

# **Pine Street School Advisory Council Meeting January 10, 2023**

The regular meeting of Pine Street School Council was duly called and held on January 10m 2023 Sherwood Park, Alberta. Quorum was met.

**In Attendance:** Tracey Arbuthnott, Murray Howell, Lorna Magnan, Rachelle Gagnon, Lisa Leitch, Sarah Matheson, Jef Bailey, Tracey Martin Woywitka, Leanne Weiss, Daidre Braakman, Janice Mills

**Facilitator, Jef Bailey, calls to order at 6:01 pm.**

**Opening Remarks & Welcome – Jeff Bailey  
Attendance and Introductions.**

**Additions to Agenda:** None

## **Review of Minutes from November 22, 2022**

MOTION was made by Tracey Martin Woywitka to accept the November minutes as is.

SECONDED by: Sarah Matheson

CARRIED: Yes

## **Business Arising from Minutes**

No Business arising from the minutes.

## **Council of School Councils COSC Representative:**

At the November meeting, Janice Mills said she would look into. She was not present at when this was discussed.

## **Trustee Update – Cathy Allen**

### **EIPS 2022-23 FALL BUDGET**

The Board approved the EIPS 2022-23 Fall Budget for the period of Sept. 1, 2022 to Aug. 31, 2023. The Board originally approved the 2022-23 operating budget on May 25, 2022. 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 2022-23 budget provides stability for schools and maintains essential services (see pg. 54, "[2022-23 Fall Budget](#)").

Highlights from the Fall Budget Report: 2022-23, include:

*operating budget* – \$206.21 million, which includes an \$8.23-million draw from operating reserves

*operating reserves* – \$4.93 million, as of Aug. 31, 2023.

*capital reserves* – \$460,000, as of Aug. 31, 2023

*instructional spending* –78.4% of the total budget, equating to \$9,560 per student.

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

*NOTE:* System administration spending is within the \$6.3 million provided by Alberta Education. EIPS will distribute the surplus funds for other uses, as allowed in the *Funding Manual for School Authorities 2022-23 School Year*.

### **RESERVE TRANSFER**

The Board approved the transfer of \$1 million from its operating reserves to its capital reserves to support the stormwater project at Salisbury Composite High School.

### **UNAUDITED FINANCIAL REPORT: SEPTEMBER TO NOVEMBER 2022**

The Board received for information the Unaudited Financial Report for EIPS, prepared by Financial Services. As of Nov. 30, 2022, revenues exceeded expenses, resulting in an operating surplus of \$1.65 million. The operational revenue for the three months was \$49.03 million, which represents 26 per cent of the budget. Meanwhile, total expenses incurred was \$47.38 million, which represents 24 per cent of the budget. The primary reason for the surplus: costs associated with staffing, services and supplies incurred later in the school year.

### **MENTAL HEALTH IN SCHOOL PILOT PROGRAM**

EIPS received \$1.94 million from Alberta Education to support the implementation of the Junior High RE-Set room in each junior high school. This program is expected to begin in February 2023.

### **ANNUAL EDUCATION RESULTS REPORT 2021-22**

The Board approved EIPS' *Annual Education Results Report 2021-22*, an Alberta Education reporting requirement that provides school families and community members with information about the Division. It also serves as a mechanism to improve accountability and transparency with local stakeholders. The *Annual Education Results Report 2021-22* 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 highlights its successes, challenges and priorities moving forward. To read the report visit, [eips.ca](https://eips.ca)

### **EIPS ASSURANCE REVIEWS**

Throughout November and December, the Board took part in the Assurance Reviews, a division wide forum for departments schools to share with the Board their individual results, annual plans, successes, challenges and growth opportunities. The Assurance Reviews allow trustees to gain a holistic understanding of what is happening throughout the division. Collectively, these help inform future decision-making and Board advocacy efforts.

## **THREE-YEAR PUBLIC ENGAGEMENT**

### **EIPS LOGOS CHRISTIAN PROGRAM**

Over the last few years, enrolment in Logos has declined significantly, making it challenging to offer fulsome Logos programming. To determine the best possible solution for addressing the enrolment decline, EIPS consulted the Logos school community, using a two-phased engagement approach, between June and October of 2022. Initially, EIPS planned to bring forward a recommendation for Project 3: Logos Christian Program Review in November 2022. However, the feedback from Phase 1 and Phase 2 of the public engagement effort indicated the Logos community wanted time to promote the program before the upcoming returning student registration process. As such, the Division has postponed a final decision about the Logos programming until after the returning student registration process takes place in February 2023.

If registrations increase significantly, EIPS will recommend the Board keep the elementary program unchanged at both Brentwood Elementary and Westboro Elementary. If registrations stay relatively flat, EIPS will recommend the Board consolidate the elementary program at Brentwood Elementary, starting in 2023-24.

Overall, the delay allows the Board to see the actual registration numbers for Logos in 2023-24, and it gives Logos the time to promote the program leading up to the returning student registration process. The Board will ensure the decision it makes is in the best educational interests of all students—expected mid-March. EIPS will also continue to review all elementary and junior high Logos program locations and their sustainability on an ongoing basis.

### **ATTENDANCE AREA**

The Division is exploring possible changes to the junior high attendance boundaries in Sherwood Park:

- moving the feeder school for all regular program students at Brentwood Elementary to F.R. Haythorne Junior High for grades 7 to 9; and
- moving the feeder school for students living within Lakeland Village, Summerwood and Summerwood North to Clover Bar Junior High for grades 7 to 9.

Initially, EIPS planned to bring forward a recommendation for the Attendance Area Cleanup in November 2022. However, more time is needed before making a decision, as public consultations are still ongoing for several Division programs. Any decisions made about the junior high attendance areas will take effect in 2024-25, at the earliest. EIPS remains committed to ensuring the final Attendance Area Cleanup recommendation respects the feedback collected during the public consultations.

### **JAMES MOWAT ELEMENTARY: ENROLMENT PRESSURES**

Over the last few years, Fort Saskatchewan has experienced substantial residential growth. In fact, the growth is at a point where it affects the Division's ability to provide accommodation for students living in the area. For EIPS, addressing enrolment pressures at James Mowat Elementary is most critical. That's because, despite adding one modular classroom, the school reached full capacity in 2022-23. The key factor to the school's student growth is it's the designated receiving school for the city's Westpark neighbourhood. As such, the Division anticipates the high enrolment to continue at the school as Westpark develops and families move in.

The Board approved the following recommendations:

1. introduce a Random Selection Process Pilot to address the enrolment pressures at James Mowat Elementary, based on a Closed-Boundary Priority Scale—effective for the 2023-24 school year;
2. make Fort Saskatchewan Elementary the alternate-designated school for the James Mowat Elementary attendance area;
3. allow grandfathering for all current students enrolled at James Mowat Elementary; and
4. apply busing fees as outlined in the Transportation Fee Schedule.

Essentially, if registrations exceed the available space for a specific grade, James Mowat Elementary will use a random selection process to accept new children to the school. Students currently attending James Mowat Elementary, regardless of where they live, can continue attending the school. Children with a sibling attending the school, and returning the following year, can register to attend the school. Those selected through the random selection process can stay at the school until they transition to junior high. Those not selected attend their alternate-designated school—Fort Saskatchewan Elementary.

#### **FRENCH IMMERSION PUBLIC ENGAGEMENT**

The next scheduled session will be held on February 7, 2023

#### **LOCALLY DEVELOPED COURSES**

The Board received for information a report about the locally developed courses available to students in 2022-23. For the second semester, the Division is renewing three locally developed courses—Musical Theatre 15, 25, and 35. It also acquired two new locally developed courses—Self-directed Learning 15-3 and Social Skills 15-5.

#### **QUEEN'S PLATINUM JUBILEE MEDAL**

The medal is handed out to select Albertans who have contributed significantly to the province over the last year. Superintendent Liguori was recognized for his work in helping navigate schools, staff and students through the pandemic.

#### **SUPERINTENDENT SEARCH**

The search will remain open until a suitable candidate is found. All Applications received by January 20, 2023 will be given careful consideration.

Please contact me with questions or concerns,

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

**Question:** Was EIPS successful in hiring more E.A. Subs?

**Answer:** EIPS did hire more substitutes but human resources are looking into what might attract more candidates.

**Question:** What stage is the Sherwood Heights rebuild at?

**Answer:** We have architects already started who have been hired by Alberta Infrastructure. EIPS has asked if we can be the general contractor on the build. Have not heard back on that yet.

**Question:** Where will the new Sherwood Heights be located?

**Question:** The new school will be built somewhere on the existing grounds. The old school will be torn down once the build is complete.

**Question:** EIPS School buses were told to remove all personal items and decals from buses before January 6. What was driving that change?

**Answer:** Please contact EIPS Student Transportation directly to find out. It was likely related to safety but Student Transportation would have all of the information.

## **Principal Update – Tracey Arbuthnott**

### **General**

- We had the Elk Island Honor Choir in to perform for our students on Nov 24<sup>th</sup>
- Jersey Day was a big hit with both students and staff Nov 25
- Volleyball Tournament - we sent 2 girl teams and 2 boy teams. The students had a great time.  
Dec 3
- Christmas Concert was great! Dec 12
- Strathcona Food Bank Drive was very successful. (Ten Days of Giving) Nov 29<sup>th</sup> thru Dec 5<sup>th</sup>
- Staff did a wellness activity building Whoville Trees after school at Salisbury greenhouse Dec 8
- Christmas Sweater Day was a big success Dec 20<sup>th</sup>
- Toque day is January 27<sup>th</sup>
- Will be beginning my second round of One on Ones with all Staff starting the end of January.
- Teachers' Convention February 9<sup>th</sup> & 10<sup>th</sup> In Person 😊
- February 15<sup>th</sup> gr 4-5-6 to the Winspear
- Alberta Opera Performing in the school February 16<sup>th</sup>
- February 22<sup>nd</sup> is Pink Shirt day (Anti bullying)
- March 13-17 Rocks and Rings (Gym Curling) in the school.
- Provincial Assurance Survey questionnaire should be coming out for the current grade 4 parents the end of January
- Registration and re-registration will be active the month of February.
- Hard to believe we are almost halfway through this school year!

### **Results review**

- We had our Assurance Review, Dec 7<sup>th</sup> with Ecole Campbell Town, Davidson Creek, Strathcona Christian Elementary and Westboro School and it went very well.

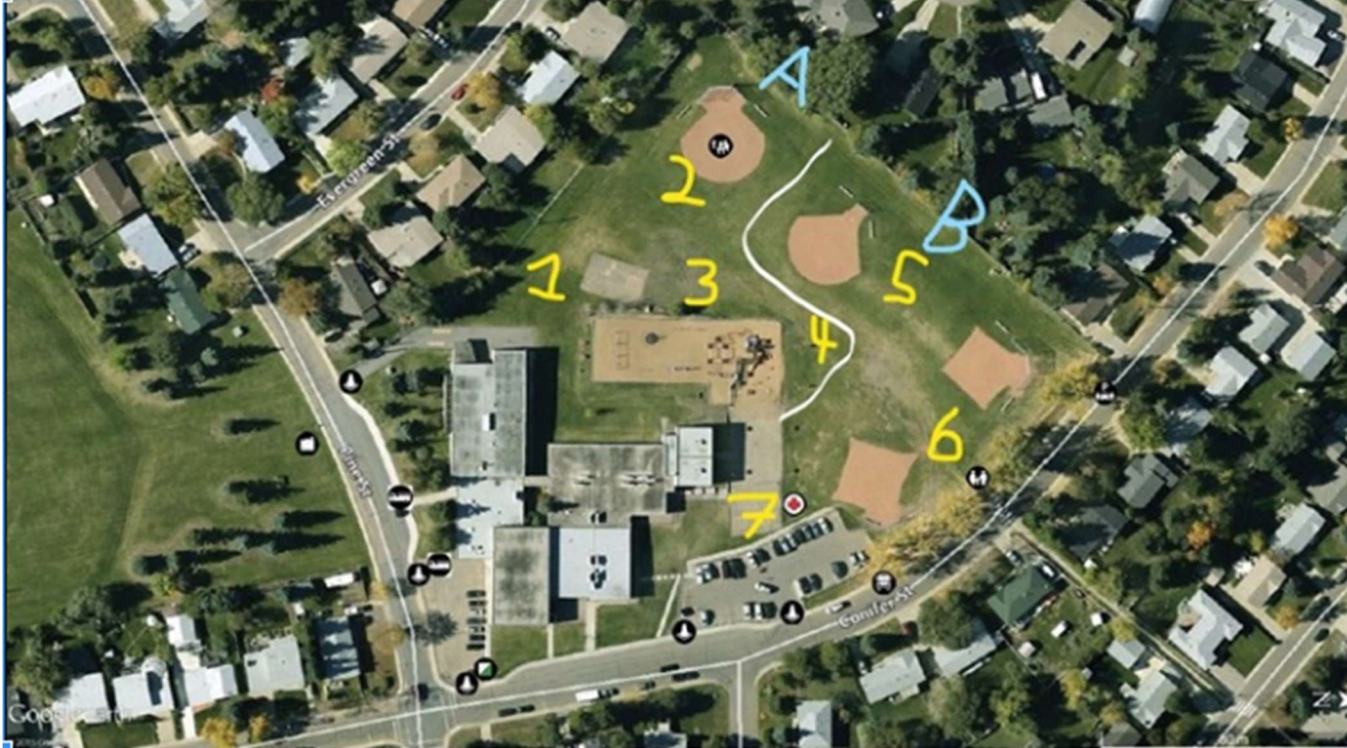
## **Facilities News**

- Floors and building have been cleaned and waxed over the break.
- New cameras being installed inside the school
- New front entrance replacement being looked at by facilities
- Facilities are looking at possibly installing new windows to the older section of the building (Not all but quite a few)
- New elevator is being sticky (We think it is fixed now)
- Getting Cat 6 wiring upgrade installed over in the summer

2022-2023		
Item Ideas from Teachers	Costing	
Mathletics \$12 per student/year 294 students	3528	
Classroom Library book addition (Amount given to each classroom for teacher to purchase books grade specific series)	???	
Classroom Art Drying Racks	\$250	<a href="https://www.amazon.ca/Rack%EF%BC%8CBack-5-Shelf-Shelves-Classroom-Use%EF%BC%8CBlack/dp/B09D9NTK2J/ref=sr_1_10?crid=W8V0HFVVPF38Y&amp;keywords=art+drying+rack&amp;qid=1644422004&amp;srefix=art+drying+racks%2Caps%2C90&amp;sr=8-10">https://www.amazon.ca/Rack%EF%BC%8CBack-5-Shelf-Shelves-Classroom-Use%EF%BC%8CBlack/dp/B09D9NTK2J/ref=sr_1_10?crid=W8V0HFVVPF38Y&amp;keywords=art+drying+rack&amp;qid=1644422004&amp;srefix=art+drying+racks%2Caps%2C90&amp;sr=8-10</a>
Water Color paint brushes	???	
Rocks and Rings set (\$635 per set) Need 3 sets	\$1,905	Floor Curl <a href="https://floorcurl.com/shop/">https://floorcurl.com/shop/</a>
Fit Kids \$7000 (For 2023-24)	\$7,000	To hire instructors to teach the different programs like zoomba, karate, ETC
Badminton poles for the gym 4 end posts	\$475	Sports factor 2.3/8" posts OD
Floor mount Pole base storage plate	\$510	Sports factor 2.3/8" posts OD
3.5 mm Headphones	???	
Water color pencils gr 3-6	5.50 per pack 40 packs \$220	Crayola 12 Watercolour Pencils Arts & Crafts 40 Packs \$220
Classroom games:	???	playing cards, UNO, mastermind-indoor recess
Library Books	\$700	Classic Starts series and the Where/Who/What is collection.
Whiteboard table	\$350	Gr 5/6 would like one
Library new chairs 40	\$1,500	Costco Commercial folding chair

**Proposed Fees for 2023-2024 school year.**

- Do we have enough supervision with all 11 classrooms having one supervisor each while students are eating?
- 7 supervisors outside while students are on lunch or morning recess?



- Do you feel we have enough fieldtrips? Average 3 fieldtrips per class/year
- Non-curricular goods and services (Agenda) (\$5.00 cost recovery for generic EIPS agenda)?
- Fee Survey <https://forms.gle/pipXfA1jtvA6qb967>
- Last year had \$3955.27 in unpaid fees and the district sent 28 families to collections.

**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

Total EAs for noon supervision 13 EAs x 181 instructional days x 30min rate of \$18.25 = \$ 42,942.25



42,942.25 ÷ k-6 students 284 = 151.21 (151.21 ÷ 181 days = \$0.83 per day per student per day)

Current fees 136 x 284= \$38,624 if everyone pays their fees.

Above does not include teacher supervision as that is considered part of their contract under assignable time. At this point with before school, after school, am recess, and most of the outside noon supervision, most teacher average about 75 hours of supervision per year or 25 min per day on average.

## Morning Supervision (8:20 – 8:30)

**All teachers are picking up students at doors at 8:30.**

**EAs picking up students:** Graham, Hui, Manuel, Fehr, Jones, Poelzer, Rose, Becker, Rufenack, Willisko, Collins

Area	Monday	Tuesday	Wednesday	Thursday	Friday
Bus and Bus Crosswalk	Fehr	Poelzer	Rose	Poelzer	Jones
Crosswalk-Conifer Street & Pine Street	Caldwell	Caldwell	Caldwell	Caldwell	Caldwell
Front of School/Parent Drop Off Area	Marwick	Marwick	Marwick	Marwick	Marwick
Bus Sweeper	Snaterse	Snaterse	Snaterse	Snaterse	Snaterse
Front ECS Area	Rosko	Rosko	Rosko	Rosko	Rosko
1/2 Doors	Magnan	Forbes	Kavalinas	Magnan	Kavalinas
2, 3, 4, 4/5 Doors	Bessette	Weber	Bessette	Ferguson	Ferguson
5/6, 6 Doors	Lockwood	Brownlee	Lockwood	Woodbeck	Brownlee

Marwick – goes around the school on the Grade 1 side to ensure all have entered and then continues around the other side of the school

Snaterse – goes around the school on the bus side and crosses with Marwick to end up back at the front, after all students have entered

Murray – will do final sweep around the school

### **When buses are late:**

Marwick – goes around the school on the Grade 1 side to ensure all have entered and then continues around the other side of the school

Lisa W. – supervises the backside of the school by the playground

Snaterse – lines up all late students from buses and takes in front door

Murray – does final sweep around the school to ensure no students left outside

## Morning Recess (10:11 – 10:26)

Area	Monday	Tuesday	Wednesday	Thursday	Friday
1 West Entrance/Field	Kavalinas	Forbes	Forbes	Kavalinas	Kavalinas
2 Northwest Field	Appleby	Magnan	Magnan	Appleby	Appleby
3 Northwest Playground	Magnan	Appleby	Kavalinas	Forbes	Ferguson
4 Northeast Playground	Wuart	Wuart	Wuart	Wuart	Wuart
5 Northwest Field	Lockwood	Brownlee	Brownlee	Lockwood	Lockwood
6 Northeast Field	Bessette	Weber	Weber	Bessette	Bessette
7 Tarmac	Woodbeck	Woodbeck	Woodbeck	Woodbeck	Woodbeck

## Lunch Eating Supervision (11:32 – 12:02)

Classroom	Monday	Tuesday	Wednesday	Thursday	Friday
ECS Appleby (FS-203)	Caldwell	Caldwell	Caldwell	Caldwell	Caldwell
Gr. 1 Magnan (FS-204)	Fehr	Fehr	Fehr	Fehr	Fehr
Gr. 1 Kavalinas (FS-201)	Rufenack	Rufenack	Rufenack	Rufenack	Rufenack
Gr. 2 Forbes (FS-206)	Rose	Rose	Rose	Rose	Rose
Gr. 2 Ferguson (FS-122)	Jones	Jones	Jones	Jones	Jones
Gr. 3 Woodbeck/Zielke (FS-121)	Sperkova	Sperkova	Sperkova	Sperkova	Sperkova
Gr. 4 Bessette (FS-125)	Gallery	Gallery	Gallery	Gallery	Gallery
Gr. 4/5 Weber (FS-144)	Becker	Becker	Becker	Becker	Becker

Gr. 5/6 Brownlee (FS-124)	Poelzer	Poelzer	Poelzer	Poelzer	Marwick
Gr. 6 Lockwood (FS-128)	Morris	Morris	Morris	Morris	Morris
Connections (FS-129)	Connections EAs	Connections EAs	Connections EAs	Connections EAs	Connections EAs

## Lunch Outside Recess (12:02 – 12:32)

Area	Monday	Tuesday	Wednesday	Thursday	Friday
1 West Entrance/Field	DeMarco	DeMarco	DeMarco	DeMarco	DeMarco
2 Northwest Field	Ferguson	Ferguson	Wuart	Ferguson	Snaterse
3 Northwest Playground	Forbes	Kavalinas	Kavalinas	Snaterse	Forbes
4 Northeast Playground	Snaterse	Appleby	Appleby	Magnan	Magnan
5 Northwest Field	Zielke	Zielke	Zielke	Zielke	Zielke
6 Northeast Field	Weber	Marwick	Bessette	Weber	Bessette
7 Tarmac	Brownlee	Lockwood	Marwick	Brownlee	Lockwood

**Educational Assistants outside with specific students (when not on schedule):** Marwick, Rosko, Snaterse, Willisko, Collins

## After School Supervision (3:15 – 3:25)

All educational assistants take students to their buses/designated locations before departing for the day. Teachers on supervision will stay in their areas until buses depart.

Area	Monday	Tuesday	Wednesday	Thursday	Friday
Bus and Bus Crosswalk	Zielke	Zielke	Zielke	Zielke	Magnan
Crosswalk – Conifer Street & Pine Street	Brownlee	Lockwood	Brownlee	Lockwood	Brownlee

Front of School	Weber	Bessette	Bessette	Weber	Weber
Bus Sweeper	Ferguson	Magnan	Forbes	Forbes	Ferguson
Front ECS Area	Rosko	Rosko	Rosko	Rosko	Rosko

# PNE Supervision Map 2022-2023

## Student Recess Zones:

### Connections, Division 1 (Kindergarten, Grades 1, 2 & 3)

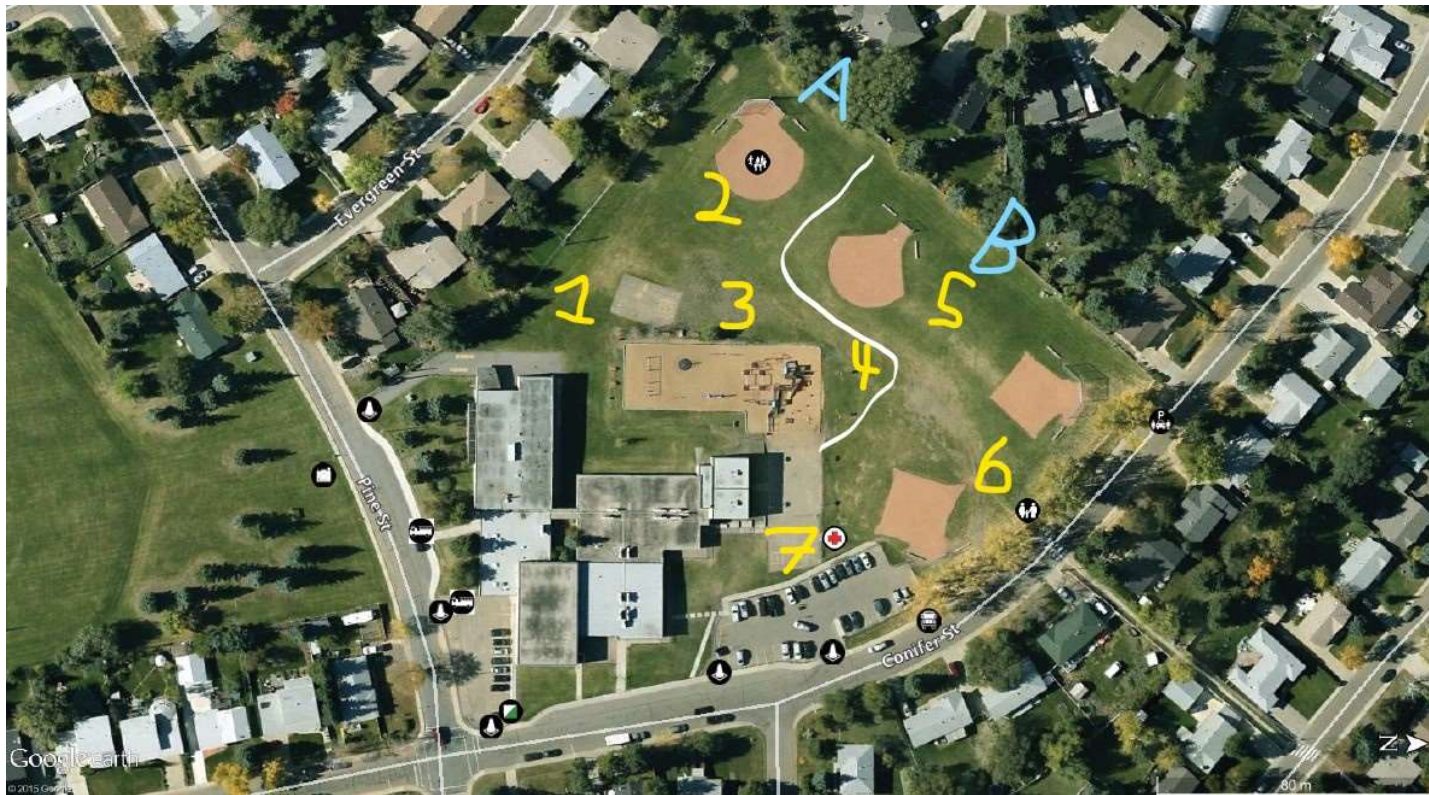
Morning Recess: Zone B (Areas 1, 2, 3) no playground

Lunch Recess: Zone A (Areas 1, 2, 3, 4) Playground access

### Division 2 (Grades 4 – 6)

Morning Recess: Zone A (Areas 5, 6, 7, 4) playground access

Lunch Recess: Zone B (Areas 5, 6, 7) no playground



## Questions on Fees:

For safety, we pay to have an adult in each classroom to supervise the students while eating and 7 supervisors outside (1 per zone). Do you feel this is enough? Families said yes. Asked if there were any blind spots on the playground. No, staff move around their zones and there have been no recurring issues from a certain spot so coverage is working.

Pine Street has switched to a generic agenda to keep costs to \$5.00 per item. Are families okay with the fee for agendas? Families replied that they rely on the agenda so please keep using these.

Most classes do around three field trips per year and following this, are able to keep the fees the same. Last year there were \$4,000 in unpaid school fees and 28 families were sent by EIPS to collections. Are families okay with keeping the current field trip amount the same to avoid increases in fees? Yes, families fully supported no fee increases.

**Question:** Are we looking for volunteers?

**Answer:** Yes, please email or call your child's teacher to arrange. As a school, we are looking for a volunteer to come every 2 weeks and inflate balls with the electric pump in the gym.

### **Teacher Update: Lorna Magnan & Rachelle Gagnon**

Grade one students are doing an assessment for the government right now. Two of the assessments are language arts and the third is mathematics. The oral exams will be done by their grade one teacher. A substitute will be brought in to cover the class.

After over two years of Covid, our staff were able to do a wellness activity in December and have a lunch together. It was great to reconnect.

Everyone at the is enjoying the kids "caught" being great. 160 positive referrals and only 14 negative referrals to the office since the beginning of the school year.

**Question:** Will Pine Street be doing an apparel order this year for kids "Bear Wear"?

**Answer:** This has previously been arranged by Parent Council as a fundraiser.

**Any other school advisory council business:** none

## **Pine Street School Volunteer Parent Society:**

- **Treasurer Update – Sarah Matheson**

[Sept-Dec report attached.](#) Keep reminding families to send in Save-Of Foods receipts on a monthly basis.

- **Fundraising and Community building updates**

**Hot Lunch** – is running really well. Next lunch is from Little Caesar’s on January 27.

**Start highlighting if kids have multiple orders.** Some kids ordering 2 portions and not getting both items.

**Family Dance** – was a success. Total profit after expenses \$ 265.42

**Family Movie Night** – Jamie Wells (January 27 6-8 p.m.)

A MOTION was made by Janice Mills for \$500 for expenses for the movie night.  
to accepts.

SECONDED BY Tracey Martin Woywitka

ALL IN FAVOUR - YES

**Yearbook** – if you are volunteering at the school, please send pictures to the yearbook committee.

**Art Cards** – Janice will talk to Lorena about what’s involved. Tabled for next meeting.

### **Principal Update**

#### **Wish list from Teachers:**

**Fit kids (for 2023-24)** one day per week. Fundraising ideas will be brought to the March meeting. Great idea to expose kids to a ton of activities. The Save-On Foods annual income from the receipts is roughly \$4,000. The council would like to fundraise to raise money for the program. How about a card fundraiser – Leanne W will get more information for the council as this raised a lot of money at her previous school.

**Classroom library books & classroom card games like UNO** - add to blog that we are looking for donations:

**Parent Council Room** - Connections class using the old “school council” room. Are you okay for items to be moved to a storage room? Yes

**Parent Council Records/Filing** – bring to the school and we will start to sort and go through it and get a system in place. Also think about a succession plan for your position so the changeover is seamless.

**Old popcorn machine** – The new popcorn machine is fantastic. Can we throw out the old one?  
YES

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A motion was made by Daidre Braakman to adjourn the meeting at 7:43 P.M.

SECONDED BY: Leanne

CARRIED: Yes

The next regular meeting will take place on **Tuesday March 14, 2023 at 6:00pm, at Pine Street Elementary.**

These minutes are respectfully submitted by:

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Lisa Leitch, Acting Secretary

**Documents Handed out at January Meeting:**

**Meeting Agenda January 2023, Principal's Report, EIPS Guide for Fundraising Societies, Minutes from the November 2022 meeting, Treasurer's Report, Wish list from teachers.**

