

# Pine Street School Advisory Council Meeting

## June 13, 2023

The regular meeting of Pine Street School Council was duly called and held on June 13, 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, Lisa Leitch, Sarah Matheson, Jef Bailey, Janice Mills, Kaylie Flewin, Jamie Wells, Kayleigh Chase, Tracey Martin Woywitka

### Opening Remarks & Welcome – Jeff Bailey

The School Advisory Council Meeting called to order 6:02 pm

### Attendance and Introductions.

### Additions to Agenda: NO

### Review of Minutes from May 9, 2023

MOTION: Made by Sarah Matheson to accept the May minutes as is.

SECONDED by: Kayleigh Chase

CARRIED: Yes

### Business Arising from Minutes

No

### Trustee Update – Cathy Allen

#### 2023-24 ADMINISTRATIVE FEES

##### FACILITY RENTAL FEES

The Board approved the facility rental and lease fees for the 2023-24 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, rental fees are increasing modestly in September 2023. The most notable fee change is the weekend rental rate increasing by \$5 per hour. The increase will ensure the Division maintain its current level of custodial services. While fees are increasing slightly, EIPS after-hour rentals remain lower than other community lease-space providers (see pg. 64, "[After-Hour Fee Schedule:2023-24](#)").

##### SPECIALIZED SUPPORTS FEES

The Board approved the Specialized Supports Fees for the 2023-24 school year. The fees are charged to the resident school division and cover the costs associated with providing specialized supports and services in both inclusive settings and system programs for non-resident students. For 2023-24, fees will increase by 3% to account for staff salary and inflationary increases (see pg. 69, "[2023-24 Specialized Supports Fees](#)").

##### PARTNERS FOR SCIENCE

The Board approved the Partners for Science (P4S) fees for the 2023-24 school year. Annually, EIPS supplies its schools and other school jurisdictions with P4S kits. Fees are not 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 3% 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, at \$26.25 per kit—unchanged from 2022-23 (see page 72, “[2023-24 Partners for Science Fees](#)”).

#### ALBERTA NON-RESIDENT AND INTERNATIONAL

The Board approved the Alberta non-resident and international fees for the 2023-24 school year. Rates for non-Alberta residents and international students will increase by 3% to account for staff salary and inflationary increases. EIPS fees are comparable to other Alberta-based school division rates. In fall 2022, EIPS had one international student registered—the individual is no longer attending EIPS. The Division also has no non-Albertan resident students enrolled in its schools (see [Non-Resident Student Fees](#)).

#### PLAY AND LEARN AT SCHOOL

The Board approved the Play and Learn at School (PALS) fees for the 2023-24 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 2023-24 school year, fees will increase by 6% to align with the province’s Early Childhood Services Base Instruction Grant, as outlined in the *Funding Manual for School Authorities for the 2023-24 School Year* (see pg. 78, “[2023-24 Play and Learn at School Fees](#)”).

#### 2023-24 BUDGET REPORT

The Board approved the Division’s 2023-24 spring budget, prepared by Financial Services. Every spring, the Division prepares a budget for the upcoming school year—based on provincial funding, Alberta Education’s *Funding Manual for School Authorities: 2023-24 School Year*, projected student-enrolment numbers, corresponding staffing estimates and Board-approved [budget assumptions and allocations](#). Overall, the 2023-24 spring budget is a conservative budget and built around two key principles: equitable distribution of funds and programs, and transparent and understandable allocations. The following is a brief summary of the spring EIPS 2023-24 Budget Report. The complete report is available at [eips.ca](#).

In total, EIPS’ operating budget is \$208.09 million for the period of Sept. 1, 2023, to Aug. 31, 2024. Of that, \$204.95 million will come from the Division’s annual revenue and \$3.14 million from operating reserves. The Division will use the reserves to cover costs for schools and departments, career pathways and the mental health strategic plan.

Meanwhile, EIPS projects an accumulated surplus of \$3.48 million by Aug. 31, 2024. That accumulated surplus includes the asset retirement obligation (-\$9.6 million), operating reserves (\$4.58 million), investment in tangible capital assets (\$7.66 million) and capital reserves (\$840,000). Throughout 2023-24, the Division plans to fund the following items from its capital reserves:

- \$810,000 for Salisbury Composite High’s stormwater project;
- \$220,000 for the Division’s building management system;
- \$150,000 to purchase a school bus;
- \$100,000 for capital projects; and
- \$50,000 for Information Technology purchases.

Additionally, school allocations will increase by 1.5% because of higher standard costs, although the exact allocations for each school will vary based on enrolment number changes and standard cost adjustments. And, for small rural schools, allocations will align with the funding levels detailed in the province’s *Funding Manual for School Authorities*. Similarly, allocations for central departments will fall by 0.4%. However, after factoring out the targeted student transportation funding, department allocations will actually end up

decreasing by 3%. The drop is primarily because of one-time spending projects planned in 2022-23—funded by reserves and now complete or no longer supported.

In terms of students and staff, EIPS anticipates a student enrolment of 17,483—up by 23. In contrast, the Division expects a slight decrease in staffing, dropping by approximately 1%, or 12.33 full-time equivalent (FTE) employees—declining to 1,338.91 FTE from 1,351.24 FTE—primarily the result of lower reserve usage. As well, compensation will rise, primarily because of the ratified certificated salary settlement increasing by 2%, a corresponding economic increase for classified employees, salary grid movement and higher benefit costs. Overall, the instructional costs comprise 78% of the total budget, which works out to \$9,659 per student.

Finally, the system administration spending equates to 2.2% (\$4.53 million) of total expenses, which is below the \$6.19-million grant provided by Alberta Education. All unused funds will go toward other Divisional uses—as per guidelines listed within the *Funding Manual for School Authorities: 2023-24 School Year*. And, the Division's Unallocated Reserve is \$3.45 million, which when combined with other operating reserves falls within the provinces operating reserve limit.

Overall, the spring EIPS 2023-24 budget supports the mission, values and priorities of EIPS. It also allows the Division to fund its key focus areas to ensure student success—including health and wellness initiatives, career pathways, the new curriculum, junior high intervention support, equitable programming and infrastructure. Now approved, schools and departments will use EIPS' spring budget to begin planning for the upcoming school year. The complete [EIPS 2023-24 Budget Report](#) is available at [eips.ca](http://eips.ca).

*NOTE: As with all budgets, any changes to funding, reserve usage, enrolment numbers and standard costs can affect the initial budget. As such, in the fall, EIPS will update its 2023-24 budget—no longer a provincial requirement—with the final student-enrolment numbers, revenue and expense variations, carry forward amounts and any reserve spending changes.*

Budget Report: Alberta Education

The Board also approved the Alberta Education Budget Report for the year ending Aug. 31, 2024 (see pg. 138, "[Alberta Education Budget Reports: 2023-24](#)").

### **SUMMER PROJECTS: 2022-23**

The Board received for information a report from Facility Services highlighting the planned projects for summer 2023. In total, 372 projects are planned, including 36 Infrastructure Maintenance and Renewal projects (\$4.2 million), five Capital Maintenance Renewal projects (\$1.1 million), and 331 Operational and Maintenance projects. Project highlights include:

#### Infrastructure Maintenance and Renewal

- Completing Phase 1 of the Salisbury Composite High stormwater project.
- Upgrading careers and technology kitchens at Ardrossan Junior Senior High and F.R. Haythorne Junior High.
- Repaving the parking lot at Rudolph Hennig Junior High and Woodbridge Farms Elementary.
- Replacing the air-handling units at Vegreville Composite High and Lamont Elementary.
- Upgrading the gym lights at Ardrossan Junior Senior High and F.R. Haythorne Junior High.

#### Capital Maintenance and Renewal

- Replacing exterior doors and windows at Pine Street Elementary.
- Completing the replacement design for new exterior doors and windows at Glen Allan Elementary.
- Installing a new air-conditioning system at Bev Facey Community High.

- Replacing the roof and repairing the building envelope at F.R. Haythorne Junior High.
- Replacing the asphalt parking lot at Win Ferguson Elementary.

#### Operational and Maintenance

The projects range in nature and include improvements to electrical systems, roofing, interiors, exteriors, mechanical equipment and flooring at various EIPS schools.

Additionally, Facility Services will relocate two modular classroom units to SouthPointe School from École Campbelltown (see pg. 184, "[2022-23 Summer Projects Plan](#)," for the full list of planned summer projects).

#### **IMR AND CMR PROJECTS: 2023-24**

The Board received for information the list of projects planned under the Infrastructure Maintenance and Renewal (IMR) and the Capital Maintenance and Renewal (CMR) programs during the 2023-24 school year. Annually, Alberta Education provides school divisions with IMR and CMR funding to ensure school facilities meet the necessary regulations and requirements, offer quality learning environments, improve energy conservation and efficiencies, and remain safe and healthy for students and staff.

For the 2023-24 school year, EIPS' approved IMR grant totals \$2.24 million, and the CMR grant totals \$1.14 million, for an overall amount of \$3.38 million—\$443,800 less than the Division's total IMR and CMR funding last year. Multiple projects are identified for the 2023-24 school year—determined through consultations with Facility Services and EIPS schools, the Facility Condition Index, maintenance input and Alberta Infrastructure's audit information. Projects planned include repairs and upgrades to educational areas and facilities, replacing technology equipment, changing air-handling units and multiple deferred-maintenance projects (see pg. 195, "[2023-24 Infrastructure Maintenance and Renewal—IMR and CMR—Project Plans](#)").

Please contact me with questions or concerns.

Cathy Allen  
780-417-8109  
[cathy.allen@eips.ca](mailto:cathy.allen@eips.ca)

#### **Principal Update – Tracey Arbuthnott**

##### **School News**

- The school has been very busy over the last month.
- Lots of fieldtrips going on
- Last day for instruction is June 27<sup>th</sup>.
- Report cards will be released both paper and electronically at 3:15 pm on June 27<sup>th</sup> and will be accessible from EIPS Parent Portal.
- Final Staff one on ones have been completed.

##### **Facilities News**

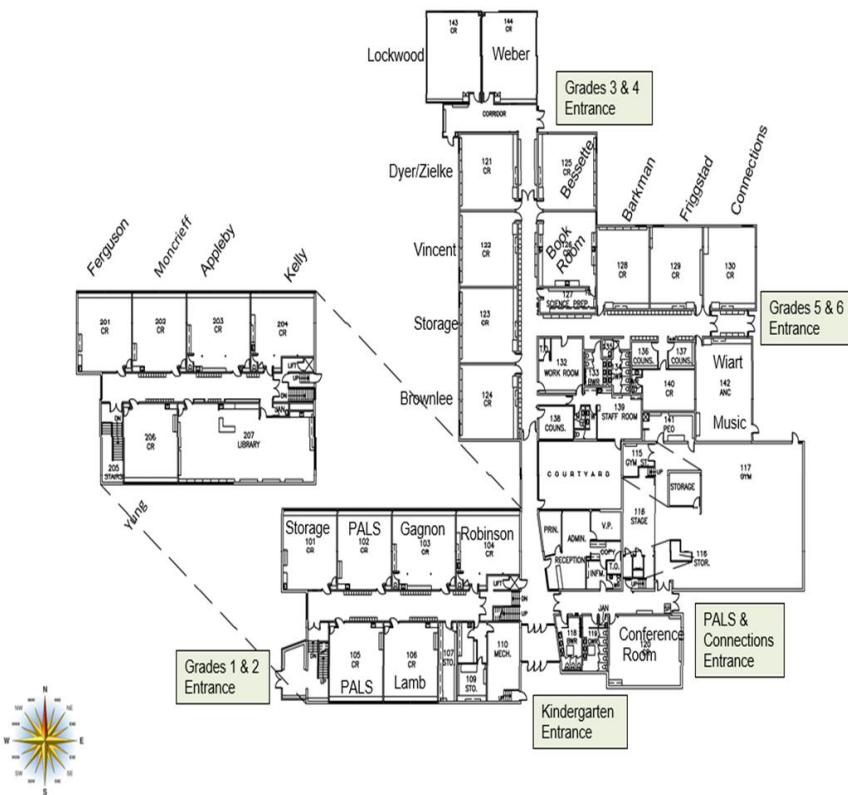
- Classroom Map for next year. (See map)
- Replacement of Cad 5 to Cad 6 computer wiring throughout the school
- Window replacements

- Building of Quite room for our new Connections Room in FS 128
- Removal of Wall between FS 129 and FS 130 to extend our current Connection classroom.

**Staff for next year**

- We have finished our Spring Hiring

	<b>Teachers</b>
<b>PALS</b>	Shannon Robinson, Rachelle Gagnon, Katie Lamb - half time
<b>Connections</b>	Jenne Friggstad, Alyssa Barkman
<b>Kindergarten</b>	Jennifer Appleby Both Programs
<b>Grade One</b>	Alicia Kelly, Lindsey Moncrieff
<b>Grade Two</b>	Heather Ferguson, Alfred Yung
<b>Grade Three</b>	Sarah Dyer/Deneen Zielke, Debbie Bessette
<b>Grade Four</b>	Tabitha Vincent
<b>Grade Five</b>	Heather Weber
<b>Grade Five/Six</b>	Crystal Brownlee
<b>Grade Six</b>	Heather Lockwood
<b>Principal</b>	Tracey Arbuthnott
<b>Assistant Principal</b>	Murray Howell
	<b>Educational Assistants</b>
<b>PALS</b>	Megan Becker, Janelle Caldwell, Stacey Fehr, Kimberly Rose, Carmen Jones, Rete Reed, Anika Poelzer
<b>Connections</b>	Rayna Graham, Karina Hui, Alycia Manuel, Kathy Roche
<b>K-6</b>	Linsey Marwick, Mellissa Willisko, Leanne Rosko
<b>Secretaries</b>	Lisa Waselenkoff, Lisa Leitch
<b>Librarian</b>	Darleen De Marco



**Question-** With all of the new staff, will families get a chance to meet them?

**Answer -** On the first instructional day of the year, August 31, 2023 we will have a “meet the staff” event from 3:30-5:30 p.m This is on the website and will be sent again in the year-end Bears’ Blog.

Also planning on changing the meeting dates for the fall to Thursdays to accommodate staff.

### Teacher update – Lorna Magan

Busy and hot, lots of field trips.

### AGM Chair’s yearly summary

School Council Annual Report

School: Pine Street Elementary School

Reporting Year: 2023

### SCHOOL COUNCIL ACTIVITIES:

*Summarize the major activities of the past year. Which goals of the school did each support?*

- Elected a new School Council
- Combined School Council and Society meetings into one session

- Reviewed and familiarized council with bylaws, policy and procedures
- Hosted EIPS Board Trustee Cathy Allen at all of our meetings.

*Summarize the engagement opportunities attended by a representative of your School Council. (i.e.: Boards Annual Stakeholder Engagement Meeting)*

- Council of School Councils (COSC) – attended by Janice Mills
- EIPS Assurance Review – attended by Tracey Arbuthnott , Jef Bailey unable to attend
- Kindergarten Orientation - attended by Jef Bailey

*Summarize the engagement opportunities your school council hosted.*

- Halloween Dance – October
- Movie Night –
- Spring Dance – June
- Hot Lunch – October to June
- Christmas Concert – Venue and bussing – December
- Bottle Drive – May

*Provide an overview of activities or initiatives planned for the next year.*

- Fit Kidz Programming
- Hot Lunch – continued
- Halloween and Spring dances
- Movie night
- Explore new opportunities for engagement and participation.

**Financial Statement (attached):** Summarizes the finances handled by the school council, not the registered fund-raising association/society, during the past year, if applicable. Yes \_\_\_\_\_ N/A \_\_X\_\_

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

**Chair** – Jef Bailey

**Vice Chair** – Janice Mills

**Treasurer** – Sarah Matheson

**Secretary** – Vacant\*

\*The role of Secretary was carried out brilliantly by School Secretary – Lisa Leitch

**Meeting Dates:** List the dates of regular school council meetings:

September 13, 2022

November 22, 2022

January 10, 2023

March 14, 2023

May 9, 2023

**Date of AGM:** June 13, 2023



June 12, 2023

School Council Chairperson

### **Election of 2023-24 Executive.**

Tracey Arbuthnott read position summaries and facilitated the election process.

CHAIR – Jef Bailey let his name stand. Call for nominations. No other nominations. Jef Bailey will remain Chair by acclamation.

VICE CHAIR – Janice Mills let her name stand. Call for nominations. No other nominations. Janice Mills will remain Vice Chair by acclamation.

SECRETARY (Position open) Kaylie Flewin put her name forward. No other nominations. Voted in unanimously. Kaylie Flewin will be the new Secretary.

TREASURER (Parent Volunteer Society) Sarah Matheson let her name stand. Call for nominations. No other nominations. Sarah Matheson will remain Treasurer by acclamation.

### **Any other school advisory council business:**

To accommodate people, moving the meetings in the fall to Thursday nights.

MOTION: made by Janice Mills

SECONDED: by Sara Matheson

CARRIED: Yes

September, October, November, January, March, and May.

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

#### **Treasurer Update – Sarah Matheson**

Treasurer's Report June 2023

May and June monthly completed Banking Summaries are attached,

- Income Included
  - Save On Foods- \$1347.75 (Deposited in May), \$321.60
  - Bottle Drive Cash- \$660
  - Bottle Drive Chq- \$1727.40 {= 2387.40 bottle drive profit}
  - Concession Sales from Year end Dance- 464.75
  - Interest- .34
- Expenses Included
  - Gym Rental for Year End Dance- \$78.75





2022-2023 Summary to Date

Fundraisers	Revenue	Expenses	Net Profit
Yearbook	\$172.77		\$172.77
Grants	\$500.00		\$500.00
Hot Lunch	\$0.00	\$0.00	\$0.00
School Supplies			\$0.00
Bottle Drive	\$2,387.40	\$0.00	\$2,387.40
Family Dances (Halloween/Year End)	\$2,300.72	\$2,261.65	\$39.07
Movie Night	\$774.90	\$377.75	\$397.15
Christmas Concert Raffle & Photos			\$0.00
Nitza's Pizza Fundraiser	\$0.00	\$0.00	\$0.00
Save-On-Foods Receipts	\$5,809.64		\$5,809.64
Mabel's Labels	\$58.44		\$58.44
	\$12,003.87	\$2,639.40	\$9,364.47
Donations to School	Revenue	Expenses	
Teacher's Wish Lists			
Oops I Forgot My Lunch			
Pizza Parties			
Meet the Teacher Draw			
Performance		\$2,576.40	
Christmas Concert		\$1,849.75	
Staff Appreciation			
Grade 6 Celebration			
RAZ Kids			
Musical Instruments		\$0.00	
Gym Equipment		\$0.00	
Rock n' Rings		\$367.50	
Virtual Escape Room			
Bussing (Emergency)			
Expenses		\$514.49	
Banking Fees/Costs	\$3.31		
Insurance		\$997.21	
Totals	\$12,007.18	\$8,944.75	\$3,062.43

**Formal audit** - needs to be done – Janice and Jef will audit.

**QUESTION:** COBS Bakery is supposed to give our school 5% back if we say we are with Pine Street. Kayleigh will reach out and find out about picking up a cheque.

### **Fundraising and Community building updates**

**Hot Lunch** – done as a break even. Kayleigh will continue for the next year in this position. Email vendor suggestions.

**Bottle Drive** -\$2387.40 raised for fit kids. Planning another pickup from Earl's and the Mayfair golf course in the summer to top up. Disappointed in the lack of parent helpers.

**Dance** – year end dance was a success and had lots of volunteers.

### **Any other School Society business – Yes.**

**Meet the Teacher Staff Night** – Parent Council will be there with a table to meet families and ask for volunteers sign up for yearbook, hot lunch, bottle drive, dance, and movie nights. Planning to obtain quotes for a caterer to serve hotdogs and combine as a welcome back BBQ. Planning for roughly 600 attendees. Have people pick up a ticket from the School Council member for the hotdog?

### **Financial - Approval of funds for 2023-24**

**Christmas Concert bussing and performance: \$2,000**

**Performances: OPERA here \$1,000**

**Emergency Bussing: remove for next year**

**Teachers Wish Lists: 100 per teacher. Maximum \$3,000**

**Insurance \$1,000**

**Meet and Greet BBQ \$1,000 starting budget**

**Rock & Rings - \$400**

**Halloween Dance, Year End dance - \$2500 budget each**

**Movie Night -\$500**

**Fit Kids Program: \$2387.40**

**Pizza parties removed**

**Removing Grade 6 celebration**

**Removing Ooops I forgot my lunch**

A MOTION was made by: Sarah Matheson to approve the above financial commitments for the 2023-24 school year.

Seconded by: Janice Mills

All in Favour: YES

A MOTION was made by: Jef Bailey to accept the Treasurer's Report.

Seconded by Janice Mills

All in Favour: YES

**Fundraising:** bring ideas and plans to the September meeting. Have a plan and make sure we have all things approved and voted on at the October meeting.

A motion was made by Kayleigh Chase to adjourn the meeting at 7:46 P.M.

SECONDED BY: Tracy Martin Woywitka

CARRIED: Yes

The next regular meeting will take place Thursday, September 14, 2023 **at Pine Street Elementary.**

These minutes are respectfully submitted by:

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Lisa Leitch, Acting Secretary

**Documents Handed out at June 2023 Meeting:**

Agenda, Minutes from the May meeting, Treasurer Report, Principal's Update, School Council Annual Report, School Council Resource Guide, and a Guide for Fundraising Societies.