



Woodbridge Farms School Council Minutes

Monday, January 15, 2024, 6:30 p.m.
Woodbridge Farms Elementary School / Virtual

Principal: Kari Huk

Assistant Principal: Teri Pearn

School Board Trustee: Cathy Allen

Chair: Leanne Weiss

Vice Chair: Marco Candia

Secretary: Mel Fawcett

Agenda Item	Notes	Actions
1.0 Welcome/Land Acknowledgement	<p>6:37 p.m. Welcome introductions by Leanne.</p> <p>We acknowledge that we are on Treaty 6 territory and the traditional homeland of the Métis Nation. These are the meeting grounds, gathering place, and travelling route to the Cree, Nakota Sioux, Dene, Saulteaux, Blackfoot, and Métis. We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries. At Woodbridge Farms, we recognize our responsibility as Treaty members and honour the heritage and gifts of the First Peoples.</p>	
2.0 Review and Approval of Previous Minutes	<p>6:41 p.m. Marco motions to approve November minutes, 2nd by Jess. All in favour.</p>	Approved as circulated.
3.0 Approval of Agenda	<p>6:41 p.m. Julie motions to approve agenda as is, 2nd by Nana. All in favour.</p>	Approved as circulated.
4.0 Trustee Report	<p>6:42 p.m. Attached Report from Cathy Allen. Thank you for your attendance. Woodbridge Farms School Council Meeting - Trustee Report January 15, 2023.</p> <p>MEMORANDUM OF AGREEMENT Trustees approved the motion: "That the Board of Trustees ratify the memorandum of agreement for the Elk Island Public Schools Teachers' Collective Agreement, Sept. 1, 2020 to Aug. 31, 2024."</p>	

RECEIPT OF TRUSTEE RESIGNATION

The Board accepted the resignation of Trustee Jim Seutter, effective Nov. 30, 2023. Seutter recently moved. His new residence is outside the ward he represents, which disqualifies him as an EIPS trustee. As outlined in the Education Act, section 81(2), a by-election isn't required when there is only one vacancy on the Board. As such, EIPS will not hold a by-election. Instead, the remaining eight trustees will assume Seutter's duties, by modifying:

- The 2023-24 Trustee School Liaison Representative list;
- The 2023-24 Board Committee Representatives list; and
- The 2023-24 Acting Chair Schedule.

AUDITED FINANCIAL STATEMENTS: 2022 -2023

The Board approved the Audited Financial Statements for Aug. 31, 2023. MNP LLP, a national accounting firm, audited the statements and provided the opinion:

"[The Division's] financial statements present fairly, in all material respects, the financial position of EIPS as at August 31, 2023, and the results of its operations, its remeasurement gains and losses, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards."

Briefly, the presented statements indicate net financial assets of \$24.5 million and liabilities of \$31.2 million, which also includes the new asset retirement obligation of \$14.1 million. Additionally, the non-financial assets include \$158.2 million in capital assets and \$1.7 million in prepaid expenses. Meanwhile, the spent deferred capital contributions total \$144.9 million, comprised of provincial funding to cover capital assets. Overall, the Division ended the 2022-23 school year with an accumulated surplus of \$8.3 million and an operating deficit of \$5.3 million.

ANNUAL EDUCATION RESULTS REPORT 2022-23

The Board approved EIPS' Annual Education Results Report 2022-23, an Alberta Education reporting requirement that provides school families and community members easy-to-understand information about the Division. It also serves as a mechanism to improve accountability and transparency with local stakeholders. The Annual Education Results Report 2022-23 features detailed information about how EIPS is doing relative to Alberta Education's performance measures; how the Division's supporting students to achieve the best possible outcomes; and its successes, challenges and priorities moving forward. Now approved, the Division will submit the report to Alberta Education on November 30. After sending it to the province, EIPS will also post it online and share it with stakeholders and the Committee of School Councils. To read the report visit, eips.ca.

EIPS 2023-24 FALL BUDGET

The Board approved the EIPS 2023-24 Fall Budget Report for the period of Sept. 1, 2023 to Aug. 31, 2024.

The Board originally approved the 2023-24 operating budget on May 25, 2023. Every fall, the budget is updated to account for current information regarding enrollment numbers, revenue changes, actual carry-forward amounts, expenses and planned reserve spending. Overall, the EIPS 2023-24 budget provides stability for schools and maintains essential services (see pg. 184, “2023-24 Fall Budget”).

Highlights from the Fall Budget Report: 2023-24 include:

- operating budget – \$207.5 million, which includes a \$1.05-million draw from operating reserves
- student enrolment – 17,760, as of Sept. 29, 2023
- employees (full-time equivalent) – 1,372.58, as of Sept. 30, 2023
- compensation – a 2% increase, effective Sept. 1, 2023—in accordance with the certificated settlement ratified June 2022. As approved by the Board, classified staff received the same increase in pay as certificated staff.
- operating reserves – \$7.25 million, as of Aug. 31, 2024.
- capital reserves – \$965,000, as of Aug. 31, 2024
- instructional spending –78.5% of the total budget, equating to \$9,448 per student.
- system administration spending – \$4.59 million, 2.2%, of total expenses.

NOTE: System administration spending is within the \$6.19 million provided by Alberta Education. EIPS will distribute the surplus funds for other uses, as allowed in the Funding Manual for School Authorities 2023-24 School Year.

SPORT FOR LIFE

The Board approved designating Clover Bar Junior High’s Sport for Life program as an EIPS alternative program, effective starting in the 2024-25 school year. Open to students in grades 7 through 9, the year-long program introduces learners to healthy living through a range of sport, recreation and well-being activities. The aim is for students to use the skills and knowledge attained through the program and incorporate these into their daily living—now and throughout their lives. As such, the Board also approved amending Board Policy 18: Alternative Programs. Starting in the 2024-25 school year, the policy will list the Sport for Life program as an EIPS alternative program.

LOCALLY DEVELOPED COURSES: 2023-24

The Board received for information a report about the locally developed courses available to students in the second semester of 2023-24. The Division plans to introduce Developing Personal Value: 15, 25 and 35 at Next Step starting in February 2024. Open to students in grades 10, 11 and 12, the course helps learners recognize their inherent worth by emphasising their infinite personal value.

	<p>UNAUDITED ACCUMULATED SURPLUS The Board approved the transfer of \$5.62 million to the Division’s unrestricted surplus from its internally restricted operating reserves to offset the net results in 2022-23.</p> <p>UNAUDITED FINANCIAL REPORT: SEPTEMBER TO NOVEMBER 2023 The Board received for information the Unaudited Financial Report for EIPS, prepared by Financial Services. As of Nov. 30, 2023, revenues exceeded expenses, resulting in an operating surplus of \$1.24 million. The operational revenue for the three months was \$50.58 million, which represents 25 per cent of the budget. Meanwhile, total expenses incurred was \$49.33 million, which represents 25 per cent of the budget. The primary reason for the surplus: costs associated with staffing, services and supplies that will be incurred later in the school year (see pg. 81, “Unaudited Financial Report for Sept. 1, 2023 to Nov. 30, 2023”).</p> <p>Questions asked:</p>	
<p>5.0 COSC (Committee of School Councils)</p>	<p>6:52 p.m. Meeting attended by Marco Candia</p> <p>Sport for Life at Clover Bar Jr, High now designated as an alternative program.</p> <ul style="list-style-type: none"> ● More information about Sport for Life to be shared with parents of Division 2 students. ● Sport for Life sign up through Returning Student Registration ● Reset Rooms. ● Mental health initiative piloted successfully at JR High level. ● Full size room with certified staff to support students. ● Focus on self-regulation ● Continue discussion with the school board to continue the program and possibly introduce it into high school and elementary. <p>Questions asked:</p>	
<p>6.0 School Report</p>	<p>6:58 p.m. Principal Kari Huk and Assistant Principal Teri Pearn</p> <p>School Activities</p> <ul style="list-style-type: none"> ● Div 1 Concert - December 12 at Agora - initial feedback is positive ● Christmas Bureau and Food Bank campaign - very successful ● Carolling in the Gym ● Hot chocolate and cookies - Provided by the Parent Association from Everyday Food Co. ● Staff lunch - Provided by the Parent Association from The Italian Centre Sherwood Park. 	

2024 WBF Mid-Point review

- Sent out Monday, January 8th, 2024.
- 46 responses so far
- Will keep the survey open until Friday, January 19th, 2024.
- Summary of response will be shared in Office Weekly email.

2024-2025 School Fee Consultation

- Lunch and field trip fees have not changed since 2017
- Our focus is on fees being affordable while noting rising costs.
- Waiver of school fees - available through an application process
- Agendas cannot be charged as part of school fees.
 - Agenda costs approx \$1200
 - Mixed reviews on use of agendas.
 - Survey parents and teachers on use of paper agendas and current weekly email format.

Woodbridge Farms Elementary School Fee Schedule

Fee Category	Fee Name/Description	Per Student 2023-2024	Per Student 2022-2023
Lunch Supervision & Activities	Noon Supervision - ECS	\$ 45.00	\$ 45.00
Lunch Supervision & Activities	Noon Supervision - Gr.1-6	\$ 90.00	\$ 90.00
Activity	Field Trips - ECS	\$ 85.00	\$ 85.00
Activity	Field Trips - Gr. 1	\$ 60.00	\$ 60.00
Activity	Field Trips - Gr. 2	\$ 60.00	\$ 60.00
Activity	Field Trips - Gr. 3	\$ 60.00	\$ 60.00
Activity	Field Trip - Gr. 4	\$ 60.00	\$ 60.00
Activity	Field Trips - Gr. 5	\$ 60.00	\$ 60.00
Activity	Field Trips - Gr. 6	\$ 60.00	\$ 60.00
Activity	Ski/Snowboard Trip	\$ 50.00	\$ 50.00
Activity	Swimming - Gr. 5	\$ 55.00	\$ 55.00

Woodbridge Farms School Council

	<p>Upcoming Dates</p> <ul style="list-style-type: none"> ● January 31 - Professional Learning Day (CRM and Supporting Writing Instruction) ● February 1 - Grade 4-6 Ski Trip ● February 1 - Returning Student and Kindergarten Registration opens ● February 5 & 6 - Parent/Teacher interviews ● February 7 - Early Out - School Spirit Day ● February 8 & 9 - Teacher's Convention - No School ● February 15 - 100th Day of School ● February 19 - Family Day - No School ● February 28 - Pink Shirt Day <p>Questions asked:</p>	
<p>7.0 New Business</p>	<p>7:33 p.m.</p> <ul style="list-style-type: none"> ● COSC grant deadline moved. There is \$500 available for workshops through ASCA. ● Workshops that would benefit our school <ul style="list-style-type: none"> ○ Effective Engagement Within the School Community ○ Tools for Effective School Council <ul style="list-style-type: none"> ■ Total \$500. GST needs to be paid. ■ Possibility of Parent Association covering GST or combining resources with neighbouring schools. 	<p>School council to confirm workshop dates, office to email out information.</p>
<p>8.0 Adjournment</p>	<p>Meeting adjourned at: 7:38 p.m. Next Meeting:</p> <ul style="list-style-type: none"> ● March 11, 2024 6:30 p.m. ● May 13, 2024 6:30 p.m. <p>Location: Woodbridge Farms Elementary/Virtual</p>	