

Pine Street School Advisory Council Meeting

September 14, 2023

The regular meeting of Pine Street School Council was duly called and held on September 14, 2023 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, Janice Mills, Kaylie Flewin, Kayleigh Chase, Tracey Martin Woywitka, Rachelle Gagnon, Andrea Gerstner, Daidre Broakman, Mandy Ross, Cathy Allen

Opening Remarks & Welcome – Jeff Bailey

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

Attendance and Introductions.

Additions to Agenda: Items added to Social, Yearbook and Newsletter

Review of Minutes from June 13, 2023

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

SECONDED by: Sarah Matheson

CARRIED: Yes

Business Arising from Minutes

No

Trustee Update – Cathy Allen

APPRECIATION/WELCOME

Thank you to the staff at Pine Street School for their work in preparing for the return of students to school. Welcome back to all of the students, parents and caregivers. The EIPS Trustees are looking forward to the 2023-24 school year.

BOARD EVALUATION

On August 24, 2023 trustees participated in the annual Board Self-Evaluation Report workshop. The Board uses the data contained in the report to support the design of the work plan for the upcoming year.

EIPS EXECUTIVE TEAM

Superintendent Stoddard introduced three new members of the EIPS Executive Team:

- Ragan Johnson, the Associate Superintendent of Human Resources
- Ryan Marshall, the Associate Superintendent of Support for Students
- Weylin Gilewich, the Director of Information Technologies

PARENT ENGAGEMENT

On August 17 2023 Superintendent Stoddard took part in the Walk Alongside Alberta meeting, hosted by the Alberta School Councils' Association. Walk Alongside Alberta is a new initiative to build systemic parent engagement in public education. The key presenter was Debbie Pushor, a professor at the University of Saskatchewan and renowned parent engagement expert, who spoke about her research on the benefits of parent engagement within the education system. EIPS is the first Alberta school division to join the Walk Alongside Alberta initiative.

STUDENT ENROLLMENT NUMBERS

EIPS Financial Services will be using enrollment numbers from the end-of-day Sept. 13, 2023 in preparation for the upcoming Fall Budget.

NOMINATION OF CHAIR AND VICE-CHAIR

The Board held its annual organizational meeting, which included nominations and elections for the Chair and Vice-Chair positions. Trustee Cathy Allen was elected the Chair, and Trustee Susan Miller was elected the Vice-Chair. Both individuals will lead the Board of Trustees throughout the 2023-24 school year.

COUNCIL OF SCHOOL COUNCILS (COSC) MEETING DATES

To kick off the 2023-24 COSC meeting season, EIPS Board of Trustees is hosting an in-person Meet and Greet on Oct. 4, 2023. The doors open at 5:15 pm. The COSC meeting will follow the Meet and Greet at 6:00 pm. All COSC meetings will be held at Central Office in Sherwood Park (683 Wye Road). The meeting dates are:

October 4, 2023
November 1, 2023
January 10, 2024
February 7, 2024
March 6, 2024
April 3, 2024
May 1, 2024

You can join COSC on Facebook to share information and ask questions with other school councils.

NEXT BOARD MEETING

The next regular Board meeting takes place on Sept. 21, 2023 at 10:00 am. Board meetings are held in the Elk Island Public Schools boardroom at 683 Wye Road in Sherwood Park. EIPS also livestreams the public Board meetings on its You Tube Channel.

Please contact me with any questions or concerns.

Respectfully submitted,

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

Question: When will the construction begin on the new Sherwood Heights School?
(Jef Bailey)

Answer: April (Cathy Allen)

Sept 14th, 2023: Principal's Update

Meeting Dates for 2023-2024:

- Sept 14, Oct 12, Nov 16, Jan 18, Mar 14, May 23 (AGM),

PNE School Education Plan 2022-2023 (Year 2)

❖ **SCHOOL GOAL 1:** Pine Street Elementary will enhance student engagement and achievement by focusing on research-based effective teaching practices and their implementation throughout the school.

o **Smart Goal:** By building capacity for all teachers to implement research-based instructional practices in their classes with a focus on incorporating the techniques supported by the educational research of Whitaker in his publication "What Great Teachers Do Differently". All classes will demonstrate growth through STAR Literacy, STAR Mathematics, as well as Teacher Assessments and student portfolios.

❖ **SCHOOL GOAL 2:** Pine Street Elementary will enhance students' critical thinking, problem-solving skills, and creativity.

o **Smart Goal:** Building capacity for all teachers to implement critical thinking, problem solving and creativity teaching strategies in ELA and Math, so that all students demonstrate growth thru STAR literacy and Mathematics as well as teacher assessments and student portfolios.

❖ **SCHOOL GOAL 3:** Pine Street Elementary will maintain a positive school culture promoting the academic, emotional, and social needs of students.

o **Smart Goal:** By providing meaningful regular opportunities to engage in supporting student learning through positive school culture events that promote the academic, emotional, and social needs of students, Pine Street School will see a growth in staff and student engagement in school and parent/caregiver satisfaction with the quality of education their children experience as measured through the annual Provincial Assurance and EIPS surveys.

Links to PNE Website for more detail on our School Education Plan

Student Population and Distribution (as of Sep 8th)

Pine Street Elementary School				
2023-2024 Home Room and Student Numbers				
	Grade	Homeroom	Student Numbers	FS#
Appleby	K	KA	22	203
Appleby	K	KB	24	203
Kelly	1	11	23	206
Moncrieff	1	12	21	204
Ferguson	2	21	23	201
Yung	2	22	23	202
Besette	3	31	23	125
Dyer/Zielke	3	32	24	121
Vincent	4	41	32	122
Weber	5	52	28	144
Brownlee	5	51	15	124
Brownlee	6	61	11	124
Lockwood	6	63	28	143
			297	
Special Programs		Homeroom	Student Numbers	FS#
Gagnon	PALS	PK3 -AM	9	103
Gagnon	PALS	PK4 - PM	13	103
Lamb	PALS	PK6 - PM	13	105
Robinson	PALS	PK1- AM	10	106
Robinson	PALS	PK2- PM	13	106
Barkman	Connections	Otters C1	5	128
Frigstad	Connections	Racoons C2	9	129-130
Updated 08SEP2023				Total
				369



Budget for 2023-2024

2023-2024 Spring Budget as of Sept 11, 2023

Year POP Budget Without PALS or Connections (K-6)

2018-19	372	\$2,960,149.00	\$2,389,111
2019-20	355	\$2,872,531.00	\$2,285,440
2020-21	333	\$2,639,746.00	\$2,159,300
2021-22	348	\$2,457,651.00	\$1,964,919
2022-23	341	\$2,579,759.00	\$1,837,558
2023-24	362	\$3,185,841.00	\$2,062,558

For 2023-24 School year we have the addition of a second Connection and PALS program classrooms at PNE

- 2023-24 Budget: 95.5% Staffing, 4.5% Service, Supplies and Material
- EAs funded for 2023-24 school year.

K-6: four EAs

PALS: Seven EAs (5 PALS Programs 2 Am 3 Pm)

Connections: five EAs (2 programs)


- We had \$3400 outstanding fees which equates to 18 students whose fees were not paid and the school had to cover.

Facility Update

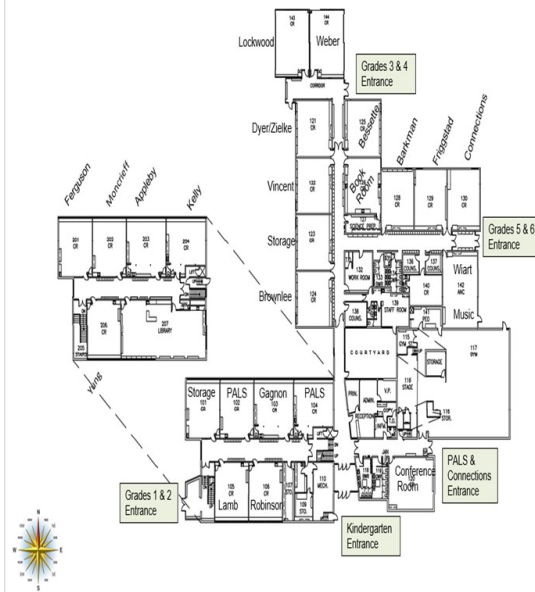
- o Window and door upgrade around the exterior of the building
- o Cladding the north second story will happen over the next 3 weekends
- o Upgrades to computer wiring, move from cat 5 to cat 6 throughout the building.
- o Removal of classroom wall for current Connections program
- o Building of quiet room for our second Connections program

Pine Street Times 2022-2023

No Changes to the bell schedule from last year

Pine Street Elementary Bell Schedule			
2023-2024			
Regular Day		Early Dismissal	
Entrance Bell	8:30	Entrance Bell	8:30
Period 1	8:35 - 9:07	Period 1	8:35 - 9:01
Period 2	9:07 - 9:39	Period 2	9:01 - 9:27
Period 3	9:39 - 10:11	Period 3	9:27 - 10:08
RECESS	10:11 - 10:26	RECESS	10:08 - 10:23
Period 4	10:28 - 11:00	Period 4	10:25 - 10:36
Period 5	11:00 - 11:32	Period 5	10:36 - 11:02
LUNCH Eating	11:32 - 12:02	LUNCH Eating	11:02 - 11:32
LUNCH Recess	12:02 - 12:32	LUNCH Recess	11:32 - 12:02
Period 6	12:32 - 1:04	Period 6	12:02 - 12:28
Period 7	1:04 - 1:36	Period 7	12:28 - 12:54
Period 8	1:36 - 2:08	Period 8	12:54 - 1:20
INTERNAL BREAK	2:08 - 2:11	INTERNAL BREAK	1:20 - 1:23
Period 9	2:11 - 2:43	Period 9	1:23 - 1:49
Period 10	2:43 - 3:15	Period 10	1:49 - 2:15
DISMISSAL	3:15	DISMISSAL	2:15
PALS Schedule (Mon - Thurs)		Early Dismissal	
AM Class	8:45 - 10:55	No PALS classes	
PM Class	12:40 - 3:00		

Pine Street Elementary - Year at a Glance 2023-2024			
Aug. 31-2023	First Instructional Day for Students	Mar. 6-2024	Early Dismissal 2:15 p.m.
Aug. 31-2023	Meet the Staff 3:30 - 5:30 p.m.	Mar. 11-14	Rock & Rings in the Gym (Curling)
Sep. 4-2023	Labour Day - School Closed	Mar. 14-2023	School Council Meeting 6 p.m.
Sep. 6-2023	Early Dismissal 2:15 p.m.	Mar. 15-2024	Term 2 Report Card for Gr. 1 to 6
Sep. 14-2023	School Council Meeting 6 p.m.	Mar. 18-2024	Wear Green (Late St. Patrick's Day)
Sep. 22-2023	Terry Fox Run/Walk	Mar. 22-2024	School closed - day in lieu
Sept 27/28	School Photos	Mar. 25-April 1	School Closed for Spring Break/Easter
Sep. 29-2023	Orange Shirt Day	Apr. 3-2024	Early Dismissal 2:15 p.m.
Oct. 4-2023	Early Dismissal 2:15 p.m.	Apr. 26-2024	Theme Day - Jersey Day
Oct. 6-2023	Professional Learning Day - School Closed	Apr. 29-2024	Kindergarten Information Session 4:30-5:30 p.m.
Oct. 9-2023	Thanksgiving Day - School Closed	May 1-2024	Early Dismissal 2:15 p.m.
Oct. 12-2023	School Council Meeting 6 p.m.	May 1-2024	Hats on! For Mental Health
Oct. 17-2023	Picture Re-take Day	May 3-2024	Professional Learning Day - School Closed
Oct. 27-2023	Halloween Family Dance	May 23-2024	School Council Meeting & AGM 6 p.m.
Oct. 31-2023	Theme Day - Halloween!	May 15-2024	Gr. 6 English PAT Part A.
Nov. 1 & 2-2023	Parent/Teacher/Student Conferences 3:30-6:30 p.m.	May 16/17-2024	School Closure Day
Nov. 1-2023	Early Dismissal 2:15 p.m.	May 20-2024	School Closed - Victoria Day
Nov. 3-2023	Remembrance Day Ceremony	May 22 or 29	Gr. 6 Students to Birch Bay
Nov. 6-10, 2023	School Closed for Fall Break	May 24-2024	Track & Field Day
Nov. 16-2023	School Council Meeting 6 p.m.	May 29-2024	Connections Open House 4:30-5:30 p.m.
Nov. 24, 2023	Theme Day - Wacky Hair Day	May 31-2024	Theme Day-Wear School Colours! Green, grey & black
Dec. 1-2023	Term 1 Report Card for Gr. 1 to 6	May 31-2024	Year End Family Dance
Dec. 6-2023	Early Dismissal 2:15 p.m.	Jun. 5-2024	Early Dismissal 2:15 p.m.
Dec. 12-2023	Christmas Concert, The Park Church, 6:30 p.m.	Jun. 14-2024	Gr. 6 Celebration of Learning
Dec. 22-2023	Theme Day - Christmas Sweater	Jun. 19-2024	Gr. 6 Math PAT Part A
Dec. 25-Jan 8	School closed for Christmas Break	Jun. 20-2024	Gr. 6 Math PAT Part B
Jan. 10-2024	Early Dismissal 2:15 p.m.	Jun. 20-2024	Kindergarten Celebration 2:15-3:15 p.m.
Jan. 18-2024	School Council Meeting 6 p.m.	Jun. 21-2024	Kindergarten Celebration 2:15-3:15 p.m.
Jan. 26-2024	Theme Day - Pajama Day	Jun. 21-2024	National Indigenous Peoples Day
Jan. 31-2024	Professional Learning Day - School Closed	Jun. 21-2024	Theme Day- Picnic day!
Feb. 5& 6-2024	Parent/Teacher/Student Conferences 3:30-6:30 p.m.	Jun. 24-2024	Gr. 6 English PAT Part B
Feb. 7-2024	Early Dismissal 2:15 p.m.	Jun. 25-2024	Gr. 6 Social Students P.A.T
Feb. 8 & 9-2024	Teachers' Convention -School Closed	Jun. 26-2024	Gr. 6 Science PAT
Feb. 16-2024	Movie Night	Jun. 24/25-2024	Last instructional day kindergarten
Feb. 19-2024	Family Day - School Closed	Jun. 26-2024	Last instructional Day Gr. 1-6
Feb. 28-2024	Pink Shirt Day	Jun. 26-2024	Term 3 Report Card
Mar. 1-2024	Professional Learning Day - School Closed	Jun 27-2024	Last Operational Day (school closed to students)



Teacher update – Rachelle Gagnon

Teachers are excited with the building renovations and have done their best to prepare for the first day of instruction. Meet the teacher night was very successful. Parents appreciated the teacher profile wall.

Volleyball instruction for grade 4/5/6 is being handled by Heather Weber.

Fit kids has started. Yoga has been taught by Michelle Dixon, and will be followed up by pickle-ball/ Salto gymnastics and Jujitsu.

New teaching staff is being mentored by Heather Ferguson

School Choir has started Tuesdays at noon.

Question: Can the parent council have a Div1/2 teacher as a representative, since the Pals division is a separate entity of Pine Street School?

Answer: The Pine Street School teaching staff operate as a cohesive unit, and Rachelle will take all queries to the team for discussion. She is confident that she can liaison on behalf of the teaching staff.

Pine Street School Volunteer Parent Society:

- **FORMAL AUDIT:** Selected Audit Representatives (Janice Mills and Andrea Gerstner)

Treasurer Update - Sarah Matheson please reach out for email copy of minutes

MOTION: Made by Janice Mills to issue cheque for teachers wish list valued at 1700.00, and the Fit Kidz cheque valued at 2387.40.

SECONDED : Tracey Martin Woywitka

CARRIED: Yes

MOTION: Made by Tracey Martin Woywitka to relocate the Meet the teacher BBQ funds valued at 1000.00

SECONDED: Janice Mills

CARRIED: Yes

- Halloween Dance – Oct 27, May 31 6-8pm. Continue to us the app for volunteer participation. Suggested that a lump sum be paid to Mr. Michael for dance clean up duty. Request was made that volunteers assist in bottle collection for refund, and gymnasium clean up.
- Movie Night – Suggested NEW DATE Jan 26 to line up with PJ Day. (Date to be confirmed with Jamie Wells)

HOT LUNCH: Will be running every second Friday from October to June. Vendors are the same as last year Nitza Pizza, Pasta Pantry, DQ. Kayleigh requested volunteers as the program is busy.

MOTION: Made by Tracey Martin Woywitka to create fundraising profit by applying 10% for the hot lunch program Healthy Hunger

SECONDED: Janice Mills

CARRIED: Yes

YEARBOOK: is being facilitated by Andrea Gerstner. She has made the request for an additional representative, in which Janice Mills has volunteered. 2022 yearbook sale total was \$65.93 US funds/ \$26.00 per soft covered yearbook.

Yearbook email has changed to yearbookpne@gmail.com

QUESTION: Made by Andrea Gerstner to increase fundraising profit by a \$1.00, making each yearbook \$27.00 USD?

ANSWER: Due to families purchasing multiple books this request was denied.

NEWS LETTER: is being facilitated by Sarah Matheson. First newsletter was read for council feedback and it was compressed information to retain reader interest.

QUESTION: Made by Sarah Matheson to Tracey, can the first newsletter be printed, included as a separate email blast, and go on the Bears Blog.

ANSWER: Tracey has agreed to the above for the first newsletter, following issues to utilize the Bears Blog

*The role of Secretary was carried out brilliantly by School Secretary – Lisa Leitch

On behalf of the student council we wanted to express our appreciation for the role you took in our 2022 council. Thank you for your hard work and dedication it was greatly appreciated.

Any other School Society business – No.

A motion was made by Jef Bailey to adjourn the meeting at 7:47 P.M.

SECONDED BY: Tracy Martin Woywitka

CARRIED: Yes

The next regular meeting will take place Thursday, October 12, 2023 at Pine Street Elementary.

These minutes are respectfully submitted by:

Kaylie Flewin, Acting Secretary

Documents Handed out at September 2023 Meeting:

Agenda, Minutes from the June meeting, Treasurer Report, Principal's Update

Treasurer's Report September 2023

June, July and August monthly completed Banking Summaries are attached,

- Income Included
 - Interest - June \$.43, July \$.48, August \$.49
 - All June Income was reported at the Year End meeting in June.
 - July: Save on Foods \$792.65
 - August: Save On Foods \$ 321.60, Cobs Fundraiser \$150.84

- Expenses Included
 - None

- Current September Expenses thus far;
 - None

Save On Foods Report:

2021-2022 Total Year Profits: \$6458.29

2022-2023 Total: \$5809.64

2023-2024: \$1114.25

Funds in Reserve:

As voted on in our last meeting for the previous school year these are the updated Funds in Reserve;

Christmas concert & bussing	\$2000
Performances	\$1000
Fit Kidz	\$2387.40
Teachers Wish List	\$3000
Insurance	\$1000
Rock n' Rings	\$400
Movie Night	\$500
Halloween & Year End Dance	\$2500

Meet the Teacher BBQ \$1000

Total: \$13787.40

Pine Street Volunteer Parent Society Treasurer Report				June
Date:	5-Jul-22			
			Opening Balance	\$18,556.98
Income		Income	Expenses	Subtotal
6-Jun	Bottle Drive Cash	\$660.00		
	Bottle Drive Chq	\$2,049.00		\$1,727.40
	Save On Foods Chq			\$321.60
12-Jun	Year End Dance - Cash	\$464.75		
30-Jun	Interest	\$0.43		
			Income Subtotal	\$3,174.18
				\$21,731.16
Expenses				
9-Jun	PineStreet Elementary- Rock n' Rings		\$367.50	
15-Jun	Elk Island P.S. Gym Rental		\$78.75	
14-Jun	Jamie Wells Dance Expenses		\$612.34	
			Expenses Subtotal	\$1,058.59
			Closing Balance	\$20,672.57
Funds in Reserve:				
	Christmas Concert Rental & Bussing	\$ 2,000.00		
	Performances	\$ 1,000.00		
	Fit Kidz	\$ 2,387.40		
	Teacher's Wish Lists	\$ 3,000.00		
	Insurance	\$ 1,000.00		
	Pizza Parties			
	Rocks and Rings	\$ 400.00		
	Movie Night	\$ 500.00		
	Halloween & Year End Dance	\$ 2,500.00		
	Meet the Teacher BBQ	\$ 1,000.00		
		\$ 13,787.40		
Current Liabilites				
			Available Funds	\$6,885.17

Jefvray Bailey	Janice Mills
Position: Chairperson	Position: Vice Chair
Lisa Leitch	Sarah Matheson
Position: Secretary	Position: Treasurer

Assests			
	Opening Balance July 1, 2022	\$ 17,743.88	
	Closing Balance June 30, 2023	\$ 20,672.57	
	Net Cash Flow	\$ 2,928.69	
	Total Assests		\$ 20,672.57
Liabilities			
	Cheques issued not yet cleared through the account		
	Total Liabilities		
Net Worth			\$ 20,672.57
Income			
	Yearbook	\$142.10	
	Grants	\$500.00	
	Hot Lunch	\$0.00	
	School Supplies		
	Bottle Drive	\$2,387.40	
	Family Dances (Halloween/Year End)	\$2,300.72	
	Movie Night	\$774.90	
	Christmas Concert Raffle & Photos		
	Nitza's Pizza Fundraiser	\$0.00	
	Save-On-Foods Receipts	\$5,809.64	
	Mabel's Labels	\$58.44	
	Oops I Forgot My Lunch		
	Interest	\$3.31	
	Total Income		\$11,976.51
Expenses			
	Fundraising		
	Hot Lunch	\$0.00	
	Bottle Drive	\$0.00	
	Family Dances (Halloween/Year End)	\$2,261.65	
	Movie Night	\$377.75	
	Nitza's Pizza Fundraiser	\$0.00	
		\$2,639.40	
	Donations to School		
	Teacher's Wish Lists		
	Oops I Forgot My Lunch		
	Pizza Parties		

	Meet the Teacher Draw			
	Performance		\$2,576.40	
	Christmas Concert		\$1,849.75	
	Staff Appreciation			
	Grade 6 Celebration			
	RAZ Kids			
	Musical Instruments		\$0.00	
	Gym Equipment		\$0.00	
	Rock n' Rings		\$367.50	
	Virutal Escape Room			
	Bussing (Emergency)			
			\$4,793.65	
	Operating Costs			
	Banking Fees/Costs			
	Insurance		\$997.21	
			\$997.21	
		Total Expenses		\$8,430.26
Current Assets				
	Restricted (Donations made to a specific program)			
	Fit Kidz		2387.4	
	Designated (Voted on by Society)			
	Christmas Concert Rental & Bussing		\$ 2,000.00	
	Performances		\$ 1,000.00	
	Teacher's Wish Lists		\$ 3,000.00	
	Insurance		\$ 1,000.00	
	Pizza Parties			
	Rocks and Rings		\$ 400.00	
	Movie Night		\$ 500.00	
	Halloween & Year End Dance		\$ 2,500.00	
	Unrestricted Funds		\$ 6,885.17	

2022-2023 Summary to Date

Fundraisers	Revenue	Expenses	Net Profit
Yearbook	\$142.10		\$142.10
Grants	\$500.00		\$500.00
Hot Lunch	\$0.00	\$0.00	\$0.00
School Supplies			\$0.00
Bottle Drive	\$2,387.40	\$0.00	\$2,387.40
Family Dances (Halloween/Year End)	\$2,300.72	\$2,261.65	\$39.07
Movie Night	\$774.90	\$377.75	\$397.15
Christmas Concert Raffle & Photos			\$0.00
Nitza's Pizza Fundraiser	\$0.00	\$0.00	\$0.00
Save-On-Foods Receipts	\$5,809.64		\$5,809.64
Mabel's Labels	\$58.44		\$58.44
	\$11,973.20	\$2,639.40	\$9,333.80

Donations to School	Revenue	Expenses
Teacher's Wish Lists		
Oops I Forgot My Lunch		
Pizza Parties		
Meet the Teacher Draw		
Performance		\$2,576.40
Christmas Concert		\$1,849.75
Staff Appreciation		
Grade 6 Celebration		
RAZ Kids		
Musical Instruments		\$0.00
Gym Equipment		\$0.00
Rock n' Rings		\$367.50
Virtual Escape Room		
Bussing (Emergency)		
Expenses		\$514.49
Banking Fees/Costs	\$3.31	
Insurance		\$997.21

Totals \$11,976.51 \$8,944.75 \$3,031.76

Check Summary		Delta
Expenses	\$8,945.35	\$0.60
Income	\$12,180.55	\$204.04
Fundraising Expenses	\$2,639.40	
Cash Donations to School	\$4,793.65	
Insurance	\$997.21	
Banking Fees	\$3.31	