

**Pine Street School Advisory Council Meeting
May 27, 2025**

The regular meeting of Pine Street School Council was duly called and held on May 27, 2025 at Pine Street Elementary School located at 133 Pine Street in Sherwood Park, Alberta. Quorum was met.

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

Opening Remarks & Welcome – Jef Bailey

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

Land Acknowledgement

Additions to Agenda: No

Review of Minutes from March 13, 2025

MOTION: Made by Tracey Martin Woywitka to accept the March minutes as is.

SECONDED by: Sarah Matheson

CARRIED: Yes

Business Arising from Minutes

No

Trustee Update – Cathy Allen

Pine Street School Council Meeting

May 27, 2025

OUTSTANDING FIRST-YEAR TEACHERS

The Board of Trustees recognized two outstanding first-year teachers:

- Janna MacLelland, a first-year kindergarten teacher at Ardrossan Elementary; and
- Kyle Hagens, a first-year Grade 5 teacher at Strathcona Christian Academy Elementary.

Both were recognized for their commitment to education and innate teaching ability. Janna MacLelland is also this year's Elk Island Public Schools (EIPS) Edwin Parr Teacher Award nominee, an annual awards program organized by the Alberta School Boards Association (ASBA) to honour first-year teachers who demonstrate excellence in the *Teaching Quality Standard*.

COLLEGIATE PROGRAM: SCHOOL NAME AND CODE

The Board approved a school name for the Division's new collegiate program—Campus EIPS. Now approved, the Division will submit the school's name to Alberta Education for inclusion in the Provincial Education Directory and the Provincial Approach to Student Information. Starting the 2025-26 school year, Campus EIPS will offer programming to

students at secondary schools throughout the Division, including Ardrossan Junior Senior High, Bev Facey Community High, Fort Saskatchewan High, Lamont High, Salisbury Composite High, Strathcona Christian Academy Secondary, Vegreville Composite High and Next Step.

More information about RAP, Collegiate Pathways and the new Campus EIPS is available on the [EIPS website](#).

2025-26 KEY BUDGET ASSUMPTIONS

The Board approved the key budget assumptions for the 2025-26 school year (see pg. 24, "[2025-26 Key Budget Assumptions](#)"). The assumptions are based on the Board's mission and belief statements, EIPS' [Four-Year Education Plan](#), Alberta's Budget 2025 and the provincial *Funding Manual for School Authorities 2025-26 School Year*. EIPS will use the approved assumptions to develop its 2025-26 spring budget, which helps schools and departments plan for the upcoming school year. As with all assumptions, changes such as funding, reserve usage, enrolment numbers and standard costs can significantly affect the budget. EIPS will use a series of allocations and initiatives to support its key budget priorities, including:

Literacy and Numeracy – EIPS will support the priority through its Leveraging Student Achievement Reserve, the Reading Enrichment and Development Program, and the Literacy and Numeracy Grant funding.

Collegiate and Career Pathways – EIPS will support the priority through the new Campus EIPS, an ongoing focus on building and expanding Career Pathways opportunities and continued efforts to pursue a collegiate school in Fort Saskatchewan.

Complexity in Classrooms – EIPS will support the priority in the following ways:

- Address learning gaps using the Leveraging Student Achievement reserve funds.
- Build capacity through a new collaborative learning structure, built into the 2025-26 calendar, taking place division wide every Wednesday.
- A specialized support allocation, which is largely consistent with the previous year. However, a change was made to the allocation, which reallocates some additional funds to classroom complexity allocations from system program allocations. Similar to last year, the Division will continue to use its complex classroom allocation to address classroom complexity needs equitably. The allocation is based on an algorithm that the Division updated to make improvements, considering several factors, such as provincial achievement and diploma results, levelled inclusive supports, special-education codes and socio-economic factors.

Curriculum and Resource Development – The grant funding for the priority is increasing by almost half to \$700,000. The reason: The new curriculum roll-out involves kindergarten to Grade 6 social studies. The year before, it only involved grades 4-6 for science and French Immersion language arts and literature. EIPS will use the funds for professional learning and resources.

Staff Retention and Equity – EIPS will support the priority by continuing to hire more permanent educational assistants, implementing the new classified compensation structure, offering the Educational Assistant Capacity Building Program, providing more leadership training, adding classified staff to the last operational day of the Division calendar and creating a Workplace Psychological Safety Group.

Early Learning – EIPS will support the priority by piloting two new full-day kindergarten programs—a French Immersion program at École Parc Élémentaire and a science, technology, engineering and mathematics (STEM) program offered at Mundare School and Wes Hosford Elementary.

Education Technology and Artificial Intelligence – EIPS will support the priority by finalizing its artificial intelligence work, a strategic plan for the use of education and system software solutions in schools and developing the educational technology component for the new curriculum.

Equity for Rural – EIPS will support the priority through an allocation to help cover school programming, funding shortfalls for small rural schools, and travel allowances for rural-based school staff to attend meetings and professional learning in urban areas. It also plans to fund a symposium with rural families.

The 2025-26 spring budget will be presented at the public Board meeting on May 29.

2025-26 STUDENT TRANSPORTATION FEES

ELK ISLAND PUBLIC SCHOOLS 2025-26 TRANSPORTATION FEE SCHEDULE		
DESCRIPTION	Early Incentive Rate (by June 30, 2025)	2025-26 Transportation Rate
Eligible - Students who meet the funding eligibility criteria as per Alberta Education. (Includes full-time Kindergarten)	\$100	\$125
Ineligible - Students who do not meet the funding eligibility criteria as per Alberta Education. (Includes full-time Kindergarten)	\$200	\$225
Kindergarten Eligible - Kindergarten students who meet the funding eligibility criteria as per Alberta Education.	\$65	\$90
Kindergarten Ineligible - Kindergarten students who do not meet the funding eligibility criteria as per Alberta Education.	\$130	\$155

Additional Bus - Additional stop required on a different bus route is non-refundable. (Includes full-time Kindergarten)	\$130	\$155
Kindergarten Additional Bus - Additional stop required on a different bus route is non-refundable.	\$100	\$125

Please contact me with questions or concerns.

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

Principal Update – Tracey Arbuthnott



Tuesday May 27, 2025, Principal Update

School News

- April and May have been very busy months of teaching and learning with lots of field trips and fun activities.
- We have a New Principal for next year Dustine Vicic
- Rachelle Gagnon will be staying as our Assistant Principal next year
- Mrs. Dyer will be taking on one of our grade 3 classes full-time
- Mr. Yung will be taking on one of our grade 4 class next year
- Mrs. Kelly will be taking on our grade ½ split next year
- Mrs. Lamb will be taking on the full-time Kinder Quest K/1 position for next year.

- We have hired a new Music/FNMI teacher: Tayler Straughan
- We have hired a new half-time Counselor: Brenna Oswald
- Not as much staffing as last year but still lots of work to do before the end of the year.

Employee Recognition, Long Service and Retirement

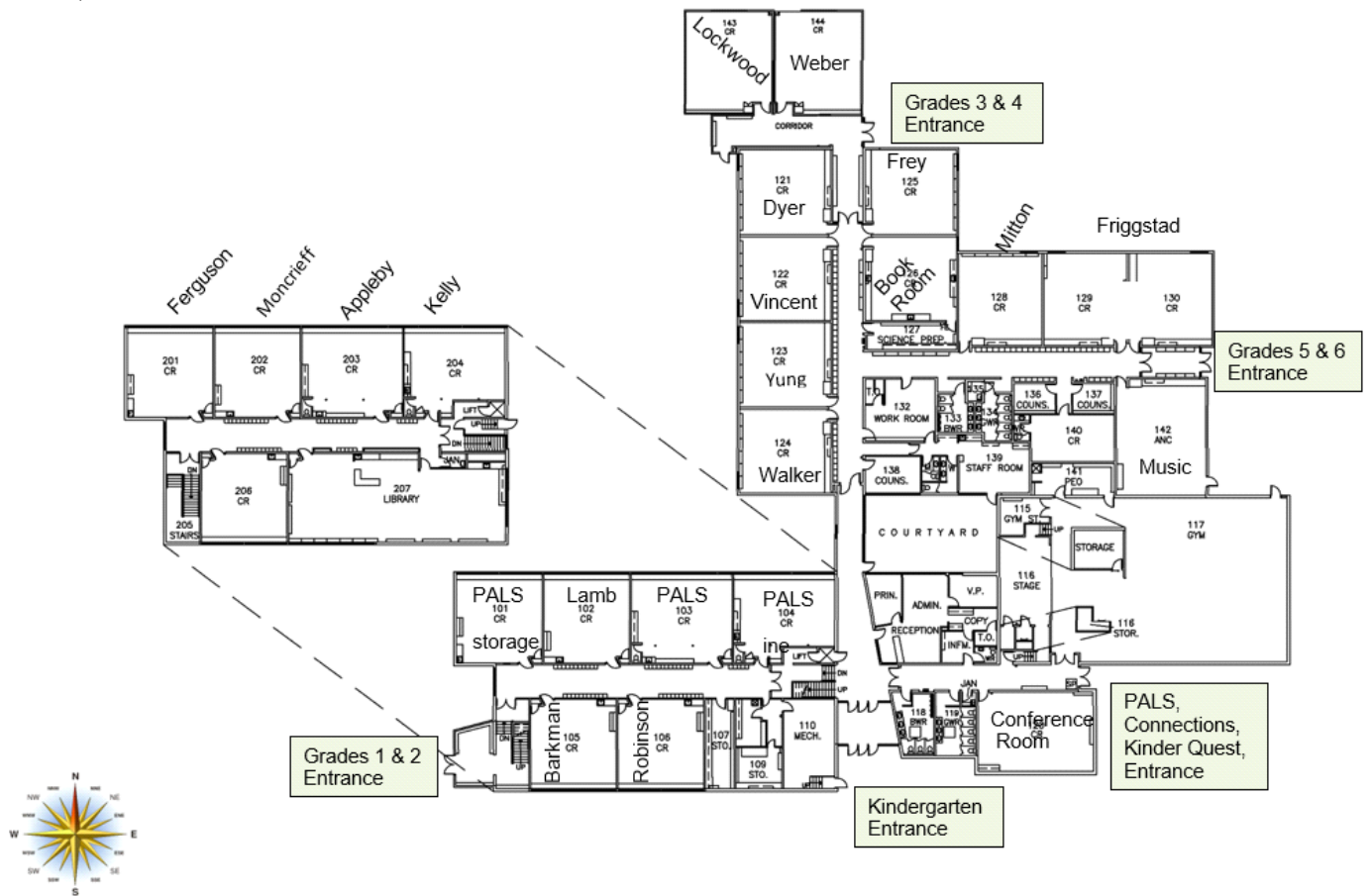
Elk Island Public Schools celebrates Employee Recognition, Long Service and Retirements

Congratulations to:

- Tabitha Vincent 10 Years
- Alfred Yung 10 Years
- Shannon Robinson 20 Years
- Michelle Wiart Retirement
- Tracey Arbuthnott Retirement
- Deneen Zielke Retirement

Classroom Configuration for 2025-26 as of May

- PALS 4 classrooms
- Kinder Quest K/1 1 classroom
- Connections 2 classrooms
- Kindergarten 2 classrooms
- Grade One 1 classroom
- Grad3 One/Two split 1 classroom
- Grade Two 1 classroom
- Grade Three 2 classrooms
- Grade Four 2 classrooms
- Grade Five 2 classrooms
- Grade Six 1 classroom



Facilities News

- Roof leak in the hall in front of the office/courtyard in process of being repaired.
- The powered automatic door by the gym has been repaired
- Back door locking mechanism has been repaired
- Our Star Room (Across the hall from our Connections Classrooms) is being updated over the summer.

2025-26 Budget May 2025

- 2025-26 Spring Budget is 3,451,155.00:
- 95% Staffing, 5% Service, Supplies and Material
- Outstanding fees for this year are \$5,215

District Programing

For 2025-26 School year our Kinder Quest program is going to be a K/1 program. This is a division special education program for early intervention with transition from our PALS to other district special needs programing. We also have 4 PALS programs (Early child intervention programs) and 2 Connections programs for high regulation and communication deficits autistic students.

2025-26 School Council Meeting Dates

Sept 18 Oct 9, Nov 20, Jan 15, Mar 12, May 14 AGM

Teacher update – Shannon Robinson

Mrs. Wiat conducts the Lyrico Junior Choir (previously known as the Elk Island Choir) The choir is celebrating it's 40th anniversary.

Thursday May 29, the choir will be visiting local schools and Pine Street is one of them. The performance will be at 12:45 in the gym.

COSC - No Update

Any other school advisory council business: No.

Elections of School Council Executive:

- Chair - SEAT IS OPEN, Election to be held at the September meeting. Parent Volunteer is required
- Vice Chair - Tracey Martin Woywitka
- Treasure - Sarah Matheson
- Secretary - Kaylie Flewin

Pine Street School Volunteer Parent Society:

Treasurer Update – Sarah Matheson

Treasurer's Report May 2025

March, April and May (to date) monthly completed Banking Summaries are attached,

Income Included

- Interest - .81 March, .81 April

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: \$2429.83

April: No income or expenses other than interest

May

- Healthy Hunger- Booster Juice- \$120.10
 - Healthy Hunger- IHOP- \$215.63
 - Save on Foods- \$574.88
 - Jamie Wells MN Petty Cash Return- \$400
- Total: \$1310.61

Expenses Included

March

- Pine Street- Rock n Rings- \$367.50

May

- Sarah Matheson- DJ Payment- \$541.49
- Pine Street Ab Musical (Rapunzel)- \$997.50
- EIPS Facility Rental (Y/E Dance)- \$78.75

Total: (\$ 1617.74)

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: \$5113.72 (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: \$ 620.24
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- \$215.63
Booster Juice- \$120.10
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
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
Teachers Wish List	\$	\$3000.00
Insurance	\$ (2.02)	\$1000.00
Rock n' Rings	\$	\$400.00
Movie Night	\$1400.00	\$500.00
Halloween & Year End Dance	\$672.60	\$2500.00
Fit Kidz	\$1600.00	\$2387.40
Christmas Coffee Cart	\$277.60	
	Total: \$3917.18	

Pine Street Volunteer Parent Society Treasurer Report				May
Date:	1-Jun-25			
				Opening Balance \$ 29,642.86
Income		Income	Expenses	Subtotal
7-May		\$910.61		
	Healthy Hunger-Booster Juice		\$120.10	
	Save on Foods		\$574.88	
	Healthy Hunger- IHOP		\$215.63	
26-May	Jamie Wells- Petty Cash Retu	\$400.00		
				\$ 30,953.47
		Income Subtotal	\$1,310.61	
	Expenses			
	Sarah Matheson- DJ Pymt		\$541.49	
	EIPS Facility Rental		\$78.75	
	Pine Street- AB Musical		\$997.50	
		Expenses Subtotal	\$ 1,617.74	
				Closing Balance \$29,335.73
	Funds in Reserve:			
	Christmas Concert Rental & Bussing		\$ 19.00	
	Performances		\$ -	
	Teacher's Wish Lists			
	Insurance		-\$ 2.02	
	Rocks and Rings		\$ -	
	Movie Night		\$ 1,400.00	
	Halloween & Year End Dance		\$ 672.60	
	Fit Kidz		\$ 1,600.00	
			\$ 227.60	
			\$3,917.18	
	Current Liabilites			
		Available Funds		\$25,418.55

Fundraising and Community building updates

Hot Lunch: This is a volunteer run program, that requires parent participation to keep the program going. Please reach out if you can help out with a hot lunch date.

Next year hot lunch will have to be adjusted due to the new schedule. Hot lunch will likely be moved to the last Friday of the month. If you have any feedback or suggestions for hot lunch venues please contact Kayleigh Chase.

Yearbook: Year book committee is running smoothly with Alanna and several other volunteers. Alanna has requested help from Rachelle in following up with picture uploads.

Family Dance: We are all looking forward to seeing our kids rock out at the family dance this Friday. Concession will have chips and glow sticks for purchase. Big shout out to all of the volunteers who have signed up, without you this event would not happen!.

Bottle Drive: Thanks Pine Street Families for participating in the bottle drive, it was another successful event in the support of our Fit Kidz Program.

Any other School Society business?

No

A motion was made by Jef Bailey to adjourn the meeting at 7:02 P.M.

SECONDED BY: Erin Pettipas

CARRIED: Yes