

Capitol Hill School Council & Capitol Hill Elementary Enhancement Society (CHEES)

capitolhillschoolcouncil@gmail.com

Meeting: May 22, 2025, at 6:00 PM

School Council Agenda: 6:00 PM - 7:00

School Council Executive:

- Chair: Frederique Oberlin
- Co-Chair: Jeri-lyn Zbytnuik
- Secretary: Jess Voykin
- Key Communicator: Lori Bain
- Volunteer Coordinator: Sarah Devoldere
- Geodome Coordinator: Pam McHugh

CHEES Executive

- Chair: Chris Laasen
- Co-Chair: Vacant
- Treasurer: Amber Kirby
- Secretary: Jess Voykin
- Casino Coordinator: Maja Frew

In Attendance: Adam Eakins, Bart Kwiatkowski, Jeri-lyn Zbytnuik, Sarah Devoldere, Lori Bain, Maja Frew, Chris Larsen, Amber Kirby

1. Meeting called to order at 6:02PM by Frederique
2. Land Acknowledgement / ReconciliACTIONS Moment (Adam)
 - Shared work from the Grade 5's who are writing puppet show scripts and incorporating the 7 sacred teachings
3. Approval of Minutes from prior meetings
 - February 20, 2025 Meeting
 - Lori Bain motioned, Sarah Devoldere seconded
 - April 22, 2025 Meeting

- Frederique made one correction noted and will send a new copy to Adam
- Jeri-lyn Zbytnuik motioned and Lori Bain seconded

4. Principal's Report (Adam)

4.1. School Updates (enrollment, staffing, facilities)

- Structure for next year was first discussion point
- After a lot of consideration the model being put forward for the fall is a combined grade model
- The priority is to still plan for flexibility and for increased enrollment
- In looking at past history, our numbers aren't predictable and we have a lot of comings and goings throughout the year
- Some classes have a high degree of complexity with teachers managing 9-11 individual IPP's in a class
- Staff have expressed some concerns and there is ongoing dialogue with them
- Proposed mix will be
 - Kindergarten AM (15) / PM (14)
 - Grade 1&2 A, B, C and D (19 each)
 - Grade 3 & 4 A (24), B (24), C(24) and D(25)
 - Grade 5 & 6 A (28), B (28), C (27) and D (28)
- Currently at 313 confirmed registered for September
- Will still have 2 EA's at 15 hours, and keeping the EAL Assistant at 20 hours
- The new curriculum makes the decision harder, but many schools do this now so not impossible
- New Social Studies curriculum is not available yet
- Mrs. Dreyer has confirmed she is not retiring
- Ms. Melnyck's leave will remain until Sept 25, 2025, so we will go into the fall with an Acting AP
- Attaching the presentation Adam shared with school council for review
- Dry pond and city construction update
- School only owns the playground area - the city owns the sports fields
- The city is going to start in June and put up blue fencing around the soccer field area
- The baseball diamonds will be taken out and a full soccer field put in with goal posts

- The dry pond in the far field will be constructed some time after the soccer field
- Over the course of the project the city will also be putting in sidewalks on the north side of the school along 22nd Ave NW
- This is a multi-year project and we have no idea of dates, etc.
- Adam will ask if dates can be pushed out to later June so that we don't have issues with the blue fencing, but we can always look for food truck alternatives like the teachers parking area, or the compound if needed

4.2. Academic Highlights - Within the Walls

- Adam shared pictures from academic activities happening around the school
- Discussed the multi year academic plans for math and vertical learning and shared some photos
- Spring concert was a success
- Grade 5's have been holding an ALS fundraiser and have raised approximately \$1200 so far
- The Bees Knees club has started up again
- Earth Rangers happened today at the school and kids loved it
- Adam has gotten an Instagram account started to share information

4.3. Events & Activities (recent events, upcoming activities)

- Spring Concert - feedback from council members was that it was very good and we're happy to have a music teacher again
- Volunteer Tea - May 29th
- Pancake Breakfast - June 3, 8:30-9:30
- Puppetry Showcase - June 9, in school
- Family Night - June 18, 3:15 - 5:30
- Talent Show - June 19, may be students only (TBD)
- Sports Day - June 20
- Grade 6 Farewell - June 24
- Last Day of School - June 26

4.4. 2024/2025 Funding Asks - Updates

- For 25/26 school year - residency with Frisbee Rob - ask \$3500
 - Amber Kirby motioned and Frederique Oberlin seconded
- Off-site funding of \$15/child - Adam has to provide details of student numbers, but approving a request up to \$2800
 - Maja Frew motioned and Jeri-lyn Zbytuik seconded

- Inquiry/discretionary funding up to \$200 per classroom (14 - to include music classroom)
 - Frederique Oberlin motioned and Sarah Devoldere seconded
- iPad Cart - Lock N Charge Carrier 30 to replace outdated and unrepairable iPad cart - \$2500
 - Lori Bain motioned, Sarah Devoldere seconded
- There may be an ask in the future for some subsidized funding for Campus Calgary Open Minds
 - The Grade 6 teachers applied and were accepted for 2 School which is \$2500 for 2 classes to attend for 1 week
 - The Grade 1 teachers applied and were accepted for City Hall School which is \$3000 for 2 classes to attend for 1 week
 - Council expressed concern that with the proposed split classes this wouldn't include all groups
 - Teachers are currently investigating what the options are in this case and will advise in the fall
- Council discussed the fact that some receipts and costs from this year have not been submitted yet
- In the fall when we have our first regular meetings council will regroup with the goal at looking at the casino funds and what's available over the time range between casinos so we can look to space out our spend a bit
- It was noted it would be nice to see what staff would like for residencies in the future as well

5. Key Communicator Update (Lori)

- No updates at this time
- There will be 2 meetings next year
- Lori is willing to continue in the role again for 2025/2026, but noted it will be her last year, so it would be ideal to find a parent to shadow next year and then take over the role

6. Geodome Activities (Pam)

6.1. Document review update (Adam & Pam)

- Review is still pending

6.2. Upcoming working bee - May 31

- Requested that Adam promote this again in the upcoming newsletter as only 2 families have signed up
- Adam will ask for this to be posted to the school Facebook account

6.3. Summer sign up for watering & volunteer plan

- Sarah will work on the sign up for the Geodome for the summer
- Frederique noted that a parent has reached out via the school council email. Frederique will connect the parent to Sarah and Pam via email
- Frederique requested that it would be great if we could do a sort of orientation before the summer watering starts so everyone knows what to do
- Adam is looking at how to improve the watering and we will work together to look at how that works over the summer

7. Current Business (All)

7.1. Orff instrument repairs

- There are Tier 1 and Tier 2 repairs required and the total ask for this is \$1500
- Sarah Devoldere motioned and Maja Frew seconded

7.2. Library book donation update

- Frederique updated the group that this will be worked on over the summer and presented for review in the fall

7.3. Council decision metric/guide

- Adam reworked a simplified metric/guide and presented it at the meeting
- First impressions were that it's pretty straightforward
- Will carry this forward to the first meetings in the fall to review as a larger group and will look at putting this into practice with future requests

8. New Business (All)

8.1. Confirm and approve funding for upcoming events

- All items were reviewed as a group and approved as one block of items
- Volunteer Tea - request up to \$300
- Grade 6 Farewell - request up to \$300
- Sports Day - request up to \$300
- Food Truck Event - school council typically provides \$10 worth of tickets to students and staff - request for up to \$3700 with Adam to confirm numbers
- End of Year Gift for Staff - school council typically provides Indigo gift cards for \$15 for each staff member. Request for up to \$500 with Adam to confirm numbers

- All items above were motioned by Sarah Devoldere and seconded by Amber Kirby
- Note: Amended numbers were provided via email - 34 staff would increase the End of Year Gift request to \$510. Total student count confirmed at 382, so with students, staff and a few extra for any new students the total request for the Food truck event is \$3900. Amber Kirby motioned and Frederique Oberlin seconded via email on May 24th

8.2. Review any volunteer requirements for upcoming events

- Food Truck Event
 - Last year tickets were \$2 per ticket, but some parents expressed concern that trucks weren't providing change
 - Group agreed that we would do \$1 per ticket, so each student would get 10 tickets
 - Lori will get tickets and prepare them
 - Maya will pick up juice boxes from Costco
 - Adam confirmed school will be open for washrooms and for water refills if needed
 - We will set up a table for drinks and will need to man it (usually council members)
 - Adam and Bart will ensure we have lots of garbage and recycle bins and some extra bags
- End of Year Gifts
 - Lori to pick up Indigo gift cards
- Sports Day
 - Sign up for parent help to come soon (via school, not council)

8.3. Parents event on first day of school

- Frederique asked if we would be doing a parents coffee/chat event on the first day of school and we would like to do that again to get some engagement and future volunteers
- Coordination of this event will happen over email before school starts
- Requested up to max of \$200 for coffee & treats
 - Maja Frew motioned and Chris Laasen seconded

8.4. New Fundraising Ideas

- Sarah presented Mabels Labels as an easy fundraising idea and something that all parents need
 - Frederique to set up an account via the school email and will send the information to Adam to share

9. Council Administration

9.1. Set dates for next school years meetings and AGM

- The group discussed meeting dates in the future and we would like to move them to Wednesday evenings at 6:30
- Adam to adjust the 25/26 calendar accordingly - this would make the first council meeting Sept. 17th
- Discussion was had about not having the first September meeting be the AGM as it can deter new parents from attending
- Council will hold one more meeting June 25th from 6-7 virtually to be the AGM
- Adam will set up the Teams session and will communicate it out with the AGM agenda to be prepared by Frederique

9.2. Council & CHEES council roles for next year & returning members

- All members in attendance (Frederique, Sarah, Amber, Maja, Chris, Lori) indicated they would be willing to continue next year in the same roles if required

10. Next Meeting: June 25th at 6:00PM (via Teams)

11. Meeting Adjourned at 8:11PM by Frederique

CHEES Agenda: 7:00 PM - 7:30 PM

1. Meeting called to Order at 8:12PM by Chris

2. Financials Update (Amber)

2.1. General

- Account balance at April 30 is \$5,087.88

2.2. Casino

- Account balance at April 30 is \$85,584.49
- Not all costs are in for some items covered this year, so next meeting will give us a better picture of where we stand

2.3. Year End Change

- Amber to make this change so that all year ends align

3. Current Business - Fundraising Activities

3.1. Fun Lunches

- lunches are going well, and although we have fewer parent volunteers the lunch supervisors are comfortable with handling
- Amber to look at accounts for our final meeting and we can look at how the donation program is going - sense is that there are not a lot of kids utilizing it, and that once a month is working well

4. New Business

4.1. CHEES Family Night

- Reviewed above as part of main meeting notes

4.2 Fundraising

- Adam to look at the bin outside to see if the school already has an account for Skip the Depot or not. This is an easy to set up fundraiser that we could look at
- Frederique asked if we could promote the PedalHeads discount code again - Adam to incorporate it in a future email

5. Meeting adjourned at 8:30 by Chris