

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

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Meeting: September 26th at 6:00pm

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## School Council Executive:

- Chair- Frederique Oberlin
- Co-Chair- Jeri-lyn Zbytnuik
- Secretary- Jess Voykin
- Key Communicator- Lori Bain
- Volunteer Coordinator- vacant
- Geodome Coordinator- Vacant

## CHESS Executive:

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

In Attendance: Jessica Voykin, Frederique Oberlin, Lori Bain, Mr. Kwiatkowski, Mr. Eakins, Jerilyn Zbytnuik, Chris Laasen(online), Maja Frew, Amber Kirby, Kristy Hammermeister, Pam McHugh,

## School Council Agenda:

1. Call Meeting to Order (Frederique) at 6:12
2. Land Acknowledgement (Adam)  
Adam shared information that our school is now included in the Legacy of Schools Program and focus on reconcili-action in our school.

3. Review of Agenda (Frederique)

4. Introductions (All)

5. Annual General Meeting

5.1. By-Law Amendment - Financial Year End Alignment (Amber)

-Amber discusses how year end for CHEES is May 31 and for the casino fund is July 31 and we would like to amend the year end to both on July 31, Amber Motions, Jess seconds, everyone in favor APPROVED

5.2. Motion to Accept Financial Statement from Past Year (Amber)

General account started at \$12,00 last year- income is from fun lunch, and we ended with \$9,800. We are keen to spend the money earned in the year it is earned. We discussed how the ten dollar tickets were insufficient at the food truck event, so we may spend more on that in the future.

Casino account has to be used on the approved list of spends. We spent just under \$50,000 over the last school year and we have about \$25,000 remaining, and we have more money coming in February/March 2025 from the December Casino. We have \$15,000 remaining in the geodome account. Balance needs to stay at least \$10,000.

Amber is asking for two signatures to review the financial statement, Jeri-Lyn and Frederique. Jeri-lyn motions to accept the financial year end statements upon final review, Jess seconds, APPROVED

5.3. Election of New School Council (Frederique)

School Council Executive:

-Chair- Frederique Oberlin

-Co-Chair- Jeri-lyn Zbytnuik

-Secretary- Jess Voykin

-Key Communicator- Lori Bain

-Volunteer Coordinator- vacant

-Geodome Coordinator- Pam McHugh

Lori shares that she does not intend to be the key communicator in 2026/2027 as she will no longer have a child at our school, so asks to have someone shadow her role this year and or next year if possible. Adam discusses how MS. Keyes and Ms. Charland are champions of the geodome in the school.

5.4. Election of New CHEES Council (Frederique)

CHEES Executive:

-Chair- Chris Laasen

-Co-Chair- vacant

-Treasurer- Amber Kirby

-Secretary- Jess Voykin

-Casino Coordinator- Maja Frew

Jess Motions to approve both councils as listed above, Lori Seconds,  
APPROVED

6. Principal Update (Adam)

6.1. School Enrolment for 2024/2025

School enrolment is up, we expected a minimum of 321 and actual enrolment is currently 335. Projections for the year are about 350 for the year at the end of last school year. Our school is on a monitor list for utilization rate, and we are currently above 80%.

K-38, 20 AM/ 18 PM

1-39

2-40

3-55(3 classes)

4-52

5-61(2 classes)

6-50

6.2. Class Configuration

We need to get to 350 to get additional funding for another classroom, which would be in Grade 5. Our funding numbers will need to be submitted tomorrow. Ms. Kwoang is working 0.2, focusing at least ½ in grade 5. Ms. Whitehead is using her support blocks and targeting the Grade 5 classes. Mr. Sager, who teaches French and works with the teachers and students on maximizing French proficiency. Lunchroom supervisors will also support the class with reading and supervision. Amber asks about our EAL learners and how we support them. Adam shares that we have a higher than average amount of EAL learners. Mr. K supports this in part of his time currently. School administrators met with our Area director and shared what is realistic as far as current standards based on funding. Focus on lowering the teacher to student ratio, particularly on the grade 5's.

6.3. Staffing Updates

Our Former music teacher has her leave extended until 2029, Ms. Whitehead is currently here in a temporary role, but expecting her to stay

for a large amount of time. Ms. Melnyk, her leave is extended until November with a possible extension. Ms. Berg in grade 4 is currently hired on a temporary basis and as it stands now, Mr. K will go into her current classroom if and when Ms. Melnyk returns. Rieko Templo is hired as a lunchroom supervisor and has been a great fit so far particularly in working with those with complex needs. Kathy Power, CBE lunchroom supervisor is coming in next week to offer insights and do some training. We currently have 7 lunchroom supervisors. Mr. Sager is shared with Branton, and is funded with special language initiative funding, and only teaches French to the 4, 5, and 6. The funding is currently year by year. We were the only school last year in the CBE to get this funding due to having the highest enrollment in late French immersion. Ms. Drever is new and teaching Grade 6, from another CBE school. Ms. Hoatra is working with us 15-30 hours a week as an EA and has a substitute EA working an additional 30 hours a week currently. Currently we have a few “elopers” in our grade 1 class that require support for safety. Student voice initiative began this week with a representative from each class.

#### 6.4. 2024/2025 Funding Asks

- Water Filling Stations- one water filling station is \$3,400 a request for up to \$5,000- Amber Motions, Jess seconds and APPROVED- earmarked for Casino funds
- Technology Requests- Adam asks about 3D printer, CBE quote is currently \$1,700 and Adam work head a club initiative, Adam asks for up to \$1,800 amber Motions, Lori Seconds APPROVED- earmarked for casino funds

#### 6.5. Confirmation on Funds Committed from Last Year

- Field Trip Fund - \$15/year/student  
Confirmed from last year  
Alien Inline, approx \$6,000 approved from last year

Bart discusses the required audio visual equipment required for the school due to breakage of the old equipment and has several quotes, ranging from 10,000-15,000 and has asked for 6,000 from the school council. He feels this is important infrastructure for the school. This includes mics and speakers etc. There is a two year warranty. Amber asks about timing for the invoice and could be in 1-3 months. DB! Has quoted \$12, 145.87. Jess motions to fund the 6, 000, Frederique seconds APPROVED. Earmarked for the casino

7. Key Communicator Update (Lori)  
Lori had the CBE dates for the meetings, Oct 23, and April 23, evening meeting 7-9.
  8. New Business
    - 8.1. Swimming Opportunity (Bart & Adam)- Jan 13-16, for kinder to grade 4. Total opportunity \$22.55 per student except K and \$22.85 for kinders, \$2,000 approximately for the bus. Amber Clarifies that casino funds can be used. Amber motions for the 2,000 for the bus, Lori seconds APPROVED-earmarked for casino funds.
    - 8.2. School Book Fair  
Owls nest book fair is on the radar. Dates may combine with the dance residence or the end of the school day for parent support.
    - 8.3. School Residencies/Planned Activities
      - Havana Social Dance Studio  
-two weeks is the ask to get kids interested and is \$5,000-\$6,000, most likely in April/May 2025 with a celebration of learning  
Asks for up to \$6,000 for Amber Motions, Frederique seconds  
APPROVED- earmarked for casino
      - Shirley Hill- Hoop Dancing Jan 21-23
      - Outdoor school for Grade 5 and 6, April 2-4
  9. Council Administration
    - 9.1. Upcoming Communications  
Frederique is looking into the school council email. To have information added to Mr. Eakins weekly emails the information must arrive by Thursday at the latest. Adam shares that he is working on getting instagram going and Tammy Gordon is working on our facebook page. Ms. Adarsign also has access.
  10. Meeting Schedules (Frederique)  
Next meeting is on October 17 at 6 pm. Confirm usual Thursdays going forwards.
  11. Meeting Adjournment (Frederique)- 8:02 pm
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## CHEES Agenda:

1. Call Meeting to Order (Chris) at 8:02
2. Financials Update (Amber)
  - 2.1. General approx 5,000
  - 2.2. Casino approximately 25,000
3. Fundraising Activities
  - 3.1. Fun Lunches - Update & Donation Discussion (Amber) Still have to deposit the cheque from June. Donate a lunch will remain at 3\$
  - 3.2. Halloween Dance- On Oct 24, dj and photo both are booked, keep the fog and cut the strobe light this year. Treat bags, and pizza will be sold using tickets for 2\$. Masja is doing the treat bags, Jess will discuss with Amber and will order the pizza. Bottles will be collected at the school for kids sport going forward. Adventurers use the IDC for the program that day. Casino table at the dance will be run by dance. Sign up genius will be needed at the dance. Maja or Tina will post volunteer positions of sign up genius.
  - 3.3. Pumpkin Sale- Daisy from Mathnasium sponsored. We will reach out to Daisy for more details
  - 3.4. Casino (Maja)- Paperwork has been filed and sign up genius is initiated.
  - 3.5. Flip Give-Update to families in November and December.  
Adam suggests a 50/50 raffle
4. New Business
5. Society Administration
  - 5.1. Upcoming Communications- same as school council
6. Meeting Adjournment (Frederique) at 8:29