

Minutes for Mills Haven School Council

A meeting of the Mills Haven Elementary School Council was held on January 23rd, 2024. The meeting was presided over by Chair Kendra Roemer, and Steven Kotschorek took the minutes.

Attendees

Kendra R	Courtney P	Steven K
Jon E	Janice S	Stacey J
Monica D	Barb C	Cathy A
Aida D	Katrina W	Sabrina K
Nichol B	Krista B	Kari S
Erika S	Stephanie M	

Call to Order

The MHSC meeting commenced at 6:03 p.m.

Adoption of Agenda

Adoption of November 2023 Minutes

Review of Agenda

1. Trustee Report (Cathy)
2. Chair’s Report (Kendra)
 - COSC update – AGM, Engagement Grant
 - ASCA update
 - Caregiver Survey Results
3. School Report (Jon & Janice)
 - Assurance Review
 - School Fees
4. School Dance
 - Date changed to April 19th, 2024

5. Parent Teacher Interviews

- Teacher Meal – March 12
- School Council and Enhancement Society Awareness Tables
- Book Fair Volunteers

6. Save the Date

- May 27 – Kindergarten Information Night
- May 31 – Track and Field Day
- June 7 – MHV Pancake Breakfast

7. Meetings for remainder of the Year

- February 20, 2024
- May 21, 2024 - AGM


Motion to adjourn meeting

- Meeting adjourned at 7:26 p.m.

School Council Administration Report

Jon Elzinga and Janice Sundar

January 24, 2024



EIPS Assurance Review

On November 24, 2023 administration along with Kendra Roemer, School Council Chair, participated in the annual EIPS Assurance Review. We were able to share the components that make Mills Haven unique and discuss the current goals of the school. Kendra did a remarkable job presenting on behalf of the parents, discussing the ways that parents at Mills Haven partner with the school.

Learning Disruption Funding/Staffing Update

We have received some funds to provide intervention time in grades 1-5 for literacy and numeracy. We have hired Kaylee Dickie as our intervention teacher for the remainder of the year. Kaylee will be working afternoons in partnership with the homeroom teachers to provide additional support to students.

School Fees

Every Spring we seek parent consultation as part of the process for setting school fees for the next school year. The activities that we plan for the year are designed to enhance students' educational experience and we want to ensure these fees aren't cost prohibitive for families. The current fee structure is available on our [website](#). If you have any feedback on school fees, please contact the school office.

School Carnival

At the beginning of the year we gave our staff the challenge to focus on three primary goals: Reading is Fun, Math is Interactive and Citizenship is Everyone's Responsibility. With that challenge came the understanding that some things might have to be cut in order to keep our focus on the three priorities. One of those items that does not fall within that priority is the school carnival. Putting on the carnival takes a lot of instructional time away from students and teachers when instructional time is very tight with the new curriculum. Therefore, we have made the difficult decision to not host a carnival this year.

Library Updates

- Has reading initiatives happening the whole time to raise excitement for reading
 - Get caught reading tickets
 - Students won prizes if they were picked
 - Prizes were Crusader tickets and books
 - Also had trivia in the announcements
 - Students submitted their answers
 - Winners were picked at end of week
- Having an author-in-residence as a whole-school reward for reach out goal
 - Mar. 18 – 21 (right before spring break)
 - Author is Joan Galat from Edmonton
 - Published author
 - Wrote some books for Nat. Geo.
 - Will be a K-3 gym presentation & a separate 4-6 gym presentation
 - Kindergartens will each have a 20 minute book talk & lesson
 - Grades 1 – 3 will all have 2 45-minute lessons through the week
 - Purchasing some books, going to have some fun activities leading up to visit to create excitement
- Chapters Book Shopping Field Trip
 - Every student in 4, 5, 6 & SEAS will go on a field trip to Chapters to choose a book for our school Library
 - Still in the planning phases, but hoping to make it happen in February
 - There will be some sort of sticker or stamp in the book that says who picked out that book for the school
- Library Volunteers
 - Absolutely amazing and very appreciated!
 - So helpful with checking in & shelving books
 - We get a lot of circulation through our library, so this is a huge job!
 - Could use more if anyone is interested
 - Times are 9am-10am Tuesday, Wednesday & Thursday
 - 2-3 volunteers per day would be ideal if possible

January 31 PL Day

Our teachers have a professional learning day on January 31, 2024. We will spend the morning in committee meetings (literacy, numeracy and citizenship) looking at some school data and the school education plan. In the afternoon we will be taking a trip to Fort Edmonton Park to participate in the Indigenous Peoples Experience.

Trustee Report – Mills Haven School Council Meeting

Cathy Allen

January 23, 2024



MEMORANDUM OF AGREEMENT

Trustees approved the motion: “That the Board of Trustees ratify the memorandum of agreement for the Elk Island Public Schools Teachers’ Collective Agreement, Sept. 1, 2020 to Aug. 31, 2024.”

RECEIPT OF TRUSTEE RESIGNATION

The Board accepted the resignation of Trustee Jim Seutter, effective Nov. 30, 2023. Seutter recently moved. His new residence is outside the ward he represents, which disqualifies him as an EIPS trustee. As outlined in the *Education Act*, section 81(2), a by-election isn’t required when there is only one vacancy on the Board. As such, EIPS will not hold a by-election. Instead, the remaining eight trustees will assume Seutter’s duties, by modifying:

- the 2023-24 Trustee School Liaison Representative list;
- the 2023-24 Board Committee Representatives list; and
- the 2023-24 Acting Chair Schedule.

AUDITED FINANCIAL STATEMENTS: 2022-2023

The Board approved the Audited Financial Statements for Aug. 31, 2023. MNP LLP, a national accounting firm, audited the statements and provided the opinion:

“[The Division’s] financial statements present fairly, in all material respects, the financial position of EIPS as at August 31, 2023, and the results of its operations, its remeasurement gains and losses, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.”

Briefly, the presented statements indicate net financial assets of \$24.5 million and liabilities of \$31.2 million, which also includes the new asset retirement obligation of \$14.1 million. Additionally, the non-financial assets include \$158.2 million in capital assets and \$1.7 million in prepaid expenses. Meanwhile, the spent deferred capital contributions total \$144.9 million, comprised of provincial funding to cover capital assets. Overall, the Division ended the 2022-23 school year with an accumulated surplus of \$8.3 million and an operating deficit of \$5.3 million.

ANNUAL EDUCATION RESULTS REPORT 2022-23

The Board approved EIPS’ *Annual Education Results Report 2022-23*, an Alberta Education reporting requirement that provides school families and community members easy-to-understand information about the Division. It also serves as a mechanism to improve accountability and transparency with local stakeholders. The *Annual Education Results Report 2022-23* features detailed information about how EIPS is doing relative to Alberta Education’s performance measures; how the Division’s supporting students to achieve the best possible outcomes; and its successes, challenges and priorities moving forward. Now approved, the Division will submit the report to Alberta Education on November 30. After sending it to the province, EIPS will also post it online and share it with stakeholders and the Committee of School Councils. To read the report visit, eips.ca.

EIPS 2023-24 FALL BUDGET

The Board approved the EIPS 2023-24 Fall Budget Report for the period of Sept. 1, 2023 to Aug. 31, 2024. The Board originally approved the 2023-24 operating budget on May 25, 2023. Every fall, the budget is updated to account for current information regarding enrolment numbers, revenue changes, actual carry-forward amounts, expenses and planned reserve spending. Overall, the EIPS 2023-24 budget provides stability for schools and maintains essential services (see pg. 184, “2023-24 Fall Budget”).

Highlights from the Fall Budget Report: 2023-24 include:

operating budget – \$207.5 million, which includes a \$1.05-million draw from operating reserves

student enrolment – 17,760, as of Sept. 29, 2023

employees (full-time equivalent) – 1,372.58, as of Sept. 30, 2023

compensation – a 2% increase, effective Sept. 1, 2023—in accordance with the certificated settlement ratified June 2022. As approved by the Board, classified staff received the same increase in pay as certificated staff.

operating reserves – \$7.25 million, as of Aug. 31, 2024.

capital reserves – \$965,000, as of Aug. 31, 2024

instructional spending –78.5% of the total budget, equating to \$9,448 per student.

system administration spending – \$4.59 million, 2.2%, of total expenses.

NOTE: System administration spending is within the \$6.19 million provided by Alberta Education. EIPS will distribute the surplus funds for other uses, as allowed in the *Funding Manual for School Authorities 2023-24 School Year*.

SPORT FOR LIFE

The Board approved designating Clover Bar Junior High’s Sport for Life program as an EIPS alternative program, effective starting in the 2024-25 school year. Open to students in grades 7 through 9, the year-long program introduces learners to healthy living through a range of sport, recreation and well-being activities. The aim is for students to use the skills and knowledge attained through the program and incorporate these into their daily living—now and throughout their lives. As such, the Board also approved amending Board Policy 18: Alternative Programs. Starting in the 2024-25 school year, the policy will list the Sport for Life program as an EIPS alternative program.

LOCALLY DEVELOPED COURSES: 2023-24

The Board received for information a report about the locally developed courses available to students in the second semester of 2023-24. The Division plans to introduce Developing Personal Value: 15, 25 and 35 at Next Step starting in February 2024. Open to students in grades 10, 11 and 12, the course helps learners recognize their inherent worth by emphasizing their infinite personal value.

UNAUDITED ACCUMULATED SURPLUS

The Board approved the transfer of \$5.62 million to the Division’s unrestricted surplus from its internally restricted operating reserves to offset the net results in 2022-23.

UNAUDITED FINANCIAL REPORT: SEPTEMBER TO NOVEMBER 2023

The Board received for information the Unaudited Financial Report for EIPS, prepared by Financial Services. As of Nov. 30, 2023, revenues exceeded expenses, resulting in an operating surplus of \$1.24 million. The operational revenue for the three months was \$50.58 million, which represents 25 per cent of the budget. Meanwhile, total expenses incurred was \$49.33 million, which represents 25 per cent of the budget. The primary reason for the surplus: costs associated with staffing, services and supplies that will be incurred later in the school year (see pg. 81, “Unaudited Financial Report for Sept. 1, 2023 to Nov. 30, 2023”).

Please contact me with questions or concerns.

Respectfully submitted,
Cathy Allen

cathy.allen@eips.ca

780-417-8109