way without all the chaos of first day/first week.
6. NOMINATIONS AND ELECTIONS:
 - a. CHAIRPERSON
 - i. Nominee: Danie Lawrence – None opposed. Carried
 - b. VICE CHAIRPERSON
 - i. Nominee: Kim Hazuda – None Opposed. Carried
 - c. SECRETARY
 - i. Joisa Tillack to resume her role as Secretary.
7. BY-LAW REVIEW – After Council of Council meetings were attended, confirmed information regarding the “Annual Report” has been provided that the Chairperson is supposed to submit this

report every year. Last year's decision to delete the "Annual Report" was due to the fact that no one knew what it was referring to.

MOTION: To add back the following into the By-laws and to remember to upload the updated version of the Bylaw to the JEES website:

7) DUTIES OF THE OFFICERS

a) THE CHAIR

The Chair shall be responsible for planning the agenda for meetings, facilitating the meetings, acting as a spokesperson for the council, and generally supervising the council. The Chair will prepare and provide the annual report to the School Board.

13) ANNUAL REPORT

a) The school council, through the chair, must prepare and provide the school board with an annual report which includes a summary of the council's activities for the previous school year, a financial statement detailing, in accordance with the policies, the receipt, handling and use of any money by the school council in the previous school year, and copies of the minutes of each meeting by September 30th of each year.

b) The school council shall make the report's available to all the concerned members of the school community.

c) A school council must retain the minutes for each meeting of the school council for at least 7 years.

1st Danie, 2nd Toni, none opposed. Carried.

8. NEXT AGM MEETING: September 11, 2024 @ 7:00 PM

9. ADJOURNMENT – 7:45 PM

Chairperson Report

I would like to apologize for not being able to give this report in person.

Thank you everyone for coming out to our Annual General Meeting. Most of our Board members have finished their 2-year term positions and therefore this year will be a year of change in many ways. We have a new Principal, welcome Chris Spanos. I've only had the chance to interact with Chris on a few brief occasions but they were positive. I would like to take a second to say farewell to Curtis Uyesugi and wish him luck at his new school. Thanks Curtis for always making time for us. And our school will be changing as well, as this will be the last year that our school will have grade 4's.

It is easy to forget all the things we've accomplished this past year because it was a busy one!

We got a new logo for our Society.

We received \$1000 of ASCE funding over the past 2 years that we used for 2 online seminars. One was for a School Council Purpose workshop so the Board members could learn a bit more about their roles and the other was for a Cyber Safety course that we hosted in conjunction with St. Joe's. We provided popcorn for all classrooms for the 2nd year in a row to enjoy and held another Teacher appreciation week, which was partly sponsored by the Scandia Honey company. Two years ago we switched to a week-long celebration instead of a one-day luncheon to accommodate part time teachers and staff and this has been well received. We also hosted Fun day, providing a day of fun activities, glitter tattoos and ice cream for all the students. Special thanks to Megan Leusink for helping us organize the day and many thanks to all the parent and student volunteers who made the day happen! Hopefully we can include the Kindergarten classes this year! We also organized monthly Hot lunches that came with a heap of behind the scenes complications. Special thanks to Danie Lawrence and Nicole Odenbach for making them run so smooth. We had not one, but two chances to purchase online spirit wear, which remains popular and we will take full credit for suggesting the return of the Scholastic Book Fair which we were glad to hear was more successful than anyone anticipated.

We hosted A LOT of fundraisers. We started the year by trying something new, which was the Opt-out of fundraising form. The idea was good and well received by some but less successful than we would have liked. Our annual DFS fundraising campaign is still our biggest money maker but it is making less and less money every year. We also ran a Fundsript gift card fundraiser, a Coaldale Food Market gift card fundraiser, Growing Smiles spring plant sale, Pizza 73 fundraiser, Christmas concert 50/50 and front row seat draw and Oliver's labels fundraiser. We also brought back the cupcake sale and it was a huge success and we recommended going back to having it twice a year. We also decided as a Society that many small fundraisers were exhausting to both organizers and parents and this year in lieu of, we would host one large fundraiser, the Gala, to try to recoup some of the deficit we've been experiencing over the last few years and to try to keep up with the rising prices of field trips. This will be a big undertaking and something new to Jennie Emery but hopefully it will pay off big in the end. We will still be running the DFS fundraiser as a contingency plan though.

And last but not least, one large project that we've been working on is trying to add an Inclusive Playground addition to our existing playground. We decided on 2 pieces of equipment that provide motion play to children of all ages and abilities and we've been busy applying for grants. This is something that is not only missing at our school, but also in our community of Coaldale. We have raised \$80,000 to date. Unfortunately, we were declined for the large provincial grant for the other \$85,000 due to not having the rest of our funding in place at the time of application last March. We do have it in place now, so we are optimistic on our second try, which is due in 2 days. We will have those results in March so cross your fingers!

We learned a lot the last two years and look forward to keeping the momentum going.

I would like to end by saying thank you to our outgoing Board members and everyone who volunteered throughout the year with a special shout-out to Toni Klassen, who has been doing this for 2 years with me. You rocked being the Treasurer! And although I will not be resuming my position as Chairperson. I hope to stay on and help out in some capacity for 2 more years.

Thanks everyone!

Nora Chomistek
School Council Chairperson/FOJES President

Friends of Jennie Emery Elementary Society
Annual General Meeting
Wednesday, September 13, 2023

1. CALL MEETING TO ORDER – 7:45 PM

WELCOME AND INTRODUCTIONS – Toni Klassen (Treasurer), Joisa Tillack (Secretary), Chris Spanos (Principal), Amy Kerr (Vice Principal), Danie Lawrence, Nicole Kaminski (Teacher), Lillian Northcott, Marinda Flexhaug, Kim Hazuda, Amanda Langelaan, Shanda Westerhoud, Meghan Richter, Fallon Ritchie, John Koot

2. MOTION TO ADOPT SCHOOL COUNCIL BOARD INTO FRIENDS OF JENNIE EMERY SOCIETY –
1st Joisa, 2nd Toni, none opposed. Carried.

3. NOMINATIONS AND ELECTIONS:

a. TREASURER

- i. Nominee: Amanda Langelaan – None opposed. Carried

b. HOT LUNCH DIRECTOR

- i. Nominee: Danie Lawrence – None opposed. Carried
Committee: Shanda Westerhoud, Meghan Richter, Fallon Ritchie, Marinda Flexhaug – None opposed. Carried

c. FUNDRAISING DIRECTOR

- i. Nominee: Kim Hazuda – None opposed. Carried
Committee: Danie Lawrence, Meghan Richter, Toni Klassen, Fallon Ritchie, Joisa Tillack, Lillian Northcott, Marinda Flexhaug, Amanda Langelaan – None Opposed. Carried

d. PLAYGROUND DIRECTOR

- i. Nominee: Nora Chomistek – None Opposed. Carried

4. TREASURER'S REPORT – See attached.

ACTION: Nora to bring in photos of playground plans to the September 19th, 2023 meeting.

5. FINANCIAL AUDIT

- a. TWO PARENT VOLUNTEERS – Nominees: Amanda Langelaan and Fallon Ritchie, none opposed. Carried

6. BY-LAW REVIEW – Last year's revisions were not submitted so it would be a good time to make any additional changes before being added to the JEES website.

a. It was proposed that we change "President" to "Chairperson" and "Vice-President" to "Vice-Chairperson" to keep position title names consistent with the School Council By-laws.

b. A "mission statement" has also been proposed to be added because all the grant applications ask for one. This is what has been used previously on grant applications:

“The mission of the Friends of Jennie Emery Elementary Society is to raise money in order to offer school trips, activities and equipment to any child regardless of their status so that he/she/they can attain his/her/their potential and become respectful and responsible citizens in an environment of mutual respect and understanding.”

ACTION: To bring ideas for a mission statement to be voted on during the September 19th, 2023 meeting.

7. NEXT AGM MEETING – September 11, 2024 @ 7:00 PM

8. ADJOURNMENT – 8:14 PM

	Budget	Spent	Over/Under
Field Trips	\$8,465.00	\$7,239.79	\$1,225.21
Scientists in School	\$4,700.00	\$4,146.30	\$553.70
Hot Lunch	\$15,719.50	\$15,118.94	\$600.56
One Book, One School	\$5,000.00	\$3,193.75	\$1,806.25
Popcorn	\$400.00	\$367.10	\$32.90
Teacher Appreciation	\$500.00	\$461.32	\$38.68
Pre-K + Grade 4 Year End	\$1,000.00	\$346.39	\$653.61
Fun Day	\$1,000.00	\$257.93	\$742.07
	\$36,784.50	\$31,131.52	\$5,652.98

Ending Bank Balance

\$114,816.78

Coaldale Community Wellness Grant	\$14,000.00
Kinsmen	\$10,000.00
Parent Donations	\$1,999.25
FoodMarket Fundraiser	\$413.75
FundScrip Fundraiser	\$797.70
Coaldale Pharmasave	\$250.00
Coaldale Food Market	\$100.00
Mings Garden	\$200.00
Community Priorities Fund	\$10,000.00
Kinette Club	\$10,000.00
Coaldale Fun Run	\$15,000.00
FOJE Contribution	\$5,000.00
Town of Coaldale	\$10,000.00

Playground Funds

\$77,760.70

Kasko Cattle

*yet to receive \$2,399.13

2022 / 2023 Year End

Income	TOTAL
DFS Fundraiser	\$3,861.31
Opt-Out Fundraiser (Playground)	\$1,629.25
FundScrip Fundraiser (Playground)	\$797.70
Coaldale Food Market (Playground)	\$413.75
Cupcake Sale (Field Trips)	\$755.45
Growing Smiles (Field Trips)	\$1,383.49
Olivers Labels (Field Trips)	\$0.00
Pizza73 (Field Trips)	\$295.00
Donations	\$69,920.00
Hot Lunch	\$15,996.10
ASCE Grant	\$500.00
One Book One School	\$5,000.00
Other	\$1,079.39
Total Income	\$101,631.44

Expenses

Hot Lunch	\$15,140.44
Field Trips	\$7,245.48
Scientist in School	\$4,146.30
Budgeted Expenses	\$1,086.35
One Book One School	\$3,193.75
Other Expenses	\$624.88
Outstanding Cheques Prev Year	\$1,413.25
Bank Fees	\$78.55
Total Expenses	\$32,929.00

Net Income (Loss)	\$68,702.44
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Outstanding Cheques	\$904.50
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Budgeted But Not Used:

Gym Padding	\$5,000.00
Lunch Program	\$7,000.00
Inclusive Playground	\$5,000.00
First Day of School	\$500.00

Funds Yet to Receive:

Olivers Labels	\$128.54
Kasko Cattle	\$2,399.13

Unallocated Funds	\$23,651.58
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