



**Fort Saskatchewan Elementary  
Parent Council  
MINUTES – January 25, 2023**

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Attendance: Veronica Barton, Shelby Labrecque (Principal), Laura Simpson, Ralph Sorochan (School Trustee Liaison), Stephanie Stoddard, Lauren Taubenheim, Nicole Way, Caitlyn Zabrick, Kim Zapesocki (Assistant Principal)

Call to Order at 5:32 pm – meeting chaired by Caitlyn Zabrick

1. Introductions

2. Motion to approve the Agenda – moved by Caitlyn, seconded by Lauren, carried

3. Motion to approve the Minutes of November 30, 2022 – moved by Veronica, seconded by Caitlyn, carried

4. Reports

a. Admin Report – School Council Report – School Council Report - January 25, 2023

1. Welcome & Kudos! I hope everyone had a chance to enjoy the Christmas Break and have been able to either get healthy or stay healthy! Thank you to everyone for coming out and taking advantage of the opportunity to collaborate so we can support our students and collectively contribute to their success! Thank you to our Parent Society for planning and organizing the cookies and milk day! We appreciate your efforts to create a positive school community.

2. First Nations, Métis, and Inuit -For the month of January, we are focusing on Truth and Reconciliation. -On Tuesday, January 17th, Jeremy Albert came in to do the Blanket Exercise with our grade 5 students. -Every class has been working with Assistant Principal Zapesocki, who is our Indigenous Lead, on Truth and Reconciliation., and knowing who the First Peoples of these lands are. They have been working on: -What is Reconciliation? -Knowing our Treaty and Métis region -Learning about Indigenous Cultures (music, dance, celebrations, clothing, foods, language) -Connections to Land -Going through EduKits (EIPS kits, as well as Music Kits) -John Dunn <https://arcticlight.com/talks/john-dunn-talks.htm> be coming to present to our school community on January 26 about his connection to land and travels through Canada's arctic regions. -Meeting with Fort Saskatchewan leads and planning a Spring event for families to come together. May 30 is the tentative date.

3. Staffing -We have hired Jen Appleton with the learning disruption funding to support students in grades 2 to 4 who scored below the 25th percentile according to the June

Numeracy Assessment Screener and STAR data. Families affected by this funding were contacted and the small group pull out instruction began in early January and will continue until early April. -We welcomed educational assistant Barb Pires in our 4C classroom and educational assistant Spencer Theroux in our 1/2E classroom. -Joanne Brown will be joining us in February as a part time educational assistant providing support in our kindergarten classrooms, as well as our 1P classroom. -We are looking at hiring a music teacher to replace Ms. Zapesocki as she will be moving into administration full time.

4. Professional Learning (PL) - At our upcoming PL day on January 30, we will be focusing on reviewing various pieces of data, including our Provincial Achievement Test results, and collaboratively determining what our highest leverage strategies will be moving forward to support student growth. We will also be holding Collaborative Team Meetings to identify key issues and making plans in terms of what actions we, as a staff, are committed to executing to deal with these key issues.

5. Fees -Fee schedule:

FORT SASKATCHEWAN ELEMENTARY  
School Fee Schedule

Fee Name/Description	Per Student 2022-23	Per Student 2021-22	Fee Category
Field Trips - ECS	\$ 30.00	\$ 30.00	Activity Fee
Field Trips - Gr. 1	\$ 45.00	\$ 45.00	Activity Fee
Field Trips - Gr. 2	\$ 45.00	\$ 45.00	Activity Fee
Field Trips - Gr. 3	\$ 45.00	\$ 45.00	Activity Fee
Field Trips - Gr. 4	\$ 45.00	\$ 45.00	Activity Fee
Field Trips - Gr. 5	\$ 45.00	\$ 45.00	Activity Fee
Field Trips - Gr. 6	\$ 45.00	\$ 45.00	Activity Fee
Ski Trip - Lift Ticket/Lesson	\$ 30.00	\$ 30.00	Activity Fee
Ski Trip - Lunch	\$ 10.00	\$ 10.00	Activity Fee
Ski Trip - Ski Rental	\$ 42.00	\$ 42.00	Activity Fee
Ski Trip - Snowboard Rental	\$ 42.00	\$ 42.00	Activity Fee
Swimming	\$ 53.00	\$ 53.00	Activity Fee
Noon Supervision	\$ 80.00	\$ 80.00	Lunch Supervision & Activities
Noon Supervision - ECS	\$ 40.00	\$ 40.00	Lunch Supervision & Activities

I am looking for input in the following areas: a) Noon supervision b) Field trips and associated fees c) Extracurricular activities d) Non-curricular travel (i.e. ski trips) e) Non-curricular goods and services (i.e. yearbooks) -Looking ahead, in February, Financial Services will provide FSE with a template for completing proposed fees for the new school year. Proposed fees will be established using the parameters approved by the Board, principal discretion, parent/caregiver feedback and fee calculation tools. - At the March (or April) School Council meeting, proposed fees and the rationale for additions, increases, decreases, etc. will be shared. After the meeting our School Council Chair and I will sign a declaration affirming completion of all required steps. The proposed fee schedules and declarations are due to Financial Services in March. Financial Services will then prepare a school fee schedule presentation to present to the Board for review and approval.

6. Registration -Elk Island Public Schools (EIPS) will once again conduct an online returning student registration process to confirm student registrations for the 2023-24 school year. -Families of all current students (with the exception of graduating Grade 12 students) must complete the process to confirm the school their child plans to attend in the 2023-24 school year or advise the Division of their plans not to return to EIPS. - Additionally, students who want to attend a non-designated school need to make that request through the returning student registration process – acceptance is based on available space. The 2023 -24 returning student registration takes place Feb. 1 – 28, 2023. -Access to the Returning Student Registration Form is provided through the PowerSchool Parent Portal. If you don't have a PowerSchool Parent Portal account, you need to set one up before Feb. 1, 2023. If you need assistance, please contact our school office. -Kindergarten registration begins Feb. 1, 2023, as well. To register for kindergarten, your child must be five years old on or before Dec. 31, 2023. -FSE is the alternative designated school for students in the James Mowat Elementary School boundary. This means that if a student currently attends James Mowat Elementary School they may continue attending, as can their siblings. -If the number of students who wish to register at James Mowat exceeds the available space for a specific grade the school will use a random selection process. New students who are not selected through this process are designated to attend FSE. This makes it extremely important for new and kindergarten students to register in the registration window in February.

7. 2022-23 Alberta Education Assurance Survey -We anticipate surveys will be administered in late January or early February. -To preview samples of this year's survey visit: <https://www.alberta.ca/alberta-education-assurance-survey.aspx>.

8. Other -We had to 'adjust our sails' yet again and have a virtual Christmas Concert due to having more than 10% of our staff and students out sick. Thank you to our music teacher, Kim Zapesocki, as well as the rest of our staff for being so flexible in changing course without a lot of notice so that we could honour all the hard work our students put into preparing for the concert. Much thanks go out to our families for their continued patience and understanding as we strive to balance safety with continuing school activities! -Floor hockey intramurals for our division 2 students began in early January. Thanks to Ms. Frey and Ms. Simpson for supporting these initiatives by donating her lunch time to supervise! -There are two upcoming basketball tournaments for our grade 4, 5, and 6 students. Try outs started January 17, 2023. More detailed information will be sent home soon! -The Student Advisory Committee met and provided valuable feedback about the things they would like to see continue, the things they would like to stop and some suggestions for some new things they would like to see. It provided students with a voice and allowed me an opportunity to explain the reasoning behind some of the decisions or structures in place. The students shared they would like School Council to provide the Christmas Sale for students to obtain presents for their families. They would also like another dance to attend. -There is one FSE representative who has volunteered to sit on the Volunteer Playground Committee to help raise funds for our replacement of the wooden play structure on our Division 2 playground. The administration from Fort Saskatchewan Christian School and Fort Saskatchewan Elementary will be working together to coordinate and organize a Volunteer Playground Committee with the intention of having this committee begin the

fund raising and grant application process. We would very much like to have one more FSE representative on this committee as many hands make light work. -Select grade 6 students will be asked to attend the Young Authors Conference on April 15, 2023. This event requires one parent volunteer to assist with helping ensure this day goes smoothly. Let me know if you are able to represent our school! -Alberta School Councils' Association (ASCA) workshops are offered to school councils online, scheduled weekly throughout the year. A variety of foundation-level and enhancement-level [workshops](#) are available for school councils, groups of school councils and fundraising associations. The \$500 [Alberta School Council Engagement Grant](#) each school council received this year can be used for these workshops to increase capacity for school council members. [Workshops 2023](#) | [Request a workshop](#)-Looking forward to February 2023: a) February 1 ~ New, kindergarten, and returning student registration opens at 9 a.m. b) February 1 ~ Early out ~ Staff Meeting Day ~ BLUE DAY! Wear the colour blue to represent the element of water! c) February 1 ~ Student/Parent/Teacher Conferences 3:30 to 6:30 p.m. (Book Fair runs January 31 to February 3, there will also be a link on the website for the “virtual” bookfair.) d) February 2 ~ Student/Parent/Teacher Conferences 3:30 to 6:30 p.m. (Ms. Wilson’s kindergarten conferences will run from 12 to 3 p.m. on this day as well) e) February 9 & 10 ~ Teacher’s Convention (no school for students) f) February 13 to 17 ~ FSE Food Bank Drive g) February 14 ~ Red/Pink & White Day ~ Wear any or all these colours today! ~ Valentine’s Day Carnival! h) February 17 ~ Family Day Assembly! i) February 20 ~ Family Day (no school) j) February 28 ~ Returning student registration closes

- b. School Trustee Report – FSE Trustee Report – January 25, 2023 Ralph Sorochan
- 1) APPRECIATION – Thank you to everyone who took the time to attend, this evening. Your contributions are valued!
  - 2) ANNUAL EDUCATION RESULTS REPORT 2021-22 - The Annual Education Results Report 2021-22 highlights key priority strategies and goals. The report details what the Division is doing well and where it can improve. School Council Chairs will receive a hard copy of the report which can also be accessed on the EIPS website. A two-page summary is attached at the end of this document.
  - 3) QUEEN’S PLATINUM JUBILEE MEDAL – The Board of Trustees congratulated Superintendent Liguori on receiving the Queen’s Platinum Jubilee Medal at their December Public Board Meeting. The medal is handed out to select Albertans who have contributed significantly to the province over the last year. Superintendent Liguori was recognized for his work in helping navigate schools, staff, and students through the pandemic.
  - 4) SUPERINTENDENT RECRUITMENT – Most of you are aware that Superintendent Liguori has made the decision to retire at the end of June. Recruitment is underway to find a replacement.
  - 5) EIPS ASSURANCE REVIEWS - On December 5-8, the Board took part in the Assurance Reviews, a division wide forum for schools to share with the Board their individual results, annual plans, successes, challenges, and growth opportunities. The sessions were held in the EIPS boardroom and open to school families. The Assurance Reviews allow trustees to gain a holistic understanding of what’s happening throughout the Division. Collectively, these reviews help inform future

decision-making and Board advocacy efforts. \*\*\*FSE needs to be especially proud of administrators Shelby Labrecque and Kimberly Zapisocki, as well as School Council Chair Caitlyn Zabrick for their outstanding efforts in preparing for, and presenting at, the review! Well done!

6) RETURNING STUDENT REGISTRATION 2023-24 - The 2023-24 returning student registration process for all current EIPS students will take place Feb. 1-28, 2023. Families who apply to attend a non-designated school will be advised of the outcome during the week of March 6-10, 2023. On February 1, all current EIPS families will be sent an email with the link to complete the Returning Student Registration Form available through the PowerSchool Parent Portal. All current PALS to Grade 11 students in EIPS must complete the returning student registration process—whether they're continuing at the same school or moving to a new school next year.

7) KINDERGARTEN REGISTRATION - for the 2023-24 school year will open February 1. To register for kindergarten in the 2023-24 school year, your child must be five years old on or before Dec. 31, 2023. Find kindergarten and registration details on the EIPS website [HERE](#).

8) UNAUDITED FINANCIAL REPORT: SEPTEMBER TO NOVEMBER 2022 - The Board received for information the Unaudited Financial Report for EIPS, prepared by Financial Services. As of Nov. 30, 2022, revenues exceeded expenses, resulting in an operating surplus of \$1.65 million. The operational revenue for the three months was \$49.03 million, which represents 26 per cent of the budget. Meanwhile, total expenses incurred was \$47.38 million, which represents 24 percent of the budget. The primary reason for the surplus: costs associated with staffing, services and supplies incurred later in the school year. Details can be found on the EIPS website <http://www.eips.ca/> on pg.156, "Unaudited Financial Report for Sept. 1, 2022, to Nov. 30, 2022".

9) REALLOCATION OF SURPLUS – On January 5, 2023, a Special Board Meeting was held to reallocate a net surplus of funds (\$436,463) to purchase additional computers needed, as a result of the incompatibility/security issue with older EIPS computers and Windows 11.

10) TRANSFER OF RESERVES – At the December 15, 2022, Public Board Meeting, The Board of Trustees approved the transfer of \$1 million from operating reserves to capital reserves to contend with the unexpected Salisbury Composite High stormwater drainage project.

11) MENTAL HEALTH IN SCHOOLS PROJECT - Thanks to a new grant from Alberta Education, Elk Island Public Schools (EIPS) is putting plans in place to launch a new pilot project that has the potential to make a real difference for students throughout the Division. In December, the province awarded EIPS \$1.9 million, as part of its mental health grant to address student emotional wellness challenges. EIPS is using the funds to pilot a new Mental Health in Schools project by setting up support centres in every junior high school across the Division. Over the past two years, EIPS' Board of Trustees has invested significant Division resources to address mental health issues for students and staff as part of its post-pandemic recovery plan. It has also actively advocated at all levels of government about the need for mental health supports for students. In the last year alone, the Board of Trustees has invested close to \$1 million to address student mental health and social-emotional development, and to create both a post-pandemic recovery plan and mental health strategic plan.

12) SCHOOL FEES - At the January 19 public meeting, the Board of Trustees received for information a summary of fee changes for the current 2022-23 school year.

These changes are generally for new courses or activities being offered, this year. In addition, the Board of Trustees approved parameters for establishing 2023-24 school fees, as presented. Increases were capped at a maximum increase of 5%, with food courses capped at 7%. All fees are to be cost recovery. School administrators will be discussing 2023-24 school fees with parents over the course of the next few months.

13) SCHOOL COUNCIL ENGAGEMENT GRANT - Alberta Education provides school councils with a \$500 School Council Engagement Grant for the school year. Those school councils interested in accessing funding must meet Alberta Education's School Council Engagement Grant Criteria, which essentially means opportunities that help build capacity and strengthen engagement. As there seems to be a desire to pool funds, COSC Chair Lesley Williams and COSC Member Kendra Roemer are reaching out to prospective speakers to ascertain how much a speaker series or workshop would cost. In the meantime, they're asking school councils to notify them of their intent to pool funds by January 31. School councils are in the best position to know whether they'd like to pool funds. For more information, contact Kendra Roemer. Once a school council decides what they'd like to do with their grant, they can fill out and submit the online School Council Engagement Grant Request Form. All submissions that meet the grant criteria will be approved and announced at the following COSC meeting during the "For Information" section. EIPS will then complete the activity payment on behalf of the school council—simply submit the invoice to [finance.submissions@eips.ca](mailto:finance.submissions@eips.ca) and cc Emma Small. 14) AHS ADDICTION AND MENTAL HEALTH NEWSLETTER - The January edition of the Alberta Health Services Addiction and Mental Health Newsletter focuses on vaping. Themes include: a) What is a vape? b) Why do young people vape? c) How harmful is vaping? d) Talk to your children about vaping

- c. COSC (Committee of School Councils Report) – nothing to report as Stephanie Attended last meeting in October
  - d. Treasurer's Report (Breakfast Program)
    - bank balance – account still inactive, no funds needed
  - e. Breakfast Program Report (fundraising)
5. Business Arising from the Minutes –
- Caitlyn will look into the \$500 School Engagement grant, likely to be used towards Mental Health
  - Shelby asked that we ask other parents if they are interested in joining the playground committee, as we only have one individual there to represent our school
6. New Business – None

7. Next Meeting: Thursday March 2 at 5:30

8. Meeting Adjourned at 6:25 pm