

## **Pine Street School Advisory Council Meeting January 18, 2024**

The regular meeting of Pine Street School Council was duly called and held on January 18, 2024 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, Janice Mills, Kayleigh Chase, Rachelle Gagnon, Cathy Allen

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

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

### **Attendance and Introductions.**

**Additions to Agenda:** Cosc Update/Grants/Art Card Program

### **Review of Minutes from November 16, 2023**

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

SECONDED by: Sarah Matheson

CARRIED: Yes

### **Business Arising from Minutes**

No

### **Trustee Update – Cathy Allen**

#### **MEMORANDUM OF AGREEMENT**

Trustees approved the motion: “That the Board of Trustees ratify the memorandum of agreement for the Elk Island Public Schools Teachers’ Collective Agreement, Sept. 1, 2020 to Aug. 31, 2024.”

#### **RECEIPT OF TRUSTEE RESIGNATION**

The Board accepted the resignation of Trustee Jim Seutter, effective Nov. 30, 2023. Seutter recently moved. His new residence is outside the ward he represents, which disqualifies him as an EIPS trustee. As outlined in the *Education Act*, section 81(2), a by-election isn’t required when there is only one vacancy on the Board. As such, EIPS will not hold a by-election. Instead, the remaining eight trustees will assume Seutter’s duties, by modifying:

- the 2023-24 Trustee School Liaison Representative list;
- the 2023-24 Board Committee Representatives list; and
- the 2023-24 Acting Chair Schedule.

#### **AUDITED FINANCIAL STATEMENTS: 2022 -2023**

The Board approved the Audited Financial Statements for Aug. 31, 2023. MNP LLP, a national accounting firm, audited the statements and provided the opinion:

“[The Division’s] financial statements present fairly, in all material respects, the financial position of EIPS as at August 31, 2023, and the results of its operations, its remeasurement gains and losses, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.”

Briefly, the presented statements indicate net financial assets of \$24.5 million and liabilities of \$31.2 million, which also includes the new asset retirement obligation of \$14.1 million. Additionally, the non-financial assets include \$158.2 million in capital assets and \$1.7 million in prepaid expenses.

Meanwhile, the spent deferred capital contributions total \$144.9 million, comprised of provincial funding to cover capital assets. Overall, the Division ended the 2022-23 school year with an accumulated surplus of \$8.3 million and an operating deficit of \$5.3 million.

### **ANNUAL EDUCATION RESULTS REPORT 2022-23**

The Board approved EIPS' *Annual Education Results Report 2022-23*, an Alberta Education reporting requirement that provides school families and community member's easy-to-understand information about the Division. It also serves as a mechanism to improve accountability and transparency with local stakeholders. The *Annual Education Results Report 2022-23* 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 its successes, challenges and priorities moving forward. Now approved, the Division will submit the report to Alberta Education on November 30. After sending it to the province, EIPS will also post it online and share it with stakeholders and the Committee of School Councils. To read the report visit, [eips.ca](http://eips.ca).

### **EIPS 2023-24 FALL BUDGET**

The Board approved the EIPS 2023-24 Fall Budget Report for the period of Sept. 1, 2023 to Aug. 31, 2024. The Board originally approved the 2023-24 operating budget on May 25, 2023. 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 2023-24 budget provides stability for schools and maintains essential services (see pg. 184, "2023-24 Fall Budget").

Highlights from the Fall Budget Report: 2023-24 include:

*operating budget* – \$207.5 million, which includes a \$1.05-million draw from operating reserves

*student enrolment* – 17,760, as of Sept. 29, 2023

*employees (full-time equivalent)* – 1,372.58, as of Sept. 30, 2023

*compensation* – a 2% increase, effective Sept. 1, 2023—in accordance with the certificated settlement ratified June 2022. As approved by the Board, classified staff received the same increase in pay as certificated staff.

*operating reserves* – \$7.25 million, as of Aug. 31, 2024.

*capital reserves* – \$965,000, as of Aug. 31, 2024

*instructional spending* –78.5% of the total budget, equating to \$9,448 per student.

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

**NOTE:** System administration spending is within the \$6.19 million provided by Alberta Education. EIPS will distribute the surplus funds for other uses, as allowed in the *Funding Manual for School Authorities 2023-24 School Year*.

### **SPORT FOR LIFE**

The Board approved designating Clover Bar Junior High's Sport for Life program as an EIPS alternative program, effective starting in the 2024-25 school year. Open to students in grades 7 through 9, the year-long program introduces learners to healthy living through a range of sport, recreation and well-being activities. The aim is for students to use the skills and knowledge attained through the program and incorporate these into their daily living—now and throughout their lives. As such, the Board also approved amending Board Policy 18: Alternative Programs. Starting in the 2024-25 school year, the policy will list the Sport for Life program as an EIPS alternative program.

### **LOCALLY DEVELOPED COURSES: 2023-24**

The Board received for information a report about the locally developed courses available to students in the second semester of 2023-24. The Division plans to introduce Developing Personal Value: 15, 25 and 35 at Next Step starting in February 2024. Open to students in grades 10, 11 and 12, the course helps learners recognize their inherent worth by emphasizing their infinite personal value.

## **UNAUDITED ACCUMULATED SURPLUS**

The Board approved the transfer of \$5.62 million to the Division's unrestricted surplus from its internally restricted operating reserves to offset the net results in 2022-23.

## **UNAUDITED FINANCIAL REPORT: SEPTEMBER TO NOVEMBER 2023**

The Board received for information the Unaudited Financial Report for EIPS, prepared by Financial Services. As of Nov. 30, 2023, revenues exceeded expenses, resulting in an operating surplus of \$1.24 million. The operational revenue for the three months was \$50.58 million, which represents 25 per cent of the budget. Meanwhile, total expenses incurred was \$49.33 million, which represents 25 per cent of the budget. The primary reason for the surplus: costs associated with staffing, services and supplies that will be incurred later in the school year (see pg. 81, "Unaudited Financial Report for Sept. 1, 2023 to Nov. 30, 2023").

Please contact me with questions or concerns.

Respectfully submitted,

Cathy Allen

[cathy.allen@eips.ca](mailto:cathy.allen@eips.ca)

780-417-8109

**Question:** Janice Mills – Where can parents go to reach out in regards to concerns with the new curriculum, specifically grade 7.

**Answer:** Parents can reach out to the Alberta Education team.

## **January 18, 2024: Principal's Update**

**Meeting Dates for 2023-2024: Sept 14, Oct 12, Nov 16, Jan 18, Mar 14, May 23 (AGM)**

### **General**

- Grade 2s have headed over to the Clay Hut for a fieldtrip.
- Gr 6s have visited the Legislature to learn about our provincial government.
- Nov 24, we had Wacky Hair Day.
- Nov 27, We had our School Assurance Review with WBO WBF CBN, A big thank you to Jefv for attending and speaking about our school.
- We had our Ten Days of Christmas Giving and pulled over 633 lbs. of donations to the Strathcona Food Bank.
- Dec 1<sup>st</sup>, we had our first report cards released.
- Dec 2, we had a volleyball tournament at Davidson Creek (2 girl and 2 boy teams)
- Dec 6, we had our Christmas Concert
- Dec 15, we had Bev Facey drama students come and perform the Brothers Grimm - Out of Order performance to our students.
- Dec 22, we had a Christmas Sweater theme day at the school.
- Jan 15, Tryouts started for the PNE Track Team. Mr. Yung is leading the PNE Track Team for Grades 4-6 which will consist of 32 student (16 boys and 16 Girls). In preparation for the Running Room Indoor Games in early March, and the EIPS Invitational Track Meet in May.
- Teachers' Convention February 8<sup>th</sup> & 9<sup>th</sup>

- Provincial Assurance Survey questionnaire should be coming out for the current grade 4 parents at the end of January.
- Registration and re-registration will be active Feb 1<sup>st</sup> to Feb 21<sup>st</sup>.
- Feb 1, we have the Alberta Opera performing for our students in the afternoon at 1:30.
- Feb 5 & 6, are our Parent/Teacher/Student Conferences 3:30 to 6:30
- Feb Teachers' Convention February 8<sup>th</sup> & 9<sup>th</sup>
- February 28th is Pink Shirt Day (Anti bullying)
- I will be beginning my second round of One on Ones with all Staff starting the end of January.
- Hard to believe we are almost halfway through this school year! (Feb 1 is start of term two)

## School

- We received a little extra funding to help with our Kindergarten with a full time EA and PALS program with a half time EA in the afternoon.
- We also received a little funding to hire a half time EA for our grade 5/6 to support some new high needs students that transferred in.
- We also received some funding for Learning Disruption Grades 1-5 for Literacy and Numeracy. We have been able to hire Susan Woodbeck for three afternoons a week from Jan 9 to March 19.
- This brings our staff up to 22 Certificated and 26 Classified for a total of 48 staff members.

## Results Review

We had our Assurance Review, Nov 27<sup>th</sup> with Ecole Campbelltown, Woodbridge Farms, and Westboro School and it went very well. A big thank you to Jef for attending and speaking to our school.

## Purposed Fees for 2024-25 school year.

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  
Pine Street Elementary

Preliminary Fees for 2024-2025	PINE STREET ELEMENTARY		
	School Fees		
Fee Name / Description	Per Student Fee 2024-2025	Per Student Fee 2023-24	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 fieldtrip for 2024-25 (\$27.50)
Noon Supervision - ECS	\$ 68.00	\$ 68.00	Lunch Supervision & Activities
Noon Supervision - Single	\$ 136.00	\$ 136.00	Lunch Supervision & Activities
Agenda	\$ 5.00	\$ 4.75	Increase to cover actual costs

Outstanding fees for 2023-24 as of Jan 10, 2024, is \$12,348.57

**Teachers Update- Rachelle Gagnon**

- Grade 1 (Kelly): The kids enjoyed using screen-less coding kits to control robots
- Grade 6 (Lockwood): Indigenous Art Studies are in the works, finished art coming home soon.
- Grade 5 (Weber): Salisbury Greenhouse donated greenery to be used in the creation of center pieces. These beautiful creations were then donated to the Salisbury Care Center to decorate their tables.
- Grade 5 (Weber) : Money management skills are being taught
- Music (Weber): To further their indigenous studies, children had the opportunity to appreciate traditional Metis Bannock.

Jef Bailey - On behalf of the Pine Street Families we want to express our appreciation to the Pine Street Teaching Staff. Thank you for going above and beyond to facilitate the extracurricular clubs. We love hearing from our children about the various things that they are learning.

**MOTION** Made by Janice Mills to accept the Treasure's Report

**SECONDED:** Tracey Martin Woywitka

**CARRIED:** Yes

**Treasurer's Report January 2024 – Sarah Matheson**

November, December and early January monthly completed Banking Summaries are attached,

- Income Included
  - Interest - Nov \$.39, Dec \$.48, Totaling \$.87
  - Halloween Dance Ticket Sales - \$1399.08
  - Save on Foods - \$2042.37
  - Healthy Hunger Nitzas Pizza – \$148.40
  - Healthy Hunger Pasta Pantry - \$190.00
  - Capital Power Grant - \$1000.00
  
- Expenses Included
  - Halloween Dance Prizes - \$115.44
  - Halloween DJ Payment - \$525.00
  - Mr. Michaels Thank You - \$150.00

**Save On Foods Report:**

2021-2022 Total Year Profits: \$6458.29  
2022-2023 Total: \$5809.64  
2023-2024: \$4989.31

**Halloween Dance Report:**

Dance Expenses Total: \$1156.26  
Dance Income Total: \$1833.53  
Dance Profit: \$677.27

**Funds in Reserve:**

These are the updated Funds in Reserve;

Christmas concert & bussing	\$2000
Performances	\$1000
Teachers Wish List	\$1300
Insurance	\$1000
Rock n' Rings	\$400
Movie Night	\$185.52
Halloween & Year End Dance	\$1343.74
Mr. Michaels Thank You	\$150.00
<b>Total:</b>	<b>\$7379.26</b>

Pine Street Volunteer Parent Society Treasurer Report					January
Date:	1-Feb-24				
				Opening Balance	\$ 22,015.97
<b>Income</b>		Income	Expenses	Subtotal	Balance
8-Jan	Capital Power Grant\	\$1,190.00		\$1,000.00	
	Healthy Hunger Pasta P.			\$190.00	
		Income Subtotal		\$1,190.00	
					\$ 23,205.97
<b>Expenses</b>					
		Expenses Subtotal		\$0.00	
					Closing Balance \$ 23,205.97
<b>Funds in Reserve:</b>					
	Christmas Concert Rental & Bussing		\$ 2,000.00		
	Performances		\$ 1,000.00		
	Teacher's Wish Lists		\$ 1,300.00		
	Insurance		\$ 1,000.00		
	Rocks and Rings		\$ 400.00		
	Movie Night		\$ 185.52		
	Halloween & Year End Dance		\$ 1,343.74		
	Mr.Michaels Thank You		\$ 150.00		
			\$ 7,379.26		
<b>Current Liabilites</b>					
			Available Funds		\$15,826.71

**COSC Update:** Janice Mills attended the Cosc meeting

## **ASCA UPDATE**

The [Alberta School Councils' Association](#) (ASCA) is the provincial organization for families on school council. Below may be of interest to COSC members:

- ASCA is pleased to announce the return of its [Awards Recognition Program](#). Deadline to submit nominations is **February 1**.
- ASCA learning [opportunities](#) and [supports](#) can be paid for using the \$500 Alberta School Council Engagement grant. Workshops are offered online, scheduled weekly throughout the year. \*WILL BE DISCUSSED AT THE MARCH PINE STREET MEETING
- The [ASCA Conference and AGM](#) will be held April 26-28, 2024.
  - The Board of Directors election will happen at the AGM on April 28.

## **CAREGIVER EDUCATION SERIES: January**

Alberta Health Services hosts a series of virtual caregiver information sessions focused on ways to support students' mental health. The sessions are free and geared toward parents, caregivers, teachers and community members who want to learn more about challenges impacting children and adolescents. Session topics include anxiety, depression and technology, while teaching leadership skills, communication, resiliency and more. [Learn more](#)

## **COSC OPERATING PROCEDURES UPDATE**

Since an update was made to [EIPS Board Policy 2: Role of the Board](#), COSC liaison Emma Small created an updated version of the COSC Operating Procedures reflecting this change after speaking with the COSC executive. In addition, other minor changes included switching "district" to "Division," stipulating that the *School Act* is now the *Education Act* and grammatical edits. This updated version has not been posted to the website yet and is available in the [January COSC meeting package](#). Once finalized, the EIPS website will be updated with the new version.

## **SCHOOL COUNCIL ENGAGEMENT GRANT: Extended application deadline**

Pine Street has applied for the school council engagement grant. This item will be discussed at the March 2024 Pine Street meeting.

## **ANNUAL EDUCATION RESULTS REPORT 2022-23**

EIPS Associate Superintendent Ryan Marshall discussed the [EIPS Annual Education Results Report 2022-23](#) and its [overview](#). He explained the purpose of the document, what's changed in its design from last year and went through some of the data for the Division's goals and priorities. For the overview, he explained the layout, noting which information is from the 2022-23 school year versus the 2023-24 school year. Each school in the Division will receive a physical copy of the full report and several printed copies of the overview. Both documents are available online.

## **MENTAL HEALTH STRATEGIC PLAN: Reset rooms** (Not in Elementary school settings)

EIPS Director of Specialized Supports Marcus Reed and Mental Health Advisor Mardi Hardt presented on the reset rooms initiative from the Division's Mental Health Strategic Plan. They spoke on how stress can be measured, and how a comfortable stress level varies from person-to-person. They provided a Steadying Strategies Checklist to COSC members in person and in the [January](#)



[COSC meeting package](#) online. Hardt expressed she'd be more than happy to provide a workshop on stress to school councils and their schools, based upon scheduling availability.

### **COSC SHARING: Assurance reviews**

COSC Chair Kendra Roemer asked COSC members about their experiences at the school assurance reviews. The reviews were informative and valuable, and everyone found the removal of a time constraint improved the experience.

### **COSC SHARING: Work session planning**

COSC Chair Roemer discussed the idea for work sessions at COSC from the meeting in November. She has reached out to ASCA to see if a representative would like to present at COSC about what the organization offers to schools and how they can help. COSC member Krista Scott suggested adding an appendix to the COSC Operating Procedures about running a school council, including regular agenda items to include in meetings over the course of a school year and timely conversations to have as school councils. Scott also suggested creating a subcommittee for this purpose. If you're interested in joining this subcommittee, contact [Emma Small](#).

Additional information from the Jan. 10, 2024 COSC meeting is available at [www.eips.ca](http://www.eips.ca). The next meeting takes place on Feb. 7, 2024.

**Hot Lunch:** Kayleigh Chase noted that volunteer participation is meeting the programs demand and expressed her appreciation to our volunteers. On behalf of parents we wanted to thank Kayleigh for releasing more than one hot lunch date at a time, this format has been well received by parents.

**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. A booth will be set up at the upcoming parent teacher night to address any questions.

**Family Dance:** (May 31 6pm-8pm)

**Family Movie Night:** (Jan 26 6pm-8pm) Volunteer positions have been filled for this event.

**Art Cards:** Sarah Matheson sourced out a program that will allow us to bring back the Art Card Fundraiser. More information to come as we gear up for this fundraiser.

**Fitkids Program:** There will be a bottle drive fundraiser before the end of this school year, to fundraise for our fitkids program. We will be accepting monetary donations, bottles, and hope to have strong volunteer participation. More information to follow on the bear's blog as we get closer to the date. Please feel free to start saving bottles now to contribute to this event, every bit helps.

Other school Business: No

Any other society business: No

**MOTION** Made by Jef Bailey to adjourn the meeting at 7:35 pm

**SECONDED:** Janice Mills

**CARRIED:** Yes

The next regular meeting will take place March 14, 2024 at Pine Street Elementary.

These minutes are respectfully submitted by: Kaylie Flewin

Documents Handed out at January 2024 Meeting:

Agenda, Minutes from November meeting, Treasurer Report, Principal's Update