

**Jessie Duncan Elementary School  
Parent Society  
Minutes  
Wednesday January 17, 2024**

1.0 Call to order 7:43 pm by Chairperson Brandi Filipchuk

**Members present:**

Brandi Filipchuk, Chairperson  
Ellen McKane, Vice-Chairperson  
Natasha Caissie, Secretary  
Brooke Frenette, Treasurer  
Kory Sholdice, Principal  
Susan Dillabough, Vice-Principal  
Margo Gruenewald, Teacher Representative  
Cameron Galiski, Councillor Town of Penhold  
Laura Gillam, Director  
William Langlois, Director (via Online)  
Whitney Usselman, Director  
Lisa Kurp, Parent  
Courtney Nygren, Parent  
Amber Regnier, Parent

**Members Absent:**

Sherry Cooper, School Board Trustee  
Jamie Seiyama, FCSS  
Laurin Levick, Director  
Cassandra Mierau, Director  
Myranda Radomske, Director

2.0 **Approval of Agenda (as amended)**

Moved By: Ellen McKane  
Second: Whitney Usselman  
CARRIED

3.0 **Ratify Motion sent through email to approve the November 15, 2023 Meeting Minutes. (5 minutes)**

- A signed copy of the PS Minutes from the November 15th meeting were required by ATB in order to remove previous executive members who were still listed on the PS bank accounts.
- See attached for motion sent through email

Moved By: Ellen McKane  
Second: Whitney Usselman  
CARRIED

- Brooke is administrator to the online access, Brandi has secondary access
  - Do we need 3 accounts?
- iv) Casino Account/AGLC
- Retained funds balance from 2020 Casino
  - AGLC Use of Proceeds to License Form to be submitted
  - Additional Retention of Funds request? (June 2024)
- AGLC Annual Return report was not submitted-Brooke and Brandi will work on it and need to submit within 30 days
  - Brandi will contact AGLC to answer questions she has regarding the \$2762 remaining in the Casino account and the original retained funds submitted from the 2020 casino
- v) Corporate Registries
- Annual Return, returned- will be completed & resubmitted
    - Was submitted in November however there was information missing
    - Brandi will redo and send it back in shortly
- vi) Winter Wear Tree to benefit CAWES- over 50 items collected
- Thank you to all that supported and help with the collection
  - Well received at the shelter
- vii) Christmas Hampers
- Thank you to all that helped buy and wrap the gifts
  - 8 families were helped this year
  - Final costs from the school still to come
  - **Ratify Email Motion to**
    - **Reimburse Brand Filipchuk and Ellen McKane up to \$375 each for the purchase of Christmas Hamper gifts**
    - By: Brooke Frenette**
    - Second: Whitney Usselman**
    - CARRIED**

6.0 **Business arising from prior Minutes (30- 45 minutes)**

- a) Choose Spring meat Fundraiser (to run in May)
- Big Chief Meat Snacks/ Team Fund/ Nossack's
    - Tabled to the next meeting
    - Review fundraiser information discussed at the November 2023 Meeting
- b) Humidifier Loan
- Received Invoice for Loan from CESD

- Brooke will get 50/50 licence, still have tickets from last year
  - Motion to:
    - **Withdraw \$500 from the Fundraising account to be split between 2 floats for the Valentine's Day dance on February 10, 2024. After the event the \$500 will be returned into the fundraising account**
- By: Natasha Caissie**  
**Seconded: Whitney Usselman**  
**CARRIED**

**7.0 New Business (10-15 minutes)**

a) **Casino**

- Graphic for volunteers
- Advisors/ Contract
- Casino License

- There is an existing contract with Casino Dan- his sister Bev has taken over all his contracts at this time due to illness
- Licence needs to be applied for 60 days in advance
- More details to come

b) **DJ Rico offers dance demo days**

- Was discussed after last year's Valentine's Day Dance but nothing was booked
- \$200/day
- Brandi to reach out to Kory to figure out days

c) **Brainstorming/ 'q & a' to wrap up the meeting**

d) **Pylons for no parking-on Lincoln Street**

- 2 were dropped off, waiting for a 3<sup>rd</sup>

e) **Meeting Norms**

- **tabled to next meeting**

**8.0 Next meeting Date and Adjournment**

- Next meeting will be on Wednesday February 21, 2024 following the Jessie Duncan Elementary School Council meeting
- Meeting adjourned at 9:04 pm

**\*\*\*IMPORTANT\*\*\*- Email Vote for Approval of November 15/23 PS Minutes**



**Jessie Duncan Elementary School Council <jdschoolcouncil@gmail.com>**

Thu, Dec 28,  
3:17 PM (1  
day ago)

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

Good afternoon everyone,

I hope that everyone had a lovely Christmas and are now enjoying some down time before New Years festivities begin.

I have been trying to get everything sorted out with ATB and our online banking, as we've had some issues logging in to properly see our accounts etc. I was in touch with the branch manager to figure these issues out. I let her know that we also had voted at the November meeting to remove previous executive members who were still on the casino and general accounts. She requested a signed copy of the Parent Society Minutes from the November 15th meeting in order to remove those individuals.

Attached are the November Parent Society (PS) meeting minutes. Please review the minutes (and advise if there are any needed changes). If everything looks good, then we need to vote to approve the minutes, so I can send them to the bank.

I motion that the Jessie Duncan Elementary School Parent Society November 15th, 2023 meeting minutes be approved.

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

**One attachment** • Scanned by Gmail

**Laurin Levick** Thu, Dec 28, 3:50 PM (23 hours ago)

I second that the Jessie Duncan Elementary School Parent Society November 15th, 2023 meeting minutes be approved. Laurin Levick Sent from my iPhone On Dec 28, 2

**Brooke Frenette**

Thu, Dec 28, 4:16 PM (23 hours ago)

In favour Brooke Frenette On Dec 28, 2023, at 3:50 PM, Laurin Levick <laurinlevick@hotmail.ca> wr

**Natasha Caissie**

Thu, Dec 28, 4:25 PM (23 hours ago)

In favour

**Will Langlois**

Thu, Dec 28, 4:25 PM (23 hours ago)

In Favour. William Langlois

**Myranda Radomske**

Thu, Dec 28, 4:30 PM (23 hours ago)

In favour Sent from my iPhone

Cassandra Mierau

Thu, Dec 28, 4:36 PM (23 hours ago)

In favor

**Ellen McKane**

Thu, Dec 28, 4:54 PM (22 hours ago)

In favor

**Whitney Usselman**

Thu, Dec 28, 5:59 PM (21 hours ago)

In favor

**Laura Gillam**

In favor. Laura Gillam Sent from my iPhone

11:35 AM (4 hours ago)



**Jessie Duncan Elementary School Council <jdschoolcouncil@gmail.com>** 10:22 PM  
(3 hours ago)

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

Motion carried to approve the Nov 15, 2023 Parent Society meeting minutes.

Thanks everyone, have a great day!

Brandi

**Attachments:**

**\*IMPORTANT\*-** Email Vote for purchase of Christmas Hamper Toys

**Jessie Duncan Elementary School Council** <jdschoolcouncil@gmail.com>

Tue, Dec 12,  
2023,  
9:11 AM

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

Good morning everyone,

At our November meeting we voted to spend up to \$1500 on Christmas Hampers for families in need at our school; this will cover food gift cards and presents for the families.

We were also asked to help with the shopping for the toys for the 6 different families that are getting hampers this year. Kory has sent me a "wish list" with gift ideas for each child. Kory budgeted \$75 per child (except for one family where the budget is \$225 for their 4 kids). He also asked that those of us that are shopping spend our personal money and then submit the receipts to Brooke directly to be reimbursed by the Parent Society; rather than being reimbursed by the school (who would then have to be reimbursed by the Parent Society). Ellen & I have divided the shopping between us (Whitney is also going to help out). It works out that Ellen and I will spend up to \$375 dollars each of our personal funds. We will keep all receipts to submit to Brooke to be reimbursed afterwards. We need to vote on this... please respond as soon as possible.

I motion that Ellen Freake and Brandi Filipchuk are to be reimbursed (up to a maximum of \$375 each) by the Jessie Duncan Elementary School Parent Society, after purchasing gifts for the 2023 Christmas Hampers. Receipts for purchases must be provided to the Treasurer.

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

**W L**

Tue, Dec 12,  
2023,  
9:29 AM

to Jessie, Brandi, Brooke, Cassandra, Ellen, Laura, Laurin, Myranda, Natasha, Whitney

I, William Langlois; second that Ellen Freake and Brandi Filipchuk are to be reimbursed (up to a maximum of \$375 each) by the Jessie Duncan Elementary School Parent Society, after

purchasing gifts for the 2023 Christmas Hampers. Receipts for purchases must be provided to the Treasurer.

**Myranda Radomske**

Tue, Dec 12,  
2023,  
9:39 AM

to Brandi, Brooke, Cassandra, Ellen, Laura, Laurin, Natasha, Whitney, W, me

In favour

**Ellen Mckane**

Tue, Dec 12,  
2023,  
9:40 AM

to Myranda, W, me, Brandi, Brooke, Cassandra, Laura, Laurin, Natasha, Whitney

All in favor , I'm in favor :)

**Cassandra Mierau**

Tue, Dec 12,  
2023,  
9:45 AM

to me, Ellen, Brooke, Natasha, Will, Whitney, Laura, Laurin, Myranda, Brandi

In favour

**Laurin Levick**

Tue, Dec 12,  
2023,  
9:54 AM

to Cassandra, me, Ellen, Brooke, Natasha, Will, Whitney, Laura, Myranda, Brandi

In favour!

Laurin Levick

**Laura Gillam**

Tue, Dec 12,  
2023,  
9:58 AM

to Laurin, Cassandra, me, Ellen, Brooke, Natasha, Will, Whitney, Myranda, Brandi



In favour.  
Laura Gillam

**Whitney Usselman**

Tue, Dec 12,  
2023,  
10:03 AM

to Laura, Brandi, Brooke, Cassandra, Ellen, me, Laurin, Myranda, Natasha, Will

In favour

Whitney Usselman

**Brooke Frenette**

Tue, Dec 12,  
2023,  
10:18 AM

to Whitney, Laura, Brandi, Cassandra, Ellen, me, Laurin, Myranda, Natasha, Will

In favour

**Natasha Caissie**

Tue, Dec 12,  
2023,  
10:24 AM

to Brooke, me, Ellen, Cassandra, Will, Whitney, Laura, Laurin, Myranda, Brandi

In favour

Natasha

**Jessie Duncan Elementary School Council** <jdschoolcouncil@gmail.com>

Tue, Dec 12,  
2023,  
11:08 AM

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

Motion carried to approve Brandi Filipchuk & Ellen Freake to spend up to \$375 each (for Christmas Hamper gifts) and being reimbursed by the JDES Parent Society afterwards.

Thanks everyone for your prompt response, much appreciated

Have a great day!

Brandi

## Treasurer's Report - Nov 2023

Account	Date	Chq #	Description	Debit (Out)	Credit (In)	Balance
<b>Fundraising</b>			Balance forward from last month			\$11,001.60
	11/8		EMT (poinsettia fundraiser)		\$3,440.00	
	11/27		cash/cheque deposits ( poinsetta fundraiser)		\$1,410.00	
	11/27		transfer from general (Optimus cheque -meat draws)		\$842.78	
	11/30		Interest		\$0.11	
						<b>\$16,694.49</b>
<b>General</b>			Balance forward from last month			\$1,840.94
	11/27		Optimus cheque deposit		\$842.78	
	11/27		transfer to fundraising (optimus cheque - meat draws)	\$842.78		
						<b>\$1,840.94</b>
<b>Casino</b>			Balance forward from last month			\$2,762.90
	11/30					<b>\$2,762.90</b>
<b>Total Funds</b>						<b>\$21,298.33</b>

Completed by: Brooke Frenette

**Notes:**

- 1) \$4850 total income for fundraiser as of November 2023, \$570 in donations.