

# **Spitzee Council Elementary School Minutes**

## **April 8 2026 Meeting**

**Attendees:** Rozlyn Neighbor, Teresa Lund, Tess Pfeifer, Shannon Culbert, Melany Connor, Sherry Opas, Jennifer Livsey-Moore, Chris LaCroix

**Regrets:** Jackie Roe, Karalee Fox

Call to order @ 6:32 PM

### **Welcome & Introductions** current council exec & staff

Chairperson- Rozlyn Neighbour

Vice Chairperson- Teresa Lund

Treasurer- Karalee Fox

Secretary- Tess Pfeifer

Fundraising Chair - Rozlyn Neighbour

Teacher Rep-

### **Land Acknowledgment**

We acknowledge this land on which we reside, work, and learn as the traditional territories of the people in treaty 7 of southern Alberta including the Siksika, Piikani, Kainai, Tsuut'ina, and Stoney Nakoda First Nations, and the Metis Nation of Alberta within the Battle River Territory.

In the spirit of this acknowledgement, we hold thanks in our hearts for the beautiful gifts and lessons these lands hold.

We also acknowledge the tradition of councils that have been practiced on these lands long before our time here. We commit to the understanding that all members of this community are responsible for teaching our children, to ensure the origins of these lands continue to be honoured and respected.

### **Approval of Minutes**

People are reading them!

(all mtg minutes posted to FB page and to communication boards outside the office and on the boards outside) also Posted to our Spitzee Volunteers WhatsApp Chat

Motion to approve - Tess Pfeifer

Second - Teresa Lund

**Trustee Report** - Ms Jackie Roe

Ms. Jackie Roe was unfortunately unable to attend. Below is the link to the Footnotes for April

[April Footnotes](#)

**Teacher Report**- Mrs. Jennifer Livsey-Moore and Mrs. Chris LaCroix

Grade 5 and Kindergarten are buddy classes! Jennifer and Chris came to share some of the games the classes play together.

- Roll the Die Tug of War - In this game there is a strip of paper with 0 in the middle and numbered 1-10 in both directions. Have a player pick a side and place a token on the zero. Take turns rolling a die and move the token back and forth like tug of war until someone reaches 10.
  - This is good for finger movement, having the kids isolate and move the token with one finger.
  - Good for number recognition
  - Can be adapted in many ways
- Grab the Sound - In this game there are 5 strips of paper, folded in half and stood up like a tent. On each side is written a vowel (A,E,I,O,U). Have the students sit across from each other with the 5 pieces of paper between. The teacher will do a boom boom clap clap hand movement that the kids follow and then make the vowel sound and the student has to use their pincher fingers to grab the correct vowel the fastest.
  - This is great for working on pincher fingers
  - Vowel sound recognition and making the connection to the written letter.
  - Can be adapted to other sounds or letters
- Hand Clap Games
  - Great for getting both sides of the brain and body working and communicating
  - Helps with crossing the middle line
- Puzzles
  - Helps develop the prefrontal cortex
- Mrs. Livsey-Moore and Mrs. Chris wants everyone to know that you do not have to spend money to play these types of games with your kids. Keep it simple!

**Admin Report**- Mrs. Culbert/Mr. Holmes (15 minutes 5 minutes discussion and questions)

**Spitzee Ed Plan**

Our Ed Plan is posted to our website. Under the “Our School” menu, click on “Education Plan(s)”, then Year 2.

**Engagement:** Volunteerism, Communication with parents, Professional Learning Teams

**Support:** Executive Functioning Skills, School Culture, Classroom Support Plans

**Success:** Advancing First Nations, Metis, and Inuit student success – enhance the application of foundational knowledge, support cultural learning and accurate depiction of Indigenous worldviews; Literacy & Numeracy evening for families; design challenges.

**Administrative Update:**

Melany Connor has been announced as the Acting Vice-Principal for the remainder of the year. YAY!

Melany has been in the role of Learning Coach for the past seven years at Spitzee and knows our school community well.

**These days at Spitzee...****Kindy**

- have been eagerly watching the Big Bear Eagle live nest to watch for hatching baby eagles!!
- The students are learning "sh", "th" and "ch" words
- Students continue to work on independent reading and writing
- The Fire Department came for a visit

**Grade 1**

- Grade 1's celebrated 100 days of Learning with many exciting activities!
- Students made a 3D Easter basket with conversation questions to share with their families
- Students have been learning directions (East, West, South, North)
- In Math students have been learning about graphing and using Data
- Students continue to learn about adding and subtracting
- Students are also learning about Constructed Landmarks built by people eg playground benches, picnic tables and signs in George Lane Park

**Grade 2**

- Grade 2 students are learning about different landforms that can be found in Alberta
- Students are learning about Alberta UNESCO Heritage Sites
- As well, students are learning about the different bodies of water in Alberta
- Gr 2 & 2 / 3 are Secret Agents learning about password security

**Grade 3**

- Grade 3 is learning how to add and subtract with regrouping
- Students are learning about predicting text when reading
- As well, Grade 3 students are learning about different languages
- In Science, they are learning about how to protect our earth
- Gr 2 & 2 / 3 are Secret Agents learning about password security

**Grade 4**

- Grade 4 is learning about constellations. They are creating their own and writing a story to go with their constructed constellation
- As well, they are learning multiplication and division
- In Social, students are learning about settlements in Canada

**Grade 5**

- Grade 5 is focusing on learning about Ancient Civilizations including Egypt, the Mayan, Roman and Indigenous civilizations. One of the learning tools being used is Minecraft Education where students are immersed in history, culture and civics of these cultural heritages.

## Physical Education

- students are focusing on Adventure Play including Invasion games and Low Organized Games .
- There's always lots of Fun learning in the gym!!

## Our Complexity Team:

- 1 Teacher
  - Jacquie Irwin - Grade 2 & 3
- 2 Education Assistants
  - Tanya Peterson - Kindergarten
  - Georgia Fischl - Grade1
- Here for the next year
- Providing a blend of targeted and class wide assistance.
- We are so grateful to have been the **ONLY** school in the Foothills School Division to receive this team!

## Upcoming Important School Dates

- April 7 – Green Shirt Day & One School One Book Kick-off
- April 8 – School Council @ 6:30 p.m.
- April 15/16 – Learning Conferences (Parent Teacher Interviews)
- April 13 to 16 – Book Fair
- April 17 - Divisional PD Day
- April 23 – Paws, Claws & Stars – Science Centre – Gr 4's & 5LM
- April 20 - 24 - Volunteer Appreciation Week
- April 24 – Volunteer Appreciation Tea at 1pm – invitations are coming!
- April 27 – Council Of School Councils (Chair & Principal)
- May 6 – Students Matters Meeting
- May 8 - Kindergarten “Ready to Learn” Day
- May 13 – Mr. Holmes, Principal of Senator Riley, attends School Council

## Upcoming Important Council Dates

- April 15 Parent Teacher Interview Teacher Dinner Provided by council from My Pizza. Teresa has organized this- Thank you!
- April 15 & April 16 Council Table Set up by the Learning Commons to promote Volunteering and joining us at Council Meetings. Also let's Promote the Book Fair and Purchasing Wishlist Books for Classes, as well as Hand out Classroom Wishlist Fundraising Posters. Cupcakes to hand out
- Volunteer Appreciation April 24 @ Spitzee Times TBA
- April - Parent Council Teacher Classroom Supplies Wishlist email can go out
- May- Bottle Wars Dates? Let us know so we can make sure to book the Trailer for the Week.
- June- Grade 5 Farewell Dates TBA, Spitzee Carnival Date TBA

## **Council Business**

- Council Engagement - We want all of you to know Parent Council is here to support and we are open to ideas! We want to know what you think, and where we can really support and make a difference. We know your needs may ebb & flow through the school year but know we are here for Spitzee Parents, Admin, Teachers & Trustees. We are consistently working on improving Parent Volunteer engagement and making a Spitzee Parent Community.
- Roz, Charlotte & Luna visited our Spitzee Kookum @ her beautiful store Sunrise Moon Art Gallery Downtown in High River. The girls were so excited to visit and see what she had there. Lovely items, as well as they are working on display cases of Artifacts are very cool! She also is working on a Tea Room. Charlotte immediately spotted the Braided Sweetgrass and thought it was cool as they are reading a book in class called Braided Sweetgrass in Mrs Livsey-Moores Class. She explained the Sweetgrass and Traditional Medicinal items are never for sale, but they accept trades for them. I love this. Also, she has some donations to provide support for council. So kind! I gave her our new council contact information so we can stay in touch.
- Trustee feedback - We love hearing about all the details, progress and information happening throughout the division as well as the challenges. How can we continue to engage & support you? We sent out all the previous links to our Parent Volunteer Chat asking parents to do the recent surveys, keep them coming!
- Teacher feedback - How are Parents helping to Volunteer in your Classrooms? Is there anything the council can help support with Parent Engagement?
- Teacher Reps; can you please try and ask for 2 Parent Classroom Representatives to join us on your Council meeting night? Trying to find ways to encourage parents to join us. We would love to hear what parents want to help with & accomplish for Spitzee. We want parents to know we are here to make a difference and they are welcome to join us.
- Please send an email on behalf of Council to Teachers offering Walking To Memory Lane for Class Ice Cream paid for By Council. They can let us know the Date & Time preferred and we can arrange for them with Memory Lane so all they have to do is Walk Down! Maybe after a George Lane park day? Teachers can email Spitzeecouncil@gmail.com to request their Date & Time.
- Grade 5 Farewell Plans? How can Council Support?
  - Grade 5s have designed their own postcards, stickers and bookmarks and will be selling them at the School and in Sunrise Moon Art Gallery and Colossi's to raise funds for their farewell. Council will assist in any way we can.
- Spitzee Carnival Date TBA- Parent Volunteers/Council on Standby to support the Teacher Carnival Committee and help make a very fun event!
- Council would like to encourage more Parent/Family Engagement and we understand the importance for our children to celebrate and share their wins and successes while encouraging supportive conversations around their learning. Council would like to provide personal folders for each student for their learner profiles, to take home and show their families! We are excited to help bring this new initiative to the school.

### **Future Action Items New :)**

- Shannon Send out the Teacher Wishlist Fundraiser email
- Shannon Send out email to Teachers about Ice Cream Walking Fieldtrips to Memory Lane (see details above)
- Shannon We need to submit our Council Community Impact Report for Friends of Foothills School after the Castle Mountain Ski Trip. Due June 30/26. Photos on the Mountain and one Page Letter. Roz has Email to Send the Report to.
- Shannon & Roz PC Charity; Good Food Box- Shannon if you can Double check if the Annual Report is Due, and if the Application for next year has been released? Roz can complete Report & Application with Shannon.
- Karalee & Roz AGLC Report and Annual Return is now Due email just came. Detailed Transactions and Receipts from AGLC Acct from April 1/2025-May31/2026
- Roz is double checking some questions with COSC about year end Financial Filing on April 27/26. Will file and get done when comes due.
- Teresa mentioned making a Parent Council Poster, letter, little package with information on meetings and also Hot Lunch Information & Volunteer QR code to hand out in September. Great Idea!

### **Meeting Adjourned@ 8:13 PM**

### **Fundraising Meeting Opens@ 8:17PM**

#### **Treasurer Report** By Karalee Fox

Casino Funds were Deposited to the AGLC account February 17/26 in the Amount of \$66,995.14

General account: \$15,411.10

Casino: \$70,011.19

PC Food Support: \$3486.05

- Quickbooks Online update: Karalee and Tess set up Quickbooks Online and moved all accounting data over from the desktop version. The transfer was a success and everything moved over. The training on how to use QBO was helpful and made getting things started very easy.
- Bank account Updates: The RBC bank accounts while they will link the account balance to QBO they do not bring over all the transactions, everything at this point in regards to the Casino and General account need to be manually entered. Tess will be doing some bank shopping to see if there are other options, we were informed in training that RBC is one of the banks that has issues connecting with QBO. This on top of our other issues with etransfer etc. looking at some other bank options couldn't hurt. Would like to make a decision before the new financial year starts on June 1st.

- Ask about Possible Admin Credit card for our Monthly Quickbooks online Subscription Charges? While looking at banks Tess will inquire about council visa debits or credit cards as well.
- AGLC Annual Financial Report Due- Paperwork in Council Email.

**Hot Lunch Update** by Teresa Lund

- Teresa is working to secure Popcorn Days with Okotoks Theatre they provide Fundraising Big Bags. May look in to other Popcorn Vendors ? Update if JR BBQ will work with us to bring back Hot Dog Days to Hot Lunch ?
- We have added some extra Days in addition to Fridays Hot Lunch with The Cookie Dough Co Cookies & some extra Popcorn and Smoothie days, to maximize our Hot lunch Program and Volunteers.

**Fundraising Update** by Rozlyn Neighbour

- Karalee to confirm if Purdy's has E-transferred \$587.00 March Fundraiser Funds.
  - Yes, April 10th
- Classroom Supplies Wishlists Fundraiser Emails Sent out with 3 weeks for parents to purchase items to send in.
- Other than that, all accounts are up to date with Deposits and Account Balances

2025/2026 Fundraisers					
Month	Description	Allocation	Amount Raised	Payment received via	Account
October	Team Fund Bacon	All Things Science	\$1,858.00	etransfer	General
November	Purdy's Chocolate Christmas	Field Trips	\$1,785.90	cheque	General
December	50/50 AGLC Licence #761039	Music Program	\$192.50	cash	Casino
	50/50 AGLC Licence #761041	Music Program	\$510.00	cash	Casino
	50/50 AGLC Licence #761047	Music Program	\$347.50	cash	Casino
	50/50 AGLC Licence #761051	Music Program	\$352.50	cash	Casino
	50/50 AGLC Licence #761044	Music Program	\$102.50	cash	Casino
January	Bottle Drive	Learning Commons	\$779.05	etransfer	General
February	Team Fund Fill Your Freezer	Art Program	\$1,364.00	etransfer	General
March	Purdy's Chocolate Easter	Learning Resources	\$587.00	etransfer	General
May	Bottle Wars	Field Trip Deficits			
			\$7,878.95	Received	

**Motions:**

- We are canceling a motion from last month

Date	Motion	Amount	Account	Motioned By	Seconded By	All in Favor	Online or In Person	Notes
3/11/2026	To spend \$1500 on a ChromeCart to charge the new Chromebooks from the division	\$1,500.00	Casino	Tess Pfeifer	Karalee Fox	Yes	In Person	Division office donated one , no longer needed
4/10/2026	Envelopes for Learner Profile Folders	quote needed	General	Teresa Lund	Rozlyn Neighbor	Yes	Online	

**Council Goals**

- Let's all Start thinking of some larger initiatives/Priorities for Fundraising we would like to offer to achieve for Spitzee next Year, make some goals. What do parents want to see happen! Before Year End in June have some plans/ideas?
- For example; Chomp Saw Class Set, Robot Pens, ? Outdoor Classroom ? Greenhouse? More Clay for Kids Classes? When we have specific Goals it helps open possibilities to Grants.
- We can set up a Table @ Co op next September/October & December selling Purdy's fundraising Chocolate Bars, Run Shifts of Parents & Kids on Saturday/Sunday. It is AMAZING the way our community will Donate & Support.

Meeting Adjourned@ 8:55 PM

Next Meeting Date May 13 Spitzee Library Learning Commons @630pm