

Pine Street School Advisory Council Meeting November 22, 2022

The regular meeting of Pine Street School Council was duly called and held on November 22, 2022 at Pine Street Elementary School located at 133 Pine Street in Sherwood Park, Alberta. Quorum was met.

In Attendance: Tracey Arbuthnott, Murray Howell, Lorna Magnan, Lisa Leitch, Tracey Martin-Woywitka, Sarah Matheson, Jef Bailey, Kayleigh Chase, Janice Mills, Leanne Weiss (Left 7:30), Daidre Braakman, Trina Loucraft

Facilitator, Tracey Arbuthnott, calls to order at 6:03 pm.

Opening Remarks & Welcome – Jef Bailey

Attendance and Introductions.

Additions to Agenda:

Do we want any addition fundraisers for the Parent Volunteer Society

Monthly meetings instead of every second month for the Parent Volunteer Society

MOTION was made by: Janice Mills to add the above items to the meeting agenda.

SECONDED by: Sarah Matheson

CARRIED: Yes

Review of Minutes from September 13, 2022

MOTION was made by Janice Mills to accept the September minutes as is.

SECONDED by: Tracy Martin-Woywitka

CARRIED: Yes

Business Arising from Minutes

No business other than the items added to the agenda

Council of school councils COSC Representative

COSC have one meeting per month. Do not have a current representative. Janice Mills tentative – meetings are the first Wednesday of each month.

Trustee Update – Cathy Allen

BOARD POLICY AMENDMENTS: POLICY 8

The Board approved an amendment to [Board Policy 8: Board Committees](#). The change allows community members on the Audit Committee to apply to serve additional two-year terms—removing a maximum of serving two consecutive terms.

MODULAR CLASSROOM REQUEST: 2022-23

The Board directed EIPS administration to request funding from Alberta Education to address needed changes to several modular classroom units in the 2023-24 school year. If approved, the Division will:

- relocate two modular classrooms to SouthPointe School from École Campbelltown;
- add two new modular classrooms to SouthPointe School; and
- demolish three ageing modular classrooms at Uncas Elementary—followed by a site reclamation.

The Board also directed administration to explore the viability of adding new modular classrooms at James Mowat Elementary. EIPS hopes a decision from the province comes before the end of the 2022-23 school year.

DIVISION CALENDAR

The Board approved the Division calendars for the next two upcoming school years . eips.ca/calendar

Highlights include:

| 2023-24 | 2024-25 |
|--|--|
| • first day of school – Aug. 31, 2023 | • first day of school – Aug. 29, 2024 |
| • November break – November 6-10 | • November break – November 11-15 |
| • Christmas break – December 25 to January 5 | • Christmas break – December 23 to January 3 |
| • second semester starts – February 1 | • second semester starts – January 30 |
| • Teachers’ Convention – February 8-9 | • Teachers’ Convention – February 6-7 |
| • spring break – March 25-29 | • spring break – March 24-28 |
| • last day of classes – June 26, 2024 | • last day of classes – June 25, 2025 |

UNAUDITED FINANCIAL REPORT

The Board received for information the Unaudited Financial Report for the 2021-22 school year—September 1 to August 31. The Division ended the 2021-22 school year with an overall operating deficit of \$1.76 million, which was less than budgeted by \$4.58 million. The primary reasons the deficit was lower than budgeted: cautious budgeted COVID-19 costs, changes to grant funding, and school and department surpluses. The planned deficit was offset by operating reserves to cover costs to support schools and departments, post-pandemic recovery efforts and the new curriculum work (see page 49, “[Unaudited Financial Report](#)”).

UNAUDITED ACCUMULATED SURPLUS

The Board received for information the Unaudited Accumulated Surplus Report as of Aug. 31, 2022. The Division's accumulated surplus totals \$22.69 million, which includes investment in Board funded tangible capital assets (\$5.97 million); unrestricted surplus, operating reserves (\$15.01 million); and capital reserves (\$1.71 million). Included in the operating reserves is the Division Unallocated Reserve, which EIPS maintains to cover emergent issues, price fluctuations and stabilize funding in the future. The Division Unallocated Reserve is at \$10.11 million. (see page 65, "[Unaudited Accumulated Surplus at Aug. 31, 2022](#)").

EIPS ENROLMENT: 2022-23

The Board received for information the Division's Enrolment Report for the 2022-23 school year. Enrolment numbers were collected from the PowerSchool database on Sept. 29, 2022. In total, 17,460 students are registered within EIPS—an increase of 336 students from fall 2021.

Please contact me with questions or concerns,

Cathy Allen
780-417-8109
cathy.allen@eips.ca

Question: Why do we start before September?

Answer: The semesters are divided up to ensure enough instructional minutes for Diploma / PAT exams. In the parent and staff survey done just over a year ago, almost all people wanted to keep fall break

Question: When will Sherwood Heights be built?

Answer: Approval has been given for EIPS to design and manage the build for the new school. It will be built on the same land and once completed, staff and students will move in. It will be roughly two years once the design is done.

Question: Where did the old portable get moved to?

Answer: Southpointe School

Principal Update – Tracey Arbuthnott

School Website Calendar

We are trying to make the School Website Calendar the information hub for the school by including class major functions, report cards, parent teacher interviews, etc.

Pine Street Elementary School Education Plan, Parent Input Survey

At Pine Street Elementary we are about building partnerships with our parents working together for the betterment of our students and their future. With that in mind, we would appreciate your input regarding our school education plan for next year. I have created this short survey to provide you the opportunity to share your input. Thank you for taking the time to let us know your thoughts.

[Pine Street Parent Survey November 2022](#)

Student Teachers and Student Educational Assistants

- We have had two student teachers in the building this year with Mrs. Bessette (Miss Hyshka) and Mrs. Weber (Mr. Chapman)
- Mrs. Ferguson has had an EA practicum student (Ms. Colby) and will have a second starting this week (Ms. Dickey).

School Bus Safety Week: Oct 17 to Oct 21

- School-Wide Bus Evacuation Drill occurred on September 26 and 27 with EIPS Transportation.
- Bus safety videos were shown to all students in their classes.
- Some classes participated in a provincial Bus Safety poster contest.
- Message board had rotating bus safety factors and slides rotating throughout the week.

Remembrance Day Ceremony on Nov 4

On November 3, we were directed by central office OHS that we change from an in-person event to class-based and online. We were still able to video the various performers and use their performances during the ceremony and have our guest speaker, Warrant Officer Radcliffe, who described why we recognize the day and the sacrifices that were made to live in a free democratic society.

Outbreak Status

What does this mean and how does this work?

If a school has over 10% reported illness, this gets reported directly to Alberta Health Services. They are the ones who determine and declare if a school is on outbreak status or not. If a school is put on outbreak status, we have district procedures that the school needs to follow which include heightened cleaning procedures, limiting group gatherings, etc. to keep our students as safe as possible during the mandatory 15 days. After the 15 days Alberta Health Services will then check with the school and determine if the outbreak status continues or will be lifted.

Budget Update

Current budget is \$ 2, 881,827 with 96% going to staffing costs and 4% going to Services/Contracts/Supplies

Current Staffing load consists of 39 staff: 18 teachers and 21 Classified: 18 EAs, 2 Secretaries ,1- 0.5 librarian

Class Configurations

| <u>Class</u> | <u>Teacher</u> | <u>EA support</u> | <u>Class Size</u> |
|---------------------|-----------------------|--------------------------|--------------------------|
| PALS 1 | Gagnon | 4 EAs | 33 |
| PALS 2 | Robinson | 4 EAs | 32 |
| Connections | Friggstad | 3 EAs | 7 |
| Kindergarten A | Appleby | 2EAs | 21 |
| Kindergarten B | Appleby | 2EAs | 25 |
| Gr 1 A | Kavalinas | 1EA | 23 |
| Gr 1 B | Magnan | 1EA | 23 |
| Gr 2 A | Forbes | 0.5 EA | 27 |

| | | | |
|--------|----------------------------|-----------------------|----|
| Gr 2 B | Ferguson | EA practicum students | 25 |
| Gr 3 | Woodbeck 0.5 Zielke 0.5 | 0.5 EA | 29 |
| Gr 4 | Bessette | 0.5 EA | 34 |
| Gr 4/5 | Weber | 0.5 EA | 31 |
| Gr 5/6 | Brownlee | 0.5 EA | 32 |
| Gr 6 | Lockwood | 0.5 EA | 31 |

Anti-Bullying Week (Inclusion Week for us) Nov 14 - Nov 18, 2022

At Pine Street Elementary we will be focusing our efforts for Bully Awareness Week around positive inclusion with a focus on acceptance and strengths.

- Our Counsellor will be putting together lessons for our teachers to use on Inclusions, considering neurodiversity and differences in learning.
- Teachers will have access to a bin of books on this subject that they can use and share with their classes.
- We will also be incorporating the Indigenous Worldview on Bullying: Bullying is inconsistent with the Indigenous worldview. Indigenous knowledge sees all creation as being equal and connected. All living things should be in balance and harmony with each other. Bullying exists in an environment of individualism where a person puts himself above others. Those who understand healthy relationships will understand the value of others and their responsibility to others. Respect is at the heart of Indigenous values. Respect and kindness is necessary to live in balance and harmony with yourself, others, and the community. By being kind to others we can learn the importance of community, family, and ourselves.
- In our Message board, we will also be creating messages of positive behaviors where we will add pictures of our students being great Pine Street Role-Models.
- We will continue to use "We are a School of Dignity and Respect" message and talking about what that means on our daily announcements.
- In classroom conversations dealing with the golden rule of treating others as you would like to be treated.
- All staff will also continue to promote our philosophy that "Pine Street Elementary is a school of dignity and respect, so walk the talk and practice what you preach and show the world how great Pine Street students are".
- This will also be reinforced as discipline issues arise at the school
- We will also incorporate it into our 'catching students doing the right thing' positive behavior program in the office and classrooms.

Term One Report Cards released Nov 25 at 3:15pm

- We are printing and distributing to our students as well as being available online through the parent portal.

- The larger version of the report card will be accessible via the Parent Portal on PowerSchool.
- Parent Teacher interviews were held on Oct 25, 26, 27.

School Christmas Concert

We will be at Park Church on Dec 12 at 6:30 - 7:45p.m. for our school Christmas Concert.

Strathcona Christmas Bureau

We will be participating in the Strathcona Christmas Bureau's 46th annual campaign. We are collecting donations of non-perishable food, new unwrapped toys, and other gifts, and/or financial assistance for the 2022 campaign. We will be participating from Nov 29 to December 12.

Tuesday, November 29 - 10 Days of Christmas Giving - Kleenex & toilet paper

Wednesday, November 30 - 10 Days of Giving- razors, tampons & shampoo

Thursday, December 1 - 10 Days of Giving -canned veggies & fruit

Friday, December 2 - 10 Days of Giving- canned salmon, ham & chicken

Monday, December 5 - 10 Days of Giving -canned mushrooms, chunky soup & chili

Tuesday, December 6 - 10 Days of Giving - sidekicks, hamburger helper, pasta sauce

Wednesday, December 7 - 10 Days of Giving - gluten free cereal and gluten free soup

Thursday, December 8 - 10 Days of Giving - hot cereal packages & plain cheerios

Friday, December 9 - 10 Days of Giving – Jell-o pudding & pancake mix

Monday, December 12 - 10 Days of Giving - Low sodium broth & assorted crackers

School Fees for 2023-24 (Heads up, coming for next meeting)

Dear Pine Street Families,

Under Alberta Education's new School Fee Regulation, schools must consult with parents prior to setting school fees for the upcoming school year.

Our next school council meeting will be taking place on January 10 at 6:00 p.m. At that meeting, I'll be sharing information about our current fee structure, posing specific questions about priorities, and asking you to provide your feedback as we plan for the 2023-24 school year. While many of these activities and services enhance students' educational experience, we want to ensure these fees aren't cost prohibitive for families.

Specifically, we will be asking for input on the following:

- Noon hour supervision
- Field trips and associated fees
- Extracurricular activities (Cost Recovery)
- Non-curricular goods and services (for example, Agendas)

I understand not all families will be available to attend the meeting but it's still important we get as much input from the school community as possible. Following the meeting, materials will be shared on our website for your review, and an email address provided so you can submit a written response.

School administration will use feedback provided to help determine fees for 2023-24, which will then be shared at the March School Council meeting, posted to our website, and shared via link through email.

I look forward to seeing you on January 10 at our School Council meeting.

Sincerely,
Tracey Arbuthnott
Principal
Pine Street Elementary

PINE STREET ELEMENTARY
School Fee Schedule

| Fee Name/Description | Per Student 2022-23 | Per Student 2021-22 |
|----------------------|------------------------|------------------------|
| Field Trips - ECS | \$ 45.00 | \$ 45.00 |
| Field Trips - Gr. 1 | \$ 45.00 | \$ 45.00 |
| Field Trips - Gr. 2 | \$ 45.00 | \$ 45.00 |
| Field Trips - Gr. 3 | \$ 45.00 | \$ 45.00 |
| Field Trips - Gr. 4 | \$ 45.00 | \$ 45.00 |
| Field Trips - Gr. 5 | \$ 60.00 | \$ 60.00 |
| Field Trips - Gr. 6 | \$ 60.00 | \$ 60.00 |
| Noon Supervision | \$ 136.00 | \$ 136.00 |
| ECS Noon Supervision | \$ 68.00 | \$ 68.00 |

Funding Requests

- School Winspear grades 4-5-6 Interested in funding this as these grades have not experienced this since Covid. \$1215 three grades + 12 supervisors + bussing of \$630 = \$1845
- Christmas Concert Venue (Park Church Dec 12th) \$1225 and bussing \$500 total \$1725
- Alberta Opera school presentation Feb 16th \$997.50

Assurance Review 2022-2023 "See Attached Document"

Questions: Were any photos taken during the Remembrance Day ceremony?

Answer: Due to the short turn-around time, it was videotaped and screened into classrooms. Unfortunately, no pictures were taken. Can we try screenshots from videos? Yes, we will work on this week.

Question: are the EA's listed in grade 1 for the whole classroom? Is there another?

Answer: Not at this time. The EA's assigned are assigned to students but support the class as much as possible. Central office sends projections from Alberta education. We are striving to keep division 1 classes as small as possible. Alberta Ed changed the funding model and we are getting less per student on average. Different EA's offer different support depending on students needs. Albert Education changed how they fund students will special needs. Schools are given 42,000 for level 4 students (very high need) of which there are 4 in the building. Level 1 and 2 funding was removed. Level 3 funding gives us \$13,000 per students of which we have 3 students in the building.

Question: The society has historically worked on social events and larger items for music or the library. Is there a need or desire to encourage community volunteers and readers coming in to

help?

Answer: We-Read went away during Covid but hasn't returned. Would love more volunteers to come in and read / work with kids. It was discussed to ask grandparents/parents (Log Cabin seniors) bringing community members in without creating more work for the teachers. Tracey will ask staff what they would like in terms of volunteer support.

Question: Will there be any division 1 extra-curricular activities? It would be nice to have school-based activities so that all kids have access (not everyone can afford community sports programs).

Answer: As these are run by volunteer positions – if no teacher steps up, we cannot force them. Parent volunteer run programs do need an EIPS liaison employee to run extra-curricular activities.

Question: Why do we not offer swimming lessons anymore?

Answer: It takes a long time to walk to and from the pool which takes away from curricular time. Last year we had just under \$4,000 not paid in school fees. 28 families were sent to collections. Swimming lessons are costly and some families cannot afford them. Busing to save time is expensive and if families cannot afford the lessons, then busing is out of range.

Question: Do we have info on how many people completed the survey?

Answer: All surveys are on our website. Being transparent for our community.

Question: On the School Assurance Survey, the PAT results look good but why are the Star numbers are low?

Answer: The 'successful percentage' of students reflected in the STAR results is for those students achieving a full year's growth (1.0). Receiving even 0.9 years of growth would not meet the standard of this data. At the lower grade levels, there is usually less discrepancy in students' levels due to students generally being near a similar level and therefore, easier to meet the criterion of one year's growth. In the upper grades, there is more discrepancy as the students progress at different rates. In some cases, the students that are beyond grade level entering their upper grade may not achieve a full year's growth, but are still achieving at or exceeding grade level at the end of the year. These students are not reflected in the positive STAR percentages. However, looking at our PAT results in Grade 6, our students are achieving and with great success, which is an indicator Pine Street Elementary is meeting the provincial standard of proficiency and excellence required for students at the end of Grade 6.

Question: What is Star?

Answer: reading comprehension timed standard exams done digitally. Star assessments are done at the beginning, middle and end of year.

Question: Why do we not have grade 6 cross walk helpers?

Answer: This was in place years ago but stopped due to abuse from parents and junior high students using crosswalks.

Question: Where do unpaid school fees go?

Answer: EIPS sends unpaid fees to collections. Even if school fees are not paid, students still attend fieldtrips. Pine Street eats the cost but this takes funding away from other areas at the school.

Question: Why don't we use grade 6 students to supervise younger children eating lunch?

Answer: EIPS has asked to have adult supervisors to avoid potential incidents. Grade 6 students help with kindergarten students but also have an adult in the room. Noon supervisors are half EA's and half teachers.

Question: Parents are parking by crosswalks which is dangerous. Can we stop this?

Answer: Please call Strathcona County Bylaw Enforcement. At the beginning of the year, we sent in the Bears' Blog a parking map around our school. We will resend. Since the no-parking signs are confusing, could a parent please contact the County by-law enforcement and ask them to change.

Question: Field trips – have they been set for the year?

Answer: Yes, each teacher has chosen and will send info out to families via permission click a few weeks before each event. Teachers select their own field trips but are usually the same by grade.

Question: Why are meetings only in person and not hybrid?

Answer: We found that online meetings there was little discussion had. The in-person facilitates discussions and ideas. In-person meetings are the preferred method at Elk Island Public Schools.

Teacher update – Lorna Magnan

Honour choir coming this Thursday to do a performance for students at 11:00

Any other school advisory council business: no

Pine Street School Volunteer Parent Society:

- **Treasurer Update – Sarah Matheson** Save-on receipt fundraiser going well. Two cheques have been received and deposited. Save-On will no longer take receipts older than 2 months old
New Manager – Sarah will check if we can have a longer time (Grace period)

The dance was profitable. The next meeting will bring income/liability statement

- **Fundraising and Community building updates**

Do we want to do any additional fundraisers? Maybe if we had a goal in place. Are there

any goals we want to move towards? More community events? (usually we recoup costs for events).

- **Funding Requests:**

Christmas Concert \$1725

Motion made by Janice Mills, seconded by Tracey Martin-Woywitka. Motion Carried: YES

Alberta Opera \$997.50 (performance at school)

Motion made by Janice Mills, seconded by Tracey Martin-Woywitka. Motion Carried: YES

Field Trip Winspear Grade 4, 5 and 6 \$1845.

Motion Made by: Tracey Martin-Woywitka, seconded by Janice Mills, Motion Carried - YES

Mr. Arbuthnott advised that the school will pay for events. Once bill finalized, Lisa Waselenkoff will invoice the School Volunteer Society.

- **Hot Lunch**

Kayleigh Chase set up lunch to break-even, no marking up prices. The first 2 hot lunches have had 8-9 volunteers. Can a message be sent out to families the day before the lunch about unclaimed lunches due to student illness?

Angel Program was done historically for certain kids who never get hot lunch. Requests were submitted from parents and council funded those lunches (roughly 6 kids)

- **Family Movie Night –**

Jamie Wells (January 27 6-8 p.m.) Need a funding request from Jamie

- **Yearbook**

Trina Loucraft info on website. Icon- Call ICON _ find out about picture downloads. This will be the last year for Trina. She has a person shadowing and learning the yearbook (Andrea Gerstner) pinestreetyearbook1@gmail.com

- **Art Cards**

PEND for next meeting. Would need a person to scan and upload, take to printer. It is a really big job.

- **Any other School Society business –**

Monthly Meeting for School Society once per month. We would need to have an administrator present. With more frequent meetings, hope regular meetings would be shorter. Chair suggested scheduling Volunteer Society Meetings when needed to catch up on plans and items. Will re-address at the January meeting.

- **Adjournment**

A motion was made by Tracey Martin-Woywitka to adjourn the meeting at 9:02 P.M.

SECONDED BY: Kayleigh Chase

CARRIED: Yes

The next regular meeting will take place on **Tuesday January 10, 2023 at 6:00pm, at Pine Street Elementary.**

Documents Handed out at November Meeting:

Meeting Agenda November 2022, Principal's Report, School Education Plan and Assurance Review for the 2021-22 year, September 2022 Draft minutes.