

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

capitolhillschoolcouncil@gmail.com

Meeting: September 17, 2025, at 6:00 PM

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

School Council Executive:

- Chair: Frederique Oberlin
- Co-Chair: Sarah Devoldere
- 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, Chris Laasen, Lori Bain, Maja Frew, Nicole Dowling, Kelly Poon, Pam McHugh, Sandy Searle, Jess Voykin, Sarah Devoldere, Jenny Xie, Frederique Oberlin, Linda Brown

1. Call Meeting to Order by Frederique at 6:04
2. Land Acknowledgement / ReconciliACTIONS Moment (Adam)- Shared video of Preston Humpie of CBE completed by 6:10pm
 - 2.1. Orange Shirt Day- this Friday September 19
3. Introductions (All)
4. Approval of Minutes from prior meetings

- 4.1. June 25, 2025 - AGM Minutes- motioned to be approved by Maja and seconded by Sarah APPROVED

5. Principal's Report (Adam)

5.1. School Updates (enrollment, staffing, facilities)

Schools seem to be down in populations overall in CBE, we expected 312, at the end of the year we had 350 kids, as of September 16 we 313.

Funding is going through based on these numbers on September 30. A little wiggle room is left.

5.1.1. Student Count & Class Size

Grade 1, 20/21, Grade 2, 20/21, Grade 3, 18/19, Grade 4 27/27, Grade 5 27/28, Grade 6 30/31, Kindergarten is at 14/11

5.1.2. Staffing Updates

Several staff members are currently on short term leaves, both former Grade 6 teachers, Mrs. Schatner covering Ms. Dreviers class, and Ms. Thibault in the other class. In grade 5 Ms. Kissel replaced Ms. Keyes. Sandy is here in the acting assistant principal chair and Mrs. Moore has taken on the learning leader role. In school support staff, Ms. Quong is on a short term leave and Ms. Rolli has taken her role for now. New EA is Ms. Candance Eids to replace one that moved to Banff Trail. Ms. Orr went to another school, so there is only one secretary currently, new library assistant Ms. B has 15 hours per week at our [school.Ms](#). B has already made some exciting changes and has plans to do more. Learning conferences and book fair November 27 &28. Jess asked if we only have one learning leader now instead of two, used to have a math lead and literacy lead. Now we have Mr. Evan in the Div1 role and Ms. Moore in Div2.

5.1.3. Soccer Pitch / Dry Pond Construction- fences were expected to come down September 2025, and now is September 2026. Eta on the far field is after the fencing comes down to have the work begin on the far fields.

5.2. Academic Highlights (student achievement, curriculum, assessments)

5.2.1. K-3 Provincial Assessments- implemented last year, literacy and numeracy tests, kids that require additional support get tested again in January, results are done individual student basis

5.2.2. New K-6 Social Studies curriculum implementation-CBE has provided support documents for teachers, there is PD also available to teachers

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

- 5.3.1. Meet the Teacher / Open House- some feedback that that it was a really long night with council by Sarah, Nicole suggests access to the slides, and wants more what the day looks like information,
- 5.3.2. Terry Fox School Run- September 26, Toonies for Terry and online one is going out this Friday,
- 5.3.3. Alien Inline Residency-October 1-14, 4 sessions per class-they said they would reschedule our days if a teacher strike move forward
- 5.3.4. Frisbee Rob Residency-End of October 27-31
- 5.3.5. Art cards for kids is in process right now, pumpkin fundraiser is slated for Oct 17, Grade 5% skiing is slated for March, K-4 swimming is slated for April, Elder Shirley Hill is slated for November, planning for December has begun potentially some concerts,Chris asked about dance residency, we discussed the hip hop(Dance Kreations) and salsa dance potentially for spring, Maja asks about the residencies if the teachers strike, Adam said Alien said they'd figure it out,
- 5.4. 2025/2026 Funding Asks & Updates
 - 5.4.1. Request for funding for Elder Shirley Hill-there may be special funding for this however if the funding is not available would council fund the \$1,300-1,600. Council discusses that she has been here several times, and maybe explore different options in the future.
 - 5.4.2. Adam shares about the potential of singing at the Hitman game and support was okay but we are considering other options now
- 6. Key Communicator Update (Lori)- CBE meetings, a presentation is done on zoom, there are likely two this year. There are no dates yet, and will be set after the municipal election.
- 7. Geodome Activities (Pam)
 - 7.1. Summer watering- Watering went very smoothly this summer and plants were maintained very well. The new hose was a huge improvement! Hose may require replacement. Adam suggests cleaning out the tank this fall. Jess suggests a sign up genius for a few volunteers. Frederique reminds us to give lead time for any cheques from the geodome account. Adam connected with the builder of the geodome and he will check if it requires maintenance. Nicole suggests some improvement for the pump.
- 8. Current Business (All)

- 8.1. Council decision/metric guide and spending plan - Adam shares what council has previously committed to. School owes CHEES 1,500 approx for Paul Davis grant. Orf instruments have already been paid. We agree that we should use the metric as a guide for funding.
 9. New Business (All)
 - 9.1. Halloween Dance-Lori suggests that we delay it to winter or spring, Sarah shares how excited the kids are for the dance. With the potential looming strike now is the best time. Potentially the 23rd is the best date. Or the 30th. Adam is in support of the dance, we could also do Wednesday the 29th. There is a CBE webinar on October 29 and 30. Maja suggested the 28 and ensured cancellation of DJ. Maja and Lori volunteer to do the swag, Jess will do the pizza, Frederique suggests that we do not allow outdoor use. Frederique will contact Amber to book DJ.
 10. Council Administration
 - 10.1. Communications required in coming weeks- Mabels Label, School clothing will be going out soon
 11. Next Meeting: October 15, 2025 at 6:30- it may be by zoom
 12. Meeting Adjournment (Frederique) at 7:40pm
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CHEES Agenda: 7:00 PM - 7:30 PM

1. Call Meeting to Order (Chris) at 7:40pm
2. Financials Update (Amber)
 - 2.1. General
 - 2.2. Casino-Q4 2026- funds hit account end of Q1 2027,
 - 2.3. Phased planning approach- playground we believe has 10-15 years left on our playground life span. Sandy suggests a gaga ball pit, Adam maybe new lines, Chris may put out some buckets to plan for the next 18 months.
 - 2.4. Amber Updated By email to school council September 17, 2025-details below

The period covered by these statements covers June 1, 2024 - July 31, 2025 because I modified the bylaws to change the year end date to July 31 instead of May 31 to align with our AGLC reporting requirements. Because it covers 14 months instead of 12, both the inflows and outflows should be slightly higher than usual.

General account:

Opening balance: \$9,810.04

Inflow: \$9,334.07

Outflow: \$13,382.38

Ending balance: \$5,761.73

The income was all from Fun Lunches, a \$1000 donation from Frederique and \$2k of cash collected at the Halloween dance that nets out against the money spent on the dance.

Outflows included the year end food truck event, halloween dance(net is close to flat), supplies for Grade 6 grad, sports day, winter celebration, volunteer tea, as well as the online safety presentations, and teacher appreciation meals and gifts.

Casino account:

Opening Balance: \$31,721.45

Inflows: \$85,334.28

Outflows: \$42,099.08

Ending Balance: \$74,956.65

Inflows include receipt of funds for our last casino.

Outflows included classroom supplies, several school wide residencies, water bottle filling station, field trip transportation, 3D printer, seeds for the Geodome.

We typically receive the funds from our casino night 3-4 months after the date so we can use that for planning our spending requests for this year.

Geodome account:

Opening Balance: \$10k

Closing Balance: \$10k

No money invested in the Geodome. Please let me know if anyone has any questions.

The financial statements are attached but I can also forward receipts for specific expenses if anyone wants more details.

3. Current Business - Fundraising Activities
 - 3.1. Fun Lunches-McDonald added and fun lunches up, Lori brings up potential strike dates and maybe puts a pause on potential dates during the strikes.Lori is going to follow up with Amber to pause.
 - 3.2. Mabels Labels- Frederique shares that there are lots of advertisements.
 - 3.3. Shirley Hill residency Potentially in November 2/3/4 asks for funding for up to \$1,600 if the grant does not cover the expense. Frederique motions, Maja Seconds, APPROVED
4. New Business
 - 4.1. Coco Brooks fundraising opportunity- pause until November.
5. Society Administration
6. Meeting Adjournment (Chris) by Chris at 7:59.