



School Council Annual Report

Email to: Board of Trustees at boardoftrustees@cbe.ab.ca

Mail to: Board of Trustees, Calgary Board of Education, 1221 – 8 Street S.W. Calgary, AB T2R 0L4

School: Coventry Hills Reporting Year: 2022/2023

Executive: *List the members who held positions as officers in the past year.*

Principal	Benita Dalton
Chair	Nadine Guard (active) / Leanna Grab (inactive)
Vice Chair	Amber Van Doreen (active) / Monica Sandercott (inactive)
Teacher Liaison	Bradley Brown (Assistant Principal)
Secretary	Sarah White (active) / Megan Laing (inactive)
Treasurer	Position Removed / Laura Pushak (inactive)
Key Communicator	Charlotte Tran (active) / Laura Hack & Amber Koster (inactive)

Meeting Dates: *List the dates of regular school council meetings for the last year.*

- September 15, 2022
- November 17, 2022
- January 19, 2023
- March 16, 2023
- May 18, 2023 (AGM)

Date of First School Council Meeting for the Upcoming Year: September 15, 2022

Meeting Dates: *List the dates of regular school council meetings for the upcoming year.*

- September 14, 2023
- November 16, 2023
- January 25, 2024
- March 14, 2024
- May 23, 2024

Date of First School Council Meeting for the Upcoming Year: September 14, 2023*

***NOTE:** The Operating Procedures will be voted on to be changed at this meeting, so that the AGM will occur in September 2024; therefore ensuring the current executive complete all necessary reporting for the entire school year Sept 1.2023 to Aug 31.2024 and the transition of executive does not occur before the completion of the school year.

School Council Activities: *Summarize the major activities of the past year and provide an overview of activities or initiatives planned for the next year.*

- A new executive was voted in at May 2022 Annual General Meeting for the 2022/2023 school year/term, consisting of **Chair:** Nadine Guard; **Vice Chair:** Amber Van Dooren; **Secretary:** Sarah White; **Key Communicator:** Charlotte Tran (Note: The Treasurer position was removed from the Council executive as no finances are handled by the School Council.)
- Increased communication with our community by publishing monthly newsletters, sending direct emails in partnership with the school, and providing Facebook social media updates.
- Supported engagements in the school: Kindergarten First Day & Orientation, Terry Fox Run, Remembrance Day Ceremony, Pink Shirt Day, Literacy Day, Volunteer Appreciation Tea, Alien In-Line Skating, Grade 5 Farewell, and hosted our annual Family dance & Family BBQ again for our families.
- Supported school learning and set priorities based on planning survey feedback and endorsed where CHEFS / Casino funds were to be allocated.
- Partnered with CHEFS Parent Society to support fundraising efforts and organize our largest bi-annual fundraiser with the ALGC - Casino event.
- Invited *CBE Trustee Laura Hack* to our November council meeting for our community to ask questions about the CBE or raise concerns to her attention.
- Hosted a Mindfulness Workshop (hosted by Amber Pavey) in October & a presentation from Paul Davis on Empowering Parents for Alpha Generation - Social Networking & Online Safety in June for our community utilizing our Alberta Education Engagement Grant.
- Participated in four Community of School Council (COSC) meetings hosted by CBE Trustees, promoted CBE Connections (monthly newsletter) to our community and shared CBE tidbits throughout the year (*Student Well-Being Framework, Supports for Students Overview, Alberta Education Funding, Three Year School Capital Plan & What You can Do to Make a Difference*)
- Raised awareness about *CBE Education Matters program* as an option for families to donate to the registered CBE charity and receive tax receipts for donations >\$20, in addition to promoting the *CBE Loonies for Literacy campaign* in support of Coventry Hills School.
- Shared focused articles around topics such as: *Bullying, Securing our Devices, Making Math Fun, March Break Ideas for Activities, Food Scarcity (Little Free Pantry) & Summer Camps in Calgary.*
- Celebrated *Teacher Appreciation Week* with support from our community for little gifts of appreciation and a fun bowling event for our teachers / administration.

School Council Activities Continued

- During the 2022- 2023 school year the School Council planned to allocate the following funds from the CHEFS (Coventry Hills Elementary Funds Society) account:
 - Up to \$3,000 for class/teacher fund for supplies (\$100 / teacher)
 - Up to \$500 for the Grade 5 Farewell celebration
 - Up to \$1,125 for teacher lunches / dinners on days when teachers have parent / teacher events.
 - Up to \$500 for Sports Day snacks for the entire school.
 - Up to \$1,000 Discretionary Funds (example: assist school families in need)
 - Up to \$500 for a Volunteer Tea
 - Up to \$4,500 family school dance
 - Up to \$380 for Sign-Up Genius membership (annual fee)
 - Up to \$130 for Kindergarten parents welcome coffee on the first day of school.
- During the 2022- 2023 school year the School Council planned to allocate the following funds from the casino account, for a total request of \$30,800 for this school year:
 - Up to \$9,000 for Literacy
 - Up to \$2,000 for Math - support changes in curriculum
 - Up to \$4,000 for field trip bussing
 - Up to \$3,000 for Technology
 - Up to \$500 for the Naturalization space
 - Up to \$10,000 for Artist in Residency
 - Up to \$2,300 for Miscellaneous (includes Music, Phys Ed, School Council Insurance).
- During the 2022- 2023 school year the School Council plan to allocate the following funds from the casino account, for a total request of \$7,500 for this school year:
 - Up to \$5,000 for Donation to new North Trail High School Council
 - Up to \$2,500 for Casino Advisor Fees
- **For the 2023-2024 school year, the School Council will:**
 - Continue to liaise and work closely with the administration, staff, parents, our Parent's Society and the community to support our students learning in an enriched environment.
 - Attend the majority of Committee of School Councils meetings to advise the Board of Trustees on matters related to the school and connect with members of other local School Councils to network and share challenges and best practices with one another.
 - Support efforts to increase parental engagement, for example: supporting in-person events, promoting volunteering, continuing communication platforms through monthly newsletter distribution (printed & electronic) and publishing relevant information on social media (i.e. Facebook School Council page)
 - Invite parents to participate as Committee Chairs:
 - A new Committee Chair for the Revitalization of our Naturalization Space / Playground and to start looking at requirements to create a plan for upgrading / replacing our playground in the next 5-7 years.

- A new Committee Chair for Traffic & Safety to support the school with traffic control before and after school.
 - Committee Chair for Family BBQ to ensure succession of this role next school year.
 - Committee Chair for Casino to ensure succession of this role next school year.
 - Host a Family BBQ to align with the timing of the School's Open House (Meet the Teachers) and Terry Fox run on September 21, 2023. Focus of BBQ is geared towards Safety with the aim to have Police, Fire & Ambulance onsite for the families to engage with.
 - Increase our connection with the local community by adding community information into our monthly Council newsletter, in addition to bringing in a representation from the Northern Hills Communication Association to our May council meeting to share with our school community further information about the association, in addition to speaking about the Pack & Play / Stay & Play programs that are offered in our community over the summer months.
 - Invite Community representatives for The Little Free Pantry initiative to a Council meeting to discuss food scarcity and support available in our community (planned for November 16, 2023).
 - Invite our Local Trustee Laura Hack to a Council Meeting (planned for January 25, 2024).
 - Publish School Council Meeting dates and Agenda topics a year-at-a-glance and ensure our monthly calendar of events are published to increase awareness.
 - Distribute an engagement survey to our school community in October to learn what went well last school year, what could have been improved and to learn how they wish to be engaged and build the feedback into our future planning.
 - Mentor new Director to potentially succeed the Vice-Chair role next term and then the Chair role in two terms.
- During the 2023- 2024 school year the School Council plans to allocate the following funds from the CHEFS (Coventry Hills Elementary Funds Society) account:
 - Up to \$750 for Coffee/Treats for School Community *May 23
 - Up to \$200 for Gift Certificates for Community Engagement prizes *May 23
 - Up to \$500 for plastic folders for students *May 23
 - Up to \$500 for personal dictionaries for students *May 23
 - Up to \$3,000 for family BBQ * virtual Sept 23
 - Up to \$2,000 for visual journals for students *May 23
 - Up to \$400 for Sign-Up Genius membership (annual fee) *May 23
 - Up to \$3,000 for class/teacher fund for supplies (\$100 / teacher) *Sept 23*
 - Up to \$500 for the Grade 5 Farewell celebration *Sept 23*
 - Up to \$1,500 for teacher lunches / dinners on days when teachers have parent / teacher events. *Sept 23*
 - Up to \$500 for Sports Day snacks for the entire school. *Sept 23*
 - Up to \$1,000 Discretionary Funds (example: assist school families in need) *Sept 23*
 - Up to \$500 for a Volunteer Tea *Sept 23*
 - Up to \$10,000 for bussing for field trips *Sept 23 *

- Up to \$1,300 for council insurance *Sept 23 *
 - Up to \$5,000 for new Science Curriculum *Sept 23 *
 - Up to \$3500 family school dance **JAN 2024**
- During the 2023-2024 school year the School Council plans to allocate the following funds from the casino account, in addition to carryover funds not fully used from last school year for the purposes intended last year.
 - Up to \$5,000 for second donation to new North Trail High School Council *Sept 23*
 - Up to \$7,500 for Alien Inline (50% fees) *Sept 23*
 - Up to \$3,800 for Alien Inline arrears from 2022-23 school year *Sept 23*
 - Up to \$40 for Food Safety Course *Sept 23*
 - Up to \$45,000 to request AGLC for allocation to future playground "Sept 23"

Financial Statement (attached): *Summarizes the finances handled by the school council, not the registered fundraising association/society, during the past year, if applicable.*

- N/A - Finances are not handled by the School Council. All fundraising and requests for funds are managed by our Parent's Society (CHEFS - Coventry Hills Elementary Fundraising Society).

Nadine J Guard

School Council Chairperson

September 26, 2023

Date