

Jennie Emery Elementary
Virtual - School Council Meeting
Tuesday, November 16, 2021

1. CALL MEETING TO ORDER – 7:01 PM
2. WELCOME AND INTRODUCTIONS: Toni Klassen (Secretary / Treasurer), Tanya Conrad (Co-Treasurer), Nora Chomistek (Chairperson), Nadine Indenbosch (Vice-Chairperson), Megan Thompson (Parent Rep), Debbie Laturus (Trustee), Sharon Rutledge (Trustee), Curtis Uyesugi (Principal), Nicole Kaminski (Gr 3 Teacher), Amy Kerr (Vice-Principal), Megan Leusink (Vice-Principal), Glenda Martens, Tammy Bolstad, Holly McNair, Tina Wiebe
3. REVIEW OF AGENDA
 - a. ADDITIONS - None
 - b. APPROVAL OF AGENDA – 1st Nora 2nd Glenda, none opposed. Carried
4. REVIEW OF MINUTES
 - a. APPROVAL OF OCT 20, 2021 MEETING MINUTES – 1st Curtis 2nd Nicole, none opposed. Carried.
5. REPORTS
 - a. TRUSTEE – See Below
 - b. PRINCIPAL – Shared some CAT4 (Canadian Achievement Test -4th Addition) data results from last year. Last year was the first time our kids have taken the test so we will not have a comparison for this data yet. We plan on doing this test every year going forward. Due to these results we have applied for the Covid Learning Lose. With this we are going to be looking at some programming to help the grade 2 and 3 students. The hope of this is to close some of the gaps that we see in the result on the CAT4s.

- Every year we are responsible with coming up with an Improvement Plan. This talks about our enrollment, mission and vision, staffing, co-circular programs, data tools that we use, and our school goals. I have made note based on the previous data we collected about the parent involvement being something we need watch. One thing that is really important to us is our focus on student wellness, we understand that the safety and their mindset coming into school has to be in a spot where they are comfortable coming into school before any sort of learning can happen. One of the things that we are talking about is growth mindset this is giving the attitude that I may not know I now but that doesn't mean I will not be able to learn it in the future. The second goal that we have is numeracy and literacy. We want to be sure that we are closing some of the gaps that we are seeing. One this some of our teachers are doing to help with this is taking a Stanford Math Class this changes your felicity on how math should be taught.

- On January 3rd we are going to be having a professional development day with Shelly Morre. She talks about inclusion, making sure we are we are teaching all of the students. Her message is not only valuable but she does it in a way that makes sense and its engaging. The following video gives you're an idea of what her message is; <https://www.youtube.com/watch?v=RYtUIU8MjIY>

- c. CHAIRPERSON – Nothing to report.
- 6. CHANGES TO SCHOOL COUNCIL OPERATING PROCEDURES – Purposed changes attached, to be approved next meeting.
- 7. NEW BUSINESS - None
- 8. NEXT MEETING: Tuesday, January 18th @ 7:00 PM
- 9. ADJOURNMENT – 7:42 PM

JEES Parent Council Meeting
Nov 16, 2021
Trustee Report Sharon Rutledge

New Board take Oath of Office

The new Palliser Board were sworn into office at the October 26th Organizational Meeting. **Board Chair is Lorelei Bexte, Debbie Laturnus Vice- Chair and Tony Montana Alternate Vice- Chair.** Board meetings will be held second Tuesday of each month.

Curriculum Update

Palliser initiated a curriculum advisory group in May with teachers from our system to provide an in-depth review on the Draft K-6 Curriculum. The advisory group is currently looking at strengths and areas for improvement for subject levels and outcomes. We expect the review to be completed by January 2022.

COVID-19 Learning Loss

The Alberta Govt. has announced additional support of \$45 million for students who have experienced learning loss during the pandemic for Grades 1 to 3. The money will be given at a per-student rate of \$490. Palliser has identified and applied for support for 350 students in Grades 2 and 3 needing literacy and/or numeracy intervention. We expect to identify Grade 1 students in need of literacy and numeracy support by January 2022 with govt. funds available in February 2022. The funds will provide between 12 - 16 weeks of targeted programming.

On October 27, 2021 Palliser released, to all Palliser employees, its' Administrative Procedure 133: Employee COVID-19 Vaccine Status. As of Nov 5, 2021, we had 124 reported cases amongst students and staff. Palliser had applied for rapid testing at one school that was in Outbreak Status. The rapid tests can be administered by students and staff at home and participation is optional.

Capital Plan

Dexter Durfey reported that Palliser will be moving forward on their next project which is Coalhurst High School. Consideration was given that Coalhurst's proximity to west Lethbridge Chinook High School, saw students leaving for the newer facility that provides more learning options. Palliser proposes to modernize or replace Coalhurst High School, and also to mitigate the overcrowding concerns at Coalhurst Elementary by reconfiguring grades from 7-12 to 6-12.

Coaldale School Virtual Walk-Through

Ferrari Westwood Architects provided trustees with a presentation of the new Coaldale School. The goal of the exercise was to showcase the features of the school to ensure the needs of Palliser students and the community for years to come. The joint use of the Rec Centre with the school will allow Coaldale students to access many dual credit opportunities. The new school will serve up to 855 students in grades 7-12. Completion date: fall of 2023 to spring of 2024

Next scheduled Board Meeting is December 14, 2021

JENNIE EMERY ELEMENTARY SCHOOL COUNCIL OPERATING PROCEDURES

NOVEMBER 16, 2021

1. NAME

The name of the school council will be Jennie Emery Elementary School Council

2. MISSION

The mission of the Jennie Emery Elementary School Council is to be a partnership of students, parents, staff and community striving to educate, motivate and challenge all students to attain their potential in a changing world.

3. VISION

Meeting the needs of tomorrow through a quality education today.

4. GOALS

- a. To collaboratively ensure that all students in Jennie Emery Elementary School have access to the Alberta curriculum through quality instruction, and that high expectations for achievement at all levels are established, communicated and maintained.
- b. To provide a means for parents and community members to give meaningful input into school policies and procedures.
- c. To collaboratively ensure that the education system is open and accountable.

5. MEMBERSHIP

The membership of the School council (the "Council") shall consist of the following:

- a. Any person being a parent or guardian of a student(s) attending Jennie Emery Elementary School (the "School"), and being of the full age of 18 years

- b. Six (6) parents or guardians of students enrolled in Jennie Emery Elementary School, elected by parents at a meeting called for this purpose. One parent shall represent the Kindergarten Program.
 - c. The principal of the school
 - d. Two (2) teachers from the school, elected by the teaching staff
 - e. One (1) member of the support staff, elected by the support staff
 - f. One (1) trustee from the School Board
6. OFFICERS
 - a. The Officers of the Council shall consist of a Chair, Vice-chair, and a Secretary.
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 present the annual report to the school board.
 - b. THE VICE-CHAIR

The vice chair shall assist the chair with duties as assigned and, in the absence of the chair, assume the duties of the chair.
 - c. THE SECRETARY

The secretary shall be responsible for keeping accurate minutes and records of the meetings, taking care of all correspondence and communication, and keeping an accurate list of names and addresses of the council members. The secretary shall give notice of meetings and proceedings.
8. TERM OF OFFICE
 - a. The term of office for each member of the school council shall be two years, with members being elected each year at the annual general meeting.
 - b. In the event a council position becomes vacant, the school council may appoint qualified persons to fill the vacancies until the positions can be filled by appropriate voting procedures.
 - c. Notification of any vacancy shall be given 14 days prior to a meeting.
9. COMMITTEES
 - a. The school council may appoint standing ad hoc committees consisting of at least one council member and others from the school community with either delegated powers or advisory responsibilities.
 - b. All Committee members shall be deemed to be members of Council regardless whether or not they attend any of the regular Council meetings. Guidelines for committee responsibilities will be determined by the council in cooperation with committee members.
 - c. All committees must provide a written report to the school council as deemed necessary.
10. MEETINGS
 - a. ANNUAL MEETING
 - i. The annual meeting shall be held no later than 30 days after the first instructional day of the school year.
 - ii. The annual meeting will be advertised throughout the school and the community at least 8 days in advance

- iii. Elections for the representatives of the parent community will take place at the annual meeting. All parents of students attending the school are eligible for election and are eligible to vote.
- v. The business of the annual meeting shall also include any proposed bylaw amendments, annual reports, and discussion of any major issue in which all parents should have input.
- vi.

b. MEETINGS OF THE SCHOOL COUNCIL

- i. The first meeting of the school council will be held no later than 14 days after the Annual meeting. The school council shall meet at least five (5) times during the school year. The quorum for the meetings of the school council shall be set at six (6) members of the school council.
- ii. Any parent, staff member, board member or community members who wish to present an issue to the council on which they are requesting action to be taken should submit a written request to the chair at least eight (8) days prior to the meeting. The request should clearly state the issue(s) and reason(s) for the concern. The presentation will then be put on the agenda.
- iii.

c. SPECIAL MEETINGS

- i. Special meetings may be called by the council or at the written request of 10 members of the school community.
- ii.

11. RECORDS OF THE MEETINGS

- a. Records containing the minutes of all meetings, resolutions and correspondence of the school council and of any committee of the school council shall be maintained and be available to any member of the school community who requests them.

12. VOTING PROCEDURES

- a. Decisions at council meetings will be made by consensus as much as possible. The decisions made by consensus must be stated clearly and recorded as such in the minutes of the meeting. If a vote is taken, the motion must be moved and seconded and passed by a majority.
- b. Decisions at the annual, general and special meetings will be made by a motion that must be moved and seconded and passed by a majority.
- c. Elections will be held by secret ballot.
- d. Proxy voting will not be permitted. Advance voting will not be permitted for elections, but may be used for major issues.
- e.

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 year and copies of the minutes of each meeting.
- b. The school council shall make the report available to all concerned members of the school community

14. AMENDMENTS TO THE OPERATING PROCEDURES

- a. The operating procedures remain in force from year to year unless amended by a two-thirds majority of those present at the annual meeting or at a special meeting called for this purpose.
- b. Notice of proposed operating procedures amendments must be circulated with the notice meeting at least 21 days in advance of the meeting.

15. CONFLICT RESOLUTION PROCEDURES

- a. The school council will abide by the conflict resolution procedures outlined by the local school board
- b.

16. DEFINITIONS

In all bylaws of the school council, unless the context otherwise specifies or requires:

- a. *Parents* means parents, guardians or legal custodians of a student or students registered at Jennie Emery Elementary School, or a child or children registered in the Early Learning Program (E.L.P) Program at the school.
- b. *School Community* means students enrolled in Jennie Emery School and their parents, children enrolled in the E.L.P. program at the school and their parents, the school staff and other persons who have an interest in the school.
- c. *School Council* means the principal and those persons who have been elected or appointed to fill the positions

17. CODE OF ETHICS

All school council members shall:

- Abide by the legislation that governs them
 - Be guided by the mission statement of the school and school council
 - Endeavour to be familiar with school policies and operating practices and act in accordance with them
 - Practice the highest standards of honesty, accuracy, integrity and truth
 - Recognize and respect the personal integrity of each member of the school community
 - Declare any conflict of interest
 - Encourage a positive atmosphere in which individual contributions are encouraged and valued
 - Apply democratic principles
 - Consider the best interests of all students
 - Respect the confidential nature of some school business and respect limitations this may place on the operations of the school council
 - Not disclose confidential information
 - Limit discussions at school council meetings to matters of concern to school community as a whole
 - Use the appropriate communication channels when questions or concerns arise
 - Promote high standards of ethical practice within the school community
 - Accept accountability for decisions
 - Not accept payment for school council activities
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Jennie Emery Elementary
Virtual - Friends of Jennie Emery Elementary Society Meeting
Tuesday, November 16, 2021

1. CALL MEETING TO ORDER – 7:42 PM
2. REVIEW OF AGENDA
 - a. ADDITIONS - None
 - b. APPROVAL OF AGENDA – 1st Nadine 2nd Tammy, none opposed. Carried.
3. REVIEW OF MINUTES
 - a. APPROVAL OF OCT 20, 2021 MEETING MINUTES – 1st Curtis 2nd Glenda, none opposed. Carried.
4. TREASURER’S REPORT – Not much activity for October just a partial deposit from DFS (\$2,414.00) and a donation (\$54.00). These bring our month end balance to \$56,102.31. Grade 3 is wondering if they can use their scientist in school funds to purchase chicks again. This would cost roughly \$640 for all four class rooms to participate in this.

Nicole put a motion through to approve for this year’s grade 3 classes to use their scientists in school funds to purchase chicks so long as all the grade 3 teacher agree to use these funds. 1st Nicole 2nd Nora, none opposed. Carried

 - a. E-TRANSFERS – I have set up our account to accept e-transfers for those who are wanting to make donations. They can be sent to foje.treasurer@gmail.com
This however does not qualify you to get a tax receipt, if you would like one the donation needs to go through Palliser.
5. GYM PADDING UPDATE – Palliser is only going to approve 10’ across behind the baskets. JEES was hoping to get the padding all the way across. If this is what the school wants to do then we would have to pay for 2/3s of the cost. The Friends of Jennie Emery had previously approved \$7,000 plus GST and shipping to get this done and Palliser would cover the cost to install the boards.

Toni put forward motion to approve \$5,000 for the gym padding. 1st Toni, 2nd Tammy, none opposed. Carried.
6. CHANGES TO FRIENDS OF JENNIE EMERY ELEMENTARY BYLAWS - Purposed changes attached, to be approved next meeting. It was also clarified that the purpose of this society was to handle money as a parent council is not allowed to handle money hence therefore the Friends of Jennie Emery Society was created.
7. EVENTS FOR THE YEAR
 - a. DFS FUNDRAISER (Glenda) – Total profit for this was \$7,608.54
 - b. HOT LUNCH (Suzi) – Suzi was not at this meeting but the kids enjoyed this as per usual.
 - c. JEES CLOTHING (Nora) – Online store was open for two weeks and closed on the 14th. I have not yet heard from the company to see how it went. I will have more information to report next meeting.

8. MONEY IDEAS – It was communicated to us that the large balance in the account is a rainy-day fund. Previously the society liked to keep about 40 to 50 thousand in the bank account just in case things come up that the school might need so fundraising is not needed in those cases.
 9. NEW BUSINESS
 - a. Megan is looking for a microphone for the school to use for the online recordings such as assemblies. Cory would like an interface for these recordings, he looked into one that would include the interface and microphone and things it would cost around \$500. Amy is going to be getting Cory look more into this and write something up for the committee.
 - b. New playground or equipment was put forward last meeting. A sub-committee was created to look into this a little deeper. The members include Toni, Nora and Megan.
 10. NEXT MEETING: Tuesday, January 18th @ 7:00 PM
 11. ADJOURNMENT - 8:26 PM
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Friends of Jennie Emery Elementary Bylaws

NAME OF THE SOCIETY

1. The Society name is the Friends of Jennie Emery Elementary (the "Society").

MEMBERSHIP

2. Any person being a parent or guardian of a student(s) attending Jennie Emery Elementary School (the "School"), and being of the full age of 18 years, is a member of the Society (the "Members").
3. Withdrawal from the Society occurs automatically when said student(s) leaves the School.
4. Any Member can withdraw themselves from membership on written notice to the Board through the Secretary or President.
5. All Members must behave in accordance with the Bylaws of the Society.

BOARD OF DIRECTORS

6. Board of Directors, Executive Committee or Board, will mean the Board of Directors of the Society (the "Board"). The Board consists of the President, Vice-President, Secretary, and Treasurer (the "Officers") and minimum two (2) Parent representatives ("Parent reps").
7. The Board will, subject to the bylaws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Society, and meetings of the Board will be held as often as may be required, but at least once every three months, and will be called by the President.

8. A special meeting may be called on the instructions of any two Members provided they request the President in writing to call such meeting, and state the business to be brought before the meeting.
9. Meetings of the Board will be called by ten (10) days notice in writing or mailed to each Member or by three (3) days notice by e-mail, fax or telephone. Any four (4) Board members will constitute a quorum, and Board meetings will be held without notice if a quorum of the Board is present, provided however, that any business transactions at such meeting will be ratified at the next regularly called meeting of the Board; otherwise they will be null and void.
10. The term of office for each Board member shall be two (2) years, with members being elected each year at the annual general meeting.
11. Any Board members may be removed from office for any cause which the Society may deem reasonable by Special Resolution.
12. The general banking account of the Society will have a minimum of three (3) Board members with signing authority and will require two (2) signatures to sign cheques.
- 13.

PRESIDENT

14. The President will be ex-officio a member of all Committees. He/She shall be responsible for planning the agenda for meetings, facilitating the meetings, acting as a spokesperson for the Board, and generally supervising the Society. He/she will, when present, preside at all meetings of the Society and of the Board. The President will be required to act as one of the signing authorities for the general banking account of the Society.

VICE-PRESIDENT

15. The Vice-president shall assist the chair with duties as assigned and, in the absence of the President, assume their duties. In the absence of both the President and the Vice-president, a Chairperson may be appointed at the meeting. The Vice-president may act as signing authority for the general banking account of the Society.

SECRETARY

16. It will be the duty of the Secretary to attend all meetings of the Society and of the Board, and to keep accurate minutes of the same. He/she will have the charge of the Seal of the Society which whenever used will be authenticated by the signature of the Secretary and the President, or, in the case of the death or inability of either to act, by the Vice-President. In case of the absence of the Secretary, his/her duties will be discharged by such Officer as may be appointed by the Board. The Secretary will have charge of all the correspondence of the Society and be under the direction of the President and the Board.
17. The Secretary will also keep a record of all the Members of the Society and their addresses and/or contact details (e-mail, fax, telephone) and send all notices of the various meetings as required.
18. The Secretary may act as signing authority for the general banking account of the Society.

TREASURER

19. The Treasurer will receive all monies paid to the Society and be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. He/she will properly account for the funds of the Society and keep such books as may be directed. He/she will present a full detailed account of receipts and disbursements to the Board whenever requested and will prepare for submission to the

Annual General Meeting ("AGM") a statement duly audited of the financial position of the Society and submit a copy of same to the Secretary for the records of the Society.

20. The Office of the Secretary and Treasurer may be filled by one person if so decided at the AGM.

AUDITING

21. The books, accounts and records of the Secretary and Treasurer will be audited at least once each year by a duly qualified accountant or by two (2) Members of the Society elected for that purpose at the AGM. A complete and proper statement of the standing of the books for the previous year will be submitted by such auditor at the AGM of the Society. The fiscal year of the Society in each year will end August 31st.
22. The books and records of the Society may be inspected by any Member of the Society at the AGM or at any time upon giving reasonable notice and arranging a time satisfactory to the Officer or Officers having charge of same. Each member of the Board will at all times have access to such books and records.

MEETINGS

23. This Society will hold an Annual General Meeting (the "AGM") within 30 days of the first instructional day of the school year, of which notice will be delivered in writing to the last known e-mail or regular mail address of each Member or a notice sent home with students eight (8) days prior to the date of the meeting.
24. At the AGM there will be elected a President, Vice-President, Secretary, Treasurer, (or Secretary-Treasurer), and minimum (2) Parent reps. The Officers and Parent reps so elected will form a Board, and will serve until their successors are elected and installed. Any vacancy occurring during the year will be filled at the next meeting, provided it is so stated in the notice calling that meeting. Any Member in good standing will be eligible to hold any Board position in the Society.
25. Regular meetings of the Society may be called by the President or Secretary upon receipt of a petition signed by one-third of the Members in good standing, setting forth the reasons for calling such meeting, which will be in writing to the last known e-mail or regular mail address of each Member or a notice sent home with students, delivered eight (8) days prior to the meeting.
26. A special meeting will be called by the President or Secretary upon receipt of a petition signed by one-third of the Members in good standing, setting forth the reasons for calling such meeting, which will be in writing to the last known e-mail or regular mail address of each Member or a notice sent home with students, delivered eight (8) days prior to the meeting.
27. Five (5) Members in good standing will constitute a quorum at any meeting.

VOTING

28. Although all parents or guardians of students attending the School are Members of the Society, each family who has not withdrawn from membership has one vote at any meeting of the Society. Such votes must be made in person and not by proxy or otherwise.

REMUNERATION

29. Unless authorized at any meeting and after notice for same will have been given, no Officer, Parent rep, or Member of the Society will receive any remuneration for his/her services.

BORROWING POWERS

30. For the purpose of carrying out its objects, the Society may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but this power will be exercised only under the authority of the Society, and in no case will debentures be issued without the sanction of a Special Resolution of the Society.

RESPONSIBILITY FOR LOSS

31. Upon becoming a Member of the Society, each Member will be conclusively deemed to have agreed that neither the Society nor any Director Officer, employee, agent or manager of the Society will be responsible in any way whatsoever for any loss of any property of any Member or any of his/her guests nor for any damage or loss whatsoever sustained by any Member or his/her guests in or about the facilities of the Society arising directly or indirectly from the use or occupation of the facilities of the Society.

INDEMNITY

32. Except in respect of an action by or on behalf of the Society to obtain a judgment in its favor, the Society will indemnify and save harmless any Officer or Parent reps or former Officers or Parent reps of the Society, his/her heirs, executors, administrators, successors and assigns against all liabilities, costs, damages, charges and expenses incurred while acting in good faith on behalf of the Society, unless the same were sustained or incurred as a result of his/her own fraud, dishonesty, willful neglect, or willful default.

DISSOLUTION

33. Upon dissolution of the Society, accumulated funds held by the Society will be given to the Jennie Emery School Council.

BYLAWS

34. The Bylaws may be rescinded, altered or added to by a Special Resolution.
35. The Society will possess separate Bylaws than the Jennie Emery School Council.

DEFINITIONS

36. "Ordinary Resolution" means a resolution passed in a meeting by a simple majority being greater than fifty percent (50%) of votes cast by the eligible Members of the Society in attendance.
37. "Special Resolution" means a resolution passed in a Society meeting by a majority of not less than seventy-five percent (75%) of the votes of those Members of the Society who, being entitled to do so, vote in person of which the notice of not less than twenty-one (21) days notice specifying the intention to propose the resolution as a special resolution has been given.