

Spitzee Elementary School Council Agenda

June 10 2026 Meeting

Attendees: Melany Connor, Shannon Culbert, Karalee Fox, Rozlyn Neighbour, Teresa Lund, Shelby Peters, Jackie Roe, Kayla Baxter, Tess Pfeifer

Regrets:

Call to order @ 6:36PM

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

(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 - FSD Trustee Ward 5

Report to School Councils – For the period of May/June 2026

ENGAGEMENT - SUPPORT – SUCCESS

BOARD HIGHLIGHTS

(Detailed information can be found on Foothills School Division's "[Footnotes](#)")

- Budget for 2026/27 school year was passed by the Board of Trustees.
- Education and capital plans approved.
- Board's work plans continue in preparation for next school year.
- At the request of Elections Alberta, a change to the 26/27 instructional calendar was passed to accommodate the anticipated October referendum vote.
- Board self evaluations and superintendent evaluations took place June 10, 2026.

PRESENTATIONS TO THE BOARD

- Indigenous Learning & Equity – Charity Tegler, Director – May 13, 2026
- Coordinator Report: Wellness and Well-being, Monica Crane – May 13, 2026
- Technology Services – Sally Smith, Director – May 13 and April 29
- School Presentation: École Percy Pegler School Education Plan – April 29, 2026
- Risk and Materials – Dave Barton, Manager – April 29, 2026

ACTIVITY UPDATES AND UPCOMING EVENTS

- Edwin Parr celebration evening was held in High River on May 14th . The Zone 5 representative was announced, and the recipient from Prairie Land School Division will be representing the zone at ASBA's Fall General Meeting this fall.
- Attended Zone 5 meeting May 6th and June 5th (the latter virtually).
- Recognition Luncheon June 10th honoured support staff and community partners of FSD.
- Foothills Milestones celebration upcoming Friday, June 12th .
- Ecole Joe Clark School grade 5 commencement celebration – June 19th
- ASBA Lunch and Learn on Strategic Planning – June 22nd
- Ecole Secondaire Highwood High School's Scholarship and Awards ceremony is Tuesday, June 16th
- Board meeting & Committee of the Whole meeting – June 17th
- Ecole Senator Riley School Council meeting – June 18th
- ESHHS graduation ceremony June 24th .

Admin Report

Mrs. Culbert/Admin

Changes at Spitzee for 2026-2027:

- Ms Mahan will be Vice-Principal
- Mrs. Connor will return to being the Learning Coach
- Miss Chris will be taking a leave of absence for the year
- Miss Daisy will be teaching Music and Phys Ed
- Mrs. Beagle will be teaching Kindergarten full-time
- Mrs. Calabrese will be moving on to new endeavours
- Ms Beach will be moving to Senator Riley
- Mrs. Kellock will be retiring
- Mrs. Speelman and Mrs. Irwin will be returning to the guest teaching roster

- Mrs. LaBerge will be our Complexity Team Teacher
- We are also saying good-bye to Miss Ani (started in Dec), Miss Georgia and Miss Tanya (started in March)
- We are continuing to interview for the Learning Commons (Miss MacDonald is on a temp position until June, and the position is posted for Sept to Dec)

These days at Spitzee...

- Students are completing assignments and assessments
- Teachers are marking, inputting grades, preparing Learner Profile Comments, completing year-end ILPs, beginning to look at class lists for next year. They are organizing the year-end countdowns and field trips.
- In the office we are interviewing for 4 EA positions, 1 Learning Commons Facilitator, and 2 teachers; we are welcoming new families, working with Senator Riley to transition our grade 5s, writing next year's Ed Plan, writing year-end reports, reading Learner Profile comments and ILPs.
- On May 15, teachers spent time going through our Ed Plan, looking at strengths and areas for growth. Now, we are seeking parent input... see attached document: Ed Plan input for 2026-2027

Ed Plan input for 2026-2027

From: Staff/**Parents (School Council)**

Engagement

Strengths	Wishes
• PLC time to collaborate with team (planning, assessments, interventions, next steps) • Collaboration with education partners (Kokum, grandfriends, Cst Foley) • Planning for universal & targeted support • Strong communication with parents • Opportunities for parents to engage • Ensuring staff & students have voice • Printed LPs • The Biz	• Increase social media to share student learning (IG & FB) esp for patrollers; post Biz to these, too; get School Council to help, too; ask Sara Fox about School Council IG. • More community engagement with Division Office • Introduce staff to the community (article in Biz or in social media) • Can we stop doing so many new things and just dig into what we've started • Give feedback to Helpdesk about forms/reports parents get (see Amanda) • Audit how we communicate with parents to determine more accurately what parents want for info and what further engages them

Support

Strengths	Wishes
• Drumming groups for SEL • Going through data as grade teams and whole staff • Focus on Executive Functioning • Family Groupings • Our EAs are amazing and want more PD! • Beginning our staff meetings with connections so we can laugh, share, celebrate	• Consistent language (7 habits, We Thinkers, Minds Up, 7 Sacred Teachings) • How can we share our learning about Executive Functioning with our parent community? Give examples in the Biz (every month a new tip for families e.g. Red Light, Green Light) • Can we get our School Council hooked on Hannah Beach? • Structure via our timetable to increase opportunity for targeted school-based groups • Time to develop classroom support plans with support staff & the classroom teacher • Time with support staff to mentor and clarify specific classroom expectations and procedures • We Thinkers early in the year for younger grades • Communication about impact of attendance (have a special area of the BIZ with these tips) • Ensure all classes have a buddy class

Success

Strengths	Wishes
• Finding interventions • Amount of interventions (complexity team) • Field Trips as Learning Launches • Communication to parents • Finding our own PD • CTF project for grade 5 • Creating inclusive environments where high-quality teaching/learning & leading occur • Teachers that implement effective strategies & support student growth • Meeting students where they are at & moving them forward • One School One Book (Literacy at home & school) • Monthly maker centred learning opportunities • Providing nutritional support to students	• More sharing of learning activities with all • More Garfield Gini Newman style learning launches to increase engagement (inservice to support this?) • More focus on diversity, justice & equity, especially in First Nations, Metis, Inuit & other cultures • Staff Mtgs into other classes to share what we are doing • Share PD learning with others & be vulnerable • Ongoing critical reflection (what went well, what didn't) • Continue developing WISE Plans and make them accessible • Numeracy night (family time to play math games) • Literacy night (family games to play) • "Family Tips" in the Biz with literacy or numeracy games (in addition to Exec Func tips) • Encouraging classroom events • Time to develop documents & strategies (centres, small group)

Upcoming Dates

- A variety of field trips for everyone. Please read your teacher emails carefully.
- June 19 – 12:15 Spitzee Carnival!
- June 23 – 9:00am Grade 5 Farewell
- June 25 – Time TBA – Final Assembly with farewell to staff members
- June 25 – 3:15 Dismissal
- All summer – School Supply Lists available on Spitzee website under “Student Learning” tab (or click the School Supplies “bubble” on the home page)
- Aug 15 – Edsembli opens to see next year’s homeroom teacher
- Aug 21 – School office opens
- Aug 28 – School supply drop-off day, meet your teacher, see the classroom!
- Aug 31 – School begins (please note: Kindergarten will have a “staggered start”; teachers will send parents information)

Council Business

Spitzee Home & School Association

Special Resolution of the Board

Date: _____ June 10 2026 _____

SPECIAL RESOLUTION

WHEREAS the position of Treasurer for Spitzee Home & School Association has become vacant / requires replacement prior to the Annual General Meeting;

AND WHEREAS the Board of Directors believes it is in the best interest of the Parent Council to appoint a new Treasurer to fulfill the duties of the position until the next AGM;

BE IT RESOLVED THAT:

1. Karalee Fox is removed / resigns from the position of Treasurer effective June 30, 2026
2. Tess Pfeifer is appointed to the position of Treasurer effective immediately and shall serve in this role until the next Annual General Meeting or until a successor is elected.
3. The Board authorizes the necessary updates to banking information, signing authorities, financial records, and any related documentation required to reflect this change.
4. This resolution shall be entered into the official minutes of the Parent Council.

Moved by:

Name: _____ Rozlyn Neighbour _____

Signature: _____

Seconded by:

Name: _____ Shelby Peters _____

Signature: _____

Approved by the Board on:

Date: _____ June 10, 2026 _____

Chair/President Signature: _____

Secretary Signature: _____

Future Action Items

- Karalee & Tess All Year End Financial Reports due by end of June.
- Tess Working on Switching Banks after year end is complete as well as Quickbook updates with New Account info.
- Roz & Teresa To work on Back to School School Council Welcome Packages to hand out on Supply Drop Day/First week with Council/Hotlunch Information.

Meeting Adjourned@ 8:00PM

Fundraising Meeting Opens@ 8:04PM

Treasurer Report - Karalee Fox

Account Balances

General account: \$17,068.63

Casino \$67,446.65 (Minimum of \$3000.00 Must be held in Casino account for Casino Event Expenses 2028)

PC Food Support: \$902.90

When looking at account balances; Please See Motions Spreadsheet to see what has already been Motioned to spend; and is pending payouts

Hot Lunch Update - Teresa Lund

- Teresa will be looking at starting hot lunch in September instead of October.
- Emails will either go out before school begins or in the first few days to have orders in and hot lunch options available for the last 2 weeks of September

Fundraising Report - Rozlyn Neighbour

- Year End Summary Report of Fundraising will be saved to the Council Drive for reference. All fundraising money has been deposited and confirmed by Karalee. 2025/2026 Fundraisers.
- May
 - Bottle Wars With Joe Clark! We Won!!
 - For Field Trip Deficits
 - Through Okotoks Bottle Depot Trailer Delivered & Picked up. Etransfer of \$1015.35 Deposited to General Account.
- June
 - Done for the Season
- Summer Fundraising Planning Meeting set for August 20th @6:30PM

Council Goals

- Next year Council will continue to try and expand fun engagement opportunities for Teachers, families and students; and get more people involved with School Council and Council Volunteering Opportunities.

- We have had a very successful year in building our Council team; building our Volunteer Team via WhatsApp and encouraging communication; as well as organizational development of our Council Drive/Files and Fundraising.
- Parents & Caregivers & Grandparents of Spitzee School are amazing and are making a difference in our School Community! We hope everyone will join us this Fall! There is always a need for Volunteers.

Motions

Date	Motion	Amount	Account	Motioned By	Seconded By	All in Favor	Online or In Person
4/29/2026	to purchase flowers and a gift card from Costco for Karalee Fox for her service on Council	\$130.00	General	Tess Pfeifer	Teresa Lund	Yes	Online
6/10/2026	Motion to close all bank accounts at RBC over the summer and open the 3 same accounts at Servus Credit Union and transfer all funds to the appropriate accounts.	n/a	n/a	Roz Neighbour	Karalee Fox	Yes	In Person
6/10/2026	Motion to have up to 3 signing Authorities on the accounts set up at Servus Credit Union	n/a	n/a	Roz Neighbour	Teresa Lund	Yes	In Person
6/10/2026	Motion to have Tess Pfeifer, Teresa Lund to have signing authority and account access to the 3 servus accounts	n/a	n/a	Roz Neighbour	Kayla Baxter	Yes	In Person
6/10/2026	Motion to allow the general account at servus credit union have a visa debit card for online and subscription charges.	n/a	n/a	Roz Neighbour	Shelby Peters	Yes	In Person
6/10/2026	Motion to have dual authority etransfer set up on the general account at servus credit union.	n/a	n/a	Roz Neighbour	Kayla Baxter	Yes	In Person
6/10/2026	Motion to Spend \$250 on Cookie Dough Co Cookies for Supply Drop off Day Aug 28	\$250.00	General	Roz Neighbour	Tess Pfeifer	Yes	In Person
6/10/2026	To spend up to \$300 from the general account to help cover grade 5 grad costs	\$300.00	General	Tess Pfeifer	Teresa Lund	Yes	In Person
6/10/2026	Spend \$210 on Hula hoops and pool noodles for gym	\$210.00	Casino	Roz Neighbour	Kayla Baxter	Yes	In Person

Meeting Adjourned@ 8:44PM

Next Meeting Date Sept Date To Come in Spitzee Library- Learning Commons
@630pm