

# Minutes for Mills Haven School Council

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A meeting of the Mills Haven Elementary School Council was held on March 14<sup>th</sup>, 2023. The meeting was presided over by Chair Kendra Roemer, and Steven Kotschorek took the minutes.

## **Attendees**

Kendra R	Courtney P	Steven K
Krista B	Aida D	Erika S
Monica D	Stefanie M	Cathy A
Janice S	Barb C	Kari S

## **Call to Order**

The MHSC meeting commenced at 6:06 p.m.

## **Adoption of Agenda**

### **Adoption of January 2023 Minutes**

## **Review of Agenda**

1. Chair and COSC Report (Kendra)
  - a) Consensus Meeting – consensus governance model adopted
  - b) Helping hands committee
  - c) Mental health handouts
  - d) Raven Fund
  - e) Annual General Meeting
  - f) COSC Update
  
2. School Report (Jon & Janice) - Presented by Janice
  - a) Class list survey
  - b) Assurance survey
  - c) EIPS survey
  - d) Kari (Family School Liaison) – update
  - e) Math-A-Thon
  - f) School Fees
  - g) Upcoming events

3. School Report (Cathy)
  - a) New EIPS Superintendent
  - b) Status Report: 2021-22
  - c) School fee parameters: 2023-24
  - d) Ukrainian and German language and culture program
  - e) Three-year engagement strategy: Vegreville value scoping session
  - f) Reallocation of funds
  - g) 2023-2024 Budget
  
4. School Dance – Courtney
  - a) K – Gr. 3: 5:30 p.m. – 7:00 p.m.  
Gr. 4 - 6: 7:30 p.m. – 9:00 p.m.
  - b) \$5 charge per family
  
5. Meetings for the Remainder of the Year
  - **Next Meeting – May 23, 2023 (AGM)**

**Motion to adjourn meeting**

- Meeting adjourned at 7:12 p.m.

# School Council Chair Report

## Chair Kendra Roemer

### March 14, 2023



- **Consensus Meeting**

The council meetings will be moving toward a “consensus governance model”. The Council will use this governance model whenever possible.

- A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- If a decision is made by a vote, the motion must be moved, seconded, and passed by the majority of School Council voting Members present at the meeting at which the vote was taken.

- **Helping hands committee**

- The Library
  - Thursdays are the focus, 1-2 hours
  - 1-2 volunteers
  - Fully booked from now until the end of the year
- We will start finding volunteers for
  - Carnival – May 6th
  - Dance – May 12<sup>th</sup>
  - Sports Day/Track & Field Day – May 26<sup>th</sup>
  - Pancake Breakfast – June 2<sup>nd</sup>

- **Mental health handouts**

- Went out to every child in the school.

- **Raven Fund**

- Due to a community donation, Jon and Kendra (Myself) decided to wait until the fall for a bottle drive.
- Discretion is key in these situations, so how we communicate how the funds are spent is crucial

“The Raven Fund supports the students of Mills Haven at the discretion of the school administration where they feel the funds are most needed. This new initiative is to support the growing need for health and wellness for students. “

- **Annual General Meeting**


- We will start advertising the AGM One month prior.
  - Includes all roles and responsibilities.

- **COSC Update**
  - The Board of Trustees has approved sponsoring the registration fee for one member from each school council—up to a maximum of \$5,000—to take part in the upcoming ASCA School Council Conference and Annual General Meeting on **April 21-23**.
    - I have been fully sponsored for the ASCA conference.
  - The election of the Board of Directors takes place at the AGM on **April 23**.
    - I welcome the council's input on ASCA Board member's vote
    - Visit the ASCA website for more information on the conference.
  - The [ASCA website](#) continues to have valuable resources and learning opportunities for school councils.
    - School Council Engagement Grant
      - COSC has officially pooled enough funds for the David Irvine speaking opportunity. The speaker event will happen on April 19 at 7 p.m. More details will be shared soon.
  
- **Next Meeting: Annual General Meeting May 23 at 6:00 pm**

# School Council Administration Report

## Jon Elzinga and Janice Sundar

### March 14, 2023



#### Class List Survey

Similar to last year, we will be sending a survey to all families to help with the creation of class lists. As we believe that it is very important that students have at least one friend in their class, we will work hard to ensure that this is a reality for all our students. There are many factors that affect how class lists are created, but we appreciate the input from parents to ensure that students have a successful start to the school year. The survey will be sent out to parents after Spring Break and will need to be completed by April 29, 2023.

#### Upcoming Events

- March 17 - Report Cards Published Online
- March 16 @ 10:30 AM - Sal Music Tour Assembly
- April 19-21 - German Language Exams
- April 25 @ 9:15 - Elk Island Honor Choir
- May 4 - Spring Carnival
- May 12 - School Dance
- May 26 - Track and Field Day
- June 2 - Canada Day Pancake Breakfast
- June 27 @ 2:00 PM - Grade 6 Farewell

#### Surveys

1. Alberta Education Assurance Survey has been sent to all grade 4 parents/caregivers and the grade 4 students have completed the survey as well. Parents have until March 17, 2023 to fill out the survey.
2. The EIPS Annual Feedback Survey for all parents/caregivers is live. **TAKE THE SURVEY NOW!** We encourage all parents to fill out the survey and we look forward to reading your feedback about your experience at Mills Haven.

# Trustee Report – Mills Haven School Council Meeting

## Cathy Allen

### March 14, 2023



#### **NEW EIPS SUPERINTENDENT**

The Elk Island Public Schools Board of Trustees is pleased to announce the appointment of Sandra Stoddard as the Division's new Superintendent and Chief Executive Officer effective July 1, 2023.

#### **STATUS REPORT: 2021-22**

The Board received for information the School Status Report for the 2021-22 school year. The report identifies enrolment numbers, school utilization rates and per-student costs within the Division. The data is presented by geographic sectors and on a four-year comparative basis to ensure analysis is based on long-term trends and not isolated incidences (this in on page 218 of 254, "[School Status Report for 2021-22](#)"). Highlights from the report:

- The average cost per EIPS student is \$7,141, which is up from the previous year by \$175.
- The Division currently has 20 schools operating above the \$7,141 average.
- EIPS' utilization rate for 2021-22 increased to 73 per cent—up by one per cent from the previous year.

#### **SCHOOL FEE PARAMETERS: 2023-24**

The Board approved the school fee parameters for the 2023-24 school year. The parameters are based on the guidelines laid out within the *Education Act* and the Board's mandate for affordable school fees. Overall, the 2023-24 school fee parameters are similar to the previous year. Highlights include:

*Optional-courses fees* – five per cent allowable increase—up to seven per cent for food courses

*Noon-supervision fees* – five per cent allowable increase

*Activity fees* – five per cent allowable increase

*Extracurricular fees* – five per cent allowable increase

*Non-curricular travel fees* – five per cent allowable increase

*Non-curricular goods and services fees* – five per cent allowable increase

Schools must set all fees at a cost-recovery rate. If any fees exceed the listed parameters, the school must submit an explanation to the EIPS Secretary-Treasurer. Now approved, schools can begin establishing school fees for the 2023-24 year.

#### **UKRAINIAN LANGUAGE AND CULTURE PROGRAM**

The Board approved changes to the Ukrainian program at A.L. Horton Elementary. Traditionally, the school has offered a Ukrainian Bilingual program for students in kindergarten to Grade 6. However, low enrolment numbers, funding changes and language arts instructional requirements have made offering a fulsome program challenging. EIPS consulted with school families, and, based on their feedback, introduced a new Ukrainian Language and Culture pilot program in fall 2022. The program still offers robust Ukrainian instruction, but the provincial requirements are more flexible.

To date, the pilot has received overwhelming support from the school community. As such, the Board approved replacing A.L. Horton's Ukrainian Bilingual program with the Ukrainian Language and Culture program, starting in the 2023-24 school years. The program goal: To foster an appreciation for the Ukrainian language and culture. Additionally, the Division will look at ways to expand the Ukrainian language and culture programming at the junior high level.

## EIPS LANGUAGE AND CULTURE PROGRAMS: GERMAN AND UKRAINIAN

As part of the Board's commitment to second-language programming, the Board approved the recommendation to designate EIPS' two language and culture programs—German and Ukrainian—Division alternative programs. All alternative programs require Board approval before being established or closed.

### **THREE-YEAR ENGAGEMENT STRATEGY: VEGREVILLE VALUE SCOPING SESSION**

The Board received for information an update on one of the projects listed in the Division's Three-Year Engagement Plan. In May 2022, EIPS developed a Three-Year Engagement Strategy. The plan identifies areas where the Division can improve operations to best serve students. In total, there are four engagement projects listed within the plan. In terms of Project 4, the Division is exploring possible solutions to improve the school utilization rates in Vegreville.

Currently, EIPS has two schools in Vegreville that serve students living in the western portion of Minburn County and the Town of Vegreville—A.L. Horton Elementary and Vegreville Composite High. Over the last few years, both schools have experienced a significant drop in enrolment, affecting program delivery and facility operations. As such, EIPS included the region in its Three-Year Capital Plan—requesting provincial funding to conduct a value scoping session with community stakeholders in Vegreville and area. The value-scoping session took place in fall 2022. It was facilitated by START Architecture and included representatives from the Government of Alberta, EIPS Board of Trustees, EIPS administration, A.L. Horton Elementary, Vegreville Composite High, EIPS school councils, Town of Vegreville, County of Minburn and Village of Andrew.

Collectively, they discussed eight possible solutions to optimize learning environments for students and ensure high-quality educational program delivery. The best-performing solution: Option 2, modernizing and expanding Vegreville Composite High School to accommodate a kindergarten to Grade 12 program. The Board will use the report and feedback to develop a community-derived solution and include it in the 2024-27 Three-Year Capital Plan—planned for release in April 2023. Read the full report at [eips.ca](https://eips.ca).

### **REALLOCATION OF FUNDS**

The Board approved changes to the allocation of funds for the 2022-23 school year. The reallocation allows the Division to use any net surplus funds and ensures its reserves remain below the 3.15% provincially mandated reserve cap. Additionally, the Board approved requesting permission from Alberta's Education Minister to transfer \$765,000 to EIPS' capital reserves for new buses, in case they don't arrive before classes resume at the start of the 2023-24 school year.

### **2023-2024 BUDGET**

EIPS received our funding envelope and the funding manual on March 9, 2023. Trustees will be meeting next week for preliminary review of the budget information.

Please contact me with questions or concerns.

Cathy Allen  
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