

**MINUTES OF THE EARL GREY SCHOOL COUNCIL MEETING
TUESDAY, September 16th, 2025, AT 6:30 P.M. (MOUNTAIN TIME)
HELD AT 845 HILLCREST AVENUE S.W., CALGARY, ALBERTA**

Member Attendees: Kaylen Christiansen, Sandi Metz

Director Attendees:

- Chair: Lynn Krasey
- Vice Chair: Lindsey Huston
- Secretary: Kelsey Gallagher
- Volunteer Coordinator: Audra Zannis
- Treasurer: Ken Little
- Playground Coordinator: Katie Plintz
- Fun Lunch Coordinator: Kale Badura
- Fundraising Coordinator: Laura Hubbard

Virtual Attendees:

- Yohana
- Heather Sherman
- Angela Davies
- Bibek
- Ana Henriquz
- Coleman Heagy
- Joceline
- Karyna
- Rolando Rogel
- Key Communications: Rihanna Vanin

Guests:

- Carla
- Teresa Loch

Apologies:

- Casino Coordinator: Britt Obuck

1. Call to order: 6:34pm by Lynn Krasey

2. Acknowledgement of the Land: Sandi Metz

3. Review & Approve June Meeting Minutes:

- Approved June 2025 meeting minutes.

4. Principal Report: Kaylen Christiansen

- Provided an annual review of what Parent Council is & is not, Reviewed the CBE council guide:

- <https://www.cbe.ab.ca/FormsManuals/School-Council-Handbook.pdf>

Role | School Councils Are Valued



School councils perform an important advisory role at schools. They help ensure the parent and community perspective is represented in school decision-making. In addition, school councils share information about the school with the community.

The actions of the school council must reflect the expectations and beliefs of the school community, and school councils are bound by all CBE policies and regulations. School council functions include:

- ensuring students have the opportunity to meet the standards of education established by Alberta Education through supportive activities;
- consulting on annual school budgets and school development plans;
- advising the principal and the Board of Trustees on school matters;
- performing any duty or function delegated by the Board of Trustees;
- sharing ideas and information with other school councils and provincial organizations;
- communicating information to the school community and other school councils; and
- setting policies or creating by-laws that relate to the operations of school council, including budget, fundraising, meeting procedures and more.

tip |

Annual reports are mandatory and due by the end of June each year.

know |

School councils perform an important advisory role in CBE schools.

The council reflects the expectations and beliefs of the community.

Annual Report - under The *Education Act*, school councils are responsible for submitting an annual report to the Board of Trustees. This report helps the Board of Trustees measure and be accountable for parent and community involvement. The school council chair is responsible for submitting the report to the Board of Trustees annually. Although the *Education Act* has a Sept. 30 deadline, Trustees would appreciate receiving the report prior to the end of June. A copy of the report should also be provided to the school principal. Please scan a copy of the report and email it to the Board of Trustees, boardoftrustees@cbe.ab.ca

Note | any person volunteering in a school requires an electronic [Police Information Check \(ePIC\)](#).

What School Councils Are Not

School councils have self-governing authority related to the by-laws and operating procedures of the school council. Roles that are not to be taken on by a school council include: school governance, employment issues and school management. It is not the primary role of school councils to fundraise or to lobby.

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- Reviewed entry for first day of school 2025-2026:
 - Was a big success!
 - Class placement emails were sent out the Friday before school started (August 29th, 2025). Welcome letter from the teacher sent out prior to school starting.

- Teacher signs identifying teacher name & grade were a success on the first day.
 - Principal appreciated the Council Coffee & Chat in promoting the school community.
- New Playground:
 - Great excitement with students.
 - Due to how busy the playground was getting at recess the school has divided the playground use by Division. Division 1 uses the playground one day & Division 2 the next day. This alternates throughout the week.
 - Rules have been made for use of the spinner. This was because too many students were on the spinner at one time and too many students were pushing the spinner at one time leading to injuries. Given this, nobody is allowed in the purple area when the spinner is in use and there is a “3 points of contact” rule.
- School enrollment:
 - Spring projections: 313
 - School budgeted for: 283
 - Current Numbers: 248
 - This will likely be the population of the student body this year.
 - Lower numbers are related to: 10 students went to Connaught & less people are moving to Calgary.
 - What does the current student population mean for us?
 - The school is under budget & is at a large deficit. To help offset this deficit:
 - Ms. Metz is now the AM Kindergarten teacher
 - The school was previously highly staffed in support staffing (5 support staff providing 5x 30hrs/week). The school will now have 3 support staff providing 2 x 20hrs/week & 1 x 15hrs/week). Support staff are typically used to support students with increased needs. Support staffing has been reduced to a) keep class sizes small & b) so classes do not need to be changed in September/October.
- Introduction of “Principal Pause”:
 - What is “Principal Pause”: A way of interacting with school staff that is intended to create generative dialogue. The Principal will meet with staff 4 times/year to create generative dialogue with all staff members.
 - Goal: This is a way for the Principal to learn about employee’s method, road blocks etc. This process is intended to help develop a stronger, interconnected educational community that is dedicated to growth and collaboration.
 - What is the origin of this: This initiative comes from the University of Lethbridge.

5. **Budget for 2025/26:**

- Tonight, council will be approving items needed for the start of the school year. Items that can wait for approval will be approved at a later meeting.
- Before summer: Council approved walkie talkies. Council is still working on finding appropriate walkie talkies.
- Reading Eggs & Mathletics:
 - What are they: Interactive online learning tools for reading & math.
 - History of school use: In previous years all students had access to these learning tools. Parent Council funds this. Last year Parent Council asked for a re-evaluation of necessity of this given cost.
 - Costing & renewal details for this year:
 - Cost to provide whole school with access:
 - Reading Eggs: \$3,000
 - Mathletics: \$2,500
 - Total: \$5,500 (*This is less than the programs cost in previous years*)
 - Schools Proposal for 2025/2026 School Year:
 - Provide access to Reading Eggs for Grades 1-3 & Mathletics for Grades 4-6.
 - Reading Eggs: \$1,490.50 (140 licenses)
 - Mathletics \$1,942.20 (151 licenses)
 - Total: \$3,432.70
 - Renewal due date: October 31st, 2025
 - Vote: Council approved schools' proposal to spend a total of \$3,432.70 for the 2025/2026 school year.
- Meet the Teacher Night funding meals for teachers:
 - Council approved \$1,000 worth of funding.
- Other items discussed/spend suggestions:
 - Ms. Bateman & Ms. Fontanne's grant was approved.
 - Paper. This does not need to be approved until October.
 - Spend Suggestion: Playground committee hoping for a snow blower.
 - Spend Suggestion: Parent of the school proposed building a staircase on the East end of the grounds as it gets slippery during winter. This would require speaking to Nirosha from Facilities Management. Action item: coordinate with Nirosha.
 - Spend Suggestion: Paint on the new & old pavement at the school. This would likely require an engagement process with CBE.

6. **Reimbursement: Ken Beatty & Lynn Krasey**

- New policy this year: Cheques can be written at monthly meetings, do not request funds between meetings over e-mail.
- Parent Council Bank Account:
 - Ken & Lindsey both have signing rights to the account.
 - The online banking portal is now open (Ken, Lindsey & Lynn can all log in)

- The new e-mail name is: earlgreytreasurer@gmail.com. There is a drive associated with this e-mail.
- Audit:
 - Ken Beatty cannot audit alone.
 - Action item: Lynn & Kelsey volunteered to help with audit. Ken will reach out this weekend.
- Cheque needed for sausages from June 2025 Dad's breakfast. This will go to Nile (parent).

7. **Fun Lunch Update & Plan: Kale Badura**

- Fun lunch is up & running
- Sign up genius will run now until the end of the school year.
- 3-4 volunteers needed, ideally the same volunteers for the whole year.
- No McDonald's Christmas breakfast this year.
- Schedule:
 - October 23rd: Subway
 - November 20th: Papa Johns
 - December 18th: McDonalds (lunch, not breakfast)
 - January 22nd: KFC
 - February 19th: Boston Pizza
 - March 12th: A&W
 - April 16th: Edo
 - May 14th: Opa
 - June 18th: Pizza Hut
- Point of Discussion: Should we have a fun lunch donation option? Sandi/Kale will investigate this. Chinook School does have a donation option.

8. **Volunteers for Terry Fox Run:**

- Volunteers need to have a Police check to volunteer for this. To volunteer parents, they need to fill out the volunteer form online on their CBE School Engage account.
- No police checks needed for playground opening.

9. **COSC \$500 grant:**

- Proposal for using this is a Math Night.
- Action item: Lindsey & Rihanna to reapply for the grant.

10. **Suggestions:**

- Fundraiser Coordinator question: Laura Hubbard
 - What is the need for this year's school fundraising?
 - December/Christmas (bake sale & raffle)
 - Student market (possibly move to the spring instead of the fall)
 - Purdy's (around Easter/spring break).
 - To advertise for fundraisers the Principal needs to e-mail this out through the schools commercial e-mail.
 - When promoting a fundraiser, Laura to connect with → Lynn & Lynn will connect with → Principal.
 - Ask of Treasurer:

- Consider how many people Ken needs to cut cheques for as part of the decision process of which fundraisers to put on.
 - \$65-80,000 every other year of the funds come through Casino night. Casino Night will be Q2 2026.
 - Other fundraising activities bring in ~\$10,000/year so are more community building activities.
 - If parents want to donate the best way to do this is through direct donation.
 - Holiday concert:
 - Suggestion from Chair (Lynn)
 - Go back to whole school concert
 - Proposal for how to do this: Do two concert shifts.
 - Principal Response:
 - School concerts will remain as follows: Division 1 spring concert & Division 2 Christmas for 2025/26 school year. This will alternate between years (ie. Next year Division 1 Christmas concert & Division 2 spring concert).
 - Reasoning:
 - School concerts take up many instructional minutes.
 - Teachers are trying to meet the new curriculum requirements.
 - Ms. Cotton wants quality over quantity of concerts.
 - The school is looking at alternatives Ex. Students performing during school assembly &/OR school choir.
- Dividing students by colour groups:
 - This was successful on Sports Day & during Science Centre Field trip.
 - The school already has Earl Grey t-shirts in a variety of colours.
 - Council Suggestion question: Can we use student colour groups year round?
 - Principal Response: This could be a consideration and will be looked into further February 2026.

11. Reminder:

- Volunteers need to fill out annual form
- How to behave in Staff room:
 - If parents need to use the staff room, then parents should ask ahead of time if the room is available.

12. Yearly Plan:

- Having a purpose at each council meeting

13. Set Date for 2025/26 Council meetings:

- 3rd Tuesday each month at 6:30pm.

14. Action Items:

- Katie/Kaylen: Work with Nirosha on a list of items that she would find useful & understanding the process council should use if they wish to add items Ex. School staircase.
- Ken/Lynn: Set date for budget review for 2025/26 school year.

- Sandi/Kale: Investigate adding a fun lunch donation option.
- Rihanna/Lindsey: Application for COSC grant
- Lynn/Kelsey: Audit School Council Bank Account 2024-2025 School Year
- Teresa/Laura: Track down the payments Blaze owes us for the balance of last year.

15. Meeting Adjourned– 8:12pm

Signed By: *LKrasey*
Lynn Krasey - Chair

KGallagher
Kelsey Gallagher – Secretary