

Pine Street School Advisory Council Meeting November 16, 2023

The regular meeting of Pine Street School Council was duly called and held on November 16, 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, Daidre Braakman, Shannon Robinson, Janice Mills, Kayleigh Chase, Cathy Allen

Opening Remarks & Welcome – Jeff Bailey

The School Advisory Council Meeting called to order 6:08 pm

Attendance and Introductions.

Additions to Agenda: Cost Update/Arts card program

Review of Minutes from October 12, 2023

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

SECONDED by: Janice Mills

CARRIED: Yes

Business Arising from Minutes

No

Trustee Update – Cathy Allen

TRUSTEES' SCHOOL TOURS

On October 17, trustees visited École Parc Élémentaire, Fort Saskatchewan Christian, Fort Saskatchewan Elementary, Fort Saskatchewan High and Next Step Fort Saskatchewan as part of its 2023-24 Trustees' School Tours. The Board thanked all the school staff and students for hosting the tours. Trustees enjoyed learning and hearing about each school and the programs offered. There will be two more days of school tours in Spring 2024.

THREE-YEAR STRATHCONA COUNTY ENGAGEMENT: FRENCH IMMERSION PROGRAMMING

This item was removed from the Board meeting agenda. The Superintendent received new information that needs to be reviewed. Once this information has been reviewed a motion will be brought to the Board at a future meeting.

MODULAR CLASSROOM REQUEST: 2023-24

The Board directed EIPS administration to request funding from Alberta Education to address needed changes to several modular classroom units in the 2024-25 school year. If approved, the Division will:

- add two new modular classrooms to Ardrossan Elementary;
- add two new modular classrooms to South Pointe School; and

- demolish two aging modular classrooms at Westboro Elementary—followed by a site reclamation. EIPS hopes a decision from the province comes before the end of the 2023-24 school year.

BOARD SELF-EVALUATION

The Board approved the Board Self-Evaluation Report, which was developed on Aug. 24, 2023. The Board also authorized the Board Chair to monitor the agreed priorities and suggestions and to bring items forward for the Board's consideration as deemed appropriate.

BOARD POLICY AMENDMENTS

The Board approved amendments to the following Board Policies:

Policy 7: Board Operations:

- Language changes to better align with the Education Act;
- A new section outlining appropriate presenter behaviour, conduct and respect; and
- New approval guidelines for trustee professional development.

Policy 8: Board Committees:

- The changes strengthen the policies clarity, definitions, language and readability. **Policy 17: Student Transportation Services:**

- The changes strengthen the policies' clarity and expand the Division's enhanced bus service.

Policy 19: Welcoming, Caring, Respectful and Safe Learning and Working Environments

- Did not require any amendments

UNAUDITED FINANCIAL REPORT: 2022-23

The Board received for information the Unaudited Financial Report for the 2022-23 school year— September 1 to August 31. The Division ended the 2022-23 school year with an overall operating deficit of \$5.32 million, which includes school-generated funds and the asset retirement obligation - a relatively new accounting standard requirement that represents the costs to abate EIPS buildings when the Division retires a building.

That deficit is less than budgeted, by \$3.52 million, primarily because of school and department surpluses and a surplus in school generated funds. The planned deficit was offset by operating reserves to cover costs to support schools and departments, the focus on unfinished learning initiative, mental health and well-being and the new curriculum work (see page 418, <https://www.eips.ca/download/429231> "Unaudited Financial Report").

UNAUDITED ACCUMULATED SURPLUS

The Board received for information the Unaudited Accumulated Surplus Report as of Aug. 31, 2023. The Division's accumulated surplus totals \$8.34 million, which includes investment in:

- Board-funded tangible capital assets (\$8.03 million);
- the asset retirement obligation (-\$9.31 million);
- capital reserves (\$2.23 million); and
- unrestricted surplus, operating reserves (\$7.39 million).

Also, included in the operating reserves is the Division Unallocated Reserve, which EIPS maintains to cover emergent issues, manage price fluctuations and stabilize funding in the future. The Division

Unallocated Reserve is at \$3.63 million (see page 434, <https://www.eips.ca/download/429231> “Unaudited Accumulated Surplus at Aug. 31, 2023”).

EIPS ENROLMENT: 2023-24

The Board received for information the Division’s Enrolment Report for the 2023-24 school year. Enrolment numbers were collected from the PowerSchool database on Sept. 29, 2023. In total, 17,760 students are registered within EIPS—an increase of 300 students from fall 2022.

Please contact me with questions or concerns.

Respectfully submitted,

Cathy Allen

cathy.allen@eips.ca

780-417-8109

Question Daidre Braakman – Update requested on Logos Program

Cathy Allen updated that due to decline in registration the program was consolidated between schools.

November 16, 2023: Principal’s Update

Meeting Dates for 2023-2024:

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

School Web Site 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.

School Bus Safety Week: Oct 16 to Oct 20

School-Wide Bus Evacuation Drill occurred on September 21 and 22 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 3

On November 3, we had our service in our gym from about 10:30 to 11:30. Mrs. Wiart lead the event with a guest speaker and performances from our student Remembrance Day choir.

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

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 Counselor 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 are 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 Dec 1 at 3:15pm

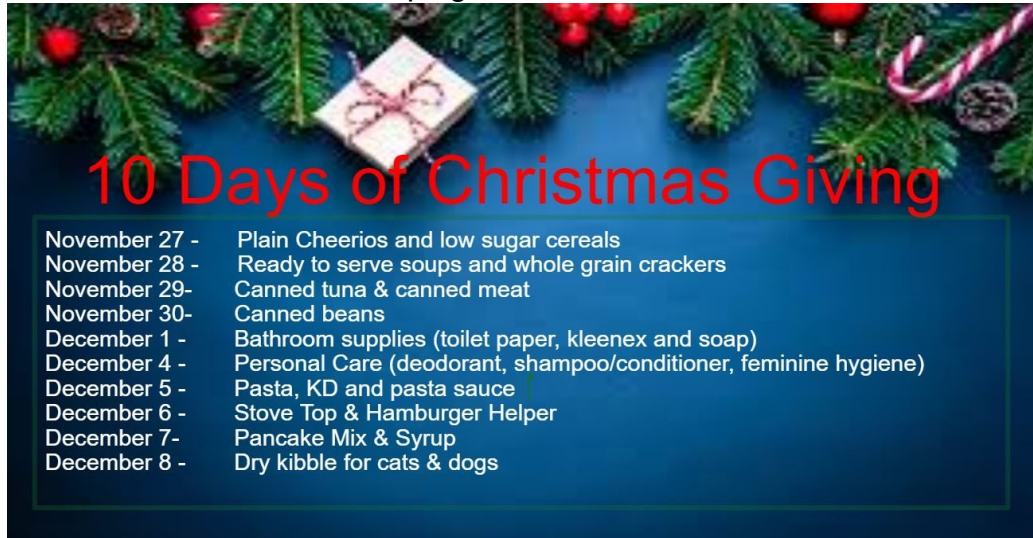
- We are printing and distributing to our students as well as being available online through the parent portal.
- The Digital version of the report card will be accessible via the Parent Portal on PowerSchool.
- Parent Teacher interviews were held on Nov 1 and 2 from 3:30 to 6:30. Our Kindergarten will also have Thursday in addition to the nights due to the number of students.

School Christmas Concert

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

Strathcona Christmas Bureau

We will be participating in the Strathcona Christmas Bureau's campaign. We are collecting donations of non-perishable food, new unwrapped toys, and other gifts, and/or financial assistance for the 2023 campaign. The dates are November 27 – December 8.



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 18 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 2024-25 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 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 18 at our School Council meeting.

Sincerely,

Tracey Arbuthnott, Principal

Preliminary possible Fees for 2024-2025 PINE STREET ELEMENTARY
School Fee Schedule

Fee Name / Description	PerStudentFee2024-2025	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	\$ 87.50	\$ 60.00	Activity Fees
Addition of Grade 6 Birch Bay leadership for 2024-25			
Noon Supervision - ECS	\$ 68.00	\$ 68.00	Lunch Supervision & Activities
Noon Supervision - Single	\$ 136.00	\$ 136.00	Lunch Supervision & Activities
Agenda	\$ 4.75	\$ 3.00	Optional

Arbor Day Tree

In the spring our grade ones won the Strathcona County draw to have a new tree planted in our school yard and it had arrived.



Upcoming Events

- Christmas Concert Venue (Park Church Dec 12th) \$1225 and bussing \$600 total \$1825
- Alberta Opera school presentation of Cinderella Feb 1 \$997

Teachers Update - Shannon Robinson

Our Teaching staff has taken the initiative to create several lunch hour clubs, registration information located on the Bears Blog.

Students can spend their lunch hours drawing with Mr. Hopkins or doing fitness on Wednesdays with Mr. Young's Black Belt Club.

Mrs. Wiart is looking forward to presenting the Ukuleles during the Christmas concert

Question: Jef Bailey questioned how the new curriculum guide is being received by teachers and students

Answer: Tracey Arbuthnott noted that there is a district approach that encompasses grade specific

scope and that all teaching staff attend in-service education to present unified approach to implementing the new curriculum. There is a literacy group to address the need based on students in each classroom.

Tracey Martin Woywitka and Kayleigh Chase both addressed that parent volunteers would be available to assist in bridging the gap for literacy. Tracey Arbuthnott will reach out to see who is in need of parent volunteers for reading with students.

Treasurer's Report September 2023 – Sarah Matheson

June, July and August monthly completed Banking Summaries are attached,

- Income Included
 - Interest - June \$.43, July \$.48, August \$.49
 - All June Income was reported at the Year End meeting in June.
 - July: Save on Foods \$792.65
 - August: Save On Foods \$ 321.60, Cobs Fundraiser \$150.84

- Expenses Included
 - None

- Current September Expenses thus far;
 - None

Save On Foods Report:

2021-2022 Total Year Profits: \$6458.29

2022-2023 Total: \$5809.64

2023-2024: \$1114.25

Funds in Reserve:

As voted on in our last meeting for the previous school year these are the updated Funds in Reserve;

Christmas concert & bussing	\$2000
Performances	\$1000
Fit Kidz	\$2387.40
Teachers Wish List	\$3000
Insurance	\$1000
Rock n' Rings	\$400
Movie Night	\$500
Halloween & Year End Dance	\$2500
Meet the Teacher BBQ	\$1000

Total: \$13787.40

Pine Street Volunteer Parent Society Treasurer Report					June
Date:		5-Jul-22			
				Opening Balance	\$18,556.98
Income		Income	Expenses	Subtotal	Balance
6-Jun	Bottle Drive Cash	\$660.00			
	Bottle Drive Chq	\$2,049.00		\$1,727.40	
	Save On Foods Chq			\$321.60	
12-Jun	Year End Dance - Cash	\$464.75			
30-Jun	Interest	\$0.43			
				Income Subtotal	\$3,174.18
					\$21,731.16
Expenses					
9-Jun	PineStreet Elementary- Rock n' Rings		\$367.50		
15-Jun	Elk Island P.S. Gym Rental		\$78.75		
14-Jun	Jamie Wells Dance Expenses		\$612.34		
				Expenses Subtotal	\$1,058.59
				Closing Balance	\$20,672.57
Funds in Reserve:					
Christmas Concert Rental & Bussing				\$ 2,000.00	
Performances				\$ 1,000.00	
Fit Kidz				\$ 2,387.40	
Teacher's Wish Lists				\$ 3,000.00	
Insurance				\$ 1,000.00	
Pizza Parties					
Rocks and Rings				\$ 400.00	
Movie Night				\$ 500.00	
Halloween & Year End Dance				\$ 2,500.00	
Meet the Teacher BBQ				\$ 1,000.00	
				\$ 13,787.40	
Current Liabilites					
				Available Funds	\$6,885.17

Pine Street Volunteer Parent Society Treasurer Report				July			
Date:		4-Aug-21					
			Opening Balance	\$ 20,672.57			
Income				Income	Expenses	Subtotal	Balance
4-Jul	Save on Foods	\$ 792.65					
31-Jul	Interest	\$ 0.48					
			Income Subtotal	\$ 793.13			
							\$ 21,465.70
Expenses				Income	Expenses	Subtotal	
			Expenses Subtotal	\$ -			
			Closing Balance	\$ 21,465.70			
Funds in Reserve:							
Christmas Concert Rental & Bussing		\$ 2,000.00					
Performances		\$ 1,000.00					
Fit Kidz		\$ 2,387.40					
Teacher's Wish Lists		\$ 3,000.00					
Insurance		\$ 1,000.00					
Pizza Parties							
Rocks and Rings		\$ 400.00					
Movie Night		\$ 500.00					
Halloween & Year End Dance		\$ 2,500.00					
Meet the Teacher BBQ		\$ 1,000.00					
				\$ 13,787.40			
Current Liabilites							
			Available Funds	\$ 7,678.30			

Pine Street Volunteer Parent Society Treasurer Report				August			
Date:		1-Sep-21					
			Opening Balance	\$ 21,465.70			
Income				Income	Expenses	Subtotal	Balance
24-Aug	Save On Foods	\$ 472.44				\$ 321.60	
	Cobs Fundraiser					\$ 150.84	
Aug 31	Interest	\$ 0.49					
			Income Subtotal	\$ 472.93			
							\$ 21,938.63
Expenses				Income	Expenses	Subtotal	
			Expenses Subtotal	\$ -			
			Closing Balance	\$ 21,938.63			
Funds in Reserve:							
Christmas Concert Rental & Bussing		\$ 2,000.00					
Performances		\$ 1,000.00					
Fit Kidz		\$ 2,387.40					
Teacher's Wish Lists		\$ 3,000.00					
Insurance		\$ 1,000.00					
Pizza Parties							
Rocks and Rings		\$ 400.00					
Movie Night		\$ 500.00					
Halloween & Year End Dance		\$ 2,500.00					
Meet the Teacher BBQ		\$ 1,000.00					
				\$ 13,787.40			
Current Liabilites							
			Available Funds	\$ 8,151.23			

Pine Street Volunteer Parents Society

Financial Statements

June 30, 2023

Pine Street Volunteer Parents Society		
<u>Listing of Officers</u>		
Jefvray Bailey		Janice Mills
Position: Chairperson		Position: Vice Chair
Kaylie Flewin		Sarah Matheson
Position: Secretary		Position: Treasurer

Assests					
	Opening Balance July 1, 2022			\$ 17,743.88	
	Closing Balance June 30, 2023			\$ 20,672.57	
	Net Cash Flow			\$ 2,928.69	
			Total Assests		\$ 20,672.57
Liabilities					
	Cheques issued not yet cleared through the account				
			Total Liabilities		
Net Worth					\$ 20,672.57
<hr/>					
Income					
	Yearbook			\$142.10	
	Grants			\$500.00	
	Hot Lunch			\$0.00	
	School Supplies				
	Bottle Drive			\$2,387.40	
	Family Dances (Halloween/Year End)			\$2,300.72	
	Movie Night			\$774.90	
	Christmas Concert Raffle & Photos				
	Nitza's Pizza Fundraiser			\$0.00	
	Save-On-Foods Receipts			\$5,809.64	
	Mabel's Labels			\$58.44	
	Oops I Forgot My Lunch				
	Interest			\$3.31	
			Total Income		\$11,976.51
<hr/>					
Expenses					
	Fundraising				
	Hot Lunch			\$0.00	
	Bottle Drive			\$0.00	
	Family Dances (Halloween/Year End)			\$2,261.65	
	Movie Night			\$377.75	
	Nitza's Pizza Fundraiser			\$0.00	
				\$2,639.40	
	Donations to School				
	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	
	Virutal Escape Room				
	Bussing (Emergency)				
				<u>\$4,793.65</u>	
Operating Costs					
	Banking Fees/Costs				
	Insurance			\$997.21	
				<u>\$997.21</u>	
				Total Expenses	\$8,430.26
Current Assets					
	Restricted (Donations made to a specific program)				
	Fit Kidz			2387.4	
	Designated (Voted on by Society)				
	Christmas Concert Rental & Bussing			\$ 2,000.00	
	Performances			\$ 1,000.00	
	Teacher's Wish Lists			\$ 3,000.00	
	Insurance			\$ 1,000.00	
	Pizza Parties				
	Rocks and Rings			\$ 400.00	
	Movie Night			\$ 500.00	
	Halloween & Year End Dance			\$ 2,500.00	
	Unrestricted Funds			\$ 6,885.17	

2022-2023 Summary to Date

Fundraisers	Revenue	Expenses	Net Profit
Yearbook	\$142.10		\$142.10
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
	\$11,973.20	\$2,639.40	\$9,333.80
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	\$11,976.51	\$8,944.75	\$3,031.76
Check Summary		Delta	
Expenses	\$8,945.35	\$0.60	
Income	\$12,180.55	\$204.04	
Fundraising Expenses	\$2,639.40		
Cash Donations to School	\$4,793.65		
Insurance	\$997.21		
Banking Fees	\$3.31		

COST Update: Janice Mills attended the Cost meeting and noted that the ASCE Grant has been approved. School Council Advisory now has a budget to take advantage of before the end of the next year for education of the purpose and strategy of a parent council. See the School Council Resource Guide and visit <https://www.albertaschoolcouncils.ca/school-councils/workshops/alberta-school-council-engagement-asce-grant> for information regarding the Alberta School Council Engagement ASCE Grant.

HOT LUNCH: Kayleigh Chase noted that hot lunch has been well received on our healthy hunger app. She has a strong volunteer participation that is currently meeting the program's demand.

YEARBOOK: Janice Mills provided an update on behalf of Andrea Gerstner. Photo submissions have increased /Yearbook email has changed to yearbookpne@gmail.com. Reminder to parents that past years can be ordered.

FAMILY DANCE (May 31 6pm-8pm): The Halloween Dance was well received, generating a profit.

MOTION made by Tracey Martin Woywitka to issue a cheque in appreciation to Mr. Micheal for 150.00

SECONDED: Kayliegh Chase

CARRIED: Yes

Other school Business: No

Any other society business: No

A motion was made by Jef Bailey to adjourn the meeting at 7:31 pm

Seconded: Janice Mills

The next regular meeting will take place January 18, 2024 at Pine Street Elementary.

These minutes are respectfully submitted by: Kaylie Flewin

Documents Handed out at November 2023 Meeting:

Agenda, Minutes from October meeting, Treasurer Report, Principal's Update, School Council Resource Guide, School Education Plan and Assurance Revue