

**Jessie Duncan Elementary School
Parent Society
February Meeting Minutes**

Wednesday February 12th, 2025

1) Call to order at 6:42pm by Brandi Filipchuk

Members Present:

Laura Gillam, Director
Jamie Seiyoma, FCSS
Amber Regnier, Director
Brandi Filipchuk, President
Kory Sholdice, Principal
Will Langlois – Vice president (virtual)
Ashley Wingie, Director
Susan Dillabough – Vice Principal

Members Absent:

Ellen Freake, Treasurer
Laurin Levick, Director
Myranda Radomske, Secretary

2) Approval of Agenda

(members may request an item to be added to the agenda at this time)

Motion to approve the Feb 12th, 2025 Parent Society Meeting Agenda.

Moved by: Ashley Wingie

Second: Laura Gillam

CARRIED

3) Approval of Minutes from January 15th, 2025 Meeting

Motion to approve the minutes from the January 15th, 2025 Parent Society Meeting.

Moved by: Will Langlois

Second: Laura Gillam

CARRIED

4) Approval of Treasurer's Report as presented- Brandi Filipchuk (5 Minutes)

a) December 2024 & January 2025 Treasurer's Reports

Motion to approve the Dec 2024 and Jan 2025 treasurer's report as presented.

Moved by: Amber Regnier

Second: Ashley Wingie

CARRIED

5) Reports/Updates (20 minutes)

a) Executive's Report

i) AGLC

- a. Annual financial review has been submitted.
- b. We now have 50/50 license for the dance. Money to go towards playground improvements

ii) Meat Draw 2025 Dates/Volunteers

- a. Profit of just over \$500.00
- b. April 4 is the next date – Brandi, Will, Laurin will be at the next meat draw.

iii) CSAB Meeting

- a. Minutes from the last meeting have been sent out to everyone. March 20 @ 6pm is the next meeting date.

iv) Poinsettia/ Wreath Fundraiser Retention

- a. \$160.25 Transferred from fundraising to general for 10% retention

Motion to ratify email motion to transfer funds from fundraising account to general

Moved by - Laura Gillam

Second – Amber Regnier

CARRIED

v) Love Bug Boogie

- a. \$2.00 for each 50/50 ticket at the dance (motion carried via email)
- b. Will need 4 floats this year (motion carried via email)
- c. Provide 20 tickets to the school to give to families in need (motion carried via email)

Motion to ratify 3 email motions as stated above

Moved by - Ashley Wingie

Second – Amber Regnier

CARRIED

- d. We have enough volunteers and volunteer schedule has been sent out.

6) Business arising from prior Minutes (5 minutes)

a) Parent Society Bylaw Review Committee

- i. Brandi and Will are planning to continue working on this

b) Momentum Fundraising- Discount Cards

- i. Sold around 315 cards so far. Going very well. Haven't set an end date just yet. Likely send out a 'final notice' at the end of February.

Rescind previous motion to use \$100.00 to purchase envelopes as they are no longer needed.

c) JDES Expense Requests 2024-2025

- i. Tabled until March meeting

d) ATB

- i. 25 cheques have been ordered for fundraising account

7) New Business (10 minutes)

- a) Mrs. Potratz would like to continue to work on the outdoor classroom and will likely need some funds in the spring for seeds.

- b) Mrs. Dillabough Retirement
 - i. Brandi has looked into purchasing a personalized tumbler and a personalized tote bag

Motion to purchase Mrs. Dillabough a retirement gift including a personalized tumbler from Color Punk Designs and a personalized tote bag with funds to be withdrawn from the fundraising account in the amount of up to \$150.00. Brandi will pay for this and be reimbursed.

**Moved by – Brandi Filipchuk
Second – Laura Gillam
CARRIED**

- c) Condolence Gift

Motion to ratify email motion to purchase condolence gift in the amount of \$200.00 for Ellen Freake

**Moved by - Ashley Wingie
Second – Laura Gillam
CARRIED**

- d) Charity Check Stop



Motion to apply to participate in the charity check stop. (Brandi will complete application)

**Moved by - Laura Gillam
Second - Amber Regnier
CARRIED**

- e) Draw- Gift Card Incentive – Amber Regnier is the winner of the gift card this month

8) Next Meeting: March 19th, 2025 @ 6pm and Adjournment at 7:29pm

Minutes Approved on the 19 day of MARCH, 2025

 Chairperson / PRESIDENT
 Secretary

Attachments:

*JDES Parent Council Meetings are held the 3rd Wednesday of each month, unless it falls over a school break. There usually are no meeting(s) in December or June (unless needed). There are no meetings over Summer Holidays (July-August) *

Future Meeting Dates:

- March 19th /2025
- April 16th / 2025
- May 21st /2025

See email motion attachments

***** IMPORTANT EMAIL VOTE *** - LBB 2025**

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

Wed, Feb 5,
12:48 PM (6
days ago)

to Will, Laura, Amber, Myranda, Laurin, Ashley, Ellen

Hello Team,

In preparation for the Love Bug Boogie Dance on February 15th, 2025 we have a few things that we need to vote on.

1) Motion 1: 50/50 Raffle

We are planning on having a 50/50 raffle again this year with the proceeds going to playground additions/ expansion at JDES. Ellen will get the 50/50 License. We will sell tickets for \$2/each and will have a total of 660 tickets to sell. Winner drawn will take home 1/2 of the funds generated by the 50/50.

I, Brandi Filipchuk motion to have a 50/50 raffle at the Love Bug Boogie Dance on Saturday February 15th. The proceeds will go towards playground additions/ expansion at JDES. Tickets will be sold for \$2/each and there will be a total of 660 tickets available for purchase.

2) Motion: Floats for the Dance

This year we will need floats at the food table, the 50/50 table, the merchandise table and then a small float of \$5 bills at the registration table- so 4 total. We only have 2 cash boxes, but the Optimus Club will let us borrow one of theirs. We will need 3x \$250 (various bills/ change) cash floats and then \$100 worth of \$5 dollar bills for the registration table; I will keep that amount in my crossbody bag (on me) at the entrance.

I, Brandi Filipchuk motion to withdraw a total amount of \$850 from our Fundraising Account for 4 floats- (3x \$250; various bills /change) & (1x \$100; \$5 bills) for the dance. These funds will be returned/ replaced after the dance back into the Fundraising Account.

3) Complimentary Dance Tickets for families in need at JDES

In previous years we have provided tickets (maximum of 20 tickets @ \$5/each) to the administration at JDES to give to families that would like to attend the dance, but might not be financially able to purchase tickets. Kory & Susan are working on a list of who they think would like to attend and will reach out to those families, so that it remains confidential. Once they reach out to the families, I will purchase the tickets and then give them to the school to distribute. I will be reimbursed out of the Fundraising Account upon providing receipts for tickets purchased for the event to Ellen.

I, Brandi Filipchuk motion to spend a maximum of \$100 (or 20 tickets) for the Love Bug Boogie Dance from our Fundraising Account to give to the Administration at JDES to give to families in need at JDES, so they can attend the dance.

Can I please get the first person who sees this email to second these motions by replying

'I _____second all 3 of the Love Bug Boogie Dance Motions (1- 50/50 Raffle, 2- Floats and 3- Complimentary Dance tickets)'

Because I am sending out 3 separate motions in one email can everyone else please copy and paste this and then reply accordingly:

- 1) **Motion 1: 50/50 Raffle-**
- 2) **Motion: Floats for the Dance-**
- 3) **Complimentary Dance Tickets for families in need at JDES-**

At the end of each motion 1-3 please reply 'in favour'.
Please remember to 'reply all' when responding.

If you have any questions about this please reach out to me prior to responding.

Thank you!

Brandi

W L

Wed, Feb 5,
1:00 PM (6
days ago)

to me, Laura, Amber, Myranda, Laurin, Ashley, Ellen

I, William Langlois's second all 3 of the Love Bug Boogie Dance Motions (1- 50/50 Raffle, 2- Floats and 3- Complimentary Dance tickets)'

Laurin Levick

Wed, Feb 5,
1:24 PM (6
days ago)

to me, Will, Laura, Amber, Myranda, Ashley, Ellen

- 1) **Motion 1: 50/50 Raffle-**
- 2) **Motion: Floats for the Dance-**
- 3) **Complimentary Dance Tickets for families in need at JDES-**

In favour of all 3 of these motions

Laurin Levick

Sent from my iPhone

Amber Regnier

Wed, Feb 5,
2:07 PM (6
days ago)

to Laurin, me, Will, Laura, Myranda, Ashley, Ellen

- 1) Motion 1: 50/50 Raffle-
- 2) Motion: Floats for the Dance-
- 3) Complimentary Dance Tickets for families in need at JDES-

In favour of all 3 of these motions

Sent from my iPhone

Myranda Radomske

Wed, Feb 5,
2:15 PM (6
days ago)

to Amber, Laurin, me, Will, Laura, Ashley, Ellen

- 1) Motion 1: 50/50 Raffle-
- 2) Motion: Floats for the Dance-
- 3) Complimentary Dance Tickets for families in need at JDES-

In favour of all 3 of these motions

Ellen Freake

Wed, Feb 5,
2:33 PM (6
days ago)

to Amber, Laurin, me, Will, Laura, Myranda, Ashley

- 1) Motion 1: 50/50 Raffle-
- 2) Motion: Floats for the Dance-
- 3) Complimentary Dance Tickets for families in need at JDES-

In favour of all 3 of these motions

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

Wed, Feb 5,
7:38 PM (6
days ago)

to Ellen, Amber, Laurin, Will, Laura, Myranda, Ashley

Thanks for responding- majority is 'all in favour' of all three motions that were put forward for the Love Bug Boogie Dance 2025.

- 1) Motion 1: 50/50 Raffle- CARRIED
- 2) Motion: Floats for the Dance-CARRIED
- 3) Complimentary Dance Tickets for families in need at JDES- CARRIED

Have a good night everyone.

Brandi

***** IMPORTANT EMAIL VOTE***- Condolence Gift**

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

Tue, Feb 4,
2:52 PM (7
days ago)

to Will, Myranda, Laura, Laurin, Amber, Ashley

Hello,

Sadly, as you are all aware- The Freake Family lost their Husband/ Father tragically last week. Ellen is such a valued part of our community and I want to help them anyway we can.

I would like to give a monetary donation to Ellen & Ella from the JDES Parent Society; the same as we've done for other families that have lost a parent/ spouse at our school.

I motion to give a \$200 monetary donation to the Freake Family to help them through this difficult time. I, Brandi Filipchuk will purchase a card and gift card (not exceeding \$210) and give it to the family. Expenses I pay personally will then be reimbursed from the Fundraising Account, once receipts are submitted.

Can I please get someone to second this, and then everyone after to reply 'in favour'. Please remember to 'reply all' when responding.

Thank you!

Brandi

W L

Tue, Feb 4,
3:12 PM (7
days ago)

to me, Myranda, Laura, Laurin, Amber, Ashley

I, William Langlois second the motion to give a \$200 monetary donation to the Freake Family

Will

Laurin Levick

Tue, Feb 4,
3:14 PM (7

days ago)

to W, me, Myranda, Laura, Amber, Ashley

In Favour

Laurin Levick

On Feb 4, 2025, at 3:12 PM, W L <langley652@gmail.com> wrote:

Ashley Wingie

Tue, Feb 4,
3:14 PM (7
days ago)

to me, Will, Myranda, Laura, Laurin, Amber

In favour.

Myranda Radomske

Tue, Feb 4,
3:18 PM (7
days ago)

to Ashley, me, Will, Laura, Laurin, Amber

In favour

On Feb 4, 2025, at 3:14 PM, Ashley Wingie <ashleywingie3@gmail.com> wrote:

Amber Regnier

Tue, Feb 4,
3:45 PM (7
days ago)

to Myranda, Ashley, me, Will, Laura, Laurin

In favour

Sent from my iPhone

On Feb 4, 2025, at 3:18 PM, Myranda Radomske <myranda@ualberta.ca> wrote:

In favour

Laura Gillam

Tue, Feb 4,
4:54 PM (7
days ago)

to Amber, Myranda, Ashley, me, Will, Laurin

In favor.
Laura

Sent from my iPhone

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

Wed, Feb 5,
1:03 PM (6
days ago)

to Laura, Amber, Myranda, Ashley, Will, Laurin

Thanks everyone. Motion Carried to give a \$200 monetary donation to the Freake Family to help them through this difficult time.

Regards,

Brandi

***** IMPORTANT EMAIL VOTE *** Poinsettia Fundraiser Retention**

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

Fri, Jan
24,
12:37 P
M

to Will, Ellen, Myranda, Laura, Amber, Laurin, Ashley

Hello,

As most of you know, we voted a few years ago and made the decision that 10% profit from all Fundraisers that we run will be transferred and retained in our General Account. (Fundraisers done in support of the new playground at Waskasoo Middle School have been exempt from this- as all funds generated go to the playground).

We have finalized the Poinsettia & Wreath Fundraiser; we made \$1602.50 total profit this year. 10% retention from that fundraiser is \$160.25.

I, Brandi Filipchuk motion to transfer \$160.25 profit from our 2024 Poinsettia and Wreath Fundraiser from our Fundraising Account to our General Account for retention.

Can I please get someone to second this motion... Everyone else please reply "In favour"- (if that is your opinion). Please remember to hit 'reply all' when responding.

Thanks!

Brandi

W

Fri, Jan 24,

L

1:03 PM

I, William Langlois motion to transfer \$160.25 profit from our 2024 Poinsettia and Wreath Fundraiser from our Fundraising Account to our General Account for retention.

Myranda Radomske

Fri, Jan

24,

1:16 PM

to W, me, Ellen, Laura, Amber, Laurin, Ashley

In favour

Myranda

On Jan 24, 2025, at 1:03 PM, W L <langley652@gmail.com> wrote:

Amber Regnier

Fri, Jan

24,

1:29 PM

to Myranda, W, me, Ellen, Laura, Laurin, Ashley

In favour

Sent from my iPhone

On Jan 24, 2025, at 1:16 PM, Myranda Radomske <myranda@ualberta.ca> wrote:

Laurin Levick

Fri, Jan

24,

3:46 PM

to Amber, Myranda, W, me, Ellen, Laura, Ashley

In favour

Laurin Levick

Sent from my iPhone

On Jan 24, 2025, at 1:29 PM, Amber Regnier <amber_regnier@hotmail.com> wrote:

In favour

Laura Gillam

Fri, Jan
24,
4:06 PM

to Amber, Myranda, W, me, Ellen, Laurin, Ashley

In favor.

Laura

Sent from my iPhone

Ashley Wingie

Fri, Jan
24,
4:48 PM

to me, Will, Ellen, Myranda, Laura, Amber, Laurin

In favour.

Ashley

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

Fri, Jan
24,
4:53 PM

to Ashley, Will, Ellen, Myranda, Laura, Amber, Laurin

Thank you all for your responses.

Motion to transfer \$160.25 profit from our 2024 Poinsettia and Wreath Fundraiser from our Fundraising Account to our General Account for retention was carried.

Have a wonderful weekend everyone!

Brandi

***** IMPORTANT EMAIL VOTE *** Supplies for Discount Card Fundraiser**

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

Fri, Jan
24,
12:27 P
M

to Will, Ellen, Myranda, Laura, Amber, Laurin, Ashley

Happy Friday Everyone!

I was speaking with Ellen earlier today- we discussed the easiest way to process/ track and distribute the Discount Cards. My plan is to pick the money and order forms up from each school on Friday's (at the end of the day) and then process them, so that they are ready to distribute on the following Monday. Ellen has created a 'Master' spreadsheet that will be separated further into the 2 different schools for tracking purposes.

We also discussed that we will need to purchase envelopes to distribute the cards to the families- we don't want them getting misplaced or lost. A copy of the order form will also be included with the cards, so it's easy for the families to distribute the cards to those that purchased them. The expense for the envelopes can come out of our Fundraising Account; but will be reimbursed out of the profit from the card sales once the fundraiser is complete.

Therefore, I motion that we purchase envelopes for the distribution of the Discount Cards. This amount should not exceed \$100.00 and will be reimbursed out of our fundraising account. I will purchase the envelopes (based on demand) and then submit my receipt(s) for reimbursement. At the end of the Discount Card Fundraiser the cost of the envelopes will be deducted from the total profits from the Fundraiser and then deposited into our fundraising account; with the remaining profit going to the playground.

Can I please get someone to second this motion... Everyone else please reply "In favour"- (if that is your opinion). Please remember to hit 'reply all' when responding.

Thanks very much!

Brandi

Ellen Freake

Fri, Jan
24,
12:31 P
M

to me, Will, Myranda, Laura, Amber, Laurin, Ashley

I second this motion for supplies.

Amber Regnier

Fri, Jan
24,

12:32 P
M

to Ellen, me, Will, Myranda, Laura, Laurin, Ashley

In favour
Sent from my iPhone

W L

Fri, Jan
24,
1:01 PM

to Amber, Ellen, me, Myranda, Laura, Laurin, Ashley

In favour.

William Langlois

Ashley Wingie

Fri, Jan
24,
1:07 PM

to me, Will, Ellen, Myranda, Laura, Amber, Laurin

In favour.

Ashley

Myranda Radomske

Fri, Jan
24,
1:15 PM

to Ashley, me, Will, Ellen, Laura, Amber, Laurin

In favour.
Myranda

Laurin Levick

Fri, Jan
24,
3:46 PM

to Myranda, Ashley, me, Will, Ellen, Laura, Amber

In favour

Laurin Levick

Sent from my iPhone

Laura Gillam

Fri, Jan
24,
4:06 PM

to Laurin, Myranda, Ashley, me, Will, Ellen, Amber

In favor.

Laura

Sent from my iPhone

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

Fri, Jan
24,
4:44 PM

to Laura, Laurin, Myranda, Ashley, Will, Ellen, Amber

Thanks everyone!

Motion carried to purchase envelopes for the Discount Card Fundraiser. I will get the envelopes over the weekend.

Brandi