Calmar Elementary School

PTA Minutes

September 23rd, 2026 | 4:30 PM | CES Staff Room

Call to order: 4:53pm by Jenny Balding

ATTENDEES:

In Person: Trae Thurston, Madison Kublik, Shaye Hayhurst, Bri Ritcher, Christine Sikliski, Katie Dogtrum, Donna Ritter, Carla Fisher, Melanie Harry, Joslyn Black, Jenny Balding, Britney Ewasiuk

Online: Sara Reber

AGENDA

1. **Review last meeting's minutes**
2. **Treasurer's report**
    a. Casino update
    b. Annual return update
3. **Administrator's report**
4. **President's report**
5. **Old Business**
    a. Ratify any chat votes
6. **New business**
    a. Fundraisers
    b. Door Decorating Contest
7. **Hot Lunch**
    a. Vendor ideas
    b. Hotdog Mondays
    c. Volunteer sign-ups
    d. Volunteer standards and expectations
    e. Halloween PTA sponsored lunch
8. **Confidentiality Agreement**

9. **Policy and Bylaws**

10. **Wrap up/ Action Items**

Meeting called to order at 4:53pm by Jenny Balding

1. **Jenny motions to pass last meeting's minutes. Seconded by Bri, all in favor, carried**

2. **Treasurer's Report – Bri Ritcher**

   a. Casino update: Jenny has asked for the dates to be switched. Current dates are January 5th and 6th, 2027. 5 volunteers are needed each night in Camrose from 4pm to around 1am.
   Jenny will send out a Sign-up Genie for signups and let everyone know if the dates are changed.
   b. Annual Return: will be completed in October (budget to be added to minutes) $1,600 will need to be spent before December 1st

Motion to approve the report: Megan
Seconded by: Joslyn
All in favor, carried

3. **Administrator's Report – Carla Fisher**

   a. Hot lunch program has been running smoothly.
   b. School communication is updating. Looking to move more towards monthly updates and posting on the website.
   c. Boston Pizza – collecting receipts? We have a container in our foyer for families to drop off receipts.
   d. Budget Item Requests 2026- 2027

• Digital Subscriptions – SeeSaw – Div 1	$2750
• Homerooms 12 x 300 = $3,600 + $150 for 4/5 D	$3750
• Agendas & Communication pouch > ½ of amount	$965
• Field trips 12 x $200	$2,400
• Stacking cups (PE & Grade 5)	$437.02
• Library – student book bags, library books to build our collection with new and current books etc.	$1,000
Ideas	
• Meet the Family BBQ 2026	$439
• Meet the Family BBQ 2027	$450
• Summer Fun Day (watermelon, freezies)	$100
• Whole School Presentation – Duffle bag	$1,200
• Rabbit Hill Trip Div 2	$1,500
• Swimming?	$1,500

   e. Budget item requests from teachers and admin will be tabled till next meeting
   Motion to approve report: Bri
   Seconded by: Megan
   All in favor, carried

4. **President's Report**

a. Photobooth at Meet the Teacher event was well received.
b. Looking for clarification where to find events. Admin's goal is to provide newsletters on the first Wednesday of each month. Deadline will be the Monday before to have information handed in to be added to the newsletter. There will also be a communication coordinator from Black Gold School Division visiting to the school to go over communication plan.
Motion to approve report: Christine
Seconded by: Trae
All in favor, carried

5. Old Business

a. Ratify chat votes: nothing to report

6. New business:

a. Fundraisers:
- Market dates have been set. Jenny has sent requests for facility rental and school supervisor for November 14th and May 1st. Sign up Genie will be sent out for volunteers.
- Tammy will be running the Purdy's chocolate fundraiser for library funds before Christmas
- KMS Tools: Jenny has contacted them for the PTA to attend one of their tool sales in March. Volunteers will be needed to staff the free of charge concession and all donations go to the PTA. Dates to TBD
- Christine and Britney will lead the Growing Smiles fundraiser for Christmas wreaths in November.
- All other fundraisers tabled till next meeting.

b. Door Decorating Contest: suggested for week of December 14th with the PTA voting on their favorite the night of the Christmas concert and provide a prize for the winning class. Teachers will be voting if they would like to do the contest and further discussion will be tabled till after the vote.

7. Hot Lunch

a. Vendor Ideas: Trae brought information from Devon Coffee Shop, lunches will be $10 not including mark up, the include lunch, donut and juice.
b. Hotdog Mondays: confirmed for every 2nd Monday.
Christine motions to approve, Bri seconds, all in favor, carried.
c. Volunteer sign-ups: Booklet distributed along with sign-up sheets. Cleaning supplies for hot lunch available in the PTA cupboard
d. Volunteer standards and expectations: Jenny to send out PTA bylaws. Expectations need to be followed as well as AHS guidelines for food service. No photos of children that are not your own, no vulgarity spoken, no gossip, no smoking, correct clothing to be worn at all times. Volunteers are seen as a leadership role.
e. Halloween PTA sponsored lunch: 1 hotdog/ child will be provided in the classrooms on October 30th.

Motion to approve: Christine
Seconded: Trae
All in favor, carried

8. Confidentiality Agreement: filled out by the individuals who needed to

9. Policy and Bylaws: will be sent out by Jenny

10. Wrap Up/ Action Items:

a. Jenny brought up social media use for PTA board members. Calmar Facebook group has turned off comments. No PTA members should comment on social media about any school related complaints. Executive board would decide on a case to case basis on whether to respond. If anyone is asking for a response, direct to the main PTA email.

b. Future meeting preferences were discussed, currently future meetings will continue to follow School Council meetings on the first Tuesday of the month.
Next meeting: November 3rd at 3:30pm

Meeting adjourned by Jenny at 6:10pm