

Pine Street School Advisory Council Meeting October 10-2024

The regular meeting of Pine Street School Council was duly called and held on October 10, 2024 at Pine Street Elementary School located at 133 Pine Street in Sherwood Park, Alberta. Quorum was met.

In Attendance: Tracey Arbuthnott, Rachelle Gagnon, Caitlyn Sliter, Alanna Mahar, Kayleigh Chase, Tracey Martin Woywitka, Sarah Matheson, Dawn Holmes, Janice Mills, Kaylie Flewin, Alexis Bizuk, Sonia James, Mandy Ross, Erica Fedoruk, Shannon Robinson

Opening Remarks & Welcome – Tracey Martin Woywitka

The School Advisory Council Meeting called to order at 6:04 pm

Land Acknowledgement

Attendance and Introductions.

Additions to Agenda: No

Review of Minutes from Sept 19, 2024

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

SECONDED by: Caitlyn Sliter

CARRIED: Yes

Business Arising from Minutes: No

Trustee Update – Cathy Allen

Pine Street School Council meeting October 10, 2024

Trustee Report

GOVERNANCE AND EVALUATION COMMITTEE

The Board approved piloting a new committee for the 2024-25 school year—the Governance and Evaluation Committee. Throughout the year, the committee will review the *Board Handbook*, develop the Board retreat agenda, work on the Superintendent evaluation, Board self-evaluation and Board work plan, and prepare for the upcoming trustee election and related onboarding. After the year, trustees will determine whether or not to make Governance and Evaluation a standing committee going forward.

TRUSTEE REMUNERATION

The Board approved the trustee remuneration for the 2024-25 school year—unchanged from the previous year.

BOARD POLICY 24

The Board approved rescinding Policy 24: Personal Communication Devices. The guidelines for personal communication device usage in schools are now outlined in Administrative Procedure 145: Use of Personal Mobile Devices

SCHOOL CONSTRUCTION ACCELERATOR PROGRAM EIPS did not receive funding from the School Construction Accelerator Program announced by Alberta Education. The new schools, replacement schools and new modulars will be most welcomed in Alberta school divisions to address enrolment pressures and ageing infrastructure. We will continue to advocate for our EIPS Capital Plan requests. The number one request is a Grades 7-12 replacement school for Fort High and Rudolph Hennig and the number 2 request is a replacement school for James Mowat.

COLLABORATION AND PROFESSIONAL LEARNING – DRAFT ALTERNATE CALENDARS

The Board reviewed extensive research on the impact collaboration and professional learning have on student achievement. The research clearly demonstrates teacher collaboration enhances collective efficacy, pedagogical practices and student outcomes. Given a key EIPS priority is “enhancing growth and success for all students,” the Board wants to explore alternative Division calendars that embed formal collaboration time.

As such, the Board directed administration to:

1. Develop alternate Division calendar options, 2025-26 and 2026-27, for the Board’s consideration—with collaborative teacher-learning opportunities and a November break embedded within each option.
2. Survey EIPS stakeholders to collect feedback about the possible calendar options.
3. If an alternative calendar is approved, create a new draft administrative procedure, entitled Collaboration and Professional Time, outlining expectations related to professional collaborative learning time.

The stakeholder survey is open from October 10-21, 2024. Superintendent Stoddard has recorded a video that further explains the research used in the creation of the two alternate calendars. This video is linked to the survey.

PROGRAM UPDATE: READ AND LEVERAGING STUDENT ACHIEVEMENT

The Board received for information an update on two literacy and numeracy intervention pilot projects: the Reading Enrichment and Development (READ) pilot project and a junior high pilot project funded through Leveraging Student Achievement. In 2023, EIPS launched the READ pilot project, a program aimed at improving student reading achievement through targeted intervention based on the science of reading. Seven schools took part in the program—five in Fort Saskatchewan and two rural schools. Each school received two rounds of intervention for a seven-week period, which included pre- and post-intervention assessments. In total, 50 students took part in

READ, receiving intervention in four small-group sessions a week, with each session lasting 40 minutes. Post-intervention testing showed significant improvements for learners—specifically in the areas of letter identification, sounds and phoneme manipulation.

EIPS also used Board-allocated Leveraging Student Achievement funding to address learning gaps seen at the junior high level. In 2023-24, four schools were selected for literacy intervention and four schools for numeracy intervention—based on Star Reading, Star Math and Provincial Achievement Test scores. Schools received six weeks of intervention programming, totaling 12 hours of targeted instruction per student. In total, 55 students received literacy support, and 57 received numeracy support. Similar to the READ program, post-intervention testing demonstrated improved outcomes for students.

Thanks to the success of the READ pilot project, the Division has expanded the program to include all elementary schools across the Division. It's also reviewing next steps for the junior high pilot.

SUGGEST A NAME FOR THE SHERWOOD PARK REPLACEMENT SCHOOL

Students, families, staff and community members are all invited to submit suggestions for the name of the Sherwood Park Replacement School. This opportunity will be open from October 15-31, 2024. Stay tuned for the survey link as well as postcards that will be distributed in the school.

Please contact me with questions or concerns.

Respectfully submitted,

Cathy Allen

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

Principal Update – Tracey Arbuthnott

Oct 10, 2024: Principal's Update

Staffing

- I am very excited that Audrey Martyniuk has joined our Pine Street Family as our new Grade 4 Teacher. Mrs. Martyniuk is an outstanding educator that has an extensive career working with students in Alberta.
- We also received funding for an EA for our Connection classrooms. We have hired Lindsey McGair who has extensive experience and training.

Facility Update

- Upstairs hallway doors now have door stops reinstalled (Fire marshal cleared them to be reinstalled).
- Countertop in the Connections star room has been removed
- Roof by the office hallway has been repaired
- Working on the door fob scanner by the gym (Still in process)
- Nov Break, Nov 11 to 17 replacing the wood ceiling in front of the court yard with T-Bar and new lights.

Student-Parent-Teacher interviews – Oct 21 & 22 - 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 16
- We will also be running the Book Fair on those two nights as well.

Calendar Survey

Background

In September, Superintendent Stoddard presented a report to the Board of Trustees asking them to consider the significant research that highlights the positive impact of teacher collaboration on student achievement.

Since Elk Island Public Schools' top priority is promoting growth and success for all students, and given the compelling research, the Board of Trustees requested administration explore potential alternative calendar options that embed dedicated time for staff collaboration for the Board to consider.

The Board also requested a survey be developed to gather feedback from staff and parents/caregivers before the Board makes a decision about the 2025-26 and 2026-27 calendars. The survey and supporting information and resources will be available to and open for feedback from staff and parents/caregivers from October 10 to 21.

Why a change to the calendar?

- Research evidence clearly indicates that ongoing, sustained teacher collaboration is one of the most influential factors accelerating student achievement. As such, the Board is exploring ways to embed structured and ongoing collaboration time

into the Division calendar, and considering stakeholder feedback, before a decision is made.

What are the proposed alternative options?

- Option 1 proposes a one-hour early dismissal every Wednesday, which aligns with a few of our current high school schedules, but would be a new practice for elementary and junior high schools.
- Option 2 suggests a two-hour early dismissal every second Friday, which would be a new approach for all schools. Fridays were considered as an option for families to extend a weekend. As well, students participating in extracurricular activities sometimes leave early on Fridays, so these early dismissals could reduce the amount of time students are away from school.
- In both options, the days chosen are placeholders right now and may change based on feedback.
- The status quo calendar is still an option for the Board to consider, but a survey is not required.

Meeting Dates for 2024-2025:

Oct 10, Nov 21, Jan 16, Mar 13, May 15 (AGM),

Q: Can the online booking platform for parent teacher be opened earlier to provide more time for parents to coordinate schedules?

A: Yes, this will be implemented.

Teacher update – Shannon Robinson

Katie Lamb –Kinder Quest is going really great!

Heather Weber – Terry Fox Fundraiser Earned \$1210 in online donations, and \$563.95 in cash donations.

There will be two volleyball teams for grades five /six classes, boy's and girl's. The coaches are Mrs Weber, Mr Walker, Mrs Frey, Mrs Appleby, and Miss Lee.

Oct 27 – Wear Orange Shirts to acknowledge Truth & Reconciliation.

COSC (Council of School Councils)

Janice Mills attended the October 2 meeting. Alanna Mahar put her name forward to be our elected member and the required contact forms will be updated prior to Oct 25.

CORRECTION: Email corrected. Previous version had the incorrect school representation for COSC Secretary Andrea Brown.

Good afternoon COSC members,

Below is a brief overview of what took place at the COSC meeting on Oct. 2, 2024.

KEY AGENDA TOPICS

- Election of Chair, Vice-Chair and Secretary
- COSC Planning for 2024-25
- ASCA Presentation: The Work of School Council
- Board Report
- ATA Report
- Caregiver Series: October
- COSC Operating Procedures
- School Council Engagement Grant

ELECTION OF CHAIR, VICE-CHAIR AND SECRETARY

The meeting started with the election of the COSC Chair, Vice-Chair and Secretary for the 2024-25 school year. The positions are as follows:

- *Chair:* Stephanie Stoddard, Fort Saskatchewan Elementary
- *Vice-Chair:* Michelle Uytterhagen, Fultonvale Elementary Junior High
- *Secretary:* Andrea Brown, École Campbelltown

Past COSC Chair Jacquie Surgenor Gaglione said the COSC executive and COSC members can contact her for questions and advice at Jacquie@Kayric.com or 780-909-2718.

COSC PLANNING FOR 2024-25

Meeting dates for 2024-25:

- Nov. 6, 2024
- Jan. 8, 2025
- Feb. 5, 2025
- March 5, 2025
- April 2, 2025
- May 7, 2025

Meeting times and format:

- *Meeting times:* 6:30 p.m. to 8:30 p.m.
- *Meeting format:* Hybrid—both in person and virtual. During bad weather, meetings may take place entirely virtual.

COSC members discussed potential agenda topics for the 2024-25 year:

- Advocacy surrounding public education
- Artificial intelligence (AI) in schools
- Mentorship
- Parental engagement
- Pilot projects the Division is exploring
- School council three-year plans
- School fee development
- The public education funding model and three-year weighted moving average

ASCA PRESENTATION: The Work of School Council

[Alberta School Councils' Association](#) (ASCA) is the provincial organization for families on school council. ASCA Instructors Suzanne Lynch and Shelley Odishaw presented virtually on the work of school councils.

- School councils are not a nice-to-have, they are legislated within the [Education Act](#). [Learn more](#)
- Lynch encouraged COSC members to take the [handouts](#) from the presentation and distribute them amongst their school council members and keep them in a binder for future reference.
- COSC members can read through [Alberta Education's Business Plan](#).
- The [ASCA website](#) offers various resources for school council members designed to enhance school council effectiveness and parent engagement.
- All school councils have an ASCA membership. This means they can access the [Members Only section](#) of the ASCA website to find resources, such as the [Timed School Council Agenda Template](#). For instructions to access your member account, see this [Welcome Letter from ASCA](#).
- If COSC members have questions that weren't answered during the presentation, they can email [Suzanne Lynch](#).

BOARD REPORT

Board Chair Cathy Allen shared the Board report. COSC members can access current [Board meeting information](#) for meeting packages, highlights and minutes throughout the school year. She also mentioned three upcoming surveys:

- A survey about the naming of the [Sherwood Park replacement school](#).
- A survey about changes to upcoming school year calendars will be sent out to EIPS families next week. These changes are based on research regarding the impacts of collaboration and professional learning on student achievement.
- A survey with impacted stakeholders about the transition plan for [French Immersion programming](#). There will be other consultations in addition to the survey.

In terms of advocacy, Board Chair Allen will share the Board's current advocacy priorities after the Board finalizes their advocacy plan this fall. For COSC members

looking to develop their own advocacy skills, two resources are available from previous years: [School Council Advocacy Package](#) and [COSC Advocacy Sheet for Parents](#).

ATA REPORT

Alberta Teachers' Association (ATA) Local No. 28 President Deneen Zielke presented the ATA report. This year, the ATA's focus is on advocating for the provincial government's support in funding public education. If COSC members are interested in supporting this effort, they can contact [Deneen Zielke](#).

CAREGIVER EDUCATION SERIES: October

Recovery Alberta is hosting 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, ADHD, depression, self-harm, technology, teens and teaching leadership skills, communication, resiliency and more. [Learn more](#)

COSC OPERATING PROCEDURES

The [COSC Operating Procedures](#) are available on the EIPS website. If you're new to COSC, read the procedures to understand the history, governance, decision-making and more regarding the committee.

SCHOOL COUNCIL ENGAGEMENT GRANT

Alberta Education is providing school councils with a \$500 [School Council Engagement Grant](#). School councils may have funds rolled over from previous years—Emma Small will be contacting all school councils individually about how much grant money they have this year. To administer the 2024-25 grant, EIPS first needs to collect contact information from school councils in the Division, as Alberta Education needs this information to allocate funding. Have one member from your school council complete this [contact form](#) by **Friday, October 25**. For more information about the grant process and FAQs, see the [EIPS website](#).

UPCOMING EVENTS AND IMPORTANT DATES

- **October 5:** [World Teachers Day](#)
- **October 7-11:** [Read In Week](#)
- **October 10:** [World Mental Health Day](#)
- **October 14:** Thanksgiving Day (schools and Central Services closed)
- **October 15:** [Alberta Out-of-Province Fair](#)
- **November 5-11:** [Veteran's Week](#)
- **November 6:** Early Dismissal
- **November 6:** [Take Our Kids to Work Day](#)

You can also [join COSC on Facebook](#) to share information and ask questions with other school councils.

Additional information from the Oct. 2, 2024 meeting is available at [eips.ca](#). The next meeting takes place on Nov. 6, 2024. We look forward to seeing you there.

School Society

Treasurer's Update: Sarah Matheson

Treasurer's Report October 2024

September and October (to date) monthly completed Banking Summaries are attached,

Income Included

- Interest - .82 September

September

- Save On Foods- \$1713.95
 - Mabels Labels- \$113.36
 - Healthy Hunger DQ- \$139.62
- Total: \$1966.93

October

- Save On Foods- \$551.62
 - Capital Power Grant- \$1000.00
- Total: \$1551.62

Expenses Included

September

- Pine Street Elementary Fit Kidz Donation- \$2700.00
- Total: (\$ 2700.00)

October

- Sarah Matheson- DJ Pymt & Thank you Cash- \$640.70
- Total: (\$640.70)

Current and Ongoing Fundraiser breakdowns and Totals:

Save On Foods Yearly Fundraiser Report:

2021-2022 Total Year Profits: \$6458.29
2022-2023 Total: \$5809.64
2023-2024: \$9674.99

2024-2025: \$2265.57 (to date)
2025 Movie Night Break down:

Movie Night Income Total: \$
Movie Night Expenses Total: \$
Movie Night Profit: \$

School Dances: (2024-2025)

Halloween Dance Income: \$
Halloween Dance Expenses: \$640.70
Halloween Dance Profits: \$

Year End Dance Income: \$
Year End Dance Expenses: \$
Year End Dance Profits: \$

Dance Income Totals: \$
Dance Expense Totals: \$
Dance Profit Totals: \$

Art Cards (2024-2025)

Art Cards Income: \$
Art Cards Expenses: \$
Art Cards Profits: \$

Hot Lunch Fundraiser: (2024-2025)

Nitzas Pizza- \$
Pasta Pantry- \$
Subway- \$
Cobs Bread- \$

Fundraiser Total to date: \$

Cobs Bread In-Store Fundraiser

2022-2023 total: \$150.84
2023-2024 total: \$

Mabels Labels Ongoing Fundraiser:

2022-2023 total: \$52.82
2023-2024 total: \$170.11

A motion was made by Janice Mills to approve Treasures Report

SECONDED BY: Dawn Holmes

CARRIED: Yes

Fundraising & Community Building Update

Hot Lunch- Kayleigh Chase.

First hot lunch was a success with a total of 12 volunteers. All upcoming orders until Dec are posted on Healthy Hunger. Reminder that a new school year will require a new registration with Healthy Hunger. Volunteers are appreciated and welcome, so please come out to support our program. 10% added to all orders as a fundraiser.

Yearbook – Allana Mahar will help create the yearbook.

After each event – Lisa Leitch will email each teacher for photos to yearbook google folders

Family Dances/Movie Night – Jamie Wells

All volunteer spots have been filled and the Halloween Dance is this Friday Oct 18.

Other School Society Business: No

Fit Kids: Rachelle Gagnon

Students will have an opportunity to learn Bollywood Dance and have been prepping for the Halloween Dance with mini dance parties. Pickleball was a success and the kids are looking forward to learning Ultimate Frisbee.

We are searching for a martial art instructor, if you know of anyone who would be interested in sharing their skills, please contact the school.

Future fundraising - bottle drive again this year.

Searching for grants, or donations from companies.

Art Cards- Sarah Matheson

Kits are due to arrive next week and teachers have prepped Christmas / Winter Theme art projects. All kits are to be completed prior to November 01 so that cards can be ready for Christmas.

A motion was made by Janice Mills to adjourn the meeting at 7:00 P.M.

SECONDED BY: Sarah Matheson

CARRIED: Yes

The next regular meeting will take place on Thursday, November 21, 2024 **at Pine Street Elementary.**