

Pine Street School Advisory Council Meeting

March 14, 2023

The regular meeting of Pine Street School Council was duly called and held on March 14, 2023 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, Rachelle Gagnon, Lisa Leitch, Jef Bailey, Kayleigh Chase, Leanne Weiss, Melanie Butler, Sar

Opening Remarks & Welcome – Jeff Bailey

Meeting called to order at 6:01 pm

A MOTION was made by Sarah Matheson,

SECONDED by Leanne Weiss

CARRIED: Yes

Attendance and Introductions.

Additions to Agenda: NO

Review of Minutes from January 10, 2023

MOTION: Made by Janice Mills to accept January minutes as is.

SECONDED by: Sara Matheson

CARRIED: Yes

Business Arising from Minutes

None

Trustee Update – Cathy Allen

NEW EIPS SUPERINTENDENT

The Elk Island Public Schools Board of Trustees is pleased to announce the appointment of Sandra Stoddard as the Division’s new Superintendent and Chief Executive Officer effective July 1, 2023.

STATUS REPORT: 2021-22

The Board received for information the School Status Report for the 2021-22 school year. The report identifies enrolment numbers, school utilization rates and per-student costs within the Division. The data is presented by geographic sectors and on a four-year comparative basis to ensure analysis is based on long-term trends and not isolated incidences (this in on page 218 of 254, “[School Status Report for 2021-22](#)”). Highlights from the report:

- The average cost per EIPS student is \$7,141, which is up from the previous year by \$175.
- The Division currently has 20 schools operating above the \$7,141 average.
- EIPS’ utilization rate for 2021-22 increased to 73 per cent—up by one per cent from the previous year.

SCHOOL FEE PARAMETERS: 2023-24

The Board approved the school fee parameters for the 2023-24 school year. The parameters are based on the guidelines laid out within the *Education Act* and the Board’s mandate for affordable school fees. Overall, the 2023-24 school fee parameters are similar to the previous year. Highlights include:

Optional-courses fees – five per cent allowable increase—up to seven per cent for food courses

Noon-supervision fees – five per cent allowable increase

Activity fees – five per cent allowable increase

Extracurricular fees – five per cent allowable increase

Non-curricular travel fees – five per cent allowable increase

Non-curricular goods and services fees – five per cent allowable increase

Schools must set all fees at a cost-recovery rate. If any fees exceed the listed parameters, the school must submit an explanation to the EIPS Secretary-Treasurer. Now approved, schools can begin establishing school fees for the 2023-24 year.

UKRAINIAN LANGUAGE AND CULTURE PROGRAM

The Board approved changes to the Ukrainian program at A.L. Horton Elementary. Traditionally, the school has offered a Ukrainian Bilingual program for students in kindergarten to Grade 6. However, low enrolment numbers, funding changes and language arts instructional requirements have made offering a

fulsome program challenging. EIPS consulted with school families, and, based on their feedback, introduced a new Ukrainian Language and Culture pilot program in fall 2022. The program still offers robust Ukrainian instruction, but the provincial requirements are more flexible.

To date, the pilot has received overwhelming support from the school community. As such, the Board approved replacing A.L. Horton's Ukrainian Bilingual program with the Ukrainian Language and Culture program, starting in the 2023-24 school years. The program goal: To foster an appreciation for the Ukrainian language and culture. Additionally, the Division will look at ways to expand the Ukrainian language and culture programming at the junior high level.

EIPS LANGUAGE AND CULTURE PROGRAMS: GERMAN AND UKRAINIAN

As part of the Board's commitment to second-language programming, the Board approved the recommendation to designate EIPS' two language and culture programs—German and Ukrainian—Division alternative programs. All alternative programs require Board approval before being established or closed.

THREE-YEAR ENGAGEMENT STRATEGY: VEGREVILLE VALUE SCOPING SESSION

The Board received for information an update on one of the projects listed in the Division's Three-Year Engagement Plan. In May 2022, EIPS developed a Three-Year Engagement Strategy. The plan identifies areas where the Division can improve operations to best serve students. In total, there are four engagement projects listed within the plan. In terms of Project 4, the Division is exploring possible solutions to improve the school utilization rates in Vegreville.

Currently, EIPS has two schools in Vegreville that serve students living in the western portion of Minburn County and the Town of Vegreville—A.L. Horton Elementary and Vegreville Composite High. Over the last few years, both schools have experienced a significant drop in enrolment, affecting program delivery and facility operations. As such, EIPS included the region in its Three-Year Capital Plan—requesting provincial funding to conduct a value scoping session with community stakeholders in Vegreville and area. The value-scoping session took place in fall 2022. It was facilitated by START Architecture and included representatives from the Government of Alberta, EIPS Board of Trustees, EIPS administration, A.L. Horton Elementary, Vegreville Composite High, EIPS school councils, Town of Vegreville, County of Minburn and Village of Andrew.

Collectively, they discussed eight possible solutions to optimize learning environments for students and ensure high-quality educational program delivery. The best-performing solution: Option 2, modernizing and expanding Vegreville Composite High School to accommodate a kindergarten to Grade 12 program. The Board will use the report and feedback to develop a community-derived solution and include it in the 2024-27 Three-Year Capital Plan—planned for release in April 2023. Read the full report at eips.ca.

REALLOCATION OF FUNDS

The Board approved changes to the allocation of funds for the 2022-23 school year. The reallocation allows the Division to use any net surplus funds and ensures its reserves remain below the 3.15% provincially mandated reserve cap. Additionally, the Board approved requesting permission from Alberta's Education Minister to transfer \$765,000 to EIPS' capital reserves for new buses, in case they don't arrive before classes resume at the start of the 2023-24 school year.

2023-2024 BUDGET

EIPS received our funding envelope and the funding manual on March 9, 2023. Trustees will be meeting next week for preliminary review of the budget information.

Please contact me with questions or concerns.

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

Question: How long until the Sherwood Heights School rebuild is done?

Answer: 2 years once the first shovels go into the ground. Need to finish planning stage first.

Question: Will Sherwood Heights be a k-9 school.

Answer: Yes, the new school will combine Ecole Campbelltown (k-6 French immersion) and Sherwood Heights Junior High.

Question: When will the school be completed complete?

Answer: The timeline depends on who's building it and when the plans are completed. It will take roughly 2 years once the shovels begin.

Question – when will the public get to see the plans? Once the board sees and planning done, there will be open houses and information sessions.

Principal Update – Tracey Arbuthnott



General

- Started the second half of the year on 31 Jan. Hard to believe we have completed the first half of the year and are starting the home stretch to June.
- Finished up my second round of One on Ones with all Staff.
- February was Kindness Month.
- We participated in Winter Walk Day on February 3rd
- We had random acts of kindness day on February 17th
- We had 100-day celebration and Pink Shirt Day on February 23
- New registration and reregistration for returning students has been completed for the 2022-2023 school year and finished up at the end of February.
- We have hired two more Educational Assistance to assist with the grades 1-2 and the 3-4.
- I have extended the grade 2-4 literacy pullout program from March to the end of May. Mrs. Horlor is going to continue 😊
- We received funding to hire another EA in our connections program.
- Booked the book fair for our school running March 20th to the 23rd 3:30 to 5:15
- We have had lots of parents in our school volunteering in school and on school field trips
- Spring Break is just around the corner starting Friday, March 24 and returning Monday, April 3rd
- The Provincial Assurance Survey questionnaire is underway Gr 4 parents/students and all teachers.
- EIPS own Surveys are also out for Gr 9 – Gr 12 students, Staff and EIPS families.
- Our March 3rd professional development day consisted of our staff taking look at our elementary assessment practices and going through our school education plan for next year.
- We have continued to catch students being great role models and promoting that behavior with little celebrations in the office and in classrooms. (In the office: praise, stickers, pens, paw pins, toques)
- As of Tue March 7 we have had 256 Positive referrals and 36 Negative referrals
- Term 2 Report cards will be published on March 17 at 3:15 p.m. (Now a District Standard date)
- Parent Teacher interviews are March 20 - 22

Facilities

- Teachers' computers are all over ten years old and we are receiving evergreening to have them replaced and upgraded so they will also be able to run windows 11 that also has a hardware level requirement.
- New Cameras are installed in and outside of the school.
- EIPS Facilities is looking at a front entrance upgrade and replacement.
- Looking at possibly installing new windows to the older section of the building dependent on the work estimates that come back.
- Getting our Cat 5 replaced and upgraded with Cat 6 wiring over in the summer.

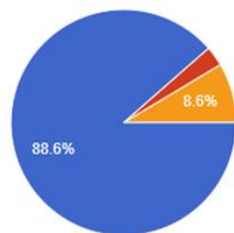
Proposed Fees for 2023-2024 school year.

PINE STREET ELEMENTARY			
School Fee Schedule 2023-24 (Zero Increases)			
Fee Name / Description	Proposed Per Student Fee 2023-24	Per Student Fee 2022-23	Fee Category
Field Trips - ECS	\$45.00	\$45.00	Activity Fees
Field Trips - Gr 1	\$45.00	\$45.00	Activity Fees
Field Trips - Gr 2	\$45.00	\$45.00	Activity Fees
Field Trips - Gr 3	\$45.00	\$45.00	Activity Fees
Field Trips - Gr 4	\$45.00	\$45.00	Activity Fees
Field Trips - Gr 5	\$60.00	\$60.00	Activity Fees
Field Trips - Gr 6	\$60.00	\$60.00	Activity Fees
Noon Supervision - ECS	\$68.00	\$68.00	Lunch Supervision
Noon Supervision - Single	\$136.00	\$136.00	Lunch Supervision
Agenda	\$ 4.75	\$ 4.75	Optional

Do we have enough lunch supervision with all 11 classrooms having one supervisor each while students are eating?



35 responses

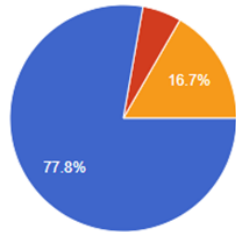


- Right Amount
- Too many
- Not enough - want to see more supervisors - (this would increase fees)

Do we have enough outside supervision with 7 supervisors while students are on lunch or morning recess?

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36 responses



- Right Amount
- Too many
- Not enough - want to see more supervisors - (this would increase fees)

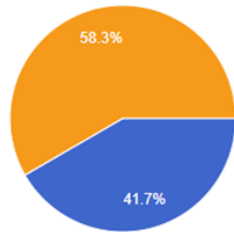
Do you feel we have enough fieldtrips?

(Average 3 fieldtrips per year)

Currently Field Trip Fees (ECS - Gr4=\$45)(Gr 5-Gr6=\$60)

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36 responses

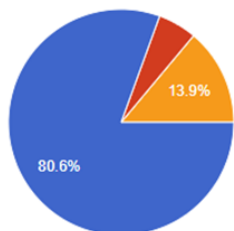


- Right Amount
- Too Many field trips
- Not Enough fieldtrips - want to see more field trips (this would increase fees)

Non-curricular goods and services (Agenda) (\$5.00 cost recovery for generic EIPS agenda)

[Copy](#)

36 responses



- is reasonable
- cost too high - no longer have agendas
- Move to PNE specific Agenda with school specific info added (\$15 each)

Thank you. A big thank you to all those parent volunteers for all their hard work with hot lunches. A huge thank you to those parents who are volunteering in our classrooms helping with individual and small groups of students.

Pine Street Elementary

Everything we do is about helping students achieve all that they can be. It is believing in dreams and building the skills needed to achieve them.

We engage, motivate and inspire by focusing on individual strengths, interests, real world activities, and building partnerships with our families.

We ensure our students have the skills for successful futures.

Pine Street Elementary School Goals

Goal 1: Pine Street School will enhance student engagement and achievement by focusing on research based effective teaching practices and their implementation throughout the school.

Goal 2: Pine Street School will enhance students' critical thinking, problem-solving skills, and creativity.

Goal 3: Pine Street School will maintain our positive school culture that acknowledges the academic, emotional, and social needs of students.

Pine Street is taking a proactive approach to SEP (School Education Plan) goals. Are families okay with the goals set out? Yes, parents and students are enjoying the sports

and activities that we are running. Love the active fun things and hope we continue this for kids. Healthy minds and a healthy body go together.

Question: Why don't we have an afternoon recess?

Answer: We increased the lunch hour to 60 minutes to meet contractual obligations of staff. All staff get a 30 minute lunch break (legal requirement). This way we can have staff take a break at lunchtime, rather than pulling EA's out of class time. This schedule ensures we always have staff supervisors for our students. We also have no say in our bus drop-off and pickup times so no additional time can be added there.

Question: Was this changed during covid?

Answer: Yes, there were changes made to what breaks staff must receive.

Question: Why do other schools have an afternoon recess?

Answer: At Davidson Creek, they have a 42 minute lunch break and hire paid outside supervisors to come in to cover lunch and students. With Pine Street having our staff supervising students, it keeps the issues at a minimum.

Question: Is running club coming back this year?

Answer: Should be some track and running club coming in the spring. Pine Street will be having our own track and field day on May 25.

Question: Can students go on field trips to a different museum rather than the Strathcona county museum?

Answer: Teacher's select their own field trips. The Strathcona County Museum is used for our grade 1 students as it ties into their curriculum in talking about our community

Question: Sarah is bringing in horses for the grade 1 classrooms again this year. Can they be brought in for the whole school?

Answer: Please come meet with Tracey Arbuthnott to discuss.

Question: Can the council send a newsletter to families?

Answer: Yes, please email the final copy to the school and we will send out to all families. We can also do paper copy to send home.

Question: Can we look at hybrid council meeting – in person and online?

Answer: We will continue with in-person meetings only. When hosting online, we had too many issues with people asking questions over and over because they weren't listening to what had already been discussed. We have more engagement in person and **with all covid restrictions have been removed, it makes sense to host in-person.**

COSC – need a volunteer to attend. Next meeting is Wednesday, April 5 at EIPS Central office.

<https://www.eips.ca/parents/committee-of-school-councils-cosc>

Teacher update – Lorna Magnan & Rachelle Gagnon

Busy week, rocks & rings – teaching kids to curl. March madness – every day kids are exposed to 2 books and vote on which book is best. Week of inspirational math. Jeremy Albert came to visit today for FNMI. Crusaders. Salisbury Jazz Band.

Any other school advisory council business:

No.

Pine Street School Volunteer Parent Society:

• Treasurer Update – Sarah Matheson

Treasurer's Report March 2023

January and February monthly completed Banking Summaries are attached,

1. Income Included

- o A refund for Banking Services fees of \$1.80 occurred in previous months
- o Interest - \$.73
- o Movie Night Cash Concession- \$30.00
- o TreeRing Yearbook 2021-2022 Fundraiser Chq- \$172.77
- o Movie Night Ticket Sales- \$744.90
- o Save On Foods Chqs- \$1601.12

2. Expenses Included

- o Christmas Concert (Venue & Bussing)- \$1849.75
- o Movie Night Gym Rental- \$78.75
- o Insurance Fees- \$997.21
- o Movie Night Pizza- \$299.00
- o Alberta Opera Performance- \$997.50

Current March Expenses thus far;

Grades 4-6 Winspear Performance & Bussing- \$1578.90

Overall Movie Night Income: \$774.90

Overall Movie Night Expenses: \$654.62

Movie Night Profit: \$120.28

Save On Foods Report:

Last meeting the question of how much did Save On foods Fundraiser make in comparison to this school year thus far and what was the current total for this school year so far was asked, so here are the numbers:

2021-2022 up to February- \$3764.24

2021-2022 Total Year Profits: \$6458.29

Current 2022-2023 Total: \$2538.85

Funds in Reserve Note: We have gone over budget on our performance allocated funds by \$1076.40 as we only budgeted \$1500 and then paid for both the Alberta Opera \$997.50 and the Grade 4-6 Winspear Performance/Busing \$1578.90.

Hot Lunch – Kayleigh Chase

Hot lunch is running well, averaging 180-190 orders per lunch. 3 more lunches to go. WE NEED VOLUNTEERS! Only a few parents are signing up to volunteer. Kayleigh has been recruiting and calling people to get more volunteers. Next lunch days April 28, May 12 & June 16.

Movie night

The kids had a blast, but no one was able to watch the movie due to the noise and kids running around. If a student was injured, would the liability fall upon the School Advisory Council? Maybe look at an open gym night with games and hula hoops. Do an activity night. A social event instead of a movie? The complete lack of volunteers makes these activities almost impossible to run. Maybe look at using Sign Up Genius every single event with what positions we need filled?

Yearbook

Ensure photos continue to be sent to pinestreetyearbook1@gmail.com Can someone follow up with Trina & Andrea to see how everything is going and if any supports are needed? Pend for May 9 meeting.

Art Cards

No volunteer has stepped forward to run for this year. REMOVE from May agenda.

Any other School Society business –

Christmas Venue & Bussing – As the School Society pays for the venue & bussing, would Pine Street look at moving the venue if another church offered its location for free?

A motion was made by Leanne Weiss to adjourn the meeting at 8:04 P.M.

SECONDED BY: Janice Mills

CARRIED: Yes

The next regular meeting will take place on **Tuesday May 9 2023 at 6:00pm, at Pine Street Elementary.**

Documents Handed out at March 2023 Meeting:

Agenda, Minutes from the January 10 meeting, Treasurer Report, School Education Plan, Principal's update.