

**Jessie Duncan Elementary School  
Parent Society Board Meeting  
Minutes  
Thursday February 15, 2024**

- 1) Call to order at 7:12 pm by Chairperson Brandi Filipchuk

**Members present:**

Brandi Filipchuk, Chairperson  
Ellen Freake, Vice-Chairperson  
Natasha Caissie, Secretary  
Kory Sholdice, Principal  
Susan Dillabough, Vice-Principal  
Margo Gruenewald, Teacher Representative  
William Langlois, Director (via online)  
Myranda Radomske, Director

**Members Absent:**

Brooke Frenette, Treasurer  
Sherry Cooper, School Board Trustee  
Cameron Galiski, Councillor Town of Penhold  
Jamie Seiyama, FCSS  
Laura Gillam, Director  
Laurin Levick, Director  
Cassandra Mierau, Director  
Whitney Usselman, Director

- 2) Review of meeting norms

- 3) **Approval of Agenda**

Moved By: Ellen Freake  
Second: Myranda Radomske  
CARRIED

- 4) **Approval of Minutes** from January 17<sup>th</sup>, 2024

Moved By: Ellen Freake  
Second: Myranda Radomske  
CARRIED

- 5) **Approval of Treasurer's Report**, as attached (5 minutes)

a) Jan 2024 Financial Report

Moved By: Myranda Radomske  
Second: Ellen Freake  
CARRIED

6) **Reports/Updates (25 minutes)**

a) **Executive's Report**

i) **Love Bug Boogie Dance (LBB)**

Ticket leap -	\$ 2646.01 (USD) CHQ total will fluctuate
	\$ 3572.11 (CAN Dollars) *approximately*
50/50 sales -	\$ 300.00
Food/ Glow Table/	
Door Ticket sales -	\$ 1073.50
Cotton candy -	\$ 440.00
Total Income:	<u>\$ 5385.61</u>
Total Expenses:	<u>(\$1185.81)</u>
Profit:	\$ 4199.80 *approximately*

- Total to be determined as mix-up between CAN & USD (above in NOT accurate estimate)
- Sponsorships to be recognized on social media
- Multiplex staff was great help & easy to work with
- Library activity seemed to go well
- School really appreciated all the work put into it
- Getting into the gym took a long time-maybe letter tables (eg. A-L & M-Z), codes on tickets-need device to scan, need tickets to be printed, hand out food coupons in the gym next time?
- Use the High School gym next time? Might be able to get staff more involved if during the week, Friday afternoon (4:00-7:00pm), get Leadership High School Students to volunteer?
- Little DJ engagement

ii) **Meat Draw License Funds**

- Outstanding query from last meeting – Proceeds from last license period do need to be transferred to the Casino Account
- Next meat draw license dates TBA in March -March 8 & May 3
- Thank you letter to the Penhold Optimus Club

Reach out to Brandi if you are available to help with the meat draws

• **Motion to:**

- **Move \$842.78 from the Fundraiser Account to the Casino Account to be spent on the Christmas Hampers & Student Engagement Programs**

**Moved By: Natasha Caissie**

**Second: Ellen Freake**

**CARRIED**

iii) **Poinsettia Fundraiser**

- \$1842.70 paid to JDES
- \$204.75 (10% to be retained in General Account)

- **Motion to**
  - **transfer \$204.75 from the Fundraising Account to the General Account**  
**Moved By: Myranda Radomske**  
**Second: Ellen Freake**  
**CARRIED**

iv) ATB Bank Accounts -the 3 accounts will be kept (General, Fundraising & Casino)

v) Casino Account

- Outstanding query from last meeting- Retained funds (\$2762.90)

Under \$10 000 does NOT require letter of retention  
Swing set payment tabled until May meeting

vi) AGLC

- AGLC Annual Report/ Use of Proceeds to License -has been submitted
- Casino License Application -has been submitted via email (needed 5 people)
- Casino Volunteers-Laurin created poster with QR code to a sign-up page, still need 10-12 positions filled, push out advertisement-send out via classrooms/agendas & social media

vii) Corporate Registries

- Annual Return completed and re-submitted
- Update of Executive received and processed
- Proof of Filing received

viii) Christmas Hampers

- Received Invoice from JDES (\$750)
- **Motion to:**
  - **Approve the payment of \$750 from the Casino Account to Jessie Duncan Elementary School for the purchase of Christmas Hampers**  
**Moved By: Natasha Caissie**  
**Second: Myranda Radomske**  
**CARRIED**

## 7) Business arising from prior Minutes (20- 30 minutes)

- a) Carry forward - Choose Spring meat Fundraiser (to run in May) (5 minutes)
- Big Chief Meat Snacks/ Team Fund/ Nossack's
  - Review fundraiser information discussed at Nov 2023 meeting

Discussion occurred and it was put to a vote  
Unanimous yes for Nossack's

- **Motion to:**
  - **Run to run a Nossack's fundraiser in May**  
**Moved by: Brandi Filipchuck**  
**Second: Ellen Freake**  
**CARRIED**

b) Carry forward - Humidifier Loan (5 minutes)

- Received Invoice for Loan from JDES
- \$1975.65 owing prior to Poinsettia Fundraiser payment
- \$1842.70 Paid to JDES
- \$132.95 still owing after Poinsettia fundraiser payment
- Pay off humidifier loan with a portion of the LBB proceeds
- Pay remaining \$132.95 to JDES to close out loan.

- **Motion to:**

- **Pay \$132.95 from the Love Bug Boogie proceeds to Jessie Duncan Elementary School to cover the remaining Humidifier loan**  
**Moved By: Brandi Filipchuck**  
**Second: Ellen Freake**  
**CARRIED**

c) Parents Matter- Myranda will provide update (5 minutes)

- Minutes from meeting to be distributed
- Next meeting is April 24

d) Love Bug Boogie Dance (LBB) (10 minutes)

- Ratify motion sent through email to amend our previous 50/50 cost
  - **Email sent January 25, 2024 by Brandi Filipchuck to motion to amend our previous vote to sell the 50/50 tickets at the Love Bug Boogie Dance from \$1/each to \$2/each. Seconded by: Brooke Frenette CARRIED**
- Ratify motion sent through email to reimburse Ellen Freake (\$713.31)
  - **Email sent February 13 2024 by Brandi Filipchuck to motion to pay Ellen Freake \$713.31 from our fundraising account to reimburse her for her personal expenses from the Love Bug Boogie Dance (2024). Seconded by: Will Langlois CARRIED**
- Retain 10% of LBB proceeds in General Account
  - **Motion to:**
    - **Retain 10% of the Love Bug Boogie proceeds to be transferred to the General account when final numbers are calculated**  
**Moved by: Ellen Freake**  
**Seconded: Brandi Filipchuck**  
**CARRIED**
  - Use of remaining proceeds (TBD)
  - Dance Feedback-occurred earlier in the meeting -see 6.a.i)

- e) DJ Rico Dance Demo Day (5 minutes)
  - Possible dates/ Interest
  - \$375/day -possible meat draw money?
  - Was discussed after last year's Love Bug Boggie Dance but nothing occurred
  - Dates need to be confirmed with the school
  - Tabled until next meeting

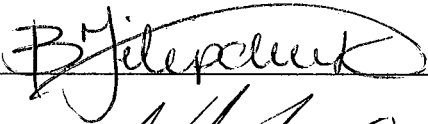
8) **New Business** (10 minutes)

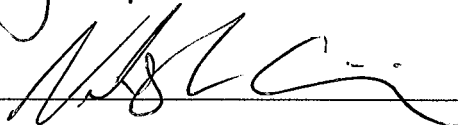
- a) Signage for Crosswalk/ Road Maintenance- based on previous meeting minutes (November 2022) the town had ordered signage for Lincoln Street-What ever happened to that??
  - would an A-frame board like the no parking for buses work?
  - social media push to parents-watch where you park
  - write letter to town, get peace officers more active in that area?
- b) Supervision-discussed in School Council Meeting

9) **Next meeting Date and Adjournment**

- Next meeting will be on Wednesday March 20, 2024 following the Jessie Duncan Elementary School Council meeting
- Meeting adjourned at 8:26pm

Minutes Approved on the 20 day of March, 2024.

  
\_\_\_\_\_ Chairperson

  
\_\_\_\_\_ Secretary

Attachments:

**\*\*\*IMPORTANT- Vote amendment for 50/50 ticket cost\*\*\***

**Jessie Duncan Elementary School Council <jdschoolcouncil@gmail.com>** Jan 25,  
2024,  
6:27 PM

to Brooke, Cassandra, Ellen, Laura, Laurin, Myranda, Natasha, Whitney, Will

Hello everyone,

Upon talking with our previous treasurer, we charged \$2/ ticket for the 50/50 last year at the dance. So 5/\$10 or 10/\$20 type of thing. At the last meeting we voted to sell the tickets for \$1/ each. Ellen, Brooke and I discussed it and we think we should change it to \$2/ each to hopefully create more revenue.

I would like to make a motion to amend our previous vote to sell the 50/50 tickets at the Love Bug Boogie Dance from \$1/each to \$2/each.

Remember to hit "Reply All" when responding- Can I please get someone to second this, and then all others reply " In Favour".

Thank you!

Brandi

**Whitney Usselman**

Jan 25, 2024,  
6:35 PM

In favour

**Brooke Frenette**

Jan 25, 2024,  
6:36 PM

I second the motion to amend our previous vote to sell the 50/50 tickets at the Love Bug Boogie Dance from

**Laura Gillam**

Jan 25, 2024,  
6:37 PM

In favour. Laura Gillam Sent from my iPhone > On Jan 25, 2024, at 6:36 PM, Brooke Frenette <Brooke.Frer

**Laurin Levick**

Jan 25, 2024,  
6:38 PM

In favour Laurin Levick Sent from my iPhone > On Jan 25, 2024, at 6:37 PM, Laura Gillam <lauragillam57@

**Natasha Caissie**

Jan 25, 2024,  
6:41 PM

In favour Natasha Sent from my iPhone

**Ellen Mckane**

Jan 25, 2024,  
6:42 PM

In flavour :) I mean favor teehee > In favour.

**Cassandra Mierau**

Jan 25, 2024,  
8:12 PM

In favor.

**Myranda Radomske**

Jan 25, 2024,  
8:17 PM

In favour Myranda Radomske Sent from my iPhone On Jan 25, 2024, at 8:12 PM, Cassandra Mierau <cassar

**W L**

In Favour, William Langlois

**Jessie Duncan Elementary School Council <jdschoolcouncil@gmail.com>** Jan 25,  
2024,  
9:50 PM

to W, Myranda, Brooke, Cassandra, Ellen, Laura, Laurin, Natasha, Whitney

Motion carried to amend the 50/50 ticket cost to \$2/each at the Love Bug Boogie Dance.

Thanks for your quick responses everyone! Have a good night.

Brandi

**\*\*\* IMPORTANT- EMAIL VOTE\*\*\* (Ellen's Dance Expenses)**

**Jessie Duncan Elementary School Council <jdschoolcouncil@gmail.com>** Tue, Feb 13, 3:47 PM (21 hours ago)

to Ellen, Natasha, Brooke, Myranda, Whitney, Laurin, Laura, Will, Cassandra

Good Afternoon,

The dance was a success! Thank you to everyone who volunteered their time to make it happen; especially Ellen! I have heard so much positive feedback in the last few days! Great job team!

Ellen has submitted all of her receipts for her personal expenses; for all of the things she has paid for personally for the dance. Her total expenses came to \$713.31. I would like to pay her back asap; please see the motion below.

I motion to pay Ellen Freake \$713.31 from our fundraising account to reimburse her for her personal expenses from the Love Bug Boogie Dance (2024).

Remember to hit "Reply All" when responding- Can I please get someone to second this, and then all others reply " In Favour".

Thank you!

Brandi

**Whitney Usselman**

Tue, Feb 13, 4:03 PM (21 hours ago)

In favour

**W L**

Tue, Feb 13, 4:21 PM (21 hours ago)

I second the motion to pay Ellen Freake \$713.31 from our fundraising account to reimburse her for her perso

**Laurin Levick**

Tue, Feb 13, 4:30 PM (21 hours ago)

In favour Laurin Levick Sent from my iPhone On Feb 13, 2024, at 4:21 PM, W L <langley652@gmail.com>

**Cassandra Mierau**

Tue, Feb 13, 4:36 PM (21 hours ago)



In favor.

**Laura Gillam**

Tue, Feb 13, 4:53 PM (20  
hours ago)

In favour. Laura Gillam Sent from my iPhone On Feb 13, 2024, at 4:30 PM, Laurin Levick <laurinlevick@h

**Myranda Radomske**

Tue, Feb 13, 4:58 PM (20  
hours ago)

In favor Sent from my iPhone On Feb 13, 2024, at 4:53 PM, Laura Gillam <lauragillam576@gmail.com> wi

**Ellen Mckane**

Tue, Feb 13, 6:03 PM (19  
hours ago)

In favor!

**Natasha Caissie**

9:06 AM (4 hours  
ago)

In favour Natasha Sent from my iPhone On Feb 13, 2024, at 3:48 PM, Jessie Duncan Elementary School Co

**Brooke Frenette**

9:16 AM  
(4 hours  
ago)

In favor

**Jessie Duncan Elementary School Council**

1:41 PM (0  
minutes  
ago)

to Brooke, Ellen, W, Whitney, Cassandra, Laura, Laurin, Myranda, Natasha

Motion carried to pay Ellen Freake \$713.31 from our fundraising account to reimburse her for her personal expenses from the Love Bug Boogie Dance (2024).

Thanks Everyone! Happy Valentine's Day!

Brandi