

Pine Street School Advisory Council Meeting

March 13, 2025

The regular meeting of Pine Street School Council was duly called and held on March 13, 2025 at Pine Street Elementary School located at 133 Pine Street in Sherwood Park, Alberta. Quorum was met.

In Attendance: Tracey Arbuthnott, Rachelle Gagnon, Alyssa Barkman, Lisa Leitch, Mandie Ross, Jef Bailey, Sarah Matheson, Alanna Mahar.

Opening Remarks & Welcome – Jef Bailey

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

Land Acknowledgement

Additions to Agenda: Yes

COSC

Review of Minutes from January 16, 2025

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

SECONDED by: Allana Mahar

CARRIED: Yes

Business Arising from Minutes

No

Trustee Update – Cathy Allen

2025 ASCA SCHOOL COUNCIL CONFERENCE AND AGM: REGISTRATION SPONSORSHIP

The Board approved sponsoring the registration fee for school councils to participate in the virtual 2025 Alberta School Councils' Association (ASCA) School Council Conference and Annual General Meeting on April 26-27—per school council up to a maximum of \$5,000. To qualify, members must be part of a school council with an active ASCA membership and apply before the registration deadline, April 7.

SCHOOL STATUS REPORT: 2023-24

The Board received for information the School Status Report for the 2023-24 school year. The report identifies enrolment numbers, school utilization rates and per-student costs within the Division. The data is presented by geographic sectors and on a four-year comparative basis to ensure the analysis is based on long-term trends and not isolated incidences (see pg. 36, "[Board Package: School Status Report for 2024-25](#)").

COR AUDIT

The Board received for information a report on the Division's 2024 Occupational Health and Safety Certificate of Recognition (COR) Audit Report. Annually, EIPS undergoes the voluntary COR audit to certify its commitment to occupational health and safety. Overall, the Division scored an impressive COR score of 91 per cent, exceeding the mandatory 60 per cent requirement. The Division's noted areas of strength include:

- use of policies, procedures and online resources;
- integration of health and safety in the workplace;

- emergency plans, first aid and security measures in place; and
- positive role modelling.

The audit also offered areas for the Division to work on in preparation for the recertification. These include awareness campaigns related to incident reporting, emergency drills, job hazard assessments, and general communication to enhance health and safety efforts.

STUDENT TRANSPORTATION ELIGIBILITY

The Board received for information a report detailing recent amendments to the province’s student transportation eligibility criteria, which take effect in the 2025-26 school year. Specifically, the changes relate to student transportation and rider eligibility. Currently, Alberta Education considers an elementary rider, kindergarten to Grade 6, eligible for provincial student transportation funding if they live one kilometre or more from the school they attend. For secondary students, grades 7-12, riders are eligible if they live two kilometres or more from the school they attend.

In 2025-26, Alberta Education will increase the elementary eligibility distance to 1.6 kilometres—the secondary rider eligibility will remain unchanged. The change in elementary eligibility has significant financial implications for both EIPS and school families. For instance, EIPS will see a substantial reduction in funding from the province. That, in turn, will result in an inability for EIPS Student Transportation to maintain its current service level, potentially leading to higher student transportation fees for families. Short term, the province has committed to some transition funding for 2025-26. However, that won’t be the case long term. Therefore, the Division needs to develop a plan to address the new criteria and communicate the change to school families promptly.

EIPS BUDGET 2025-26

- The EIPS budget survey data received from parent/guardians, grade 12 students, staff and community members help to inform the EIPS budget priorities.
- The provincial budget was released on February 27, 2025.
- The Board of Trustees have scheduled budget meetings and discussions. (February – May)
- The EIPS Finance team will prepare the EIPS 2025-26 budget that will be presented to the Board of Trustees for approval. This work is guided by the Government of Alberta Funding Manual for School Authorities.
- The Board will approve the 2025-26 EIPS budget at the May public board meeting. This will be submitted to the Government of Alberta.
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BOARD RETREAT

The Board of Trustees participated in the annual 3-day Board Retreat in February. This is an opportunity to have deep discussions on governance related issues, the 2025 Board Work Plan and the Four-Year Education Plan.

EIPS ANNUAL FEEDBACK SURVEY

EIPS wants to hear from parents and guardians. Share your thoughts about the Division and school by completing the 2024-25 Annual Feedback Survey. It is open until March 21, 2025. EIPS conducts the survey to gauge its progress toward meeting the goals and priorities outlined in its Four-Year Education Plan. The feedback also helps guide future Division planning and decision-making, all aimed at enhancing student learning and better serving the wider community.

ALBERTA EDUCATION 2025 ASSURANCE SURVEY

This survey asks parents and guardians of students in grades 4, 7 and 10 about a variety of topics, including student learning engagement, parental involvement in their child’s education and welcome, caring respectful and safe learning environments. The results of the survey help shape School Education Plans, the EIPS Four Year Education Plan and the EIPS Annual Education Results Report (AERR). This survey closes on March 21, 2025.

Please contact me with questions or concerns.

Respectfully submitted,

Principal Update – Tracey Arbuthnott



General

- Started the second half of the year on January 30. Hard to believe we have completed the first half of the year and are starting the home stretch to June.
- Finished up my second round of One on Ones with all Staff.
- February was Kindness Month.
- We had the Alberta Opera come in and perform on Jan 22 (Rapunzel)
- We had Random Acts of Kindness Week on Feb 10th to the 14th
- We had Pink Shirt Day on February 26th
- New registration and reregistration for returning students has been completed for the 2025-2026 school year and finished up at the end of February.
- We have had many parents and grandparents in our school volunteering in school and on school field trips.
- The Provincial Assurance Survey questionnaire is complete.
- EIPS' own Surveys are also out for grades 9 & 12 students, staff, and EIPS families.
- Our track team participated in the Running Room Indoor Games on Feb 21
- Rocks and Rings were here for Feb 24 to the 28. Students are enjoying curling in the gym.
- Feb 12 Grade 5 & 6s were off to the TELUS World Of Science
- Our grades 5 and 6 basketball teams will be participating in the BFH basketball tournament on this Saturday, March 15.
- Term 2 Report cards will be published on March 14 at 3:15 p.m. (Division standard date)
- Spring Break is just around the corner starting Friday March 21 and returning Monday Mar 31.
- We have continued to catch students being great role models and promoting that behavior with little celebrations in the office and in classrooms. (In the office: praise, stickers, pens, paw pins, toques)As of March 10, we have had 435 positive office referrals and 15 negative office referrals.

Facilities

- Roof leak in the hall in front of the office/courtyard in repair process. (Roof drain issue)
- Fire Alarm next to Ms. Ball's office is now covered
- Sand bin placed on the west side of the school to help with ice build up
- The grade 1&2 area is going to be plowed up to the door when the parking lots are also done.
- Stair Treads to the second floor re-glued and reattached
- Toilet has been replaced in one of the connection's washrooms

Fees for 2025-26 school year.

Preliminary Draft Fees for 2025-2026	PINE STREET ELEMENTARY		
	School Fees		
Fee Name / Description	Per Student Fee 2025-2026	Per Student Fee 2024-25	Fee Category
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)

Thank you

A big thank you to all those parent volunteers for all their hard work with hot lunches. A huge thank you to those parents who are volunteering in our classrooms helping with individual and small groups of students and of course field trips.

Teacher update – Alyssa Barkman

Mrs. Dyer - grade 3 students are learning to play crib for a tournament in their classroom. They are focusing on patterns and counting.

Mrs. Weber – grade 4, 5 6 had basketball skills and drills going to Bev Facey this weekend. Coaches, Frey, Weber, Walker and Brown.

Grade 5 & 6 for tournament are sending 3 teams (2 boys and 1 girl).

COSC

There have been 2 COSC meetings since our last council meeting. Lots of talk about trustee election in October. Parents are concerned about what should they ask trustees when they come knocking.

AGM- April

Elk Island will sponsor 1 person per school for online 2 days. April 26 (Conference) & 27 (AGM). Alanna will share the link if anyone can attend.

\$500 engagement grant. Shared google doc going around with ideas on what to use this for.

Survey is open until March 21.

Any other school advisory council business:

No.

Pine Street School Volunteer Parent Society:

Treasurer Update – Sarah Matheson

MOTION: made by : Mandie Ross to approve financial records

SECONDED BY: Alanna Mahar
CARRIED: Yes

Treasurer's Report March 2025

January, February and March (to date) monthly completed Banking Summaries are attached,

- Income Included
Interest - .93 January, .67 February = \$1.60

January

- Art Cards Profit Chq- \$1205.65

Total: \$1205.65

Expenses Included

January

- Elk Island Insurance Premium- \$1002.02
- Pine Street Christmas Concert & Bussing- \$1981
- Megan Hahn- Teachers Christmas Coffee Cart- \$222.40
- Teachers Wishlist- \$1800.00

Total: (\$ 5005.42)

March

- Healthy Hunger Pasta Pantry- \$244.65
- Healthy Hunger Subway- \$159.03
- Hunger Boston Pizza- \$173.80
- Healthy Hunger COBS- \$100.75
- Save On Foods- \$1693.73
- Mabels Labels- \$57.06

Total: \$2429.02

Expenses Included

March

- Rock N Rings- \$367.50

Total: (\$ 367.50)

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: \$4538.84 (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- \$ 244.65

Subway- \$ 159.03

Cobs Bread- \$ 100.75

Boston Pizza-\$ 173.80

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

Labels Labels Ongoing Fundraiser:

2022-2023 total: \$52.82
2023-2024 total: \$170.11
2024-2025 total: \$57.06

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
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	

Pine Street Volunteer Parent Society Treasurer Report				March
Date:	1-Apr-25			
			Opening Balance	\$ 27,579.72
Income		Income	Expenses	Subtotal
10-Mar		\$2,429.02		
	HH-Pasta Pantry			\$244.65
	HH-Subway			\$159.03
	HH-Boston Pizza			\$173.80
	Save On Foods			\$1,693.73
	HH-Cobs Bread			\$100.75
	Mabels Labels			\$57.06
			Income Subtotal	\$2,429.02
				\$ 30,008.74
Expenses				
9-Mar	Rock n Rings		\$367.50	
			Expenses Subtotal	\$ 367.50
				Closing Balance \$ 29,641.24
Funds in Reserve:				
	Christmas Concert Rental & Bussing	\$ 19.00		
	Performances	\$ 1,000.00		
	Teacher's Wish Lists			
	Insurance	-\$ 2.02		
	Rocks and Rings	\$ 400.00		
	Movie Night	\$ 1,000.00		
	Halloween & Year End Dance	\$ 1,292.84		
	Fit Kidz	\$ 1,600.00		
	Christmas Coffee Cart	\$ 227.60		
			\$ 5,537.42	
Current Liabilites				
			Available Funds	\$24,103.82

2023-2024 total: \$170.11

2024-2025 total: \$57.06

Fundraising and Community building updates

Hot Lunch: Tomorrow hot lunch from booster juice. Orders increasing for the end of the month. Need more parent volunteers to keep this program going. A message will be added to the March 16 Bears' Blog.

Next year hot lunch will have to be adjusted due to the new schedule. We were hoping for the Wednesday but with lunch being early – it likely will not work for vendors to supply earlier.

RunWild: 15 participants already. Run scheduled for May 3.

Yearbook: Andrea is moving and will no longer be at the school. Alanna has offered to take over for her. They also have a few other parent volunteers.

Family Dance: May 30: Cash float for cancelled movie night was given. Jamie should still have that float. Should not need another float for the dance. The Council will reach out to Jamie to send a signup Genius and publish tickets on the Healthy Hunger website on May 2 . Then we can send reminders for tickets and volunteers.

Bottle Drive: blue bags and pamphlets will go out to families in April. More information will follow in the upcoming Bears' Blogs.

Any other School Society business?

No

A motion was made by Sarah Matheson to adjourn the meeting at 6:55 P.M.

SECONDED BY: Mandie Ross

CARRIED: Yes

The next regular meeting will take place Thursday, May 15, 2025 at Pine Street Elementary.

These minutes are respectfully submitted by:

Lisa Leitch, Acting Secretary