

Pine Street School Council Meeting

May 10th, 2022

The regular meeting of Pine Street School Council was duly called and held on May 10th, 2022, at Pine Street Elementary located at 133 Pine Street in Sherwood Park, Alberta, and hosted virtually via Google Meets. Quorum was present.

In Attendance:

Executive: Lesley Bowman (Chair), Cara Kern (Vice-Chair), Lorena Ellsworth^V (Secretary)

Administration: Tracey Arbuthnott (Principal), Sheryl Tsiclas (Assistant Principal), Deneen Zielke^V (Teacher Liaison), Lorna Magnan (Teacher Liaison)

Parents: Jef Bailey, Jaime Wells^V, Trina Loucraft^V, Leah Brown^V, Megan Sherren^V, Megan Hahn^V

Community: Cathy Allen (Board Trustee, EIPS)

* Denotes partial attendance.

^V Denotes virtual attendance.

1. Chair, Lesley Bowman, calls to order at 6:01pm.
2. Opening Remarks & Welcome – Lesley Bowman
 - a. Treaty Six Acknowledgement
3. Attendance and Introductions.
4. Additions to Agenda

MOTION: Cara Kern motions to accept agenda as is, Jamie Wells seconds.

OPPOSED: None

CARRIED

5. Approval of Minutes from April 12th, 2022

MOTION: Cara Kern motions to accept April minutes as is, Jamie Wells seconds.

OPPOSED: None

CARRIED

6. Trustee Report – Cathy Allen
 - a. 2022-23 Key Budget Assumptions
 - i. The assumptions are based on the province's Budget 2022 and Funding Manual for School Authorities 2022-23 School Year. EIPS will use the

approved assumptions to develop a conservative 2022-23 spring budget to help schools and departments begin planning for the upcoming school year. As with all assumptions, any changes such as funding, reserve usage, enrolment numbers and standard costs can significantly affect the budget.

ii. Assumption Highlights

1. General operations: Operations will focus on increased student-learning opportunities, new curriculum work, a new mental health strategic plan, technology upgrades and public-health best practices.
2. Alberta Education: Alberta Education plans to introduce three new grants: the Student Well-Being Grant, Curriculum Implementation Grant, and Dual Credit and Enhancements for Career and Technology Studies. However, the province's Funding Manual for School Authorities 2022-23 School Year doesn't include details on distributing the grant monies or any associated restrictions.
3. Other Funding: EIPS expects the funding from the province to cover its lease agreements for Strathcona Christian Academy Elementary and Strathcona Christian Academy Secondary; the Mental Health Capacity Building grant to remain in place; all assessments for Program Unit Funding completed by the deadline set by Alberta Education; School Generated Funds to return to normal—similar to the 2018-19 actuals; and funding for the Division's French programming to continue, albeit with a slight reduction because how the programs are split. However, unlike the fall budget, the spring budget doesn't include funding for the Odyssey Language Program, as it's uncertain if it will be supported in 2022-23.
4. Enrolment: For the 2022-23 school year, the Division expects slightly lower student registration numbers than in fall 2021—decreasing to 16,942 students from 17,124 students.
5. Compensation: EIPS anticipates overall employee compensation to remain flat. Benefit expenses will increase. However, certificated standard costs will drop by 1.8%—primarily because of hiring teachers with fewer years of experience to replace those retiring or resigning, and the use of temporary staff to fill leaves. Meanwhile, classified standard-cost changes will increase between 0.4% and 4.3%—based on grid movement and benefits costs.
6. Reserves: New in 2022-23, the province defined the Operating Reserve Limit parameters. School boards must keep operating reserves within a certain percentage of the operating expenses. Alberta Education will recover any money school boards hold in excess of that set limit—in December 2023. For EIPS, the limit is 3.15%, or an estimated \$6.07 million. Administration will ensure operating reserves are below that number.
7. Expenses: The Division anticipates overall expenses to increase—mostly because of rising fuel, inflation, insurance and Federal Carbon

Tax costs. These increases mainly affect Student Transportation budgets, school fees and utility costs.

8. Inflation: EIPS anticipates significant increases in non-salary inflationary costs based on the overall consumer price index—furnishings, equipment, supplies for Careers and Technology Studies. Schools and departments will cover all added inflationary expenses.
 9. System and Administration: System and administration expenses will stay below the targeted grant amount, \$6.3 million, provided by Alberta Education. The Division will allocate any unused amount for Board expenditures, such as instruction.
- b. Allocations and Use of Reserves: 2022-23
 - i. For schools, allocations will slightly drop because of lower standard costs. Meanwhile, allocations for Central Services departments will increase to account for higher utility, insurance, fuel and cleaning costs. EIPS also plans to access \$2.48 million from its operating reserves for schools and departments and \$6.43 million from the Division Allocated Reserves to support Division projects. For the most part, these projects include the Focus on Unfinished Learning initiative, consultants in the areas of assessment, numeracy, early learning, career pathways, the new curriculum and mental health initiatives. Finally, EIPS projects the Division Unallocated Reserve to be \$3.92 million by Aug. 31, 2023, which is well within the Operating Reserve Limit.
 - c. School Fees: 2022-23
 - i. The Board approved the proposed school fees for the 2022-23 school year, which outlines how fees are charged for optional courses; noon supervision; extracurricular and activity expenses, such as field trips; and non-curricular goods and services. Parameters were set by the Board of Trustees to ensure students achieve quality education, but also to ensure fees are not cost-prohibitive for families. Now approved, schools will post fees on their individual websites for the 2022-23 school year. The Division will also update school fees on its website by the end of May 2022.
 - d. 2022-23 Administrative Fees
 - i. Facility Rental Fees
 1. The Board approved the facility rental and lease fees for the 2022-23 school year. Fees are reviewed annually and determined by current market rates and operational cost-recovery analysis. Based on higher operational, inflation and insurance costs, fees are increasing in September 2022. The most notable fee changes include the youth weekend Tier 1 gym space, \$60 per hour; youth weekend Tier2 gym space, \$50 per hour; the not-for-profit registered societies lease fee, \$5.68 per square meter, and the for-profit organization lease fee, \$18.15 per square meter. While rental and lease fees are increasing, all EIPS after-hour rentals remain significantly lower than other school boards and other community lease-space providers.
 - ii. Specialized Supports Fees

1. The Board approved the Specialized Supports Fees for the 2022-23 school year. The fees cover the costs associated with providing specialized supports and services in both inclusive settings and system programs for non-resident students. For 2022-23, fees will increase by 1% to align with the province's per-student funding—also rising by 1%.
- iii. Partners for Science
 1. The Board approved the Partners for Science (P4S) fees for the 2022-23 school year. Annually, EIPS supplies its schools and other school jurisdictions with P4S kits. Fees aren't charged to EIPS schools but are charged to other school jurisdictions to cover the proportionate operational costs. For the upcoming school year, these fees will increase by 13.75% to help offset the rising costs associated with the P4S program. The Division will also continue to charge a restocking fee for any P4S kits returned late, rising to \$26.25.
 - iv. Alberta Non-Resident and International
 1. The Board approved the Alberta non-resident and international fees for the 2022-23 school year. Rates for non-Alberta residents and international students will increase by 1% to align with the province's per-student funding—also rising by 1%. EIPS fees are comparable to other Alberta-based school division rates. Currently, EIPS has two international students—one full-time and one part-time—and no non-Albertan resident students enrolled in its schools.
 - v. Play And Learn at School (PALS)
 1. The Board approved the Play and Learn at School (PALS) fees for the 2022-23 school year. The fee is for the typically developing twin of a child who meets the criteria for PALS programming—providing programming for a typically developing twin benefits the child with disabilities and the PALS program as a whole. For the 2022-23 school year, fees will increase by 1% to align with the province's per-student funding—also rising by 1%.
 - vi. Student Transportation Fees
 1. The Board approved Student Transportation fees for the 2022-23 school year. Student Transportation offers a two-tiered, cost-recovery fee structure. As such, all riders—eligible and ineligible—pay a fee for transportation services. It's an equitable structure for riders and allows EIPS to maintain its current level of service.
 2. The recent increase in fuel prices and rising inflationary costs have the Division, and school boards provincewide, struggling with Student Transportation budgets. In fall 2021, EIPS paid \$1.13 per litre for diesel. It's now paying \$1.74 per litre—an increase of \$0.61 per litre. The impact is significant as EIPS serves one of the province's largest geographical areas. Currently, it projects fuel costs to increase by \$543,100 for the upcoming school year. That, coupled with rising inflation costs, insurance rates that have doubled, and the delivery of

the legislated Mandatory Entry-Level Training program are substantial and create a significant shortfall for the Division.

3. Next year, the province is providing school divisions with a 4.6% funding increase for student transportation budgets—to help offset higher costs for fuel, insurance, supplies and services, and training. It's also waving the provincial fuel tax—when oil hits \$90 U.S. However, the added funding and fuel-tax savings still don't cover the expected shortfall. As such, Student Transportation fees will increase by \$21—for eligible, ineligible, non-resident and supplemental busing riders. Fees for replacement passes and administration processing remain unchanged. Student Transportation will also continue to offer a payment-plan option—available to families with fees of \$300 and more—paid over seven months
 4. The EIPS Board of Trustees wrote to Minister LaGrange requesting the reinstatement of the fuel-price contingency fund. In the past, when diesel fuel rose above \$1.20 per liter, the provincial government provided funding to offset the additional fuels costs. This request was denied by the Minister of Education.
- e. Budget Reallocation: 2021-22
- i. The Board approved a budget reallocation of unanticipated surplus. The Division will use the funds to:
 1. Support a division wide enhanced kindergarten initiative (\$110,000)
 2. Cover costs related to renovations to the Connections and Play and Learn at School programs at Pine Street Elementary (\$184,000)
 3. Cover costs at schools, division wide, to enhance student achievement and school supports (\$400,000).
- f. Questions/comments
- i. If agreement regarding reserves is not ratified, will schools have to hold back reserves anyway?
 1. Yes, there is so much unknown, reserves will have to be maintained.

7. Administration Report – Tracey Arbuthnott

a. School News

- i. April has been a very busy month of teaching and learning with lots of fieldtrips happening and being booked
- ii. Staff spent May 6th PD day at the Metis Crossing improving our understanding of the Metis culture and learning about land-based teachings.
- iii. We received some extra funding for our at-risk students and have deployed Mrs. Vetro and Mrs. Woodbeck full time to the end of the year to work with small groups and individual student pull out (\$11,000)
- iv. We also had extra funding come to our Kindergarten and we have hired a sub to come in half days+ and let Mrs. Appleby do small group and individual instruction for those kiddos that need extra assistance with their learning (\$9,000)

b. Employee Recognition, Long Service and Retirement

- i. Kayla Rusnell Masters
 - ii. Darlene De Marco 5 Years
 - iii. Denise Conrad 15 years
 - iv. Lisa Waselenkoff 20 years
 - v. Heather Weber 25 years
 - vi. Cheryl Hawryluk Retirement
 - vii. Denise Conrad Retirement
- c. Facilities News
- i. Elevator needs to be certified then it is good to go.
 - ii. Renovations to the two bathrooms downstairs to make them assessable for Special Needs over the summer.
 - iii. New Taps in the staff washrooms (Touchless)
- d. 2022-23 Enrollment/Classroom Configuration (Fall Budget)

Grades	Connections	PALS	K	1	2	3	4	5	6	Totals K-6
Classrooms As of May 4 th 2022,	A Gr 1-3	A-A A-B	KA	A	A	A	A		A	
		B-A B-B	KB	1/2	B		4/5	5/6		
Student #s in Budget Mar 11	7	60	34	40	51	31	42	37	39	274
Actual Enrollment May 4, 2022	7	55	40	42	55	30	42	37	40	286

- e. 2022-23 Budget:
- i. For 2022-23 School year we have the addition of the Connections program which is also funded as the PALS programs. These district programs are funded using program unit funding rather than student population.
 - ii. 95% Staffing, 5% Service, Contracts and Supplies (Spring budget)

Year	POP All	K-6	Budget	Without district programing funds (K-6)
2018-19	372	313	\$2,960,149.00	\$2,389,111
2019-20	355	310	\$2,872,531.00	\$2,285,440
2020-21	333	302	\$2,639,746.00	\$2,159,300
2021-22	332	289	\$2,457,651.00	\$1,964,919
2022-23	341	274	\$2,579,759.00	\$1,837,558

- f. Questions/comments
- i. Can you give more details on the [Connections Program](#)?
 1. Programming supporting students with Autism Spectrum Disorder.
 2. 7 student program, 1 teacher 3 EAs, depending on the need of the students. Helps to self-regulate and develop skills to move forward

3. Grades 1-3 program right now, likely grades 4-6 in coming years.
 4. If students are deregulated, they are in the classroom with the rest of the grade. Attendance in the classroom is pending their self-regulation, support from EAs is also pending student requirement.
 5. This is an additional program to Woodbridge (for South side of Sherwood Park).
 6. Students are identified by medical diagnosis, typically not mildly affected but higher needs.
 7. Pine Street was chosen due to availability of space, the administrative support, and the need of existing students in the school.
 - ii. Regarding Track and Field Day, will that be returning this year towards the end of June?
 1. No track day planned this year, full plans for track, clubs, extracurricular next year.
 - iii. Additional funding for extra students supports...how will parents know if their child is part of the pull-out sessions?
 1. Mrs. Vetro (grades 4-6) or Mrs. Woodbeck (grades 1-3) will be connecting with parents.
 2. Grades 1-3 will be reassessed at the end of June to be reviewed for funding for next year.
 - iv. Will Mrs. Hawryluk be replaced? Is Mrs. Ferguson coming back?
 1. Yes, and yes
8. Teacher Liaison Report – Deneen Zielke
- a. Lots of field trips underway and planned.
 - b. Changing weather means students need all types of clothing sent to school please!
 - c. Questions/comments
 - i. Are we doing class photos?
 1. Mr. A to check.
9. Chair Report – Lesley Bowman
- a.
 - b. Questions/comments
 - i. None.
10. Dates for 2021/22 Meetings
- a. Tuesday following early dismissal, start at 6:00pm
 - i. June 7, 2022 – Annual General Meeting
 1. **Current executive will not be putting their names forward for 2022/23 School Year, all positions will need to be filled (Chair, Vice-Chair, Secretary)**

MOTION: Cara Kern motions to adjourn meeting at 7:08pm – CARRIED.

The next regular meeting will take place on **Tuesday, June 7th, 2022 at 6:00pm, planning for in-person at Pine Street Elementary.** A virtual option will be available via Google Meets.

These minutes are respectfully submitted by:

Lorena Ellsworth, Secretary

Adopted by Council in the meeting of June 7th, 2022.

Lesley Bowman, Chair