

Minutes for Mills Haven School Council

A meeting of the Mills Haven Elementary School Council was held on November 22nd, 2022. The meeting was presided over by Chair Kendra Roemer, and Steven Kotschorek took the minutes.

Attendees

Kendra R	Courtney P	Steven K
Stacey J	Aida D	Erika S
Monica D	Stefanie M	Cathy A
Janice S	Lana R	Caleb

Call to Order

The MHSC meeting commenced at 6:04 pm

Approval of October 2022 Minutes

- Motion to Accept (Caleb & Aida accepted)

Adoption of Agenda

- Motion to Accept (Stefanie & Courtney accepted)

Review of Agenda

1. Chair's Report (Kendra & Courtney)
 - a. Parent Engagement
 - b. Christmas Concert
 - c. School Website - Caregiver Page
2. Trustee Report (Cathy)
3. School Report (Janice & Lana)
 - a. Staffing update
 - b. School funding formula
 - c. Christmas Concert
 - d. Field Trips, including ski trip
 - e. Outbreak Status - info only

4. Meetings for the Remainder of the Year

- **Next Meeting - January 17, 2022**
- March 14, 2023
- May 23, 2023

Motion to adjourn meeting

- Meeting adjourned at 7:15 pm (Steven accepted)

School Council Administration Report

Janice Sundar and Lana Romanowska

November 22, 2022



Staffing Update

Jon is away on medical leave and Janice Sundar is acting as principal. Lana Romanowska is now acting assistant principal. Sara Kowalski has been hired for three days a week and is working to support literacy and numeracy. The government has announced that there will be some funding allocated for learning loss. We are still working out the details and we will be staffing that position in accordance with the stipulations and funding allocated.

Christmas Concert

Information is posted on the school website. We will be at the Park Church. We are clarifying parking situations and all info is available online and will be sent to families via the Raven. We are investigating the fire code right now to see if there are any limits on the capacity. Silver Bells donations have been removed from the concert, as the school will now cover the cost of the rental.

Field Trips - Ski Trip

Field trips are up and running. The ski trip fees have been posted and the school is excited about the ski trip. In addition, we have other classes attending the Muttart, the museum, and the clay guy has been at the school a lot. Connie, our Metis artist, will be returning for one day in December.

Outbreak Status

Several schools have been designated as outbreak sites. This is a possibility for MHV as well. Staff is ready should this happen.

School Calendar

November/December at a Glance

- November 22: School Council Meeting
- November 25: Reports cards published at 4:00 pm/ Hot lunch
- December 7: Early dismissal/ Hot Lunch (Boston Pizza)
- December 8: Christmas Concert
- December 16: Hot Lunch (Taco Bell)
- December 19: Ski Trip

Janice Sundar – Acting Principle

Lana Romanowska – Acting Vice-Principle

Trustee Report – Mills Haven School Council Meeting

Cathy Allen

November 22, 2022

BOARD POLICY AMENDMENTS: POLICY 8

The Board approved an amendment to [Board Policy 8: Board Committees](#). The change allows community members on the Audit Committee to apply to serve additional two-year terms—removing a maximum of serving two consecutive terms.

MODULAR CLASSROOM REQUEST: 2022-23

The Board directed EIPS administration to request funding from Alberta Education to address needed changes to several modular classroom units in the 2023-24 school year. If approved, the Division will:

- relocate two modular classrooms to South Pointe School from École Campbelltown.
- add two new modular classrooms to South Pointe School; and
- demolish three ageing modular classrooms at Uncas Elementary—followed by a site reclamation.

The Board also directed the administration to explore the viability of adding new modular classrooms at James Mowat Elementary. EIPS hopes a decision from the province comes before the end of the 2022-23 school year.

DIVISION CALENDAR

The Board approved the Division calendars for the next two upcoming school years . eips.ca/calendar

Highlights include:

2023-24	2024-25
• First day of school – Aug. 31, 2023	• First day of school – Aug. 29, 2024
• November break – November 6-10	• November break – November 11-15
• Christmas break – December 25 to January 5	• Christmas break – December 23 to January 3
• Second semester starts – February 1	• Second semester starts – January 30
• Teachers’ Convention – February 8-9	• Teachers’ Convention – February 6-7
• Spring break – March 25-29	• Spring break – March 24-28
• Last day of classes – June 26, 2024	• last day of classes – June 25, 2025

UNAUDITED FINANCIAL REPORT

The Board received for information the Unaudited Financial Report for the 2021-22 school year—September 1 to August 31. The Division ended the 2021-22 school year with an overall operating deficit of \$1.76 million, which was less than budgeted by \$4.58 million. The primary reasons the deficit was lower than budgeted: cautious budgeted COVID-19 costs, changes to grant funding, and school and department surpluses. The planned deficit was offset by

operating reserves to cover costs to support schools and departments, post-pandemic recovery efforts and the new curriculum work (see page 49, "[Unaudited Financial Report](#)").

UNAUDITED ACCUMULATED SURPLUS

The Board received for information the Unaudited Accumulated Surplus Report as of Aug. 31, 2022. The Division's accumulated surplus totals \$22.69 million, which includes investment in Board funded tangible capital assets (\$5.97 million); unrestricted surplus, operating reserves (\$15.01 million); and capital reserves (\$1.71 million). Included in the operating reserves is the Division Unallocated Reserve, which EIPS maintains to cover emergent issues, and price fluctuations and stabilize funding in the future. The Division Unallocated Reserve is at \$10.11 million. (see page 65, "[Unaudited Accumulated Surplus at Aug. 31, 2022](#)").

EIPS ENROLMENT: 2022-23

The Board received for information the Division's Enrolment Report for the 2022-23 school year. Enrolment numbers were collected from the PowerSchool database on Sept. 29, 2022. In total, 17,460 students are registered within EIPS—an increase of 336 students from fall 2021.

Please contact me with questions or concerns,

Cathy Allen

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cathy.allen@eips.ca

School Council Chair Report

Chair Kendra Roemer

Vice-Chair Courtney Provencal

November 22, 2022



Parent Engagement

Parent engagement helps extend teaching outside the classroom, creates a more positive experience for children and helps children perform better when they are in school. This year the council would like to make caregiver engagement a top priority.

MHVSC sent a survey sent to our school caregivers asking questions on communication methods, school council knowledge, participation levels, and types of activities they would like to see.

Social Media Plan

The goal of our social media plan is to increase parent awareness and engagement of the school council and fundraising society in our school.

By posting meaningful content 1-3 x per week, we hope to see our page grow to get important information out to the Mills Haven parents regarding fundraising, school council initiatives, school news, and community news.

What are ways we can improve engagement on social?

- Posting on a regular schedule (3x per week)
- Using real imagery, when possible, will increase engagement and views
- The use of Stories will increase the reach
- Start an Instagram page as another channel for promotion
- Have a contest! (Photo sharing, Feedback, Local Giveaways)
- Create Content Pillars to follow to easily come up with meaningful content, suggestions below:
 - **Important Information:** School Council Initiatives, School Fundraising Updates, Hot Lunch Reminders, Early Dismissal Reminders, Save The Dates
 - **School News:** Updates to school programming, staffing, and events
 - **Education:** How To's, School Preparedness checklists, Reading Recommendations, Caregiver Series, Curated Content from relevant community pages
 - **Behind The Scenes:** Meet the Team, Meet the Teachers, Meeting Updates, Prepping for fundraising events, etc.

To be successful we must take a collaborative approach with the council and fundraising teams, and the school to ensure we are aligned with our messaging and posts.

Christmas Concert

At this year's Christmas concert the school council will have a table at the front of the church, to greet parents and provide information about our school council, the benefits of the school council, how to contact the council, and how they can get involved.

The council will hand out a one-page infographic with the council's purpose, contact information and any other relevant information.

If anybody from the fundraising committee would like to join you are more than welcome.

School Website

After reviewing the parent page on the MHV website, the information for the MHVSC was lacking and outdated. The council will work with the administration to update the following

- The page name changed to “caregiver”
- Old meeting minutes need to be removed, and all meeting minutes moving forward should be uploaded in non-editable PDF form
- Current council members and contact information are to be added
- Links also to the MHVSC social media
- Updated operating procedures, signed by all current council members and administration
- Updated rules of order for the school council.
- Wording regarding checks, payable to be reviewed and updated
 - “If you are writing cheques for School Council Initiatives, please write the cheques to the Mills Haven Student and School Enhancement Society, MHSSSES.”

And lastly, at the recent COSC meeting, they encouraged establishing the difference, between the school council, and the enhancement society, as both entities have different rules and operating procedures.

Although the MHVSC school, Council works extremely close with the enhancement society. The council believes two pages should be created for each entity.

Kendra Roemer, Chair
Courtney Provencal, Vice-Chair