



## Woodbridge Farms School Council

### Meeting Minutes

**Date:** Thursday September 19, 2024

**Time:** 18:54

**Place:** Woodbridge Elementary/ Virtual

**School Council Executive 2024-2025**

**Principal:** Kerri Williams

**Asst. Principal:** Jess Miskiwi

**Chair:** Marco Candia

**Vice Chair:** Alexia Friesen

**Secretary:** Mel Fawcett

Agenda Item	Notes	Actions
1.0 Welcome/Land Acknowledgement	18:54 Called to order by Marco.	
2.0 Review and Approval of Previous Minutes	18:54 Alexia motions to approve the May Meeting Minutes. Second by Kristen. All in favour.	Approved as circulated.
3.0 Approval of Agenda	18:54 Marco motions to approve Agenda. Second by Mel. All in favour.	Approved as circulated.
4.0 Trustee Report	<p>18:55 Presented by Kerri Williams <b>Woodbridge Farms School Council Meeting Trustee Report Sept. 19, 2024</b></p> <p><b>2024-25 SPRING BUDGET REPORT</b> Overall, for 2024-25, EIPS is working with a tighter budget than the previous year. The reason: There is no additional funding to cover rising inflationary costs—such as utilities, employee benefits, custodial supplies and insurance premiums. That, in turn, impacts available student programming and services. As such, Financial Services developed a conservative spring budget that aligns with the province’s allotted funding and is built around two key principles—equitable distribution of funds and programs, and transparent and understandable allocations. The following is a brief summary of EIPS’ spring 2024-25 Budget Report. The complete report is available at <a href="https://eips.ca">eips.ca</a>.</p> <p><b>OVERVIEW</b> EIPS’ operating budget is \$208.07 million from Sept. 1, 2024, to Aug. 31, 2025. Of that, \$206.26 million will come from the Division’s annual revenues. The remaining \$1.81</p>	



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million will come from the Division's accumulated surplus. The Division plans to use the added funds to support EIPS schools and departments—related to classroom complexity, mental health, career pathways, and artificial intelligence and digital tools.

#### **ACCUMULATED SURPLUS**

EIPS projects an accumulated surplus of \$9.56 million by Aug. 31, 2025. The accumulated surplus comprises investment in tangible capital assets (\$8.33 million), operating reserves (\$10.65 million), capital reserves (\$556,000) and asset-retirement obligation (-\$9.98 million). For 2024-25, EIPS' operating reserve limit is \$12.45 million, which the Division will ensure not to exceed—currently projected at \$1.8 million below the limit. Meanwhile, EIPS plans to use \$951,000 from its capital reserves to fund the following projects:

- \$150,000 for information technology access points;
- \$220,000 to upgrade the VOIP phone system; and
- \$581,000 to purchase school buses.

#### **SCHOOL AND DEPARTMENT ALLOCATIONS**

School allocations will increase by 0.2% because of higher standard costs, although the exact allocations for each school will vary based on enrolment number changes and standard cost adjustments. And, for small rural schools, allocations will align with the funding levels detailed in the province's *Funding Manual for School Authorities*.

Similarly, allocations for central departments will also increase by 0.1%—primarily because of higher staff benefit costs and inflationary expenses.

#### **REVENUE AND EXPENSES**

Overall revenues are down just slightly by \$190,000. Conversely, total expenses are up by \$290,000, again because of higher staff benefit costs and inflationary expenses—utilities, custodial supplies and insurance premiums. In terms of students and staff, EIPS anticipates a student enrolment of 17,813—up by 53. In contrast, the Division expects a decrease in staffing, dropping by approximately 3.5%, or 48.32 full-time equivalent (FTE) employees—declining to 1,324.26 FTE from 1,372.58 FTE. The reason: mostly because the provincial funding for the Mental Health in Schools Pilot program ended and the Division's decision to hire full-time educational assistants as opposed to hiring on an hourly basis. Compensation will also rise, primarily because of salary grid movement and higher benefit costs. Overall, instructional costs comprise 78% of the total budget, costing \$9,362 per student.



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Finally, system administration spending will equate to 2.2% (\$4.49 million) of total expenses, which is below the \$6.55-million grant provided by Alberta Education. All unused funds will go toward instruction, as outlined in the *Funding Manual for School Authorities: 2024-25 School Year*. Similarly, by Aug. 31, 2025, the Division's Unallocated Reserve is projected to be \$6.8 million, which, when combined with other operating reserves, falls within the operating reserve limit (\$12.45 million).

#### **ENGAGEMENT PLAN: TRANSITION PLANNING**

The Board received for information the EIPS Engagement Plan: Project 1 transition planning. The plan will guide the Division as it develops a transition strategy for secondary students relocating to Salisbury Composite High for French Immersion and Lakeland area students who are redesignated to Bev Facey Community High—effective when the new Sherwood Park replacement school opens in 2026-27. Briefly, EIPS plans to consult with all impacted stakeholders to develop an effective transition plan—starting in fall 2024. Consultations will include working-group meetings, online surveys with staff and school families, student engagements and a public consultation with stakeholders to fine-tune the draft plan. A final transition plan is expected in spring 2025.

#### **TRANSFER TO CAPITAL RESERVES**

The Board approved transferring \$1 million to the Division capital reserve from the operating reserve to ensure EIPS' surplus remains under the province's mandated operating reserve limit. The Board also directed administration to provide a report detailing allocations for capital projects before trustees approve the 2024-25 fall budget.

#### **ORGANIZATIONAL BOARD MEETING**

The Board held its annual organizational meeting, which included nominations and elections for the Chair and Vice-Chair positions. Trustee Cathy Allen was acclaimed the Chair, and Trustee Susan Miller was acclaimed the Vice-Chair. The Board committees recommendation will be presented at the September Board meeting.

#### **ALLOCATION OF ONE-TIME FUNDING**

The Board approved allocating an additional \$1.6 million to schools for the 2024-25 school year. Over the summer, EIPS received an added \$1.6 million in one-time funding from the province. Of that, \$50,000 will go to Next Step schools, \$66,130 will go to the Educational Assistant Capacity Building Project and the remainder will go to schools throughout the Division—based on a classroom complexity algorithm to ensure



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	<p>equitable access. If there are any other needed adjustments to the 2024-25 budget, including shortfalls, EIPS will fund these through its reserves.</p> <p><b>NAMING OF THE NEW SHERWOOD PARK SCHOOL</b>          Students, parents/guardians, staff and community members will have the opportunity to provide suggestions for the name of the new Sherwood Park school. An online survey will be available in mid-October. The trustees will consider the suggestions and make a motion for the name of the school at the December Board meeting.          Please contact me with questions or concerns.          Respectfully submitted,          Cathy Allen  <a href="mailto:cathy.allen@eips.ca">cathy.allen@eips.ca</a>          780-417-8109</p> <p><b>Questions asked: None</b></p>	
<b>5.0 COSC (Committee of School Councils)</b>	<p><b>19:05</b>          COSC meetings occur monthly on Wednesday.          ASCA \$500 Grant considerations - discuss options at next meeting.</p> <p><b>Questions asked:</b></p>	<p>Next meeting Oct 2nd.          Marco to attend.</p>
<b>6.0 School Report</b>	<p><b>19:08</b>  <b>School Start Up</b></p> <ul style="list-style-type: none"> <li>• Thank you for a warm welcoming to the new administration team from students, staff and families.</li> <li>• August 28, we hosted our Unpack Your Backpack and Meet the Staff event from 5:00-6:00 PM. The open house format allowed students and families to visit the school prior to the start of school to meet their teacher, drop-off supplies and meet other students in their classroom.</li> <li>• August 27, families received a School Messenger notifying them of their child's placement for the 2024-25 school year.</li> <li>• September 6, we had a Welcome Back assembly with students and staff to introduce new staff members and talk about the upcoming school year.</li> </ul>	



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#### Class Configurations/Student Enrollment

Total Enrollment: 315 Students as of September 18, 2024

Grade	# of Students
Kindergarten	Group A – 18 Group B - 19
Grade 1	24
Grade 1/2	Grade 1 – 10 Grade 2 - 13
Grade 2	22
Grade 3	27
Grade 3/4	Grade 3 – 12 Grade 4 – 15
Grade 4	28
Grade 5	23
Grade 5/6	Grade 5 – 19 Grade 6 – 9
Grade 6	26
CSP	12
Impact 4-6	12
	12
Connections	8 6



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#### Home-School Communication Tool – S’more Platform

- The school office will be sharing the Wolverine Weekly newsletter every Friday or on the last instructional day prior to the weekend.
- We will be using the s’more platform to create these weekly updates and they will be sent via School Messenger as well as accessible on the [Woodbridge Farms website](#).
- Utilize our weekly s’more to find out about upcoming dates, school events and other helpful information to be informed about the great things happening at Woodbridge Farms Elementary.

#### Facilities Update

- Over the summer, the school ceiling was replaced in the hallways, library and 9 classrooms throughout the school.
- As well, the lighting was upgraded to LED in these spaces.
- The custodial staff did an excellent job preparing the school for the new year.
- In August we purchased a few items for students. Numerous items were bought to create a calming space with sensory items. In addition, we purchased classroom recess bins filled with balls, pylons, chalk, sand buckets, skipping ropes, as well as indoor recess board games for students to use. As well, we purchased backpacks, magnifying glasses, mini whiteboards, etc. to create a class set of materials for land-based learning adventures.

#### School Wishlist

- We have a few ideas of items we would like to propose for fundraising options, such as:
  - o Install a Lego wall – still collecting stakeholder feedback.
  - o Purchase soccer balls, basketballs, footballs for recess bins.
  - o Purchase musical instruments for our music room.
  - o Replace the outdoor basketball backstops and nets.
  - o Paint games on the exterior tarmacs, such as four squares, etc.



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#### Spirit and Theme Days

- School spirit days may occur at various times throughout the year such as Red and White day for our Terry Fox School Run.
- School theme days will be on the first Wednesday of every month and coincide with our early dismissal and staff meeting days.

### Theme/Spirit Days

\*Early Dismissal days

September 4	School <u>Colours</u> Day
October 2	PJ & Cozy Day
November 6	Jersey Day
December 4	Holiday Wear Day *Ugly Sweater day last week of school
January 8	Twin Day/Dress as a Staff Member
February 5	Red & Pink & White Day
March 5	Western Day
April 2	Neon Day
May 7	Wacky Socks & Sandals/Hats on for Mental Health
June 4	Beach Day



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#### Student/Parent/Teacher Interviews

- October 23 & 24, 2024
- February 4 & 5, 2025

#### School Council Meetings 2024-25 Calendar

##### Meeting Dates:

- Thursday, September 19, 2024, at 6:30 p.m.
- Tuesday, October 8, 2024, at 6:30 p.m.
- Tuesday, November 19, 2024, at 6:30 p.m.
- Tuesday, January 14, 2025, at 6:30 p.m.
- Tuesday, March 11, 2025, at 6:30 p.m.
- Tuesday, May 13, 2025, at 6:30 p.m.

#### School Education Plan 2024-25

School Goal #1: Implement a comprehensive program to improve students' executive functioning skills and integrate restorative practices to support students' well-being, resiliency, and self-regulation strategies.

School Goal #2: Implement daily number sense activities into math classes so that all students will demonstrate growth as shown on the STAR Math Screener and Alberta Education Screeners for Grades 1-4.

School Goal #3: By continuing to develop teacher capacity in evidence-based reading and writing instruction, students will continue to demonstrate growth in their literacy skills.

#### Staff August Professional Learning

- Classified Staff attended a full-day First Aid Certification training course on Tuesday, August 27.



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- Certificated Staff participated in an overview of what the Writing Pilot is, why schools are involved and what we hope to get out of it.
- All Staff went to Lakeland Ridge School for the morning on Wednesday, August 28 to participate in an Overview of Collaborative Response to refresh and strengthen the amazing work already happening at Woodbridge Farms.
  - o If you wish, you are welcome to watch a short [Overview of Collaborative Response video](#) to provide some introductory background information.

#### Additional One-Time Funding

- The Board of Trustees approved at the August 22 Board meeting the allocation of the additional \$1.6 million in one-time funding received in July from the province to be allocated out to schools for use to support classroom complexities.
- Our school has decided to use the allocation to increase our current Educational Assistants hours as well as hire an additional Educational Assistant starting on October 1.

#### Assessment Updates

- STAR Literacy and STAR Math Update
  - The Division will no longer be using STAR Renaissance for student screening and assessment effective for the 2024-25 school year.
- Elementary Report Card Dates
  - Term 1: November 29, 2024
  - Term 2: March 14, 2025
  - Term 3: June 25, 2025
- Mandated Government Assessments: <https://www.alberta.ca/k-12-provincial-assessment>
  - **Kindergarten:** January 2025 - screening will be required in literacy and numeracy for all students each year in January.
  - **Grades 1-3:** September 2024 - screening assessments will be required in literacy and numeracy to be completed in September and January. Grade 1



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students will use the kindergarten assessments in September. In June, there'll be additional assessments for those students identified as requiring additional support in January. The administration window to complete all will be extended to three weeks.

- **Grades 4 and 5:** Starting in September 2026, screening assessments in literacy and numeracy for students in grades 4 and 5 will be introduced.
- **Grade 6:** Provincial Achievement Tests for students in Grade 6 will continue to occur in May and June.

#### **New AP 538: Building Security and Door Locking**

- The Division sent general information about this to families within the [Welcome Back email](#) on August 22.
- School-specific details was sent to families in the s'more [WBF Building Security Policy](#).

#### **Upcoming Events**

##### **September**

Sept. 23 - Kindergarten Group A: Little Elk Island Adventure  
Sept. 23 - School Wide Bus Evacuations at 2:30PM  
Sept. 24 - Picture Day: Kindergarten Group B, Grades 1-3, Connections  
Sept. 25 - Picture Day: Kindergarten Group A, Grades 4-6  
Sept. 25 - Deadline to update the PowerSchool Correction and Verification Form  
Sept. 26 – [Terry Fox School Run Day](#) – Wear red and white.  
Sept. 27 – EIPS Commemorating the National Day for Truth and Reconciliation  
Sept. 27 - Kindergarten Group B: Little Elk Island Adventure  
Sept. 30 – No School - [National Day for Truth and Reconciliation](#)

##### **October**

Oct. 4 - No School - Professional Learning Day  
Oct. 5 - World Educators Day  
Oct. 7-11 - [Read-In Week](#)



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	<p>Oct. 14 - No School - Thanksgiving Day Oct. 16 - Grade 6 Immunizations Oct. 23 - Parent Teacher Interviews 4-7PM Oct. 24 - Parent Teacher Interviews 4-7PM Oct. 25 - Family Halloween Dance Check out our <a href="#">school calendar</a>.</p> <p><b>Social Media</b></p> <ul style="list-style-type: none"><li>• Follow us on Instagram: @wbfschool</li><li>• Join our Facebook page: <a href="https://www.facebook.com/wbfschool">https://www.facebook.com/wbfschool</a></li></ul> <p><b>Questions</b></p> <p><b>What would you like to see from the school?</b></p> <ul style="list-style-type: none"><li>• We encourage parents/caregivers and students to reach out with ideas and suggestions to enhance the learning experience at WBF.</li></ul>	
<b>7.0 New Business</b>	<p><b>20:00</b></p> <ul style="list-style-type: none"><li>• In absence of a Librarian, the school is seeking volunteers to organize books.</li></ul>	<p>Sign-Up genius to be included in weekly emails/social media outlets.</p>
<b>8.0 Adjournment</b>	<p>Meeting adjourned at: <b>20:05</b> Next Meeting Dates:</p> <ul style="list-style-type: none"><li>• Tuesday, October 8, 2024, at 6:30 p.m.</li><li>• Tuesday, November 19, 2024, at 6:30 p.m.</li><li>• Tuesday, January 14, 2025, at 6:30 p.m.</li><li>• Tuesday, March 11, 2025, at 6:30 p.m.</li><li>• Tuesday, May 13, 2025, at 6:30 p.m.</li></ul>	