

## **Caledonia Park Home and School Parent Association Meeting**

**Sept 17th, 2025**

**Attendees:** Kelly Patterson (president), Jody Dowler, Madison Fandrick, Holly Enman, Niki Bergsma (Vice-President), Terri Beer, Donavin Simmons, Sharon McDonald, Bonita Chometsky, Sarah Coenen (secretary), Robin Wenger, Brandy MacDonald, Kyla Olson, Andrea Finnegan-Santa, Kale Whitehead, Shantel Bauer.

**Apologies:** Hannah Radford, Jackie Fraser, Erin McIntyre

### **Home and School Parent Association:**

Agenda:

Call meeting to order at: 7:30pm by Kelly Patterson.

Approval of Agenda by \_\_\_\_\_ seconded by \_\_\_\_\_. No agenda to approve.

Approval of previous minutes by \_\_\_\_\_ seconded by \_\_\_\_\_. No previous minutes to approve.

### **Principals Report (Donavin):**

## **Principal's Report to School Council**

*Caledonia Park School  
September 2025*

Dear School Council,

As the new principal at Caledonia Park School, I want to share some of the initiatives and changes we've introduced this fall. Each of these connects back to our school's core purpose of **Inspiring Success**—for our students, our staff, and our community. Success doesn't happen by accident; it's built through relationships, creativity, and a willingness to try new things (and sometimes laugh along the way).

But first, some semantics and numbers.

1. We currently have 562 students enrolled in the school:
  - a. Kinder - 52
  - b. Grade 1 - 49
  - c. Grade 2 - 56
  - d. Grade 3 - 70
  - e. Grade 4 - 83
  - f. Grade 5 - 83
  - g. Grade 6 - 83
  - h. Grade 7 - 86
2. Budget - Caledonia has a \$4,500 000.. Most of that obviously goes to staffing/wages etc. This year, we are budgeting to 000's which is always a good thing, that way nobody gets fired :)

We will be changing some of the ways we are budgeting to make it a little more specific and allow us to understand better where we are spending in the classrooms and around the school.

## **1. Family Phone Calls from Teachers**

At the beginning of the year, every family received a positive phone call from their child's teacher. This simple practice builds trust and lays a strong foundation for learning. When families and teachers start off connected, students are inspired to succeed because they feel supported both at home and at school.

*Sometimes these calls are so positive, parents start wondering if we dialed the wrong number—but I promise, we didn't.*

## **2. Unified Recess & New Bells**

We shifted away from staggered recesses so all students can be outside together. This change allows for true breaks, peer connections, and a chance to reset—because inspiring success also means recognizing the value of balance and fresh air. Teachers also benefit from shared staffroom time, which strengthens collaboration.

To add some fun, we introduced new bell tones. These have been well received and bring a bit of lightness to the day. At least now, when the bells ring, it feels like school—not like you're working the late shift at a factory. Not every change has universal applause, but most feedback has been very positive.

## **3. Budget Organization**

Working with our accounting team, we've introduced clearer budget lines to ensure stronger fiscal responsibility. When staff know exactly what resources are available, it inspires confidence and allows them to focus more fully on student learning.

## 4. Visibility and Relationships

Being present in classrooms and on supervision is one of the ways I live out “Inspiring Success.” Students need to see that leadership is approachable, supportive, and invested in their day-to-day world. Teachers, in turn, can focus on instruction knowing I’m engaged and present.

## 5. Staff Team Building

A positive culture among staff directly impacts students. To inspire success in learning, we also need to inspire joy in teaching. Lighthearted activities like *Operation Clothespin* have been a fun way to build camaraderie and strengthen our team. The competitive spirit is alive and well, and the laughter has been a real morale booster.

## 6. Labour Relations

With the possibility of an ATA strike on October 6th, we continue with business as usual while hoping for resolution. Inspiring success means keeping our focus on students and ensuring their days remain consistent and positive in the midst of uncertainty.

*In the meantime, we’re preparing as best we can—though I can’t promise I’ll look good holding a picket sign.*

## 7. Request for New Jerseys

We are seeking School Council’s support for the purchase of new sublimated jerseys. Our quote from Black and Whyte Apparel (a BGSD-approved vendor) offers us strong value, local support, and high-quality gear. New jerseys aren’t just about looking sharp; they’re about building pride and inspiring success in athletics and school spirit.

*Plus, if our teams look sharp, maybe the referees will start giving us better calls. (No guarantees.)*

One thing we will be doing moving forward, so that we do not need to rely on these large numbers, is to charge a \$10.00 jersey use fee for each team. This small fee will allow for the purchase of new jerseys every few years, or to add additional jerseys if we do get some older students back.

## Closing

Each of these changes, big or small, is rooted in our core purpose of **Inspiring Success**. Whether it’s through stronger relationships, a clearer budget, fun bells, or new jerseys, the goal is the same: to create an environment where students, staff, and families feel connected, capable, and proud of what we’re building together.

Respectfully submitted,  
**Donavin Simmons**  
Principal

**Old Business Items (Chair - Kelly):**

The parent association will cover the full cost of the agendas and Awards for 2025.

**New business Item (Chair - Kelly):**

Welcome new members. Biggest attendance ever seen, thank you! Congratulations on the new appointed positions and thank you for volunteering. See AGM notes for new positions.

**-Google Drive;** Kelly and Niki have been working on building a google drive for a central place for documents to be stored.

**-Teacher's Classroom Budget-** Motion proposed by Kelly Patterson to give each classroom, grade 1-7 \$225 teachers budget. All in favour, passed unanimously. Donavin has \$100 per classroom to top up teachers' budgets.

**-New sports Jerseys,** Motion made by Kelly Patterson to support school in purchasing new sports jerseys. More details to follow from Donavin and Jody. All in Favour.

**-First Hot Dog** day will be Sept 26th. Kelly to reach out to Michelle regarding extra hot dogs and buns to potentially be donated. Need ketchup, juice, chips, wrappers. Kelly and Terri to procure. Holly, Brandy, Hannah, Kelly, Terri and Kyla volunteered for Sept 26th. Planning to run monthly.

**-Halloween Dance** has been scheduled for October 24th. DJ has been booked, same discounted price as previous years . Parent association to pay for DJ (All in favour). Need volunteers to help set up/Take down/Run concession, etc. Location for concession and carnival games TBD, as classrooms are now being used as classrooms again. Large space needed for concession. Fundraiser for the playground same as last year. Ask companies for donation items, Kelly to draft letter.

Food Bank donations, Donavin to reach out to the food bank.  
Need lots of caution Tape, Sarah to see if she source some.  
Need at least 20 regular volunteers.

**Division reps were named:**

Division one: Kale Whitehead  
Division two: Terri Beer  
Division three: Shantel Bauer

### **Treasurer's Report (Kelly in absence of Jackie/Hannah):**

Budget for 2025/26; Niki, Kelly and Jackie have been working on a budget for this school year. A min of \$12,500 is required to cover the expenditures encountered by parent association to continue to support the school in the same way as previous school years and cover costs such as insurance. This income is generated by fundraising efforts. This year is going to be tight with the additional fundraising needed for the playground too.

Jackie has prepared an end of year report with closing and opening balances and will hand over to Hannah.

Kelly to contact ATB to change signing authority to remove Jackie and add Hannah.

Etransfer payments to be setup with two signature authentication to allow for easier transactions.

Auto deposit now active, Etransfers can be sent to:  
parentcouncilcaledoniapark@gmail.com

New expense forms to roll out for easier tracking and categorizing of expenses. Keep receipts and attach to expense forms after they are filled out. Payments will be once/month via Etransfer or cheque.

### **Playground Update (Kelly):**

Playground has been approved and equipment purchased. The build is to commence early spring 2026 as soon as the ground frost has gone. The total cost of the playground is \$271,000. Parent home and school associations were successful in securing the CFEP grant of \$100,000 from the Alberta government. Originally we applied for \$125,000 matching grant, only \$100,000 was awarded. Last school year we fundraised \$25,000 and the City committed \$100,000 to this build. Leaving the playground with a short fall of \$21,467. Meetings were held with the City of Leduc, Niki, Kelly and Donavin over the summer break and it was decided that extra fundraising would be done to secure the extra monies needed rather than reduce the items in the playground.

A big push needed to secure additional sponsorship and fundraising will be ongoing throughout the 2025/26 school year. Kelly has flyers for anyone who may want to help or approach local businesses or employers.

Bring your Empties to meet the teacher night, first fundraising event of the year. Ongoing bottle drive with Leduc Bottle Depot. Have a trailer available for all in school events such as parent teacher interviews and Halloween dance.

All Hotdog sales will be for the playground until we reach our goal.

### **Bake sale and Popcorn Update (Kyla and Terri):**

First bake sale will be October 1st. Decisions to made on if we can stagger classes or at least have division one kids come earlier than the rest of the school.

First popcorn sale will be October 16.

**Fundraising Update (Erin and Brandy):**

Brandy to work with Erin and bring Ideas to the next meeting.

**Library Update (Kale):**

Book fair has been scheduled October 20 - 24. There was an inquiry regarding a potential night book fair so parents can bring kids. Kale to chat with Bonnie to see if this can happen and what is needed. Kale to contact Carleen, as she has been the parent liaison for the library for a number of years running. Brandy and Andrea to help Kale with Library.

**Hot lunch Update (Niki, Terri and Kyla):**

Hot lunch lost money last year. Discussions regarding price increases to happen as well as cancelling the extra meals ordered for potential shortages.

Niki has a tentative schedule, however with the potential teacher strike it's not certain when the hot lunch program can begin as refunds are not possible once orders are placed. Restaurants also need advanced notice for large orders. Niki to see how much notice is required.

Meeting adjourned: 8:20pm

Next Meeting: October 6, 2025 (tentative depending on teacher strike)

**School Council Meeting:**

1. Call to Order : 8:21pm
2. Approval of Old Minutes
3. Old Business
4. New Business
  - a. Andrea Santa has been named chair and Terri Beer Vice Chair

Date of Next Meeting: October 6, 2025 (tentative depending on teacher strike)

Meeting adjourned: 8:25pm