

Pine Street School Advisory Council Meeting January 16-2025

The regular meeting of Pine Street School Council was duly called and held on January 16, 2025 at Pine Street Elementary School located at 133 Pine Street in Sherwood Park, Alberta. Quorum was met.

In Attendance: Tracey Arbuthnott, Rachelle Gagnon, Kayleigh Chase, Tracey Martin Woywitka, Sarah Matheson, Kaylie Flewin, Jef Bailey, Shannon Robinson, Erin Pettipas Fedechko, Caitlyn Sliter

Opening Remarks & Welcome – Jef Bailey

The School Advisory Council Meeting called to order at 6:01 pm

Land Acknowledgement.

Attendance and Introductions.

Additions to Agenda: No

Review of Minutes from Nov 21, 2024

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

SECONDED by: Kayleigh Chase

CARRIED: Yes

Business Arising from Minutes: No

Trustee Update – Cathy Allen

POWERSCHOOL CYBERSECURITY INCIDENT

The Board of Trustees and the Division are very concerned about this incident. This is upsetting for staff and for families. The EIPS Instructional Technologies team is working with PowerSchool and we are waiting for a report from PowerSchool to be received on January 17, 2025. Updated information will be posted on the EIPS website.

www.eips.ca

AUDITED FINANCIAL STATEMENTS: 2024

The Board approved the Audited Financial Statements for Aug. 31, 2024. MNP LLP, a national accounting firm, issued the following opinion:

“[The Division’s] financial statements present fairly, in all material respects, the financial position of EIPS as of August 31, 2024, and the results of its operations, its remeasurement gains and losses, changes in its net financial assets (net debt) and its

cash flows for the year then ended in accordance with Canadian public sector accounting standards.”

EIPS 2024-25 FALL BUDGET

The Board approved the EIPS 2024-25 Fall Budget Report for the period of Sept. 1, 2024 to Aug. 31, 2025. The Board originally approved the 2024-25 operating budget on June 6, 2024. Every fall, the budget is updated to account for current information regarding enrolment numbers, revenue changes, actual carryforward amounts, expenses and planned reserve spending. Overall, the EIPS 2024-25 budget provides stability for schools and maintains essential services (see pg. 189, “2024-25 Fall Budget”).

Highlights from the Fall Budget Report:

budget priorities – complexity in classrooms, curriculum and resource development, the mental health strategic plan, collegiate and career pathways, equity, staff retention, and artificial intelligence and digital tools considerations

budget principles – equitable distribution of funds and programs and transparent and understandable changes to allocations

operating budget – \$213.15 million, which includes a \$2.11-million draw from operating reserves and \$390,000 from asset retirement obligation amortization

student enrolment – 17,949, as of Sept. 27, 2024

employees (full-time equivalent) – 1,367, as of Sept. 30, 2024

compensation – salary grid movement and benefit increases have been factored into standard costs for schools, and inflationary salary costs are related to grid movement and benefit costs for departments

operating reserves projection – \$10.59 million, as of Aug. 31, 2025

capital reserves projection – \$210,000, as of Aug. 31, 2025

instructional spending – 78% of the total budget, equating to \$9,518 per student

system administration spending – \$4.51 million, 2.1%, of total expenses

NOTE: System administration spending is within the \$6.55 million provided by Alberta Education. EIPS will distribute the surplus funds for instructional costs, as allowed in the *Funding Manual for School Authorities 2024-25 School Year*.

ASSURANCE REVIEWS

Trustees participated in the EIPS Assurance Reviews, a division wide forum for schools and departments to share with the Board their results, annual plans, successes, how they're meeting the needs of all learners, the challenges they are experiencing and potential advocacy focus areas. Collectively, the reviews allow trustees to gain a holistic understanding of what's happening throughout the Division—which then helps inform decision-making.

ANNUAL EDUCATION RESULTS REPORT 2023-24

The Board approved EIPS' *Annual Education Results Report 2023-24*, an Alberta

Education reporting requirement that provides school families and community members information about the Division. It also serves as a mechanism to improve accountability and transparency with local stakeholders. The *Annual Education Results Report 2023-24* features detailed information about how EIPS is doing relative to Alberta Education's performance measures; how the Division supports students to achieve the best possible outcomes; and its successes, challenges and priorities moving forward. This report has been submitted to Alberta Education.

AERR 2023-24: <https://www.eips.ca/download/475384>

Overview of AERR 2023-24: <https://www.eips.ca/download/475379>

DIVISION CALENDAR

The Board approved the Division calendars for the next two school years—2025-26 and 2026-27. For the most part, the calendars resemble previous years. However, a change was made to early dismissal days. In previous years, early dismissal days occurred on the first Wednesday of every month—students are released from school one hour early to allow for staff meetings and collaboration. Going forward, early dismissal days will now occur weekly, every Wednesday. On these days, after students are released, school staff will take part in structured collaborative learning opportunities to ultimately enhance student achievement. Before making the calendar change, the Division surveyed the school community—the weekly early dismissal aligns with feedback heard and, also, the Division's needs (see pg. 36, "[2025-26 and 2026-27 Division Calendars](#)").

SCHOOL FEE PARAMETERS: 2025-26

The Board approved the school fee parameters for the 2025-26 school year. For the upcoming school year, fees can increase by two per cent—in 2024-25, the allowable increase was five per cent. Highlights of the 2025-26 school fee parameters include:

Optional-courses fees –two per cent allowable increase

Noon-supervision fees – two per cent allowable increase

Activity fees – two per cent allowable increase

Extracurricular fees – two per cent allowable increase

Non-curricular travel fees – two per cent allowable increase

Non-curricular goods and services fees – two per cent allowable increase

Schools must set all fees at a cost-recovery rate. If fees are over-charged by more than \$10 a student, schools must refund that amount to the student. Additionally, if any fees exceed the listed parameters, the school must submit an explanation for EIPS' Superintendent and Secretary-Treasurer to review. With the fee parameters now

approved, schools can begin establishing their 2025-26 School Fees Schedule.

NAMING OF THE SHERWOOD PARK REPLACEMENT SCHOOL

The Board approved a name for the new replacement school in Sherwood Park—Forest Grove School—expected to open in the 2026-27 school year. Once open, Forest Grove School will offer a single-track elementary French Immersion program and a dual-track junior high program, including a regular English program and a French immersion program for grades 7-9.

DRAFT JUNIOR HIGH CURRICULUM

The Alberta government announced that the junior high curriculum will be updated, with the changes affecting mathematics for grades 7 to 9, social studies for grades 7 to 9, physical education and wellness for grades 7 to 10, and career and life management (CALM). The draft version of the curriculum is scheduled for piloting in September 2025 and the implementation of the updated curriculum is scheduled for September 2026. Once the draft versions are available for viewing, EIPS will make decisions regarding piloting of the updated curriculum.

TRUSTEE ELECTION OCTOBER 20, 2025

BYLAW NO. 009/2024

Bylaw No. 009/2024: The Establishment of Wards and Electoral Subdivisions received third reading and was then passed by the Board. The bylaw replaces Bylaw No. 007/20 in [Appendix A – Policy 7: Board Operations](#).

BYLAW NO. 010/2024

Bylaw No. 010/2024: The Rules and Procedures for the Conduct of School Trustee Elections received three readings and was then passed by the Board. The bylaw replaces Bylaw No. 008/2020 and will guide the upcoming school trustee election.

BYLAW NO. 011/2024

Bylaw No. 011/2024: Criminal Record Checks Required for Trustee Nominations received three readings and was then passed by the Board. EIPS will abide by Bylaw No. 011/2024 throughout the upcoming school trustee election.

Nomination packages are currently being accepted from candidates running for the EIPS Board of Trustees. These packages will be accepted until 12:00 pm on nomination day – September 22, 2025.

Candidate information and the Public School Trustee Candidate Handbook can be accessed on the EIPS website www.eips.ca

UPCOMING EVENTS:

Junior High Open House

Strathcona Christian Academy	January 20 at 6:00 pm
Clover Bar	January 28 at 6:00 pm
F.R. Haythorne	February 4 at 5:00 pm
Sherwood Heights	February 11 at 6:00 pm

Please contact me with questions or concerns.

Respectfully submitted,

Cathy Allen

cathy.allen@eips.ca

780-417-8109

Principal Update – Tracey Arbuthnott

General

- Nov 29, we had our first report cards go out and our wearing flannel theme day.
- Nov 30, we had 4 volleyball teams participate in the Davison Creeks VB Tournament.
- We had our Ten Days of Christmas Giving and pulled over 740 lbs. of donations to the Strathcona Food Bank.
- Dec 2, we had a volleyball tournament at Davidson Creek (2 girl and 2 boy teams)
- Dec 5, we had our Christmas Concert
- Dec 20, we had a Christmas Sweater theme day at the school.

- Teachers' Convention February 6th & 7th
- Provincial Assurance Survey questionnaire should be coming out for the current grade 4 parents at the end of January.
- Our Track team tryouts started this week
- Jan 22, we have the Alberta Opera performing Rapunzel for our students at 9:30.
- Jan 31 is our theme day Comfy Cozy Day.
- Registration and re-registration will be active Feb 1st to Feb 21st.
- Feb 5 & 6, are our Parent/Teacher/Student Conferences 3:30 to 6:30
- February 26th 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)

Results review

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

Facilities News

- The school floors and building have been cleaned over the Christmas break.

Proposed Fees for 2025-26 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 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 13, 2025, School Council meeting and posted to our website.

I look forward to seeing you on January 18 at our School Council Meeting.

Sincerely,

Tracey Arbuthnott
Principal

Pine Street Elementary

Preliminary Draft Fees for 2025-2026	PINE STREET ELEMENTARY School Fees		
	Fee Name / Description	Per Student Fee 2025-2026	Per Student Fee 2024-25
Field Trips - ECS	\$ 46.00	\$ 45.00	Activity Fees increase by 2%
Field Trips - Gr 1	\$ 46.00	\$ 45.00	Activity Fees increase by 2%
Field Trips - Gr 2	\$ 46.00	\$ 45.00	Activity Fees increase by 2%
Field Trips - Gr 3	\$ 46.00	\$ 45.00	Activity Fees increase by 2%
Field Trips - Gr 4	\$ 46.00	\$ 45.00	Activity Fees increase by 2%
Field Trips - Gr 5	\$ 61.00	\$ 60.00	Activity Fees increase by 2%
Field Trips - Gr 6	\$ 87.50	\$ 87.50	Activity Fees combined last year (no change)
Noon Supervision - ECS	\$ 68.00	\$ 68.00	Lunch Supervision & Activities (no change)
Noon Supervision - Single	\$ 136.00	\$ 136.00	Lunch Supervision & Activities (no change)
Agenda	\$ 5.00	\$ 5.00	Increase to cover actual costs (no change)

Outstanding fees for 2024-25 as of Jan 10, 2025, is \$14,598.35.

Teacher update – Shannon Robinson

Mrs. Weber will be facilitating Basketball skills and drills for division 2 at the end of January. Later in February, we will make teams for the tournament. This will take place on Tuesday and Thursday during the second part of lunch.

Also, since our volleyball tournament was such a huge success, we will do skills and drills for the grade 4's in April and May.

Coaches who are helping with basketball: Mrs. Weber, Mrs. Frey, Mr. Walker, and parent Mrs. Brown. Also, previous student teacher Miss. Lee will be helping out.

Mrs. Wiart – Reminder of the upcoming Rapunzel performance by the “Alberta Musical Theatre Company”

Request on behalf of the teachers to parent council – Can we allocate funds for classroom purchases.

MOTION: Made by Sarah Matheson to allocate 100.00 per classroom for supplies.

SECONDED by: Erin Peltipas Fedechko

CARRIED: Yes

COSC (Council of School Councils)

COSC PLANNING FOR 2024-25

Meeting dates for 2024-25:

- 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 January 2025

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

Income Included

- Interest - .88 November, .92 December = \$1.80

November

- Save On Foods- \$579.54
 - Healthy Hunger Dance Tickets- \$1198.53
 - Healthy Hunger Nitzas- \$142.30
- Total: \$1920.37

December

Total: \$0.00

January

- Art Cards Profit Chq- \$1205.65
- Total: \$1205.65

Expenses Included

November

December

- Bank Withdrawal for Jamie Wells Movie Night Petty Cash- \$400

January

- Elk Island Insurance Premium- \$1002.02
- Pine Street Christmas Concert & Bussing- \$1981
- Megan Hahn- Teachers Christmas Coffee Cart- \$222.40

Total: (\$ 3205.42)

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: \$8882.34

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: \$ 1205.65
Art Cards Expenses: \$0.00
Art Cards Profits: \$1205.65

Hot Lunch Fundraiser: (2024-2025)

Nitzas Pizza- \$142.30
Pasta Pantry- \$
Subway- \$
Cobs Bread- \$
Boston Pizza-\$
IHOP- \$
Booster Juice- \$
barBurrito- \$
Nitza Pizza- \$
DQ- \$
Fundraiser Total to date: \$

Cobs Bread In-Store Fundraiser

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

Mabels Labels Ongoing Fundraiser:

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

Art Cards Fundraiser Update:

Quantities of Items Purchased

Cards: 1572 Puzzles: 20 Plaques: 12 Ornaments: 66 Notebooks: 18

Funds in Reserve

These are the current updated Funds in Reserve;

	2024-2025	2023-2024
Christmas concert & bussing	\$19.00	\$2000.00
Performances	\$1000.00	\$1000.00
Teachers Wish List	\$	\$3000.00
Insurance	\$ (2.02)	\$1000.00
Rock n' Rings	\$400.00	\$400.00
Movie Night	\$1000.00	\$500.00
Halloween & Year End Dance	\$1292.84	\$2500.00
Fit Kidz	\$1600.00	\$2387.40
Christmas Coffee Cart	\$277.60	
	Total: \$5537.42	

Fundraising & Community Building Update

Hot Lunch - Kayleigh Chase.

(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 – Andrea Gerstner.

After each event – Lisa Leitch will email each teacher for photos to yearbook google folders. Dec 10, year book team met with Andrea to learn how to use the software and help create yearbook pages.

Family Dance– Jamie Wells

(May 30, 6-8pm)

Art Cards - Sarah Matheson

The Art Cards fundraiser was a great success, thanks to everyone who participated.

Fundraising for Fit Kids Program – Please start to save your bottles and or bottle return funds as we will be doing a repeat of the bottle fundraiser. Blue bags will be sent home with children and the tentative date for drop off will be Friday May 23.

Run Wild – We are hoping to have a team represent Pine Street School at the Run Wild fun run, 1.2K. To have a school team we will require a minimum of 10 children registered. To register or find further information regarding this fun event go to <https://www.runwild.ca/register>

Cost Is 35.00 per child, parents do not register for the event.

Other School Society Business: No

A motion was made by Jef Bailey to adjourn the meeting at 7:25 P.M.

SECONDED BY: Sarah Matheson

CARRIED: Yes

The next regular meeting will take place on Thursday Mar 13, 2025 **at Pine Street Elementary.**