

# Minutes for Mills Haven School Council

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A meeting of the Mills Haven Elementary School Council was held on September 17<sup>th</sup>, 2024. The meeting was presided over by Chair Kendra Roemer, and Steven Kotschorek took the minutes.

## **Attendees**

Kendra R	Courtney P	Steven K
Krista B	Sabrina K	Katrina W
Paul M	Michelle W	Cathy A
Jessica A	Barb C	Karlee L
Stacey J	Aida D	Monica D
Danielle R	Sabrina K	Sarah M
Pooja D	Erika S	Jackie L

## **Call to Order**

The MHSC meeting commenced at 7:11 p.m. Meeting time was switched with Fundraising meeting to allow for later arrival of trustee Cathy Allen.

## **Land Acknowledgement**

## **Council Introductions**

## **Approvals**

1. Additions to agenda
2. Agenda approval
3. Approval of May 21, 2024 minutes

## **Reports**

1. Board/Trustee Report (Cathy Allen)
  - 2024-25 Spring Budget Report
  - Engagement plan: Transition planning
  - Transfer to capital reserves
  - Organizational board meeting
  - Allocation of one-time funding
  - Naming of the new Sherwood Park school

2. School Report (Paul McKay)
  - Welcome
  - Enrolment numbers
  - New Staff
  - September events
  - Alberta screening assessments
  - Key dates

3. Chair Report (Kendra Roemer)
  - Welcome
  - Council Plan
  - Gratitude for everybody's commitment and dedication

### **New Business**

1. School Council Operating Procedure Amendments
  - Proposal to Merge Community Engagement Coordinator position and Event Coordinator into one position
    - Consensus vote to maintain positions as currently described
    - Election of Jessica Adams to Community Engagement Coordinator position
    - Potential nominee for Event Coordinator position mentioned, postponed to next meeting
2. Parent Teacher Interviews and Meals
  - Discussion regarding timing of report cards in relation to interviews
  - Meals supplied for Teachers

### **Resource Allocation**

1. Dance & Carnival
  - Silent Auction
  - Photo booth
  - Other fundraising ideas
2. Caregiver Celebrations
3. Baby Sitting Club
4. Council Reserves
5. School Swag

## **For Information**

1. Oil Kings Night
  - November 22, 2024
  - Incorporating fundraising into ticket price
  - Potential for Transportation options

## **German Culture and Language Program**

1. Pretzel day
  - Date to be finalized
  - Pretzel day added to Healthy Hunger
2. Oktoberfest

## **Agenda Additions**

1. Traffic Concerns
  - Crossing Guard proposal
2. Playground structures – Questions regarding Division 1 policy for main structure
  - Proposals for Div 2 kids
3. Sharing Circle
  - Grade group assemblies to educate about the new sharing circle

## **Motion to adjourn meeting**

- Meeting adjourned at 8:34 p.m.

## **Remaining School Council Meetings**

- October 22, 2024
- November 19, 2024
- January 21, 2025
- February 18, 2025
- May 20, 2025

All meetings start at 6:00pm

# Trustee Report – Mills Haven School Council Meeting

## Cathy Allen

### September 17, 2024



#### 2024-25 SPRING BUDGET REPORT

Overall, for 2024-25, EIPS is working with a tighter budget than the previous year. The reason: There is no additional funding to cover rising inflationary costs—such as utilities, employee benefits, custodial supplies and insurance premiums. That, in turn, impacts available student programming and services. As such, Financial Services developed a conservative spring budget that aligns with the province’s allotted funding and is built around two key principles—equitable distribution of funds and programs, and transparent and understandable allocations. The following is a brief summary of EIPS’ spring 2024-25 Budget Report. The complete report is available at [eips.ca](https://eips.ca).

#### OVERVIEW

EIPS’ operating budget is \$208.07 million from Sept. 1, 2024, to Aug. 31, 2025. Of that, \$206.26 million will come from the Division’s annual revenues. The remaining \$1.81 million will come from the Division’s accumulated surplus. The Division plans to use the added funds to support EIPS schools and departments—related to classroom complexity, mental health, career pathways, and artificial intelligence and digital tools.

#### ACCUMULATED SURPLUS

EIPS projects an accumulated surplus of \$9.56 million by Aug. 31, 2025. The accumulated surplus comprises investment in tangible capital assets (\$8.33 million), operating reserves (\$10.65 million), capital reserves (\$556,000) and asset-retirement obligation (-\$9.98 million). For 2024-25, EIPS’ operating reserve limit is \$12.45 million, which the Division will ensure not to exceed—currently projected at \$1.8 million below the limit. Meanwhile, EIPS plans to use \$951,000 from its capital reserves to fund the following projects:

- \$150,000 for information technology access points;
- \$220,000 to upgrade the VOIP phone system; and
- \$581,000 to purchase school buses.

#### SCHOOL AND DEPARTMENT ALLOCATIONS

School allocations will increase by 0.2% because of higher standard costs, although the exact allocations for each school will vary based on enrolment number changes and standard cost adjustments. And, for small rural schools, allocations will align with the funding levels detailed in the province’s *Funding Manual for School Authorities*. Similarly, allocations for central departments will also increase by 0.1%—primarily because of higher staff benefit costs and inflationary expenses.

#### REVENUE AND EXPENSES

Overall revenues are down just slightly by \$190,000. Conversely, total expenses are up by \$290,000, again because of higher staff benefit costs and inflationary expenses—utilities, custodial supplies and insurance premiums. In terms of students and staff, EIPS anticipates a student enrolment of 17,813—up by 53. In contrast, the Division expects a decrease in staffing, dropping by approximately 3.5%, or 48.32 full-time equivalent (FTE) employees—declining to 1,324.26 FTE from 1,372.58 FTE. The reason: mostly because the provincial funding for the Mental Health in Schools Pilot program ended and the Division's decision to hire full-time educational assistants as opposed to hiring on an hourly basis. Compensation will also rise, primarily because of salary grid movement and higher benefit costs. Overall, instructional costs comprise 78% of the total budget, costing \$9,362 per student.

Finally, system administration spending will equate to 2.2% (\$4.49 million) of total expenses, which is below the \$6.55-million grant provided by Alberta Education. All unused funds will go toward instruction, as outlined in the *Funding Manual for School Authorities: 2024-25 School Year*. Similarly, by Aug. 31, 2025, the Division's Unallocated Reserve is projected to be \$6.8 million, which, when combined with other operating reserves, falls within the operating reserve limit (\$12.45 million).

### **ENGAGEMENT PLAN: TRANSITION PLANNING**

The Board received for information the EIPS Engagement Plan: Project 1 transition planning. The plan will guide the Division as it develops a transition strategy for secondary students relocating to Salisbury Composite High for French Immersion and Lakeland area students who are redesignated to Bev Facey Community High—effective when the new Sherwood Park replacement school opens in 2026-27. Briefly, EIPS plans to consult with all impacted stakeholders to develop an effective transition plan—starting in fall 2024. Consultations will include working-group meetings, online surveys with staff and school families, student engagements and a public consultation with stakeholders to fine-tune the draft plan. A final transition plan is expected in spring 2025.

### **TRANSFER TO CAPITAL RESERVES**

The Board approved transferring \$1 million to the Division capital reserve from the operating reserve to ensure EIPS' surplus remains under the province's mandated operating reserve limit. The Board also directed administration to provide a report detailing allocations for capital projects before trustees approve the 2024-25 fall budget.

### **ORGANIZATIONAL BOARD MEETING**

The Board held its annual organizational meeting, which included nominations and elections for the Chair and Vice-Chair positions. Trustee Cathy Allen was acclaimed the Chair, and Trustee Susan Miller was acclaimed the Vice-Chair. The Board committees recommendation will be presented at the September Board meeting.

### **ALLOCATION OF ONE-TIME FUNDING**

The Board approved allocating an additional \$1.6 million to schools for the 2024-25 school year. Over the summer, EIPS received an added \$1.6 million in one-time funding from the province. Of that, \$50,000 will go to Next Step schools, \$66,130 will go to the Educational Assistant Capacity Building Project and the remainder will go to schools throughout the Division—based on a classroom complexity algorithm to ensure equitable access. If there are any other needed adjustments to the 2024-25 budget, including shortfalls, EIPS will fund these through its reserves.

### **NAMING OF THE NEW SHERWOOD PARK SCHOOL**

Students, parents/guardians, staff and community members will have the opportunity to provide suggestions for the name of the new Sherwood Park school. An online survey will be available in mid-October. The trustees will consider the suggestions and make a motion for the name of the school at the December Board meeting.

Please contact me with questions or concerns.

Respectfully submitted,

Cathy Allen

[cathy.allen@eips.ca](mailto:cathy.allen@eips.ca)

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# **School Council Administration Report**

## **Paul McKay**

### **September 17, 2024**



Welcome everyone to our first meeting this year. My name is Paul McKay and I am so happy to be a part of Mills Haven school. The staff, students and parents have been so welcoming. Michelle and I feel like we have been here for years.

The school is bustling. Our enrolment as of today is 475.

- 3 kindergarten classes
- 3 grade 1
- 3 grade 2
- 2 grade 3
- 2 grade 4
- 2 grade 5
- 2 grade 6
- SEAS has 8 students enrolled
- 83 students enrolled in the German Language and Culture Program

We've welcomed several new staff to the building since the beginning of September, mostly in kindergarten. Welcome to Candice Chaves, Andrea Brown educational assistants in kindergarten and Jessica McNeal who is supporting our grade 1's in the morning.

Even though it's only been 10 days of school there has been lots going on. We've had our back-to-school assembly last Friday, Terry Fox fundraising is in full swing, Mr. Funke has started working with students for the Halloween Howl and Mrs. White in the library has been busy setting up our Indigo love of Reading campaign.

Our grade 1, 2, and 3 classes have been completing the government of Alberta screening assessments for numeracy and literacy this past week. The data from these will provide a good snap shot as to where are kiddos are at and help teachers program for growth. Mills Haven is proving to be a great and busy place to be.

Looking ahead we have our Terry Fox run and first hot lunch day on Friday, the 20<sup>th</sup>, thanks to everyone who volunteered to act as safety patrols for our run and for hot lunch. School pictures on September 23. We also will be observing Orange Shirt Day on Friday, September 27 as schools is closed on Monday September 30 to observe the National Day for Truth and Reconciliation.

Key Dates for October:

October 2	Early Dismissal
October 4	Professional Learning Day ( No school for kids)
October 7-11	Read-in-Week Activities
October 14	Thanksgiving Monday ( No School )

# **School Council Chair Report**

## **Chair Kendra Roemer**

### **September 17, 2024**



Welcome Back Mills Haven Elementary

Welcome to the first council meeting of the year! I hope you and your families have had a wonderful summer and are ready for an exciting and productive school year ahead.

As we gather today, I want to express my gratitude for your commitment to our school community. Your involvement is invaluable, and together, we can create a supportive and enriching environment for our children.

I am pleased to share that we are working on a new school council plan that will be officially launched in October. We wanted to ensure that our plan aligns with the goals and vision of the new administration, so we took the time to meet with them before finalizing our strategy. We're excited about the opportunities this plan will bring and look forward to sharing more details with you soon.

This year, we have many goals and initiatives planned, and your input will be crucial in shaping our path forward. We encourage you to share your ideas, ask questions, and be an active part of our discussions. Your perspectives and feedback are essential as we work together to enhance the educational experience for our students.

Thank you for being here and for your continued dedication to our school. Let's make this year a memorable one for our children and our community.

Warm regards,

Kendra Roemer  
Chair, School Council