



*Cherishing and Challenging Every Child*

**Glen Allan School Council  
Thursday April 21, 2022, 6:30 - 8:00 pm  
Hybrid Meeting – Minutes**

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**Attendance:** Jennifer Ference, Dustine Vicic, Christy Ravndahl-George, Stacey Robinson, Kersten Morris, Jenn Campbell

**Absent:** Cathy Allen, Erin Barrett, Ryan Fukala, Sheila Connolly

- 1. Call to Order** **6:30 p.m.**
- 2. Welcome and Introductions – first in person meeting!**
- 3. Approval of February 17, 2022 Draft Minutes** (Attachment 1)

**MOTION** to approve February 2022 minutes as presented, made by Jenn C. and seconded by Kersten.

- 4. EIPS Trustee Report – Cathy Allen**

**2022 ASCA SCHOOL COUNCIL CONFERENCE AND AGM: REGISTRATION SPONSORSHIP**

The Board approved sponsoring the registration fee for school council members to take part in the 2022 Alberta School Councils' Association (ASCA) School Council Conference and Annual General Meeting. The conference takes place April 22-24, 2022. The Board will fund the cost of one registration fee per EIPS school—up to a maximum of \$5,000.

**BEFORE-AND-AFTER SCHOOL: VILLAGE OF ANDREW**

The Board heard a presentation from Andrew Mayor Barry Goertz, who discussed ways to increase Andrew School's utilization rate and benefit Andrew families at the same time. He asked the Board to consider establishing a child care centre in the unused space at Andrew School—both a full-time and before-and-after school program. The Board thanked Mayor Goertz for taking the time to present his ideas to trustees.

**WORKING TOGETHER**

The Board heard a presentation from Tammy Ann Pickett, a Councillor with the Village of Andrew. She discussed ways EIPS and the Village of Andrew can work together to help build the community. She asked the Board to consider new strategies to promote Andrew School and improve busing services to encourage higher enrolment at Andrew school.

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She also asked the Board to continue to work with the village's council to help it achieve its long-term vision for the area—using the slogan, “Go far, Go slow, Go together.” The Board thanked Pickett for taking the time to present feedback to trustees.

### **New Business**

#### **POLICY AMENDMENTS**

The Board approved the following policy amendments:

- Board Policy 2: Role of the Board
- Board Policy 3: Role of the Trustee
- Board Policy 7: Board Operations
- Board Policy 13: Appeals and Hearings Regarding Student Matters
- Board Policy 20: Assessment and Reporting of Student Learning
- Board Policy 21: Expense Transparency
- Board Policy 23: School Fees

Several amendments were made to the policies—all to strengthen clarity, language and readability.

#### **ASBA EDWIN PARR AWARD: 2022**

The Board and administration finalized this year's EIPS Edwin Parr Teacher Award nominee, Kristin Davies, a teacher at Sherwood Heights Junior High school. Annually, the Alberta School Boards Association (ASBA) hosts the award to honour and recognize first-year teachers and their pedagogical excellence. Davies was selected because of her outstanding commitment to education, capacity building, and innate ability to encourage a love of learning in students.

#### **FRIENDS OF EDUCATION: 2021**

The Board approved nominating Shell Canada for the 2022 Friends of Education Award, an annual event hosted by ASBA. The award's purpose: To recognize and thank the many Alberta-based organizations that contribute to education in their community. For the last five years, Shell Canada has made significant financial contributions to EIPS, including \$185,000 to help develop land-based learning spaces at nine schools—eight in Fort Saskatchewan and one in Bruderheim. More are planned in Sherwood Park and Strathcona County. The purpose of the spaces is two-fold. First, they are places for students, staff and community members to come and learn from the land. And, secondly, they are ethical spaces for Indigenous students that represent the land acknowledgment and treaty obligations. Additionally, on an ongoing basis, Shell Canada generously provides volunteer employees to enhance learning within EIPS classrooms—such as the

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Fuelling Kindness campaign, READ IN Week, Week of Inspirational Math and various other EIPS initiatives. Collectively, Shell's ongoing support offers students a huge advantage, enhances student learning, and makes a lasting difference in Division schools.

### **THREE-YEAR CAPITAL PLAN: 2023-26**

The Board approved EIPS' 2023-26 Three-Year Capital Plan. Annually, the Board reviews and updates the plan to prioritize its key capital projects. The top three capital priorities for the Division are:

*Priority 1:* Construction funding to replace Sherwood Heights Junior High and École Campbelltown (grades K-9).

*Priority 2:* A replacement school for Rudolph Hennig Junior High and Fort Saskatchewan High (grades 7-12).

*Priority 3:* A replacement school for James Mowat Elementary (grades K-6).

Now approved, the Division will submit the Three-Year Capital Plan to the province for funding consideration.

### **BUDGET REALLOCATION: 2021-22**

The Board approved a budget reallocation of unanticipated surplus. The Division will use the funds to:

- Relocate a modular classroom unit to James Mowat Elementary from Fultonvale Elementary Junior High (\$263,000). Earlier this year, the Division requested funding for the modular unit from Alberta Education—funding is still uncertain. If the province denies the request, EIPS will proceed using the reallocated dollars.
- Community consultations regarding programming, enrolment and attendance boundaries (\$115,000).

### **RESERVE REQUESTS: 2021-22**

The Board approved accessing \$1.4 million in operating reserves to:

- install emergency strobe lighting in career and technology studies area to enhance safety;
- complete facility condition assessments in all schools;
- replace the fire alarm panels at EIPS Central Services;
- hire a support analyst; and
- fund additional illnesses and Board-approved COVID-19 costs that arise between now and school year-end.

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#### **FINANCIAL PROJECTIONS: 2021-22**

The Board received for information a report regarding the Division's financial projection for the 2021-22 year-end. Overall, there are no areas of concern with respect to deficits. EIPS projects its accumulated surplus to drop by \$2.9 million from its audited balance on Aug. 31, 2021. As well, operating reserves will decrease by \$2.9 million, capital reserves will increase by \$300,000 and tangible capital assets will decrease by \$300,000. The budget variance is \$4.2 million—primarily the result of unanticipated increases to the Division Unallocated Operating Reserve and unbudgeted projected surpluses at schools and departments. Finally, the projected Division Unallocated Reserve remains above the recommended 2 per cent of operating expenses (see pg. 121, "[Financial Projections 2021-22](#)").

#### **UNAUDITED FINANCIAL REPORT: SEPTEMBER 2021 TO FEBRUARY 2022**

The Board received for information the EIPS Unaudited Financial Report for the six-month period ending Feb. 28, 2022. Overall, revenues exceeded expenses resulting in an operating surplus of \$1.34 million. Revenue for the six months is \$93.51 million, which represents 50 per cent of the year-to-date budget—an expected percentage for the fiscal year midpoint. Meanwhile, total expenses are \$92.17 million, representing 48 per cent of the year-to-date budget—slightly below what the Division anticipated. (see pg. 135, "[Unaudited Financial Report for Sept. 1, 2021 to Feb. 28, 2022](#)").

#### **LETTER TO EDUCATION MINISTER LAGRANGE**

The EIPS Board of Trustees sent a letter to Minister LaGrange requesting a delay for draft curriculum implementation to September 2023. This will give time for the updated Program of Studies to be piloted in more schools in Alberta and the opportunity for the creation of the required resources.

#### **FOUR-YEAR EDUCATION PLAN - Presentation and request for feedback from School Council members**

The plan will be approved in May 2022 and submitted to Alberta Education with the EIPS 2022-2023 budget.

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

[Click here](#) to view The Four Year Education Plan.

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## 5. Principal's Report – Jen Ference & Dustine Vivic

- Thank you to parent volunteers!
- School fees for 2022-2023 reviewed
- Other updates included.  
[Click here](#) to review full report
- Questions for GASC re: support of track and field lunch this year, as well as support of FitKids programming in 2022-2023.

**ACTION:** Christy to circle back to Jen after discussion with missing GASC members.

## 6. Teacher Report – Stacey Robinson

- In person field trips are being planned and implemented. Nice to have them back.
- Grade 5 class started the DARE program. Grade 5 is also involved in the Shoe Drive.
- Tomorrow is dress as your favorite book character.
- Schools Resource Officer will be visiting some classes around community and media safety.
- Grade 4-6 students have been part of an exciting book club.
- Grade 5's have their artwork on display at the Strathcona County building

## 7. School Council Updates

- *Programs Vice-Chair Updates – Sheila Connolly*
  - Hot Lunch – no update
  - Yearbook Update – admin has approved it and returned. Great job!
  - Teacher/staff Appreciation – To be discussed
- *Fund Development Committee Chair Updates – Jenn Campbell*
  - Spellathon Update – estimated for just over \$15000 coming in
    - Prizes: Jenn is looking for more Strathcona County coupons especially a family admission coupon as a larger gift
      - Discussion of prizes for most funds raised etc.
    - Considering a readathon for next year as opposed to a test format like a spellathon to be more inclusive and decrease anxiety for students.

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- Jen will bring this up at the next staff meeting for feedback and discussion

**MOTION:** Jen to bring teacher feedback to the next GASC meeting

- *Budget Vice-Chair Updates – Erin Barrett*
  - Glen Allan Disbursement Request- Chromebook – Completed and delivered
  - Financial Update
    - Hot lunch forecast to net \$425.39 but if we factor in the cost of the Hot Lunch website, we are only going to net \$58 - so we are recovering the PayPal fees well
    - Cash balance of Operating account at March 31 was \$379.16 but with yearbook and hot lunch PayPal revenues pushed through, it is just over \$6,000. We will need to be mindful of the balance when paying for year end BBQ (if it happens), staff appreciation and the final yearbook expenses.
    - we budgeted to net \$3,000 from book fairs but only netted \$1,955 however, the librarian was still able to purchase books with points earned so this should still be considered a success.
    - Art Cards was extremely successful netting \$3,932 (budget was only \$2,100).
    - Cash balance of Fund account at March 31 was \$3,144 but with spell-a-thon revenues still to come in, we should have a healthy balance heading into next school year to provide support early in the year to Glen Allan.
- *Chair Updates – Christy Ravndahl-George*
  - COSC Meetings – [Click here](#) to review
  - Drop Safe – delivered and installed
  - Recruitment of new positions / plan if not filled – no new interest has come
    - Idea to include information in agendas, as well as information shared at Kinder orientation

## 8. Parent feedback/suggestions

**Next meeting and last meeting (May 26, 2022) and Adjournment at 7:18pm.**

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