

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

capitolhillschoolcouncil@gmail.com

Meeting: May 20, 2026, at 6:30 pm

School Council Agenda: 6:30 pm to 7:30 pm

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

In attendance: Sarah Devoldere, Maja Frew, Amber Kirby, Lori Bain, Rachel Jones, Yue (Phoebe) Gao, Nicole Dowling, Adam Eakins, Rachel Clowes

1. **Call Meeting to Order (Sarah)** – called to order at 6:30
2. **Land Acknowledgement (Adam)**
3. **Introductions (All)**
4. **Approval of Minutes from April 15, 2026** – Motioned by Maja Frew, Seconded by Lori Bain
APPROVED

5. **Principal's Report (Adam)**

5.1. School Updates (enrollment, staffing, facilities)

Congratulations to Rachel Clowes on being the successful candidate for the assistant principal role. She will be here for at least three years and brings some continuity to the role. After having a few Acting Aps, it is nice to have a continuous person in this position.

5.1.1. School Structure and Organization

- A lot of what is driving our planning is the significant drop in our enrollment. We are dropping from 310 to 264 students.
- Adam displayed a trend diagram of the last
 - Worth noting – prior to 2014 and up to 2021, the school was organized in a combined grade structure. In 2022, a decision was made to switch to straight grades due to enrollment numbers that allowed it and the introduction of the new curriculum.
 - Council Question: Why has enrollment dropped?
 - Not one specific reason. We are seeing a shift across the system.
 - We are seeing a smaller kindergarten pipeline. We are down for the second year in a row. Private operators are operating full-day kindergarten. Kindergarten is not mandatory in Alberta and is part of ECS (Early Childhood Services), which can be fulfilled by daycares and private operators. Many families are choosing to keep their children in their daycares for the kindergarten year because of this.
 - We are seeing fewer incoming new students across all grades, most likely because of not welcoming in as many immigrants into Canada on a national level.
 - CBE has pushed for out-of-area and Catholic students to return to their designated schools. A few years ago, we had 80 out-of-area students. We currently have about 7 non-resident/out-of-area students – these families received letters about registering at their community/designated schools.
 - Choice in education and private options that some families are choosing.
- We organized a staff committee to review the numbers in each grade and create possible scenarios. This committee and the scenarios were teacher driven and did not include the principal. The committee proposed 10 -12 scenarios and then came together to discuss the best-case scenario. The best-case scenario needed to allow for sustainability and flexibility, as enrollment may change.
 - It was determined that next year, the numbers do not support a straight grade structure.
 - Last Friday, we began making class lists for split grades – one Kindergarten class, three 1/2 classes, three 3/4 classes, and four 5/6 classes.

- The numbers are “messy” – e.g., Current registration for grade 1 is 31 students. A 31-student class is not sustainable, and 15 or 16-student classes are not in our funding capabilities.
- Another consideration was that, when we received our budget, our funding required a reduction from 16 teaching staff to 14 (Adam and Rachel are included in this number).
- Council Question: Where do the two cuts come from?
 - We had a teacher resign this year mid-year. Lily Khoang went on leave on September 8th, and when her medical leave was up in January, she resigned. In Spring Staffing, we had to “vacancy no fill” (i.e., cut) that position.
 - The more challenging position cut is Ms. Whitehead, a probationary contract teacher. She has had a successful evaluation recommending her for continuous employment; however, because her probationary contract ends on June 30th, we are unable to extend it next year. When a school needs to downsize in positions, probationary teachers are the first to be cut. If more positions needed to be cut, we would have to surplus a continuous contract teacher. We are fortunate not to be in this position, but unfortunate to have to say goodbye to Ms.Whitehead.
 - All temporary teachers have contracts that end on June 30th. Our temporary teachers are filling in for continuous contract teachers who are on a leave.
- Council Question: How do you manage a split class and meeting the needs of the two grades?
 - We will do this by planning and implementing flexible groupings and designing tasks using both grade curricula and common conceptual understanding.
- Council Comment: Worry about the teachers – adding another grade and curriculum to a classroom is an added ask on an already full plate.
 - There is a spectrum of abilities and understandings, even in straight grade classrooms, so we are already differentiating for those needs.
 - ELAL and the math curricula have a lot of overlap and continuums that allow for easier planning and execution to two grades.
 - We will be exploring and implementing best practices in combined grade pedagogy. The CBE has developed many resources for how to teach and design tasks for split grades. ELAL and numeracy is a growth spectrum, so these are the easier curricula in a combined class. What concerns teachers

more are subjects such as science, with specific outcomes. There are ways to regroup students and team teach/plan for these subjects.

- Council Question: Will grade 5 and 6 stay straight grades with their numbers?
 - o There is a lot of research supporting combined grade classrooms. There will be four combined grade 5/6 classrooms. One reason is that we are seeing some challenges in our two grade 4 classes this year. Our current grade 4s were in two classes in grade 2, then split into three classes in grade 3, and are now back to two classes in grade 4. With some added students, including students with complexities and learning needs, this group was challenging in two classes this year. Splitting those students into four groups will help balance those complexities and needs next year.
 - o Council Question: Are there thoughts around these older students who have not been in a combined class before?
 - Adding in another grade and mix of students provides more opportunities for relationship and community building.
 - These students have shown flexibility throughout their schooling and in the changes from year to year.
- It's not ideal, we know split grades can bring opportunities and challenges. These are hard conversations – current planning reflects what we know at this time. Enrollment can change at any time. Adjustments will be made as circumstances change. Schools often make decisions in the fall and even into January and February regarding class structures if the current structure is not meeting the enrollment needs. We did not make this choice lightly; we looked at many different scenarios, and this was the best choice.
- Council Question: Wonderings about whether this is strike-related - have parents chosen other avenues due to how public schools are funded and the complexities and learning needs that are not being addressed/met?
 - o Regardless of what is happening in the media, teachers here are all in. Teachers come to work because they care about the kids, that is still evident here.
 - o There have recently been two announcements for funding: complexity funding and class size. We don't yet have information on class-size funding yet. In the fall, we had to fill out surveys on complexity, and we did not receive funding for it. It indicates that we are not as complex as other schools in the system.
 - o Council comment: Son is coded and had the opportunity to enroll in another program/school, but chose to stay because of the progress made this year. Worried about next year with potentially less support and higher class sizes.

- There will not be any less support going into next year. We will still have two EAs and an EAL assistant. Their hours are reduced, which happens almost every year, with the hope that we can add to their hours throughout the year.
 - Students who are coded bring funding to the school. Equity funding is calculated to determine how much funding we get. The funding model this year is the same as last year. We have plans for student supports, through teacher release time (intervention work with students), flexible groupings, regrouping kids for certain subjects, team teaching and planning, etc.
- Council Question: How are you distinguishing who goes where when determining class lists?
 - We take everything we know about kids, such as gender, coding, parent input, learning needs, student input – preferred learning partners, etc. The classroom teacher then uses that information to create classes with the other teachers in those grade groupings, ensuring equal and balanced groupings based on the above factors. Then those teachers review the classes with the principal and AP to ensure balance.
- Council Question: If we lose Ms. Whitehead next year, what happens? Do we lose the music program next year?
 - When a school does not have enough positions, for teachers, there are continuous positions where teachers are surplussed and placed in a position in another school. In our case, we didn't have to surplus anyone. One teacher resigned in January, and we have removed her position, or her "chair". We have teachers on leave – they still have "chairs" and a temporary teacher fills their chair until they return from leave. Ms. Whitehead is on a probationary contract. These contracts automatically end at the end of June, and the teacher is detached from the school if there is no position or "chair" for them – this is a board-based decision and not a school-based decision.
 - We need a non-instructional teacher. It could be music or PE. The plan at this point is that Ms. Rojas will be off the entirety of the year, her "chair" will then be empty, meaning there is a temporary teacher needed to fill it. Staff would rather teach their own PE than music. In August, the plan is to hire a temporary full-year music teacher.
 - We are hopeful that this year is not the norm, and we are being resourceful.
 - We have many teachers who would like to teach PE because of their backgrounds in PE. Some schools have PE specialists and classroom teachers do their own music.

- Council Questions: Last time, we talked about banners about registration being open and inviting local families to register. Where are we at with that? Can we get some visuals out there to help parents who have K and grade 1 students to encourage them to come register now?
 - o We have put information on social media, with help from Pam and the community centre.
- Council Question: Is there any possibility of making the kindergarten program a full-day program? How is that funded?
 - o There are only four funded kindergarten programs across CBE. It is based on need and area. It is very unlikely to have a full day K program.
- We are closely monitoring things to check on registrations and will make changes as needed. To be continued...

5.2. Academic Highlights (student achievement, learning updates)

5.2.1. Early Years Assessments – Grades 1-3

- o Just wrapped up early years assessments – grades 1 to 3. Alberta Education will be adding numeracy and literacy assessments for grades 4 and 5 next year.

5.2.2. Provincial Achievement Testing – Grade 6

- o PATs start on Monday, May 25th. Because Social Studies is a new curriculum this year, there is no SS PAT for grade 6. Math, science, ELAL only.

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

5.3.1. Student Voice Shareback (Rachel)

- o Student Voice – really want Boardwalk again for Healthy Hunger. Excited about Sports Day, have a lot of ideas for spirit days.

5.3.2. Volunteer Appreciation Tea

- o Volunteer Appreciation Tea is on Friday, May 22nd. Classes all made art for it. Invitations will go out to those who RSVP'd.

5.3.3. Sports & Activity Day

- o Sports Day & Activity Day is on Friday, June 19th – freezies for the kids? Evan will reach out to Amber to ask about that.

5.3.4. Grade 6 Farewell

- o Grade 6 Farewell, last Tuesday of the year. Assembly in the morning and then Confederation Park in the afternoon.

5.3.5. Talent Show

- o Talent Show will happen again this year. Auditions begin next week.

5.4. Upcoming Dates

5.4.1. Suggested CHSC/CHEES dates – 2026-2027

- Wednesday, September 16, 2026
- Wednesday, October 14, 2026
- Wednesday, November 18, 2026
- Wednesday, January 20, 2027
- Wednesday, February 17, 2027
- Wednesday, April 14, 2027
- Wednesday, May 19, 2027

5.4.2. Dates of significance through year-end

- May 22 – Volunteer Tea 10:00 AM
- May 25–29 - Grade 1 CC/OM (Thank you for funding this!)
- May 25 - Grade 6 PAT I ELAL
- Jun. 1–5 - Grade 1 CC/OM Week 2 (Thank you for funding this!)
- Jun. 4 - Grade 6 PAT I ELAL Part B
- Jun. 8 – IPPs sent home, final review
- Jun. 10 – Supt. & Director Visit - Superintendent Mike Nelson will be visiting with our Director
- Jun. 11 - Talent Show, 1:30 PM
- Jun. 12 - Grade 6 PAT I Science
- Jun. 15 - Grade 6 PAT I Math Part A
- Jun. 17 - Student Voice
- Jun. 18 - Grade 6 PAT I Math Part B
- Jun. 18 - Family Food Truck Event
- Jun. 19 - Sports & Activity Day
- Jun. 23 - Grade 6 Farewell
- Jun. 24 - Gr. 5 Charity Mini Golf Course - Mrs. Moore will have the grade 5s create their charity golf course
- Jun. 25 - Report Cards Viewable Online
- Jun. 26 - Year-End Assembly, 10:00 AM
- Jun. 26 - Last Day of Classes for Students (Dismissal at 12:46 PM)

6. Geodome Activities (Pam)

6.1. Update

- Adam showed pictures of the growth in Geodome as of a couple of weeks ago.
- Pam sent an email: I'm also behind on getting the volunteer sign ups ready for the Geodome. We ideally have sign ups upcoming for spring water filling and tidying and then also our typically summer watering schedule. My family and I were there last Thursday to fill up the water tank and Principal Eakins was already on it—thank you. I've taken "process photos" of the water filling steps (e.g. unlocking the shed,

where to take the hose) in case folks need those types of prompts. All photos star my squinting husband.

- Behind on getting the volunteer sign-ups. Sarah will help get that started. She also asked if we need a cleanup around the school.
 - Yes please. An hour or two on a Saturday morning would be great.
 - Is there a date in mind? Early June?
 - Saturday, June 6th
 - Sarah will talk with Pam to confirm and create a sign-up for that.

7. Key Communicator

- Key communicator has not been on the agenda the last few times. Can we make sure that it is on the agenda each time?
- Lori provided updates from the last two meetings:

The second CBE Community of School Councils (COSC) meeting for this school year was held on April 22, 2026. Included in the agenda was an update on class size and complexity, budget planning, capital planning followed by a general Q&A.

Class Size & Complexity

Currently CBE has over 142,000 students enrolled, with 44,000 (31%) EAL learners and 27,500 (19%) students with special needs. Division data was shared on complexity as follows:

- Division 1 (Grade 1-3) = 1368 classes – average class size of 22.73 – 8.34 EAL & 3.07 special needs
- Division 2 (Grade 4-6) = 1962 classes – average class size of 24.98 – 9.78 EAL & 4.49 special needs
- Division 3 (Grade 7-9) = 6016 classes – average class size of 26.92 - 8.89 EAL & 5.29 special needs
- Division 4 (Grade 10-12) = 4638 classes – average class size of 29.87 – 6.74 EAL & 6.54 special needs

On February 12, the government announced targeted funding to support classroom complexity. Data collected through the Classroom Insights Survey determined which schools would receive support. CBE received funding for 118 out of 251 schools to hire Classroom Complexity Teams consisting of one teacher and two education assistants per school. There was flexibility to request redeployment of teams and CBE received approval to adjust 10 schools.

For the remainder of this school year, principals are identifying teachers from existing staff to fill the CCT roles and will backfill with substitute teachers or practicum students.

Current EA's at the 118 schools will be offered additional hours up to 30 hours per week and casual EA's will receive increased hours. For the 2026-2027 school year, the CCT teams will be hired through CBE's regular staffing process that takes place each spring.

2026-2027 Budget Planning

The Resource Allocation Method (RAM) funding will be sent out to schools on April 23 and CBE will present their budget proposal to the Board of Trustees for approval in mid-May. The provincial budget submission deadline for all school boards is May 31, 2026.

CBE is receiving \$60M more funding than the previous school year, totalling \$1.55B. The Class Size and Complexity grant is over and above the \$1.55B in funding.

Capital Planning 2027-2030

Projected enrolment is expected to increase by 8360 students by 2030, totalling 150,763. Out of 251 existing schools, 166 (70%) are full or over capacity. System utilization rate is at 95% with high schools already at 107% capacity. Within ten years, 179 schools (over 70%) will exceed the standard 50-year design life.

Of the 26 currently approved projects within CBE, 22 are new schools, including Evanston Heights set to open in August 2026, 2 replacement schools, 1 modernization and 1 school addition. However 8 of the top 10 new school projects are not site ready including 3 high school sites. CBE is working closely with the City of Calgary and developers to meet site readiness conditions.

Twenty-seven additional requests have been submitted to the government in the 2027-2030 capital plan, including 21 more new schools, 1 addition at a high school, 2 replacements, 2 modernizations and one solution project for two aging NW elementary schools.

School Council Reminders

The \$500 Alberta School Council Engagement (ASCE) Grant funded by Alberta Education must be used and all related receipts sent in by June 12, 2026. School Councils are required to report on grant funding in their Annual Report due to the Board of Trustees by September 30, 2026.

COSC sent out a survey to attendees last month regarding topics of interest for future meetings. Results included more information about learning environment (class sizes, supports, programming), parent communication and engagement and student safety, well-being and inclusion.

The final COSC meeting of the year will be on June 10, 2026.

- Adam shared the Board of Trustees flat sheet to highlight the averages and numbers in CBE. This flat sheet can be found on the Board of Trustees' page on the CBE website.

8. **Current Business (All)**

8.1. Food Trucks & Families (YYC Food Trucks) – final planning

- Set up in front of the school or in the compound? If the gate is big enough, we could do a compound.
- Emailing YYC food truck to book: you request when you want it and how many you want, but you don't have a lot of control over who they send. Kids only have \$10, but some of the items are expensive. Last year, we asked for more dessert, but they sent BBQ. Asked for four, but they only sent three. Do we want to try this again and make requests?
 - o Comment: The easy way is easy for a reason. If I got to pick, it would be nice to have ice cream, hot dog and simpler foods.
 - o Amber will make a request, but it may not amount to anything.
- \$10 per student and \$10 per staff. Lori will get this organized and give the envelopes to Tina. Adam will send Lori the class size numbers and the number of staff in the school.
- No juice boxes or water this year. People can bring their own water bottles or purchase a drink.
- Requests for parents to volunteer:
 - o Managing the lines
 - o Getting people to the washroom
 - o Garbage and clean up
- How many parent volunteers from 3:30 to 5:30?
 - o 5 per shift of 1 hour
- Can we emphasize to the students caring for your community, caring for your environment, and cleaning up after yourself?
 - o We can ask teachers to work with students on this leading up to the day.
- Number of people?
 - o 310 kids, 40 staff - \$3500. Approximately 400 people.

8.2. Halloween Dance – October 29, 2026; DJ booked

- Scheduling conflict...casino volunteers are needed for October 28th and 29th.
- We need at least 36 volunteers for casino – are we doubling down? Will we get the volunteers we need?

- Worries about parents volunteering and can't get their kids to the dance or coming to the dance rather than volunteering for the casino.
- If we ask too early, we might not get anyone signing up. Would be best to ask in September and tell them about the casino before the dance.
- There is the possibility that we could ask staff to supervise. Shifts of them working at different tables, 1 hour.
 - o Council doesn't think this is the best solution, but will keep it in mind.
- Could grade 6 students be at the tables?
 - o Wouldn't suggest handling money, but could work with tickets.
- We don't think there's a better date for the dance...but the thinking is that we should be fine with both running at the same time. The Casino is the priority.
 - o Can parents drop off their kids without an adult?
 - This is not the best option as there aren't designated supervisors.
 - o Some parents won't want to come to the dance, they may volunteer for the casino instead.

8.3. Gaga Ball Pit – use of casino funds confirmed by Frederique

- Raised over \$2,300 so far. The bake sale was a hit.

9. **New Business (All)**

9.1. Geodome watering crew for Summer 2026 – volunteer sign-up and process

- May have to look at a new lockbox...the kids may have cracked the code.
- Sarah will create a sign-up and provide information on how to water the beds.

10. **Council Administration**

10.1. Roles and opportunities for 2026-2027

10.1.1. Secretary position filled (Vanessa Ho)

10.1.2. Key Communicator position

- o Sara will check in with Jessica Sherman on if she will be taking a role. She was previously interested in the Key Communicator role and shadowed Lori for half a meeting.

10.1.3. Treasurer position currently open

- o Phoebe will be taking on the treasurer role
- Nicole has volunteers to take over the Casino role

10.2. ASCA Grant not used this year – credit card to be returned to Principal

- Sarah has the credit card and will return it to Adam.

11. **Next Meeting**

11.1. AGM – Wednesday, September 16, at 6:30 PM (to be confirmed)

- Adam offered for Sarah to connect with him in August, once we are back in the week before the first day of school.
- Need to have an AGM in June as per the terms
 - Don't want to scare people off with a terribly long meeting in September
 - Determined that the AGM will move from September 16th June 17th online at 6:30 PM.

12. Meeting Adjournment (Sarah) - Adjourned at 8:21pm

CHEES Agenda: 7:30 – 8:30

CHEES Executive:

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

In attendance: Sarah Devoldere, Amber Kirby, Lori Bain, Rachel Jones, Yue (Phoebe) Gao, Nicole Dowling, Adam Eakins, Rachel Clowes

1. Call Meeting to Order (Chris) – called to order at 8:21pm

2. Financials Update (Amber)

- Need teacher receipts for this month's expenditures. Give Amber the receipts, and then she will write them the cheques
 - Try to get all of the expenses in May, so that Amber can have a good idea for the financials for the June meeting. Teachers will be asked to submit all receipts by May 31st. If possible, anything bought for June events, should be bought in May as well to help with this.
 - Indigo gift cards for teacher gifts – usually approved \$500 (Approximately \$15 per teacher and a little snack basket)
- 2.1. General Account - \$6060 – may have more once we have the Fun Lunch numbers
- 2.2. Casino – \$61,911.09
- 2.3. Geodome - \$10,000.31

3. Current Business – Fundraising Activities

3.1. AGLC Casino Dates for Fall 2026

- October 28th & 29th

3.2. Fun Lunch

3.2.1. Profits for current year – no update, numbers aren't in yet

3.2.2. Review of the current year's program and implementation

- Worked well with the help of volunteers

3.2.3. Discussion of structure and dates for 2026-27

- Could the school staff determine certain Thursdays for fun lunch? Two a month is good.
- Will need to renew the volunteer sign-up for next year.

4. New Business – Funding Requests

4.1. Music Room Smartboard Replacement

- One SMART board in the school will never be replaced by the board. Up to \$8000.
- Revisit the SMART board in the fall.

4.2. Sports & Phys. Ed. Activity Equipment

- Ms. Moore has asked for PE equipment because it hasn't been replaced over the last few years (the last time was 2022 or 2023) – the school can provide an itemized list. Asking for up to \$3000.
- Talked through past funding and what we would have left in the fall. Approximately \$25,000 for fall until February for field trips and residencies.
 - If swimming happens, it would be in the spring. Would avoid the fall for most residencies due to the Yellow Steps residency, which will be the focus of a lot of our work for the year.
- Sarah, motioned for the sports & Phys E.d equipment, Amber seconded it.

APPROVED

5. Meeting Adjournment (Chris) - adjourned at 8:32pm