

# Capitol Hill School Council & CHEES AGM Minutes

**Date:** June 17, 2026

**Time:** 6:30 PM

**Location:** Virtual Meeting via Microsoft Teams

## Attendance

### **School Council / CHEES Members and Parents in Attendance:**

Sarah Devoldere, Amber Kirby, Pam McHugh, Maja Frew, Jasvir “Jesse” Chatha-Bains, Myla Southward, Lori Bain, Phoebe Gao

### **School Administration:**

Adam Eakins, Principal

Rachel Clowes, Assistant Principal

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## Capitol Hill School Council AGM Minutes

### 1. Call to Order

Sarah Devoldere called the meeting to order at 6:34 PM.

### 2. Land Acknowledgement / ReconciliACTIONS Moment

Adam Eakins provided the Land Acknowledgement / ReconciliACTIONS Moment.

### 3. Introductions

Participants introduced themselves. Sarah Devoldere noted that she was chairing the meeting and currently serves as Co-Chair and Volunteer Coordinator. Introductions were provided by parents, council members, and school administration.

### 4. Annual General Meeting

#### 4.1 Financial Statement Review

Amber Kirby provided a financial update. She noted that the financial year-end has been changed to July 31. This aligns the general account year-end with the casino account year-end and allows all year-end expenditures to be captured in one set of financial statements. Final financial statements will be prepared over the summer and circulated in the fall for review and sign-off.

For the general account, Amber shared that the year began with approximately \$5,761. Current estimates showed approximately \$8,000 remaining before the upcoming food truck event, which is expected to be a significant remaining expense of approximately \$4,000. General account revenue comes primarily from fun lunches, coupon books, and Mabel's Labels. Expenses supported through the general account this year included items such as the school dance, juice boxes, Volunteer Tea expenses, snacks and gifts for volunteers, and meals for staff during learning conference days.

Amber noted that the general approach has been to spend funds raised in a given year in support of the students at the school that year, while maintaining an appropriate balance.

For the casino account, Amber shared that the year began with approximately \$74,956. Casino funds are subject to AGLC requirements and must be used for eligible purposes such as curriculum-based equipment or supplies that remain with the school, transportation for field trips, and residencies. Examples of casino-funded expenses this year included Frisbee Rob, Alien In-Line skating, transportation for a zoo field trip, Sound Creations, and other approved school equipment or learning resources. Some invoices, including music items and Grade 6 novel study supplies, were still being processed. Amber anticipated the casino account would have approximately \$56,000 remaining at year-end, pending any additional June invoices.

Council discussed previously earmarked casino funds, including support for the Gaga Ball pit, the Yellow Steps residency, and physical education equipment. It was noted that funds had been considered carefully to avoid overextending the account before the next casino funds are received. The next casino is expected to take place in October, with funds likely not received until January or February.

The group also discussed the previously considered Music Room Smart Board request. This item remains on hold. Adam shared that CBE may potentially fund some music room technology needs in the coming year, so Council will wait before making any decision.

**Action Item:** Amber will prepare and circulate final financial statements in the fall and seek reviewers/signatures at that time.

## 4.2 Election of New School Council for September 2026

Council discussed positions for the 2026–27 school year.

Lori Bain will be stepping down from the Key Communicator role. Sarah will follow up with Jessica Sherman, who had previously shadowed Lori, to see whether she is interested in taking on the role. If not, another volunteer will be sought.

Vanessa Ho was nominated for the Secretary role. Vanessa was not able to attend the meeting but had confirmed in advance that she was willing to serve. Council proceeded with a vote. Six voting members were in favour, with no opposition. Vanessa Ho was confirmed as Secretary for September 2026.

Yue “Phoebe” Gao was discussed for the Treasurer role. No objections were raised, and Phoebe was confirmed for the role. Amber will support the transition, which will include time to transfer banking and financial responsibilities.

#### **Confirmed / Discussed School Council Positions for September 2026:**

- Secretary: Vanessa Ho
- Treasurer: Yue “Phoebe” Gao
- Key Communicator: To be confirmed
- Other current members: Continuing unless otherwise noted

### **4.3 Election of New CHEES Council**

CHEES elections were also discussed during the AGM portion of the meeting and again during the CHEES section.

Nicole Dowling was discussed as incoming Casino Coordinator, working alongside Maja Frew until Maja transitions out of the role. Nicole had confirmed in advance that she was willing to serve. No objections were raised.

Vanessa Ho will also serve as Secretary for CHEES. Yue “Phoebe” Gao will serve as Treasurer. Chris Laasen is expected to continue as Chair.

Further discussion regarding CHEES positions and transition details is recorded in the CHEES minutes below.

### **5. Approval of Minutes from May 20, 2026**

The minutes from the May 20, 2026 meeting were reviewed and approved.

### **6. Principal’s Report**

Adam Eakins provided the Principal’s Report, with the main focus on staffing, planning for next year, and school updates.

#### **6.1 Staffing and Open Posting Update**

Adam shared that CBE’s ATA open posting round took place on June 8 and 9. Due to the timing of funding announcements this year, there was only one open posting round. The round was open to teachers on continuous contracts, temporary contracts, and substitute teachers not currently on contract. This created a very active and competitive posting process across the system.

Adam explained that CBE allocated a significant number of additional positions connected to class size reduction. Across the system, there were more postings than available teachers, resulting in a high level of movement across schools.

Capitol Hill School posted three positions: one Grade 5/6 Learning Leader position and two Grade 5/6 teaching positions. The school received approximately 55 applicants for the teaching positions and several applicants for the Learning Leader position. Adam and Rachel reviewed applications, contacted applicants, completed interviews, and worked through the hiring process over a short period of time.

Adam shared that there will be several staffing changes for next year. The school will be saying goodbye to Hailey Thibault, Anna Rowley, Kassidy Kisił, Christina Whitehead, Corrie Gosse, and Paige Drever. Two support staff members, Reiko and Elly, have also been placed at Alex Munro School.

The school will welcome Brittany Reid from Colonel Walker School as the new Grade 5/6 Learning Leader and Andrea Revel from Haysboro School as a Grade 5/6 teacher. Annecke Schachtner will continue in a Grade 5/6 position, and Tammy Gordon will return from leave.

Adam noted that many of the departing teachers were on temporary contracts or were seeking continuing positions elsewhere. All teachers who needed to secure new positions were successful in doing so, which was recognized as positive news.

A staffing update will be shared with the broader school community in the weekly update.

## 6.2 Enrollment, Staffing Allocation, and Class Organization

Adam explained that the school had originally expected to have 14.0 FTE teaching staff for next year, based on projected enrollment. With class size reduction funding, Capitol Hill School will move forward with 16.0 FTE.

Adam clarified that Capitol Hill received class size reduction funding, not classroom complexity funding. The school was required to use the additional staffing to support specific combined-grade structures, including a Grade 1/2 homeroom and a Grade 5/6 homeroom. As a result, the school is not able to simply revert to all straight-grade classes at this stage of planning.

Projected class sizes in the combined Grade 5/6 classes are approximately 20–21 students, and projected class sizes in the combined Grade 1/2 classes are approximately 18–19 students. Adam noted that the Grade 5 and Grade 6 numbers are relatively close, though enrollment continues to shift slightly as students register or withdraw.

Current enrollment has moved between approximately 263 and 268 students and is currently around 265. Adam noted that there have not been significant increases in any one grade. CBE will continue to track new registrations over the summer, and Adam will monitor any changes.

Staff deployment by grade remains tentative. Adam explained that while the school knows the number of teaching positions, exact teacher assignments can change through the summer and are usually finalized closer to the start of the school year.

### 6.3 Music Specialist Position

A question was asked about whether the school will continue to have a music teacher, given Christina Whitehead's move to a full-time Kindergarten position at another school.

Adam shared that the goal is to continue to have a music teacher. One of the 16.0 FTE positions is intended to provide teacher release time, usually through music or physical education. Staff have expressed a preference for music over physical education for that specialist role. The school will continue working over the coming months to identify someone who can fill the music role.

### 6.4 Learning Leader Role

A question was asked about the role of a Learning Leader.

Adam explained that Learning Leaders support learning excellence within the school, often connected to the School Development Plan. They may support areas such as literacy, mathematics, well-being, or specific grade divisions. Learning Leaders often help lead professional learning communities and collaborative response work and serve as instructional leaders in the school, while still being classroom-based teachers in many elementary settings.

Learning Leader appointments are renewed annually. The new Grade 5/6 Learning Leader posting included a focus on combined-grade pedagogy, mathematics, and place-based or land-based learning connected to the Yellow Steps residency. The teaching postings also included areas of focus such as combined-grade pedagogy, environmental stewardship through the Geodome, and social studies/community engagement.

### 6.5 Academic Highlights

Rachel shared that Grade 6 Provincial Achievement Tests have been going well.

## 7. Key Communicator Update

Lori Bain provided an update from the final CBE Council of School Councils meeting of the year, held on June 10.

The meeting included updates on the 2024–27 Education Plan, the budget, learning spaces, and fees. Lori shared that Year 3 of the Education Plan focuses on three main areas: learning excellence, well-being, and Truth and Reconciliation. Learning excellence will include explicit attention to writing, in addition to reading and mathematics, increased support for middle school learners, and consistent instructional and assessment practices. Well-being will include renewal of the student well-being framework and implementation of a new employee well-being strategy. Truth and Reconciliation will

include more defined outcomes for Indigenous student success, stronger cultural connections, and system-wide commitments to action.

Lori also shared that CBE is beginning work on the 2027–30 Education Plan, informed by Alberta Education, system and school data, and community perspectives.

Budget updates included CBE receiving \$1.884 billion in funding, an increase of \$137 million from the previous year. Expected enrollment is approximately 143,473 students, an increase of 0.8%. The majority of budget dollars will flow directly to schools through the Resource Allocation Method.

Lori shared information about the classroom complexity grant and the class size reduction grant. Adam clarified that Capitol Hill did not receive classroom complexity funding and received only class size reduction funding. Adam explained that classroom complexity funding decisions were based on information submitted about students with Alberta Education coding. Not receiving complexity funding suggests that Capitol Hill is not considered as complex as some other schools in the system.

Lori also reported that system-wide utilization is at approximately 95%, with high schools over 100%. The provincial optimal utilization rate is 85%. CBE has 25 capital projects approved, 21 underway, and 67 modular classrooms expected across 14 schools by this time next year, with additional projects requested.

Transportation fees will increase from \$360 to \$500 due to rising operating costs. There will be no change to service levels or to specialized transportation. Lunchroom and school supply fees remain unchanged. The Board of Trustees has directed administration to investigate other transportation options, with a report expected by December 2026.

## 8. Review of Activities Over Summer Break

### 8.1 Geodome Activities and Volunteers

Sarah will prepare a summer volunteer sign-up for Geodome care. The goal is to send the sign-up out by the end of the week and again as a reminder the following week.

The group discussed watering every second day over the summer, similar to last year. Although every third day might be possible depending on weather, the group agreed that every second day is preferable because the Geodome can become very hot and watering may not always be thorough.

The group also discussed whether the Geodome code needs to be changed. Adam shared that he had checked the code and had not heard any further concerns. At this point, the code will remain as is. Adam will follow up with the teacher who had raised the concern and will be available by cell phone over the summer if volunteers notice any issues or signs of unauthorized access.

#### **Action Items:**

- Sarah will create and share the Geodome summer volunteer sign-up.
- Adam will follow up regarding any remaining concern about the Geodome code.
- Volunteers will contact Adam if concerns arise over the summer.

## 8.2 Back-to-School Parent Event

Council discussed whether to offer a back-to-school parent connection opportunity, such as coffee and donuts for Kindergarten families during staggered entry.

The first day of school is Monday, August 31. There will be one Kindergarten class next year, but staggered entry will still take place over Monday and Tuesday mornings. Council discussed whether a morning event for Kindergarten families would be worthwhile or whether a connection opportunity during the Meet the Teacher evening might be more effective.

Adam shared that the Meet the Teacher / Open House is tentatively scheduled for September 17 and is usually held on the same evening as the first School Council meeting to encourage families to attend.

The group agreed to revisit this over the summer once availability is clearer. Adam also suggested a brief executive touch-base before school starts, either in person or hybrid, during the week before August 31.

### Action Items:

- Council executive will follow up by email over the summer regarding a possible back-to-school parent connection event.
- Adam and Council executive will consider scheduling a brief late-August touch-base.

## 9. Council Administration / Communications for Back to School and Fundraising

There was no major back-to-school fundraising business to finalize during the School Council portion of the meeting.

Fun lunches were discussed as part of planning for next year. Amber noted that Adam had shared proposed Thursday dates, approximately twice per month. Feedback from students and families varied by vendor. McDonald's, Subway, and Lunch Lady were noted as stronger fundraisers, while Edo is popular because it provides a variety of options. Noodlebox received negative feedback from some families. Opa and Boardwalk received mixed feedback. It was noted that no vendor will satisfy everyone, so variety will be important.

Amber will accept feedback until September and then book vendors. Adam will provide updated class lists at the end of August so fun lunch ordering can be set up.

**Action Items:**

- Amber will collect feedback until September and then book fun lunch vendors.
- Adam will provide class lists once finalized in late August.

## 10. Playground Equipment Repairs

Sarah asked about taped-off playground equipment and whether repairs were a School Council responsibility. Adam clarified that playground repairs are a CBE/school responsibility rather than a Council responsibility.

Adam shared that a work order had been submitted to repair the bridge on the playground. Grounds staff had been at the school that day, and Adam believed the repair may have been completed. Grounds staff also attended to a tree damaged in the windstorm. Adam will follow up to confirm the status of the playground repair.

**Action Item:** Adam will confirm whether the playground bridge repair has been completed.

## 11. Next Meeting

The next School Council meeting is scheduled for September 16, 2026, at 6:30 PM.

## 12. Adjournment

The School Council meeting was adjourned at 7:38 PM.

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# Capitol Hill Elementary Enhancement Society (CHEES) Minutes

## 1. Call to Order

The CHEES meeting began at 7:38 PM.

## 2. Financials Update

Amber noted that the financial update had already been covered during the School Council AGM portion of the meeting, including both the general account and casino account updates. The financial update was not repeated.

Amber will complete year-end financial statements and circulate them in the fall for review and sign-off.

### 3. Fundraising Activities

#### 3.1 Fun Lunches

Fun lunch planning for next year was discussed during the School Council portion of the meeting. Amber will continue collecting feedback until September and then book vendors. Class lists will be provided by the school once finalized at the end of August.

#### 3.2 Great Little Coupon Book

Sarah shared an update from Gail regarding the Great Little Coupon Book. The books will be shifting to a September-to-August format and will be available again in September.

The books sell for \$15 each, with \$7.50 from each sale going back to CHEES. The fundraiser made approximately \$800 this year. Sarah noted that it was simple to coordinate and is willing to do it again.

The group discussed promoting both North and South/West book options next year, which may increase family interest. There is no cost to offering both options; the order form simply needs to specify which book families want.

**Action Item:** Sarah will follow up with Gail in the fall and confirm how many books to start with.

#### 3.3 Mabel's Labels

Amber asked about the Mabel's Labels account and whether funds need to be withdrawn. Sarah noted that Frederique still has access to the email account connected to Mabel's Labels, and the current balance is unknown.

Amber has not yet received any Mabel's Labels funds for this year. The group agreed this should be followed up on in June.

**Action Item:** Sarah and/or Frederique will check the Mabel's Labels account and confirm whether funds need to be withdrawn.

### 4. New Business

#### 4.1 CHEES Treasurer Transition

Phoebe Gao confirmed that she is willing to serve as CHEES Treasurer. Amber will complete the financial statements for the current year and then support Phoebe through a transition and shadowing process in the fall.

The group discussed the need to update bank signing authority. Currently, Lori and Amber are able to sign cheques, but Lori will no longer be continuing. Amber can remain as a signing authority during the transition if needed. Phoebe will need to be added as a bank signatory.

Amber noted that banking is cumbersome because the account cannot be accessed online, and deposits and other banking tasks must be completed in person. The group may explore whether the bank can offer a better solution.

**Action Items:**

- Amber will complete the current year financial statements.
- Amber will support Phoebe's transition into the Treasurer role.
- Amber and Phoebe will arrange to update bank signing authority.
- The group may explore options to improve banking access.

## 4.2 Casino Coordinator Transition

Nicole Dowling was confirmed as incoming Casino Coordinator. She will co-coordinate with Maja Frew until Maja transitions out of the role.

Maja and Amber discussed whether AGLC documentation should be changed before or after the upcoming casino, given the transition in roles. They agreed to follow up with AGLC when the casino documentation is received and determine the best approach.

**Action Items:**

- Maja and Amber will follow up with AGLC regarding casino documentation and role transition.
- Nicole Dowling will work with Maja as co-coordinator until the transition is complete.

## 4.3 CHEES Positions for September 2026

The following CHEES positions were discussed:

- Chair: Chris Laasen, expected to continue
- Treasurer: Yue "Phoebe" Gao
- Secretary: Vanessa Ho
- Casino Coordinator: Nicole Dowling, co-coordinating with Maja Frew during the transition
- Other positions: Continuing unless otherwise noted

## 5. Society Administration / Upcoming Communications

Upcoming communications will include back-to-school information and fundraising opportunities, including fun lunches, the Great Little Coupon Book, and Mabel's Labels as appropriate.

Further planning will occur by email over the summer and at the first meeting in September.

## 6. Food Truck Event Follow-Up

Following the formal meeting, the group discussed the upcoming food truck event.

Volunteer sign-up numbers were low, though several parents had informally offered to help. The group had requested five volunteers per hour. Volunteers will support line management and washroom monitoring. Adam confirmed that the school can provide approximately five or six vests for volunteers to wear during the event.

The food trucks will use the staff parking lot. Staff will be asked to move vehicles by the end of lunch, allowing the trucks to park in the lot. Families will access the trucks through the open gate and then return to the playground and outdoor areas.

Amber shared that the event is expected to have three food trucks. Treat-focused trucks tend to be the most popular. Tickets were distributed to teachers and will be given to students at the end of the day to reduce the likelihood of tickets being lost. Extra garbage cans will be placed outside.

Weather may affect the event if there is heavy rain or a thunderstorm. No formal alternate plan was finalized.

### **Action Items:**

- School will provide volunteer vests.
- Staff will move vehicles from the parking lot by the end of lunch.
- School will place additional garbage cans outside.
- Volunteers will support line management and washroom monitoring.

## 7. Adjournment

The CHEES meeting concluded at approximately 7:47 PM, with brief informal discussion continuing afterward regarding the food truck event.

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## Summary of Action Items

- Amber will complete year-end financial statements and circulate them in the fall for review and sign-off.
- Sarah will follow up with Jessica Sherman regarding the Key Communicator role.
- Amber will support Phoebe Gao with the Treasurer transition.
- Amber and Phoebe will update bank signing authority.
- Maja and Amber will follow up with AGLC regarding casino documentation and the Casino Coordinator transition.
- Sarah will prepare and circulate the Geodome summer volunteer sign-up.
- Adam will follow up regarding the Geodome code concern.
- Council executive will revisit back-to-school parent connection planning over the summer.
- Adam and Council executive will consider a late-August touch-base.
- Amber will collect fun lunch feedback until September and then book vendors.
- Adam will provide class lists once finalized in late August.
- Sarah will follow up with Gail regarding the Great Little Coupon Book.
- Sarah and/or Frederique will check the Mabel's Labels account.
- Adam will confirm whether the playground bridge repair has been completed.
- School will provide volunteer vests and additional garbage cans for the food truck event.