

**Jennie Emery Elementary  
School Council Meeting  
Wednesday, January 25, 2023**

1. **CALL MEETING TO ORDER** – 7:01 PM
2. **WELCOME AND INTRODUCTIONS** – Nora Chomistek (Chairperson), Cheryl Kutanzi (Co-chairperson), Toni Klassen (Treasurer), Joisa Tillack (Secretary), Sharon Rutledge (Trustee), Debbie Laturus (Trustee), Curtis Uyesugi (Principal), Megan Leusink (Vice Principal), Jade Barron (Teacher), Danie Lawrence, Holly McNair, Melissa Harker, Emily Dubnyk, Julie Overweg, John Koot, Shanda Westerhoud
3. **REVIEW OF AGENDA**
  - a. ADDITIONS – None
  - b. APPROVAL OF AGENDA – 1<sup>st</sup> Toni, 2<sup>nd</sup> Holly, none opposed. Approved.
4. **REVIEW OF MINUTES**
  - a. APPROVAL OF NOVEMBER 16, 2022 MEETING MINUTES – 1<sup>st</sup> Nora, 2<sup>nd</sup> Holly, none opposed. Approved.
5. **REPORTS**
  - a. TRUSTEE – See attached.
  - b. PRINCIPAL –
    - i. The board has approved the school calendar for the 2023/2024 school year. The next step is for JEES to put in their own PD days.
    - ii. For parent teacher interviews we are trying something different this year. We are going to hold them on one evening and during the day on a Friday. This will replace the traditional two evenings that has been done in the past.
    - iii. School goals – Parental Involvement, Community Engagement, Adapting to the New Curriculum. A school improvement plan is going to be up on JEES’s website. This will be reviewed and assessed accordingly each year.
    - iv. Information provided on how assessments are going to look like at JEES moving forward (i.e. Teacher discussions on assessments and determining what works best with the curriculum and based on the conclusion to develop a plan on how to evaluate students).
    - v. More information regarding registration for students moving up to R.I. Baker will be provided to families in the near future.
  - c. CHAIRPERSON – None
6. **COUNCIL OF COUNCILS MEETING (JAN 19) REPORT** – Overall a summary of the purpose of a council and similar information provided as the School Council Workshop in October 2022.
7. **NEW BUSINESS** – None
8. **NEXT MEETING** – Wednesday – February 15<sup>th</sup>, 2023

9. **ADJOURNMENT** – 7:30 PM

## TRUSTEE REPORT:

JEES Parent Council Meeting

January 25, 2023

### Welcome to 2023

Board highlights from December Board Meeting:

Palliser School Division's **Early Learning Programs (3-5 years old)** provide caring, supportive and play-based learning opportunities. There are 226 Early Learning Students registered for the 2022-2023 school year, higher than projected. The Early Learning Team is made up of Educators, Support teachers, school administration and multi-disciplinary teams. The Team faces challenges posed by the increased number of students who need support with speech and language. Professional development sessions have focused on early literacy and numeracy and will offer a session on Autism Spectrum Disorder early in the new year.

**Facility Services** works to ensure a safe, clean, and comfortable environment where students and staff can achieve to their full potential. Several projects have been completed including the installation of Voice over Internet Protocol (VoIP), security cameras, upgrades to boiler systems and concrete work to improve safety. Schools use the Asset Planner System to submit service requests, allowing the Facility team to track and prioritize requests.

The construction of the **new Coaldale School** is on schedule and notable progress has been made to the exterior. The interior walls are being erected, with electrical and mechanical rough-ins in progress. The school is scheduled to open in the fall of 2024.

### Report submitted by Trustee S. Rutledge

Board highlights from January Board Meeting:

The Palliser Student Transportation Department operates and maintains a safe, economical and efficient system in accordance with provincial acts and regulations, Board policies, and Division administrative procedures. Palliser owns a fleet of 81 buses and operates 56 routes transporting 1,800 students daily and traveling over 1.9 million kilometers annually. Excellent service is provided by professional drivers, who complete "S" endorsement training and maintain first aid training, licensing, and re-training requirements. The department operates two repair facilities, one in Lethbridge and one in Vulcan, staffed by four full-time mechanics. The "Think of Us on the Bus" public awareness campaign, in partnership with local law enforcement, continues to improve school bus safety for students, drivers, and the motoring public at large.

Palliser School Division is committed to providing students with safe and caring learning environments and is committed to the health and safety of all students and staff. Safety is a foundational requirement to ensure students can learn. Occupational Health and Safety (OH&S) and Facilities collaborate to ensure compliance with safety requirements and codes and perform site inspections regularly. The division uses Public School Works for safety training and all division employees complete mandatory safety modules each year.

School authority planning and results reporting is a continuous improvement cycle. School authorities develop education plans that identify priorities, outcomes, measures, and strategies to improve in key areas. The Annual Education Results Report (AERR) provides the results achieved from implementing the plan. In the 2021-2022 Palliser AERR, the three Palliser goals of wellness, numeracy, and literacy are presented within the five assurance domains of Student Growth and Achievement, Teaching and Leading, Learning Supports,

Governance, and Local and Societal Context. The Board of Trustees has approved the AERR and the report is available on the district website.

**Report submitted by Trustee D. Laturnus**

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**Friends of Jennie Emery Elementary Society Meeting**  
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5. **TREASURER’S REPORT** –
  - i. End of December balance = \$72,920.62, Opt-out fundraiser = \$1,145.00, Fundscrip = \$797.70 (We sold \$19,855.00 worth of gift cards) and Christmas Concert Raffles = \$755.50.
  - ii. One field trip request to date. Request to review budget for field trips due to inflation and cost increase the past few years.  
  
**ACTION:** To be included in next meeting agenda.
  - iii. Coaldale Community Wellness Scholarship’s \$14,000 grant included in end of December balance.
6. **EVENTS FOR THE YEAR**
  - a. FUNDSCRIP REPORT – Overall, families enjoyed ordering gift cards. \$19,855.00 worth of gift cards sold with \$797.70 towards account balance. For future, plan in advance to allow enough time between orders and deadline.
  - b. JEES CLOTHING REPORT – Sizing issues for some teachers. Great experience with Public Image Co. Conversation on repeating during spring, overall agreed.  
  
**ACTION:** To be added onto next meeting agenda and discussed on who will set up and which dates.
  - c. CHRISTMAS CONCERT REPORT – Great turn out with a good number of raffle tickets sold even before the concert started. Nora and Toni were walking around selling these which seemed to work well. Front row seats did not do as well as previous years. First night went much better than second night. Make it clear for next year that the front row seats are a “draw” and not an “auction”, as advertising as “Front Row Auction” for this concert caused confusion.

- d. NEW SCHOLASTIC BOOK FAIR (FEBRUARY 6-10) – To be hosted in the Learning Commons (Library) with a possibility of being open after school during the week of Parent/Teacher Interview days. Debit card and credit card will be accepted. All Scholastic dollars raised will provide more books for our Learning Commons for students to check out. More information will be provided closer to the event.
- e. NEW TEACHER APPRECIATION WEEK (MAY 8-12) – Part time teachers to be included during the week long occasion which will require more volunteers. Plan pending with a possibility of a \$500 budget. Previous years included a yogurt and fruit bar one day, baked goods from Coaldale Bakery, coffee from Tim Horton's another day (total of 2 breakfast days) and gift card donations with a raffle for staff members.

**ACTION:** Nora to come up with plan and budget for next meeting.

- f. NEW FUN DAY – Track and Field theme as one event. A different event for Fun Day to be held outdoors (weather dependent) for end of the year as a full day. Aiming for week of June 19<sup>th</sup>. A repeat from last year were suggested: Swirls and Glitter tattoos.

Committee created includes Toni, Cheryl, Joisa, Holly, Dani, Nora, Julie.

- 7. **INCLUSIVE PLAYGROUND UPDATE** – \$14,000 grant approved from Coaldale Community Wellness group. \$10,000 from Kinsmen. Possibility of \$15,000 more should we need it. Another grant application that was submitted already (due January 15<sup>th</sup>) is called the CFEP grant which is a \$75,000 matching grant. Questions for this specific grant include: (1) how much do you have in your bank account, (2) how much towards the playground and (3) to justify why surplus in account cannot be used towards the playground). Grant applications are a lot of work. CO-OP grant starting February 1<sup>st</sup>. JumpStart is \$25,000 minimum on February 13<sup>th</sup>. Kinsmen suggested the county grant but it requires you to be a registered group with the CRA. Richardson's grant application.

Approval of \$20,000 from bank account to go towards playground brought forward. Discussion concluded that next meeting a statement of account and update of playground cost to be provided.

**ACTION:** Cheryl to continue working on the business letters. Toni to provide treasure report for next meeting. Nora to get updated cost for playground.

- 8. **LUNCH PROGRAM UPDATE** – No update. Advertisement for the cook position needs to be reassessed and more strategic, with no urgency.

**ACTION:** Curtis to continue working on the advertisement for the cook position.

- 9. **COUNCIL OF COUNCILS** – ASCE Funds providing another \$500 to FOJE. Some possibilities on activities this money could go towards include: guest speakers like Cyber Safety, Ted Emmett (which R.I. Baker is hosting), information night, family fitness night. Also could be used towards the arts. Main goal for these funds are for parent involvement and what will get parents to come out. Next meeting requires a report to Palliser on what we plan on doing.

**ACTION:** Everyone to bring ideas for next meeting.

## 10. FUNDRAISING

- a. SCHOOL CASH LINK – Opt-out link now live so parents can donate and get a tax receipt. Letter or Dojo message needs to be given out to parents for a reminder.

**ACTION:** Nora draft letter to remind parents of opt-out link. Toni draft letter regarding e-transfer.

- b. NEW COALDALE FOOD MARKET FUNDRAISER – Spring, February. Hand out forms after reading week. 3 weeks' total. Send out February 13<sup>th</sup>. Due March 3<sup>rd</sup>.

**ACTION:** Toni to set up.

- c. NEW GROWING SMILES (PICK A DATE) – Before Mother's Day. Want orders to come in by May 10<sup>th</sup>.

- d. FUTURE FUNDRAISING – Discussion on fundraising ideas for this year and for the years to come are as follows:

- (1) Cupcakes Sales for Valentine's Day
- (2) Pizza 73 Pick-A-Day – If you buy pizza from them that day or use the school code, money will go towards JEES.
- (3) Christmas Photos Fundraiser for next year
- (4) Enamel pin collection that can be traded by staff or students
- (5) Backpack accessory or keychain
- (6) Picture Butte Mixer

**ACTION:** Nora to get more information on Picture Butte Mixer Fundraiser.

11. **NEW BUSINESS** – None

12. **NEXT MEETING** – Wednesday – February 15<sup>th</sup>, 2023

13. **ADJOURNMENT** – 8:36 PM