

## **Spitzee Elementary School Council Minutes**

### **Wednesday January 14, 2026**

Attendees: Shannon Culbert, Bill Holmes, Rozlyn Neighbour, Tess Pfeifer, Teresa Lund, Karalee Fox, Kayla Baxter, Barbara Calabrese, Marnie Thomas  
Regrets:

Call to order @ 6:33PM

#### **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 Acknowledgement**

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**

(all mtg minutes posted to FB page and to communication boards outside the office and on the boards outside)

Motion to approve – Karalee Fox  
Second – Tess Pfeifer

#### **Trustee report-** Ms Jackie Roe

#### **Trustee Report to School Councils – December 2025 & January 2026**

#### **ENGAGEMENT - SUPPORT – SUCCESS**

#### **BOARD HIGHLIGHTS**

- Progress being made on the New High School in Okotoks.
- Discussion regarding the Okotoks & Area Boundary Review. The Board is recommending to defer the boundary review to the 2027 school year and direct administration to action it at that time. This decision ensures that when boundaries are reviewed, the most up to date, applicable, and relevant information will be used. This also provides the Division with more time to participate in a broader engagement process and allows for a more comprehensive and wholesome review.

- Board chair made a presentation this week on the electoral boundary revisions being proposed by the GoA. Particular concerns around how this will affect schools across the province.
- Division Calendar is in the works and public engagement is invited. Should start tomorrow, with feedback available on FSD website will have ability to provide feedback on January 15<sup>th</sup> to January 22<sup>nd</sup>. Both the instructional and

## PRESENTATIONS TO THE BOARD

### December 2025

- Dinah Van Donzel Learning To Read: Early Literacy Intervention and the AMIRA program, an AI tool used to support students in and out of the classroom with the involvement of staff.
- Dorothy Paskowski and Meridith Bambrick shared successes in the cultural shift happening at Okotoks Junior High School
- Kevin Gushulak, Director of Facility Services, reported on capital projects completed and plans for 26/27 school year.

### January 2026

- Doug Stevens provided a comprehensive AI presentation to the board that outlined the steps planned to ensure safe and effective use of AI tools for staff and students. The goal is to ensure there is clear communication regarding the use. Stressed this is not a means to reduce teachers, highlighting, “Artificial intelligence can personalize learning; only human teachers can humanize it”.
- RDL School presentation featured their success in community and school engagement. • Director of Professional Learning & Education Partner Relations, Chase Ellis shared a report on Professional Learning and Partner Relations
- Sara Fox, Manager of Communications and Community Engagement, addressed steps towards further engagement of families in the Foothills Community

## ACTIVITY UPDATES AND UPCOMING EVENTS

- Enjoyed Holliday concerts at Spitzee, Joe Clark and Highwood schools. • Attended Zone 5 ASBA meeting on January 9th.
- The Foothills School Division Council of School Councils (COSC) will hold its first meeting on January 26, 2026, with the aim of connecting School Council Chairs from across the Division, providing support for ‘new to the position’ council members, and electing a new COSC Chair.
- The **ASBA Honouring Spirit: Indigenous Student Award** and the **Lieutenant Governor of Alberta Student Award** are open for nominations.
  - *These awards recognize First Nations, Métis and Inuit students who model strength and commitment in the pursuit of their personal education path and embrace their own gifts, strengths and potential while celebrating the ways of their people.*
  - *The Lieutenant Governor of Alberta Student Award recognizes nine students (Grade 6, 9 and 11) who attend a school in Alberta, under the jurisdiction of an ASBA member school board, who have shown tremendous growth in developing skills to better themselves through determination, initiative and independence, leading to their improvement and success both academically and personally. (Deadline: April 13, 2026)*

### 2026 ASBA awards and deadlines

- Honouring Spirit: Indigenous Student Award | Deadline: February 9, 2026 • Edwin Parr Teacher Award | Deadline: March 18, 2026
- Friends of Education Award | Deadline: March 18, 2026
- Lieutenant Governor of Alberta Student Award | Deadline: April 13, 2026 • Community Engagement Award | Deadline: September 16, 2026

- School Board Innovation and Excellence Award | Deadline: September 16, 2026 • Distinguished Service Award | Deadline: September 16, 2026
- Young Author's Conference will be on Saturday, May 9 at Holy Trinity Academy

**Teacher report**- Dr. Barbara Calabrese

- Dr. Barbara Calabrese brought to Council a presentation on the completion and success of her study in Nature Learning. It was very interesting and impressive.
- The study was also a success for the students; council has received much positive feedback from the students that participated in the Nature Journaling.
- Council would like to congratulate Dr. Barbara Calabrese on completing her Doctorate and thank her for bringing this exciting, fun and educational study to Spitzee School!

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

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.

- Last month our Christmas performances were exceptional (as always) and we sure thank Miss Daisy, the students and the staff on all their hard work making sure that the performances went off without a hitch.
- Looking back to December, it was a month filled with a lot of illness. Although we didn't reach the critical numbers of 10% of our student body being away, we were at 8% on a few days. Staff were also impacted by the various bugs but were able to hold on until the last day!
- Congratulations to Mrs. Calabrese who received her Doctorate in December.
- Ms. Valgardson is off to expand her learning taking courses towards her Bachelor's Degree in Communication. She has taken a 1 year leave from the FSD. Welcome to Ms. MacDonald who was hired to be our .6 LCF. The other .4 of this time was moved to increase other EA time as they work directly with students in classrooms.
- Students are getting settled back into their classrooms after the Christmas / Winter break. Some have done well while others are slowly adapting to the return to school life, including earlier bedtimes and morning alarm clocks. Still wrestling with smaller bouts of flu and flu-like symptoms.

These days at Spitzee...

- Gr 5's have started Basketball as an extra curricular team. Mr. Holmes will coach but if needed, Mrs. Livesey-Moore will also help out.
- Staff are busy working on LP comments and inputting marks as they prepare for the end of Term 1. Learner Profiles will go home to families on Friday Feb 6th!
- Staff reviewed the SOS-Q Survey Data from our Gr 4's & 5's. Data has improved, particularly with regards to Internal and External Resilience. Staff and Students will focus on Self Confidence and Peer Relationships.
- Our next PD Day will look at a game called "The Truth in Truth & Reconciliation" which has a direct curricular ties to the work that we are doing with our Ed Plan. Students will not see this game at Spitzee, as it is geared to the 14+ student group but it is a good learning tool for staff.

## Upcoming Important Dates

- Jan 20 – Gr 1 Vaccinations
- **Jan 23 - PD Day**
- Jan 26-30 Literacy Week
- Jan 27 – Family Literacy Day
- Jan 29 - Gr 5 Basketball Tournament 11am – 3pm
- Jan 29 - WELCOME TO KINDERGARTEN - 6:30 P.M. (Tell Your Friends)
- Jan 30 - End of Term 1
- February 1-20th/2026 Teamfund Fill your Freezer Fundraiser; Bacon, Steak, Birthday Cakes And More!
- Feb 6 - Learner Profiles Go Home
- Feb 9 - 12 - Spitzee Olympics Week
- Feb 11 – School Council mtg. 6:30pm
- **Feb 16/17 - No School**
- **Feb 18 - PD Day at Spitzee**
- **Feb 19/20 - Teacher's Convention**
- Feb 25 - Pink Shirt Day & Trustee Tour
- Feb 26 - Gr 5 Basketball Tournament
- Feb 27 – Gr 4&5 Skiing & Activity Day
- March 5 – Students' Matters mtg.
- March 11 – School Council @ 6:30 p.m.
- **March 16 – (Monday) Divisional PD Day**
- March 20 – ALL TALENT SHOW - VIDEOS SUBMITTED BY 3:30
- March 27 – Talent Show
- **March 30 - April 6 - Easter Break**
- April 7 - Classes Resume
- April 7 – Green Shirt Day
- April 8 – School Council @ 6:30 p.m.
- April 15/16 – Interviews
- April 13 to 16 – Book Fair
- **April 17 - Divisional PD Day**
- April 23 – Paws, Claws & Stars – Science Centre – Gr 4's & 5LM
- April 24 - Volunteer Appreciation Tea
- April 24 - \*Regular School Day\*

## Council Business:

- Shannon & Roz did an application on behalf of Council & Fundraising for a Grant with Friends of Foothills Schools. This Grant aligned with our Castle Mountain Ski Trip initiative. We were approved and Granted \$1000.00. Thank you Shannon for your support on this application, and Karalee for Accepting the Cheque and doing photos on behalf of Council. This is such great news!
- Council will send out Thank you Cards to our Local Business Donors to The Giving Tree and add a Thank you in the Biz so we can send them the Acknowledgement for their Generous Donations
  - Mike & Mindy Crawford (Western Financial)
  - Bev & Blair Gordon (Century 21)
  - My Pizza High River
  - Sobeys High River (Jason)
- Council will send out a Thank you Card for the Legion from Spitzee for their \$500.00 Donation for our Supporting Community Engagement Initiative

- Council will need to submit the Council Community Impact Report for Friends of Foothills School after the Castle Mountain Ski Trip. Due June 30/26 (one page letter from Roz, Shannon, or Bill Photos On the Mountain)
- Council needs to Update Signing Authority @ RBC for our Accounts. We need to remove Tiegan and Add Teresa and Tess. Please set up an appointment ASAP when it works for everyone. (Thank you Tiegan for signing many, many cheques for years for Council :)
- AGLC Form update Swap Tiegan for Tess for Casino Rep (THANK YOU TIEGAN for many Successful Spitzee Casinos :)
- Council Carnival Support; what can we do to help Teachers and add extra Fun/Food if they would like? DJ? Coordinate Parent Volunteers?

**Meeting adjourned** @ 7:30 PM

**Fundraising Meeting opens** @ 7:33PM

Treasurer report:

General account: \$8644.96

Casino: \$4713.51

PC Food Support: \$5320.27

**Fundraising Update** by Rozlyn Neighbour

Can we consider Council doing Teacher Classroom Supply List as a Council Fundraiser. We could send out a Teacher Classroom Wishlist Google Doc for each Class, with it being completely optional for Parents to purchase items on the list and send in to their Classroom? Council can purchase some remaining items if needed. Council would love to support Classroom Supplies for Teachers Day to Day or Special Projects.

- Council will set up a Google Doc template that can be used
- Shannon and Bill will communicate this idea to the teachers

Spitzee School Council Fundraising Report

- September
  - Settle in to Back to School No Fundraiser
- October
  - Teamfund Bacon for "All Things Science"
  - 1858.00 Raised; Etransfer to General Account Done.
- November
  - Purdy's Chocolate Christmas Online Catalog for Field Trips \$1913.00 Raised Cheque coming for General Acct. by Mail, Not Arrived Yet
  - \$500 Donation to Spitzee Council from The High River Legion for Spitzee Community Engagement Initiative, Karalee Deposited Cheque to General acct
- December
  - Focus on Giving Tree Donations
  - About \$2000.00+ Raised in Gift Cards for Families in need from local Business's alone for our Giving Tree Initiative
  - 50/50 Cash Raffles at Each Christmas Concert for our Music Program AGLC License #761039 \$192.50 License #761041 \$510.00 License #761047 \$347.50 AGLC License #761051 \$352.50 License #761044 \$102.50 amounts Raised.
  - Cash to be deposited to AGLC Acct by Karalee Separately to match Filed Reports-Done Total of \$1505.00 Raised for Music with all Christmas Concert 50/50 Raffles

- \$232.50 Cash Donated from Concert Raffle winners to Council to be deposited to General acct
  - \$1000.00 Grant from Friends of Foothills Schools for our Castle Mountain Ski Trip Initiative Karalee Accepted Cheque & Deposited to General Acct.
- January
  - Jan 5th-9th Trailer Bottle Drive for Learning Commons. Okotoks Bottle Depot will sort & Etransfer Spitzefundraising@gmail.com (General Acct) amount raised \$779.05 Done

### Upcoming Fundraising

- February 1-14
  - Teamfund Fill your Freezer Bacon Chicken Steak Desserts for our Art Program (Teamfund does Etransfer to General Account)
  - Candygrams have been done in the past. Would we like to do them? ?Volunteers
- March
  - Purdys Easter Catalog Online for Learning Resources. Up to 30% Profits!. Cheque will come By Snail Mail for the General Account.
- April
  - Open
- May
  - Bottle Wars! - For Field Trip Deficits
  - Through Okotoks Bottle Depot Trailer Delivered & Picked up. They usually Pay by Etransfer (To the General Account)
- June
  - Done for the Year

### Motions

Motion: Tess Pfeifer motions to give \$100/teacher for 14 teachers and \$50/support staff for 8 support staff for class supplies, totalling \$1800.00 from the General account.

Seconded: Teresa Lund

All in Favor

Motion: Tess Pfeifer motions to purchase mats for Move to Learn, totaling \$688.59 from the General account

Seconded: Teresa Lund

All in Favor

Online Motion – What's Ap Nov 25, 2025

Motion: Roz Neighbour motions for Council to provide a pizza party (Little Ceasars) and a flat of juice boxes for the class that comes in first place for Food Bank Bingo and Ice cream Treats for the class who comes in second.

Seconded: Karalee Fox

All In favor

Online Motion – Whats Ap Nov 27, 2025

Motion: Roz Neighbour motions to purchase thank you cards on behalf of Council to use when sending thank you's for larger donations from community members. \$50.00 from the General Account

Seconded: Tess Pfeifer

All in favor

Online Motion – Whats Ap Dec 9 2025

Motion: Roz Neighbour motions to purchase raffle tickets for the Christmas concert 50/50. \$25.19 from the General account.

Seconded: Tess Pfeifer

All in favor

Online Motion – Whats Ap Jan 5 2026

Motion: Roz Neighbour motions to spend \$390.00 from the General account to support Clay for Kids for Grade 4.

Seconded: Tess Pfeifer

All in favor

Online Motion – Whats Ap Jan 17 2026

Motion: Roz Neighbour motions to remove Teigan Jamison's bank account authorization and signing authority on all Spitzee Home & School Association bank accounts.

Seconded: Tess Pfeifer

All in favor

Online Motion – Whats Ap Jan 17 2026

Motion: Roz Neighbour motions to create the policy that Spitzee Home & School Association always have 3 board members with signing authority.

Seconded: Tess Pfeifer

All in favor

Online Motion – Whats Ap Jan 17 2026

Motion: Roz Neighbour motions to give Teresa Lund and Tess Pfeifer banking and signing authority on all bank accounts for Spitzee Home & School Association.

Seconded: Tess Pfeifer

All in favor

**Meeting adjourned** @ 8:00PM

**Next meeting**- Feb 11/2026 Learning Commons @630pm