

# **Pine Street School Advisory Council Meeting**

## **October 12, 2023**

The regular meeting of Pine Street School Council was duly called and held on October 12, 2023 at Pine Street Elementary School located at 133 Pine Street in Sherwood Park, Alberta. Quorum was met.

**In Attendance:** Tracey Arbuthnott, Murray Howell, Sarah Matheson, Jef Bailey, Kaylie Flewin, Tracey Martin Woywitka, Rachelle Gagnon, Daidre Broakman, Cathy Allen

### **Opening Remarks & Welcome – Jeff Bailey**

The School Advisory Council Meeting called to order 6:07 pm

### **Attendance and Introductions.**

**Additions to Agenda:** None

### **Review of Minutes from September 14, 2023**

**MOTION:** Made by Tracey Martin Woywitka to accept the September minutes as is.

**SECONDED by:** Daidre Broakman

**CARRIED:** Yes

### **Business Arising from Minutes**

No

### **Trustee Update – Cathy Allen**

PINE STREET SCHOOL COUNCIL MEETING      TRUSTEE REPORT    OCTOBER 12, 2023

#### **ACTING CHAIR SCHEDULE**

The Board approved the Acting Chair Schedule for 2023-24. The schedule assigns a trustee to serve in the absence of the Chair and Vice-Chair (see pg. 11, "Acting Chair Schedule 2023-24").

#### **BOARD COMMITTEE REPRESENTATIVE LIST**

The Board approved the 2023-24 Board Committee Representative List. The Board assigns trustees to committees for liaison purposes. Trustee interests are considered for the committee placements (see pg. 13, "Board Committee Representatives 2023-24").

#### **TRUSTEE REMUNERATION**

The Board approved the trustee remuneration for the 2023-24 school year. Rates will increase by 2 per cent, effective Sept. 1, 2023. The rate increase follows Section 12 of Board Policy 7: Board Operations. The Board also approved a motion to direct the Superintendent to conduct a trustee compensation review and present the report for information at the January Caucus meeting.

#### **SOCIAL STUDIES CURRICULUM SURVEY**

[www.alberta.ca/curriculum-have-your-say](http://www.alberta.ca/curriculum-have-your-say)

The survey closes Oct. 16, 2023

## FACILITY SERVICES: 2022-23 SUMMER PROJECTS UPDATE

The Board received for information an update on Facility Services' summer projects in 2023. Throughout the summer months, Facility Services oversaw a total of 377 summer projects, including Infrastructure, Maintenance and Renewal (IMR), Capital Maintenance and Renewal, and additional projects across the Division—more than 80 per cent are now complete. The projects ranged in nature and included improvements to electrical systems, roofing, interiors, exteriors, mechanical equipment and flooring at various EIPS schools. Project highlights include:

### General Summer Projects

- Renovations to quiet rooms in several EIPS schools to support students and staff.
- Upgrades to a universal washroom at Salisbury Composite High School to support students.
- Upgrades to data cabling at École Parc Élémentaire and Pine Street Elementary.

### Infrastructure Maintenance and Renewal – Capital Reserve

- Phase 1 of the Salisbury Composite High Stormwater System Replacement Project.
- Renovations to the food lab at F. R. Haythorne Junior High.
- Renovations to the food lab at Ardrossan Junior Senior High.

### Capital Maintenance and Renewal

- Replacement of windows and entrance at Pine Street Elementary.
- Replacement of doors and windows at Glen Allan Elementary.
- Replacement of an air conditioning unit at Bev Facey Community High.
- Replacement of the roofing and building envelope at F. R. Haythorne Junior High.

## MEETING WITH MINISTER OF EDUCATION

Board Chairs and Superintendents from the Public, Separate and Francophone School Boards met with Minister Nicolaides and representatives from Alberta Education on October 12, 2023. School divisions were provided updates on a number of topics. The Board Chairs had the opportunity to ask questions and provide feedback to the Minister and his colleagues. It was a very productive day.

Please contact me with any questions or concerns,

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

## October 12, 2023: Principal's Update

### Meeting Dates for 2023-2024:

Sept 14, Oct 12, Nov 16, Jan 18, Mar 14, May 23 (AGM)

### Staffing

- I am very excited that Dale Hopkins has joined our Pine Street Family as our Grade 5/6 Teacher. He will be covering Crystal Brownlee's position while she is the Acting AP at Lakeland Ridge. Mr. Hopkins is an outstanding educator that has an extensive career working with students across both Alberta and British Columbia.
- We also received funding for an EA for our grade 4 classroom. We have hired Chivon Morris, who will be the Educational Assistant in that room.
- We have just received some funding for our Kindergarten mornings, so we have hired Alanna Grauman starting Monday, October 16.

### Facility Update

- Siding on the outside of the second level has been completed. They are still doing some touch ups here and there.
- Replacing the pavement on the north side of the two-storey area to improve drainage away from the building.
- West outside door by the music room has been keyed for staff.

### Student-Parent-Teacher interviews – Nov 1 & 2 - 3:30 to 6:30

- We are using the Bookings section on our school website. Same as last year.
- In person, unless special request from parents – they will be able to do this when booking their timeslot.
- Parents can schedule a time.
- Spread out over 2 nights 3:30 to 6:30.
- Hoping to have the website go live for parents on October 28
- We will also be running the Book Fair on those two nights as well.

### Teacher update – Rachelle Gagnon

- The Fitkidz program has been well received by both the teaching staff and students. Teachers are able to utilize the time for team collaboration, while the students are enjoying the activities.
- Volleyball instruction for grade 4/5/6 is being handled by Heather Weber
- School Choir has started Tuesdays at noon - Remembrance Choir
- There will be a booth setup for Strathcona County Family Resource during parent teacher night

Question - Tracey Martin Woywitka inquired on what the annual investment will be for continuation of the Fitkidz program. The estimated annual budget would be \$8,000.00 shared cost between fundraising and school.

Question - Jef Bailey brought up the student testing. Rachelle Gagnon noted that the assessments are a valuable tool for teachers, highlighting areas of improvement.

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

Treasure Update - None

Yearbook Update - None

### **Fundraising and community building updates**

Hot Lunch: 10% profit margin has been added to orders. At this point in time volunteer help is meeting the demand.

Family Dance: Volunteer request has been emailed and most positions are filled.

Movie Night – New date Jan 26 to line up with PJ Day has been confirmed with Jamie Wells .

### **Other School Business:**

Bike racks have been relocated by Strathcona County and a request will be sent to have the units bolted.

### **Any other School Society business – No.**

A motion was made by Jef Bailey to adjourn the meeting at 6:55 P.M.

SECONDED BY: Tracey Martin Woywitka

CARRIED: Yes

The next regular meeting will take place Thursday, November 16, 2023 at Pine Street Elementary.

These minutes are respectfully submitted by:  
Kaylie Flewin, Acting Secretary

Documents Handed out at October 2023 Meeting:  
Agenda, Minutes from the September meeting, Principal's Update