



Woodbridge Farms School Council

Meeting Minutes

Date: Tuesday, November 19, 2025
Time: 6:30 PM
Place: Woodbridge Farms Elementary/ Virtual

School Council Executive 2024-2025
Principal: Kerri Williams
Asst. Principal: Sarah Budd
Chair: Marco Candia
Vice Chair: Alexia Freisen
Secretary: Mel Fawcett

Agenda Item	Notes	Actions
1.0 Welcome/Land Acknowledgement	6:34 PM Called to order by Marco.	
2.0 Review and Approval of Previous Minutes	6:35 PM Marco motions to approve October minutes, Alexia seconds. All in favour.	Approved as circulated.
3.0 Approval of Agenda	6:35 PM Marco motions to approve the current agenda, Taryn seconds. All in favour.	Approved as circulated.
4.0 Trustee Report	<p>8:00 PM meeting resumed. Thankyou Cathy Allen for your attendance.</p> <p>Receipt of Trustee Resignation The Board accepted the resignation of Trustee Jacqueline Shotbolt, effective Oct. 31, 2024. As of that date, Shotbolt will no longer reside within the ward in which she was elected, disqualifying her as an EIPS trustee. As outlined in the Education Act, section 81(2), a by-election isn't required during the fourth year following a general election as long as the number of Board vacancies is less than the quorum, plus one. As such, EIPS will not hold a by-election. Instead, the remaining trustees will assume Shotbolt's duties</p> <p>Board Governance Surplus The Board directed administration to allocate its governance surplus—\$39,592 as of Aug. 31, 2024—to the Leveraging Student Achievement Fund. Allocating these dollars to the Leveraging Student Achievement reserve will allow for schools to narrow the achievement gap. A plan will be discussed with the Board later in the year before these funds are used.</p>	



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Trustee Election October 2024 EIPS has begun preparations for the upcoming trustee election on October 20, 2025. The Municipal Affairs Statutes Amendment Act, 2024 sets new rules for local elections. This Act will amend the Local Authorities Election Act and the Municipal Government Act. EIPS is examining these new rules and how they will impact the election process. The Board of Trustees has started planning for the new Board of Trustees. It is important to plan for the onboarding of the new trustees, to support them in their roles and responsibilities. Modular Classroom Request: 2025-26 The Board directed EIPS administration to request funding from Alberta Education to address needed changes to several modular classroom units in the 2024-25 school year. If approved, the Division will: add two new modular classrooms to SouthPointe School; demolish two ageing modular classrooms at Westboro Elementary followed by a site reclamation; replace eight modular classrooms at James Mowat Elementary; and at Win Ferguson Elementary, demolish eight modular classrooms and add newer units there by relocating six modular units from Wes Hosford Elementary. EIPS hopes a decision from the province comes in early 2025.

Proposed Alternate Calendar Survey

766 responses were submitted by staff and 4539 responses were received from parents and guardians. All of the responses are contained in 618 pages of data. The trustees and senior administration are currently reviewing this data, which reflects a wide range of perspectives from the stakeholder groups.

A Report for Recommendation will be presented at the December public Board meeting.

Bill 27: Education Amendment Act, 2024

This Bill was introduced in the Legislative Assembly on October 31, 2024. If passed, the legislation and regulatory amendments for education continuity during public health and states of emergencies would be expected to come into force on January 1, 2025, except sections regarding school authority policies, which would come into effect on September 1, 2025.

Unaudited Financial Report: 2023-24

The Board received for information the Unaudited Financial Report for the 2023-24 school year—September 1 to August 31. The Division ended the 2023-24 school year with an overall surplus of \$3.16 million, which includes operating revenue and expenses, school-



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generated funds and asset retirement obligation expenditures. The surplus is more than budgeted, by \$4.21 million, primarily because of unbudgeted, one-time revenue obtained through the sale of Division IP addresses. The surplus funds increase EIPS' operating reserve—available for use in future years (see page 127, “Unaudited Financial Report: 2023-24”).

Unaudited Accumulated Surplus

The Board received for information the Unaudited Accumulated Surplus Report as of Aug. 31, 2024. The Division's accumulated surplus totals \$11.5 million, which includes investment in: Board-funded tangible capital assets (\$7.75 million); the asset retirement obligation (-\$10.33 million); capital reserves (\$2.49 million); and unrestricted surplus, operating reserves (\$11.59 million)—below the province's maximum balance, including a one-time exception—and in excess of its recommended 1% minimum balance.

NOTE: The operating reserves include reserves from Central Services (\$627,000), schools (\$944,000) and the school-generated fund (\$2.28 million).

Also, included in the operating reserves is the Division Unallocated Reserve, which EIPS maintains to cover emergent issues, manage price fluctuations and stabilize funding in the future. The Division Unallocated Reserve is at \$7.35 million. As such, the net reserve transfer for 2023-24 is \$5.2 million,

which includes an operating surplus of \$4.18 million and a surplus of \$1.02 million from current-year transactions for unsupported capital assets (see page 144, “Unaudited Accumulated Surplus at Aug. 31, 2024”). Following the report, the Board approved the motion: “that the Board of Trustees direct the Superintendent to create a draft Administration Procedure that outlines processes and guidelines for the accumulation, use and carry-over of school generated funds, to be brought to the January 9 Caucus meeting for feedback.”

Please contact me with questions or concerns.

Respectfully submitted,

Cathy Allen

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<p>5.0 COSC (Committee of School Councils)</p>	<p>6:51 PM</p> <p>Assurance Reviews</p> <ul style="list-style-type: none"> ● ASCA Grant <ul style="list-style-type: none"> ○ Family Math Night - \$680 ○ \$1320 remaining for Workshops 	
<p>6.0 School Report</p>	<p>6:35 PM Presented by Kerri Williams</p> <ul style="list-style-type: none"> ● Thank you to the Halloween Committee and the Parent Association for organizing a successful Family Halloween dance. ● Funding of school enrichment activity Fitset Ninja obstacle course, November 25 and 26. For more information visit www.fitsetninja.com. <p>Staffing Update</p> <ul style="list-style-type: none"> ● Educational Assistant hired in mid October with the one-time classroom complexity funding. ● Working primarily in Grades 4, 5 and the Connections program. <p>School Events</p> <ul style="list-style-type: none"> ● Scholastic Book Fair, accumulated \$2811 in Scholastic dollars to use toward classroom materials, resources and books. <p>Halloween Celebrations</p> <ul style="list-style-type: none"> ● Students participated in a school-wide Bingo game using a virtual platform. ● Snake parade to kick off afternoon class celebrations. <p>Remembrance Day Service</p> <ul style="list-style-type: none"> ● On Friday, November 8, students attended a Remembrance Day service to honour our service men and women. The parental and caregiver turnout for the event was close to 50 people. We had two Grade 5 students leading the service and they did a wonderful job. Students also heard firsthand experiences from a military veteran, as well Mrs. Williams shared her experience as a former military family member. Our Grade ¾ class and our Grade 5 class shared poems. Thank you for your Poppy for Peace donations to support the Royal Canadian Legion. 	



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Term 1 Report Cards – November 29

- Report cards will be available on Friday, November 29 on PowerSchool.
- If you have any questions, please reach out directly to your child's classroom teachers.

Christmas Concert – Tuesday, December 10

- Kindergarten to Grade 3 students will perform on Tuesday, December 10 from 6:30-7:30 p.m. at the Agora
- The Grade ¾ class will be learning the songs and the Gr.4 students will have the option to attend the evening performance.

Family Math Game Night

- Thank you for using a portion of the School Council grant to support a Family Math Game Night on Monday, January 27 from 6:15 p.m. until 7:30 p.m.
- The event will be hosted in the school gymnasium. - Box Cars & One Eyed Jacks: Family Math Game Night - Workshops are packed with valuable strategies, games, and differentiation ideas to keep learners engaged.
- Speaking fees \$600.00, GST \$30.00, Mileage \$50.00 = \$680.00 Total Information on the grant: <https://www.alberta.ca/school-councils>
- We are thinking of purchasing some dice and a set of playing cards for families who attend the event once we receive an RSVP count.

School Assurance Review

- Woodbridge Farms Assurance Review will occur on Friday, November 22 from 9 to 11:30 a.m. at Pine Street Elementary. Superintendent Sandra Stoddard, as well as our school trustee, Cathy Allen will be in attendance. School administration and one representative from each of the following schools will be in attendance:
 - Westboro Elementary
 - Pine Street Elementary
 - Ecole Campbelltown
 - Woodbridge Farms Elementary
- Thank you to Marco, our School Council Chair for attending as our school representative.



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School Wishlist

- Musical Instruments – List of items and instruments to provide to the Parent Association.
- Soccer balls, basketballs, footballs for recess bins.
- Replace the outdoor basketball backstops and nets.
- Hire a company in the spring to paint games on tarmacs, four squares, etc.

Counselling Update

- Teen Mentoring Program: Nineteen students in Grades 2 to 5 visit Salisbury Composite High School on Tuesday mornings from 11:15-12:30 to connect with a teenage mentor.
- Small Group Sessions: Small counseling groups can be highly effective in supporting students with diverse needs and promoting personal growth. Below are the groups at WBF.
 - **Social Skills Development/ Friendship and Peer Relationships**
 - Focus on building communication, empathy, and relationship skills.
 - Support students in developing and maintaining positive friendships.
 - Activities might include role-playing, group discussions, and social scenario practice.
 - **Emotional Regulation/ Coping with Anxiety**
 - Help students learn to manage and express their emotions in healthy ways.
 - Help students understand and manage anxiety.
 - Techniques might include mindfulness exercises, coping strategies, and emotional expression activities.
 - **Self-Esteem and Confidence Building**
 - Aim to boost students' self-image and self-worth.
 - Activities could involve positive affirmations, goal setting, and recognizing personal strengths.
 - **Conflict Resolution**
 - Teach students strategies for resolving conflicts peacefully and effectively.
 - Sessions could involve role-playing conflict scenarios, discussing resolution strategies, and practicing negotiation skills.



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Upcoming Events

November

- Nov. 23 - Bev Facey's Holiday Market
- Nov. 25 - Term 1 Celebration: Fitset Ninja Winter Obstacle Course
- Nov. 26 - Term 1 Celebration: Fitset Ninja Winter Obstacle Course
- Nov. 29 - Report Cards (Term 1)

December

- Dec. 4 - Early Dismissal/Holiday Wear
- Dec. 6 - Hot Lunch: Opa! - Orders close Nov. 28
- Dec. 10 – Kindergarten and Grades 1-3 Christmas Concert at the Agora
- Dec. 11-13 - Wee Wonderland
- Dec. 18 - Grades 4-6 Sunridge Ski Trip
- Dec. 19 - Hot chocolate & cookie day
- Dec. 20 - Last day of classes for 2024
- Dec. 20 - Hot Lunch: Italian Centre
- Dec. 21 - Jan. 5 - No School: Christmas/Winter Break

January

- Jan. 6 - Classes resume - Welcome back!
- Jan. 8 - Early Dismissal/Twin Day/Dress as a Staff Member
- Jan. 10 - Grade 5 Swimming Lessons (Every Friday until March 14) Be sure to check out our school calendar.

Caregiver Series: Executive Functioning Sessions

- Alberta Health Services offers free online programming for parents and caregivers of children and youth. Sessions are offered through Zoom. To register, go to: www.cyfcaregivereducation.ca. The list of November and December 2024 sessions is now available.
- **Part 1: The Impact of Executive Functioning**
 - In this session, we will look at what executive functions are, their importance in our daily lives, and how executive skill difficulties may impact our children.



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	<ul style="list-style-type: none"> ○ Date: Monday, December 2, 2024 ○ Time: 12:00 – 1:00 pm ○ Target audience: For caregivers of children in grades K-6; for adults only. ● Part 2: Supporting Executive Functioning Development <ul style="list-style-type: none"> ○ In this session, we will focus on three foundational executive functions and strategies for supporting our children as they grow in their skills. ○ Date: Monday, December 9, 2024 ○ Time: 12:00 – 1:00 pm ○ Target audience: For caregivers of children in grades K-6; for adults only. <p>Social Media</p> <ul style="list-style-type: none"> ● Follow us on Instagram: @wbfschool ● Join our Facebook page: WBFSchool – Woodbridge Farms School o https://www.facebook.com/wbfschool <p>Questions</p> <ul style="list-style-type: none"> ● What would you like to see from the school? ● We encourage parents/caregivers and students to reach out with ideas and suggestions to enhance the learning experience at WBF. 	
<p>7.0 New Business</p>	<p>7:11 PM Meeting paused, awaiting School Trustee. Move to the Parent Association meeting.</p>	
<p>8.0 Adjournment</p>	<p>8:18 PM Meeting adjourned.</p> <p>Next Meeting Date: Tuesday, January 14, 2025, at 6:30pm</p>	