

Pine Street School Advisory Council Meeting November 21-2024

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, Alanna Mahar, Kayleigh Chase, Tracey Martin Woywitka, Sarah Matheson, Kaylie Flewin, Alexis Bizuk, Jef Bailey, Brittany Sharkey, Alyssa Barkman

Opening Remarks & Welcome – Jef Bailey

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

Land Acknowledgement

Attendance and Introductions.

Additions to Agenda: No

Review of Minutes from Oct 10, 2024

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

SECONDED by: Tracey Martin Woywitka

CARRIED: Yes

Business Arising from Minutes: No

Trustee Update – Cathy Allen

Pine Street School Council meeting November 21, 2024

Trustee Report

RECEIPT OF TRUSTEE RESIGNATION

The Board accepted the resignation of Trustee Jacqueline Shotbolt, effective Oct. 31, 2024. As of that date, Shotbolt will no longer reside within the ward in which she was elected, disqualifying her as an EIPS trustee. As outlined in the *Education Act*, section 81(2), a by-election isn't required during the fourth year following a general election as long as the number of Board vacancies is less than the quorum, plus one. As such, EIPS will not hold a by-election. Instead, the remaining trustees will assume Shotbolt's duties

BOARD GOVERNANCE SURPLUS

The Board directed administration to allocate its governance surplus—\$39,592 as of Aug. 31, 2024—to the Leveraging Student Achievement Fund. Allocating these dollars to the Leveraging Student Achievement reserve will allow for schools to narrow the achievement gap. A plan will be discussed with the Board later in the year before these funds are used.

TRUSTEE ELECTION OCTOBER 2024

EIPS has begun preparations for the upcoming trustee election on October 20, 2025. The Municipal Affairs Statutes Amendment Act, 2024 sets new rules for local elections. This Act will amend the Local Authorities Election Act and the Municipal Government Act. EIPS is examining these new rules and how they will impact the election process. The Board of Trustees has started planning for the new Board of Trustees. It is important to plan for the onboarding of the new trustees, to support them in their roles and responsibilities.

MODULAR CLASSROOM REQUEST: 2025-26

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 SouthPointe School;
- demolish two ageing modular classrooms at Westboro Elementary followed by a site reclamation;
- replace eight modular classrooms at James Mowat Elementary; and
- at Win Ferguson Elementary, demolish eight modular classrooms and add newer units there by relocating six modular units from Wes Hosford Elementary.

EIPS hopes a decision from the province comes in early 2025.

EIPS SCHOOL TRANSITION PLANNING SURVEY

The EIPS Board of Trustees made the decision to relocate the senior high French Immersion program to Salisbury Composite High and balance senior high enrolment by redesignating senior high students living in the Lakeland Ridge attendance area to Bev Facey Community High. Both are effective when the new Sherwood Park replacement school opens, expected in the 2026-27 school year.

To ensure a smooth transition for students, staff and families, EIPS is consulting impacted stakeholders to develop an effective implementation plan. All impacted

families are invited to share suggestions and concerns related to the transition. The survey is open from November 7-20, 2024.

EIPS will then review the feedback provided and begin developing a draft transition plan, considering local needs, program and outcome requirements, and strategies to enhance student achievement. In early 2025, the Division will share the draft plan at a public feedback session, collecting any input stakeholders may have. It will use that data to create a final version for the transition.

BILL 27: EDUCATION ADMENDMENT ACT, 2024

This Bill was introduced in the Legislative Assembly on October 31, 2024. If passed the legislation and regulatory amendments for education continuity during public health and states of emergencies would be expected to come into force on January 1, 2025, except sections regarding school authority policies, which would come into effect on September 1, 2025.

BILL 29: FAIRNESS AND SAFETY IN SPORT ACT

This Bill was introduced in the Legislative Assembly on October 31, 2024. If passed the legislation and regulatory amendments will come into effect Fall 2025.

UNAUDITED FINANCIAL REPORT: 2023-24

The Board received for information the Unaudited Financial Report for the 2023-24 school year—September 1 to August 31. The Division ended the 2023-24 school year with an overall surplus of \$3.16 million, which includes operating revenue and expenses, school-generated funds and asset retirement obligation expenditures. The surplus is more than budgeted, by \$4.21 million, primarily because of unbudgeted, one-time revenue obtained through the sale of Division IP addresses. The surplus funds increase EIPS' operating reserve—available for use in future years (see page 127, "[Unaudited Financial Report: 2023-24](#)").

UNAUDITED ACCUMULATED SURPLUS

The Board received for information the Unaudited Accumulated Surplus Report as of Aug. 31, 2024. The Division's accumulated surplus totals \$11.5 million, which includes investment in:

- Board-funded tangible capital assets (\$7.75 million);

- the asset retirement obligation (-\$10.33 million);
- capital reserves (\$2.49 million); and
- unrestricted surplus, operating reserves (\$11.59 million)—below the province’s maximum balance, including a one-time exception—and in excess of its recommended 1% minimum balance.

NOTE: The operating reserves include reserves from Central Services (\$627,000), schools (\$944,000) and the school-generated fund (\$2.28 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 \$7.35 million. As such, the net reserve transfer for 2023-24 is \$5.2 million, which includes an operating surplus of \$4.18 million and a surplus of \$1.02 million from current-year transactions for unsupported capital assets (see page 144, “[Unaudited Accumulated Surplus at Aug. 31, 2024](#)”).

Following the report, the Board approved the motion: “that the Board of Trustees direct the Superintendent to create a draft Administration Procedure that outlines processes and guidelines for the accumulation, use and carry-over of school generated funds, to be brought to January 9 Caucus meeting for feedback.”

Please contact me with questions or concerns.

Respectfully submitted,

Cathy Allen

cathy.allen@eips.ca

780-417-8109

Principal Update – Tracey Arbuthnott

Nov 21, 2024: Principal’s Update

- It has been an amazing month.

Halloween Dance on Oct 18

- It was a big success with lots of families coming out to enjoy the night.

School Pictures

- Picture retakes took place on Oct 29

- We are looking at moving to a different provider next year.

School Bus Safety Week: Oct 21 to Oct 25

- School-Wide Bus Evacuation Drill occurred on September 19 and 20 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.

Volleyball Tournament at Bev Facey

- We had two teams compete at the volleyball tournament on November 2. We will also be sending 4 teams to the Davidson Creek Volleyball Tournament on Nov 30

Legislature fieldtrip

- Our grade 6s participated in the Alberta Legislator field trip on Nov 5

Remembrance Day Ceremony on Nov 8

On November 8, We had our service in our gym from about 10:30 to 11:30 and was a great success.

Anti-Bullying Week (Inclusion Week for us) Nov 18 - Nov 22

At Pine Street Elementary we focused our efforts for Bully Awareness Week around positive inclusion with a focus on acceptance and strengths.

- Our Counsellor put together lessons for our teachers to use on Inclusions, considering neurodiversity and differences in learning.
- Teachers had access to a bin of books on this subject that they can use and share with their classes.
- We also incorporated 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.

- On our Message board, we created messages of positive behaviors where we will add pictures of our students being great Pine Street Role-Models.
- We continued 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 also continued 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".
- We also incorporated it into our 'catching students doing the right thing' positive behavior program in the office and classrooms.

Assurance Review

- We are having our assurance review on Nov 22 here at the school. We will be joined by the following schools: Ecole Campbelltown, Westboro and Woodbridge farms. There will also be Superintendent Stoddard and Executive Director Gilewich, Trustee Boymook as well as Board Chair Cathy Allen.

Term One Report Cards will be released Nov 29 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 Oct 21 and 22 from 3:30 to 6:30.

School Christmas Concert

We will be at Park Church on Dec 5 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 2024 campaign. We will be participating from November 2 to December 13 and doing the Ten Days of Giving again.



School Fees for 2025-26 (Heads up, coming 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 16 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 2025-26 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 2025-26, 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 16 at our School Council meeting.

Sincerely,

Tracey Arbuthnott
Principal
Pine Street Elementary

Teacher update – Alyssa Barkman

Thank you to the volleyball coaches on all of their hard work, Mrs Weber, Mr Walker, Mrs Frey, Mrs Appleby, and Miss Lee.

COSC (Council of School Councils)

COSC PLANNING FOR 2024-25

Meeting dates for 2024-25:

- 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.

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

School Society

Treasurer's Update: Sarah Matheson

Treasurer's Report November 2024

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

Income Included

- Interest - .82 October

October

- Save On Foods- \$551.62
- Capital Power Grant- \$1000.00
- Halloween Dance Concession- \$554.75
- Cobs Fundraiser- \$82.34

Total: \$2189.53

November

- Save On Foods- \$579.54
- Healthy Hunger Dance Tickets- \$1198.53
- Healthy Hunger Nitzas- \$142.30

Total: \$1920.37

Expenses Included

October

- Sarah Matheson- DJ Pymt & Thank you Cash- \$640.70
- Elk Island School- Gym Rental- \$78.75
- Jamie Wells, Dance Expenses- \$287.71

Total: (\$1007.16)

November

-

Total: (\$ 0.00)

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: \$2845.11 (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: \$ 1753.28
Halloween Dance Expenses: \$1007.16
Halloween Dance Profits: \$746.12

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- \$142.30
Pasta Pantry- \$
Subway- \$
Cobs Bread- \$

Fundraiser Total to date: \$

Cobs Bread In-Store Fundraiser

2022-2023 total: \$150.84
2023-2024 total: \$82.43

Labels Labels Ongoing Fundraiser:

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

Funds in Reserve

These are the current updated Funds in Reserve;

2024-2025

2023-2024

Fundraising & Community Building Update

Hot Lunch - Kayleigh Chase.

(Nov 29, Dec 06, Jan 31, Feb 14, Mar 14, Apr 04, May 23, Jun 6) We need volunteers. The call is out for any parents or grandparents that may be interested in lending a hand, please reach out to the office.

Yearbook –

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

Family Dances/Movie Night – Jamie Wells

(May 30, 6-8pm)

A motion was made by Tracey Martin Woywitka to create a petty cash of \$400.00 for movie night

SECONDED BY: Kayleigh Chase

CARRIED: Yes

A motion was made by Tracey Martin Woywitka to create a petty cash of \$600.00 for the dance night

SECONDED BY: Kayleigh Chase

CARRIED: Yes

Art Cards- Sarah Matheson

Art Cards are being processed, and we look forward to seeing the creations arrive shortly.

Other School Society Business: No

A motion was made by Kayleigh Chase to adjourn the meeting at 6:56 P.M.

SECONDED BY: Sarah Matheson

CARRIED: Yes

The next regular meeting will take place on Thursday, Jan 16, 2025 **at Pine Street Elementary.**