

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

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**AGM Meeting: June 25, 2025, at 6:00 PM**

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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, Sarah Devoldere, Lori Bain, Maja Frew, Chris Larsen, Amber Kirby, Frederique Oberlin, Jin Jin

1. Meeting called to order at 6:01PM by Frederique
2. Land Acknowledgement / ReconciliACTIONS Moment (Adam)
  - Shared Orange Ribbon art installation - these were created by students and will be put up on the fence outside of school and kept up for a year
3. Introductions (all)
4. Annual General Meeting
  - Motion to move financial statement review to first fall meeting
    - Requesting to do this so that all financials will be ready to review after year end is completed

- Frederique Oberlin motioned, Lori Bain seconded
  - Motion to unite the year ends
    - The school year end is May 31 and AGLC is July 31st. We would like to move our year end to July 31st to align and include everything
    - Chris Laasen motioned, Lori Bain seconded
  - Election of new School Council
    - The following individuals volunteered for positions:
      - Chair - Frederique Oberlin
      - Co-Chair - Sarah Devoldere (is this correct?)
      - Secretary - Jess Voykin
      - Key Communicator - Lori Bain
      - Volunteer Coordinator - Sarah Devoldere
      - Geodome Coordinator - Pam McHugh
    - Amber Kirby motioned, Maja Frew seconded
  - Election of new CHEES Council
    - The following individuals volunteered for positions:
      - Chair - Chris Laasen
      - Treasurer - Amber Kirby
      - Secretary - Jess Voykin
      - Casino Coordinator - Maja Frew
    - Amber Kirby motioned, Maja Frew seconded
5. Approval of Minutes from May 22, 2025
- Chris Laasen motioned, Lori Bain seconded
6. Principal's Report (Adam)
- 6.1. School Updates (enrollment, staffing, facilities) - planning for next year
- Continuously looking at enrollment number for next year - so far they are above the 310 planned
  - Have made some tentative class lists and those are looking good so far
  - There are some changes for staff coming - Mrs. Gordon is expecting, some temporary contracts are ending and some support staff are changing
  - Question was asked about Ms. Whitehead leaving as she has a temporary contract. Adam indicated that he is waiting for paperwork to come through for a maternity leave so he can post for another position and he is hoping that Ms. Whitehead will fit into that position and continue for another year

- A follow up question was asked - if she is not able to come back what does that mean for the music program. Adam indicated that currently it is hard to predict what will happen but several people have reached out and so he is confident that they will find a music teacher. General consensus is that everyone is very happy with the programs Ms. Whitehead has provided
- The move to straight grades seems positive for everyone - teachers will get to keep their current classrooms
- Adam has put forward a proposal with Cambrian Heights and we have been granted a full French as a second language teacher - have identified a very strong teacher (neuro linguistic approach certified) so will offer grade 4, 5 and 6 FSL

## 6.2. Academic Highlights - Assessments & New Curriculum

- Grade 6 assessments were done on the computer this year. The math is new and results have been challenging and staff is hoping that Alberta Education looks at adapting this moving forward
- The assessments are solely used by Alberta Education at a province wide level and not reported back to kids
- Social Studies new curriculum is coming next year for K-6 full rollout
  - No resources available
  - No professional development ready for it
  - Teachers are trying to prepare
- Highlight is that we're training future citizens and our kids are capable critical thinkers and problem solvers

## 6.3. Summary of June Events & Activities

- Pancake breakfast on June 3
  - Event was very well received and a huge turnout
- Family food trucks
  - Discussed the need for volunteers and a bit more of a plan for future events (juice box table, garbage pickup, etc.)
  - Adam noted that there were a lot of non or former students so maybe adjusting time next year might be a consideration or coordinating it for an early dismissal day
  - There was some discussion about coordinating it with Sports day so that we can combine some of the days we are asking parents to be at school

- For future, we may consider calling food trucks directly as the trucks promised weren't delivered and there was also some feedback that having trucks with more food options would have also been preferred
    - Sports day
    - Grade 6 farewell
  - 7. Review of Activities over Summer Break
    - 7.1. Geodome activities & volunteers
      - The sign up genius is live and we have quite a few sign ups already
      - Once we have the list of volunteers instructions will be sent out
      - Sarah and Adam went through everything yesterday
      - Contact information will go out only to those who sign up rather than everyone
      - Watering will include the Geodome and the front gardens
      - Adam would also be available if anything were required
    - 7.2. Back to school parent event
      - At the last meeting we agreed to set some money aside for this event
      - Frederique to send out an email to coordinate closer to
      - It was noted that kindergarten has a staggered entry over 2 days, morning and afternoon so we may not get all new parents
  - 8. Council Administration
    - 8.1. Communications for back to school
      - Adam will be sending out communications about teacher departures
      - Teachers will send their welcome email to students before the long weekend
      - Adam is usually back in the office two weeks before school starts if we need anything sent out
  - 9. Next Meeting: September 17, 6:30 PM
  - 10. Meeting Adjourned at 6:44PM by Frederique
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1. Meeting called to Order at 6:44PM by Chris
2. Financials Update (Amber)
  - We will be changing the year end (as per motion above)
  - We don't have final statements for June yet, so will do a full financial review at the first meeting in September
  - Account balances at May 30 are:
    - General Account: \$6,436
    - Casino Account: \$85,584.49
    - Geodome: \$10,000.03
  - Geodome reclamation was discussed - Bart and Adam met with a member of the original committee and she mentioned that any of our commitments related to reclamation have been completed so the reclamation fund (\$5,000) can now be utilized. Adam also met with another resource who spearheaded the (installation) project and they will meet to look at things generally
  - It was asked what the expected life of the Geodome is and when it would need maintenance and Adam indicated that the lifespan seems to be indefinite with no major maintenance noted
  - CBE has taken on liability and ownership so anything related to the structure on school property would be the responsibility of CBE
  - It's reasonable to expect that maybe 3-400 a year could be considered for maintenance on an ongoing basis
  - Amber noted that the seeds this year and other expenses were paid out to the Casino fund, so if we wanted to start using the Geodome fund we would need to go to the bank to access those funds
3. Fundraising Activities
  - 3.1. Fun Lunches- summary and donation program
    - The program is currently going well every 2 weeks
    - Discussion was had about the \$3 for donate a lunch and Adam indicated that it feels like enough right now and the donations seem to fill the need
    - It was asked what happens with the funds from donate a lunch
      - When people order we collect the additional funds and the lunch room supervisors will go into Healthy Hunger and they will help identify (discreetly) the supported kids or families and they will order a lunch for one of the weeks each month and it gets included with all other orders

- If there aren't enough donations then it comes out of our fundraising dollars for fun lunches
- So far the supported lunches have been ok with just once per month
- Amber will check on how the donations are going from a fund perspective
- It was asked how we identify who qualifies as a supported students
  - Adam indicated that generally they know which students have waivers for things like school fees or transportation
  - Also know that some families are on fair entry waivers
  - The school will reach out and touch base and always prioritizes being discreet and we rely on the Supervisors and Administrators to manage and help
- Adam raised an opportunity - at Olympic Heights on alternating weeks they would do fun snack on certain days or for fun events - ie. a cookie on Halloween
  - This could be something we explore in the future
  - Amber would be fine looking into it and figuring out who would want to distribute it
  - Potential for doing a short survey in the new school year
- Sarah raised an opportunity to fundraise with Coco Brooks
  - They do all packing and sorting so our school only has to hand out forms
  - General consensus was that we can do as many fundraisers as we want as long as we have a plan for spending the money
- Adam mentioned he has also done things like movie nights at prior schools and that could be a potential fun option as well

4. Meeting adjourned at 7:03PM by Chris Laasen