

**WIN FERGUSON SCHOOL COUNCIL  
MINUTES OF MEETING**

**Meeting Date:** January 29, 2024

**Meeting Time:** 6:00 PM

**Attendees:**

Bill Korec	Liz Ream	Lainie Gratrix	Jen Shea	Trish Kuhn	Tami Richert	Brain F
Shelley Romanyshyn	Jacqueline S	Mandy Spiess	Leah Kenchington		Shelby	Kristi - FCSS
Russ – Studios photography	Barb – Edge Imagining					

ITEM	DESCRIPTION OF DISCUSSION
<b>1</b>	<b>Call to Order</b>
	Meeting was called to order at 6:07 pm Introduction of attendees Shelley did the reading of the Treaty Acknowledgement
<b>2</b>	<b>Review of Agenda</b>
	Motioned by Trish seconded by Leah -carried
<b>3</b>	<b>Approval of minutes from last meeting</b>
	Approval of previous minutes motioned by Trish seconded by Leah -carried
<b>4</b>	<b>Administration Report</b>
	See attached report provided by Bill Korec.  Additional notes on the report points: <ol style="list-style-type: none"> <li>1. Mrs. Nicole Hefford is working with kids everyday until the end of Feb in a targeted approach to help children with literacy and numeracy.</li> <li>2. Report cards – approximately 75% of parents have looked at them</li> <li>3. Christmas concert went very well and was well attended</li> <li>5. Grades 5-6's are actively providing suggestions for special event days. They have plans out to the end of April</li> <li>8. Garde 2's are doing the READ intervention program, the first round has completed. The second round will be later this year.</li> <li>9. Bookfair will also be held during Feb parent teacher interview nights</li> <li>11. START and GOA screenings are ongoing to help collect data for schools</li> <li>14. Returning student process is changing a bit, the window will be approximately 2 weeks this year.</li> <li>15. Grandparents to come in to read with the kids part of the linking generations program, more information is on the Win Ferguson website. If you know of a grandparent that would like to participate, please reach out.</li> <li>17. Final presentation on proposed new fees will be brought up at the next School Advisory Meeting in Feb.</li> <li>18. Bill to retire after this year.</li> </ol>
<b>5</b>	<b>Trustee Report</b>
	Please see the attached report provided by Jacqueline. Jacqueline can be reached via email at <a href="mailto:jacqueline.shotbolt@eips.ca">jacqueline.shotbolt@eips.ca</a> for any questions or concerns.  Additional Notes: Next COSC meeting Feb 2 Returning Student registration Feb 8 – Feb 21 <sup>st</sup> Next Board Meeting Feb 15 <sup>th</sup>
<b>6</b>	<b>Standing Business</b>
	<b>Teacher's Wishlist</b> Nothing to report
<b>7</b>	<b>Old Business</b>

ITEM	DESCRIPTION OF DISCUSSION
	<p><b><u>COSC Meeting</u></b>            - School Council Engagement Grant approved. Need to purchase workshop, information sessions, parent resources and tools and submit receipts for reimbursement.</p>
8	<p><b>New Business</b></p>
	<p><b><u>Family an Community Support Services</u></b></p> <ul style="list-style-type: none"> <li>• Kristi Wahl – Youth and Family coordinator, looking to make connections again with families, parent councils, boards and committees. FCSS is looking to see if Win Ferguson (and other schools) would be interested in hosting a program, they would potentially be able to offer funding as well. There is a list available on <a href="http://www.fortsaskatchewanfcss.com">www.fortsaskatchewanfcss.com</a> of all the programs that they currently offer.</li> <li>• FCSS work a lot in prevention programs. They have a community development coordinator, youth worker and sliding fee scale counseling available.</li> <li>• School Council will discuss with Bill on what programs we may be interested in collaborating on.</li> </ul> <p><b><u>School Picture Companies</u></b></p> <p><b><u>-Edge Imaging (RHJ) - Barb</u></b>            -Barb has been in the photo industry for the last 14 years            -Edge has been in the school photo business since 2005, Canadian company, slowly growing from Ontario to BC            Like to do photos in the spring, or fall but this can be a busy time            -Indoor/outdoor photos available            -Can do kinder graduation, sibling photos and many other types depending on needs            -Edge wants to work with the school to ensure the parents/and the school is getting what we need            -A lot of other schools in the Fort work with Edge currently            -Currently have 4 photographers, and they are looking to add 4 more by September            Normally like to have 1 photographer for every 250-300 kids, and another for group pictures            - No studio available, but Edge would look into making arrangements to rent a space or find a space as needed            -Edge has a family plan, if you have more than 2 children you only pay for pictures for the first 2 and the rest of your children's photos would be free            -Also do a profit share and give some of their profit back to the schools that use their services.            -Take 2 photos: 1 head and shoulders and 1 three quarter length photo            -Digital download – 4 images for \$30 (can choose from multiple backgrounds if photos are indoors)            -Get photos approx. 10 days after pictures, you get a proof to review and then you order online – can ship directly home or to the school            -Like to have bookings as soon as possible            -Only a 1 year commitment, no requirement to sign a long term contract            P-photos are archived so you could get photos many years later if needed.</p> <p><b><u>-Studio Photography O/A Matrix Consulting -Russ</u></b>            -Local company based in Edmonton, started about 12 years ago. Studio aims to bring portrait level photography to schools            -Can do both indoor and outdoor photography            -Can do Kinder school and grad photos            -They send order forms to have the school distribute to students, then when ordered, pictures are delivered to the students homes            -They also offer yearbooks, you can order them printed by Studio, or they will provide a digital template to build your own yearbook and have Studio print and put them together for you            -Orders are shipped in a sturdy cardboard envelope            -Owners supervise the shoot            -Open to creative ideas for one photo but they need one photo to be more of a standard pose            -Have a studio approximately 10 minutes outside of Sherwood park. If a student missed picture day and retakes day, they could still get their picture taken in studio            -Digital down load \$29.99 (clear enough for a 11x14, but you can contact Studio to ask for a higher resolution if you would like to print it bigger)            -There is a time limit on when you can order photos – approximately up to a year but that's not a guarantee as they have to adhere to confidentiality requirements within their contract with the school board.            -Would include a free class photo (this would likely be digital)            -The sooner you book the more availability for dates that you will have to chose from            -There is no requirement to sign a contract, we can use them one year and chance companies the next.</p> <p>Open discussion:            -Bill will look into confirming how long pictures are allowed to be stored for and if we are allowed to move forward with signing with a new company            -Will look into if a class photo/composite option for Edge            -Council will revisit at Feb meeting to action</p>
9	<p><b>Adjournment</b></p>

ITEM	DESCRIPTION OF DISCUSSION
	Meeting was adjourned at 7:55pm. Next Meeting to be held Feb 26, 2024

**WIN FERGUSON PTA  
MINUTES OF MEETING**

**Meeting Date:** January 29, 2024

**Meeting Time:** 6:30PM

**Attendees:**

Bill Korec                      Liz Ream                      Lainie Gratrix                      Jen Shea                      Trish Kuhn                      Tami Richert                      Brain F  
 Shelley Romanyshyn                      Jacqueline S                      Mandy Spiess                      Leah Kenchington                      Shelby

ITEM	DESCRIPTION OF DISCUSSION
<b>1</b>	<b>Call to Order</b>
	Meeting was called to order at 7: 56PM
<b>2</b>	<b>Review of Agenda</b>
	Agenda was motioned by Leah, seconded by Shelley -carried
<b>3</b>	<b>Approval of minutes from last meeting</b>
	Previous minutes were motioned by Leah, seconded by Shelley- carried  Amendment to the previous meeting minutes for the Teachers wishlist: It is to reimburse for the reading material, not to purchase additional items as the school has already purchased the material.
<b>4</b>	<b>Treasurer's Report</b>
	Current online banking administrator is Liz Ream.  Liz presented the report. Month end Financials as of November 27, 2023 General Account: \$24,973.03 Casino Account: \$5,212.95  Our available balance as of today is: General Account: \$10,233.38 after standing motions and expenses.  Casino Account: \$3,712.95 after the \$1500.00 standing motion for expected casino expenses.  Additional Notes: -Combined Available funds: \$13,946.33 -Received email confirmations from AGLC and from the Audit from last school year. -10 sets of Ozobots have been ordered. Hoping to have shipping information this week. Total \$415.80 -Received invoice for Christmas concert. Total is \$3008.30 including bussing. We will use Trish's volunteer hour money paid directly to the school to offset this. Check for \$1508.30 to be issued. Do we need a new motion to approve this? – no there is a standing motion.  Rocks & Rings – booked for the 19 <sup>th</sup> and 30 <sup>th</sup> of March
<b>5</b>	<b>Old Business</b>
	<b>6.1 Membership Forms/Signed release forms</b> 6.1.1 Required for attendance at meetings. Membership Forms can be found under "Forms" on the parents tab of the school website. ( <a href="https://www.winferguson.ca/parent-council">https://www.winferguson.ca/parent-council</a> ) - This needs to be filled out annually (for new and returning members). - Forms can be submitted to <a href="mailto:winfergusonpta@outlook.com">winfergusonpta@outlook.com</a>
<b>6</b>	<b>New Business</b>

ITEM	DESCRIPTION OF DISCUSSION
	<p><b>6.1 El Island Park</b>  6.1.1 Principal would like to discuss  -Entire school to go to Elk Island Park (including the Kindies even if its not their regular school day they would be welcome). This is a great way to have the entire school to go on a field trip together.  - A target date will be coming  -There will be a rainout day planned as well in case  - Bill will share more information as it becomes available  - Bill would be looking for parent assistance to have the hot dogs cooked on site (with a treat bag of juice/chips ect) and to help with stations.  -Lainie/Jen will look into donation from local sponsors to see if we can have some of the supplies provided</p> <p><b>6.2 Book Fair February 20-23</b>  6.2.1 Does the school need any support from the PTA?  -there is a sign up sheet if parents are available</p> <p><b>6.3 Spring 2024 Read-a-thon</b>  6.3.1 We have been given the go ahead for March 4<sup>th</sup> week to kick off  6.3.2 Do we have a representative from the staff to reach out to?  6.3.3 Prize categories and motions to be made</p> <p>-Liz and Leah will need first name /last name, class size and teacher email to initiate the start of setup. Liz will provide this info to Bill and they will setup a team meeting.  -The school will keep 80% of the profit and we are going to organize the prize structure ourselves  -Mrs. Hudson will provide the pencils  -Trish will reach out to some vendors for donations and Leah will work on new vendors  -Liz would like the Teachers to dream big for what the funds will go towards once raised  -Donations are a flat donation amount  -Liz motioned for \$600 for prizes – Leah seconded – carried</p> <p><b>6.4 Christmas Raffle</b>  -Raised \$260 for best seat in the house raffle  -The DOW would like to know if we are interested in booking again. -it was agreed yes. Next Christmas concert will be December 19</p>
7	<b>Committee Reports</b>
	<p><b>7.1 Hot Lunch</b> – Paige – Next hot lunch is Feb 16 Brewhouse</p> <p><b>7.2 Fundraising</b> – Jared/Lainie – Soup raised \$960, Christmas Raffle raised \$260 . Upcoming fundraiser Wilhauks is expected to happen in June. Lainie will post a reminder about the ongoing fundraisers currently running.</p> <p><b>7.3 Milk program</b> – Lacey – Kinders start orders in January</p> <p><b>7.4 Treat Sales</b> – Heather – March 8<sup>th</sup></p> <p><b>7.5 Recycling program</b> – Shelley – going really well, last deposit was \$500, Shelley has another deposit that she will be sending in.</p> <p><b>7.6 Casino</b> – Shelley – dates anticipated to be June 7<sup>th</sup> &amp; 8<sup>th</sup> 2024, advisors are booked. More information to follow as we get closer.  Shelley needs to submit a few things to AGLC, but until closer to there is not much required at this time.</p>
8	<b>Special Events Committees</b>
	<p><b>8.1 Halloween Dance</b> – Completed</p> <p><b>8.2 Read-a-thon</b> – March 2024 - Leah K</p> <p><b>8.3 Family Bingo</b> – Cancelled for 2024</p>
9	<b>Date for Next meeting</b>
	Next meeting to be held February 26, 2024
10.	<b>Adjournment</b>

ITEM	DESCRIPTION OF DISCUSSION
	Meeting was adjourned at 8: 25 PM

## WFG January 2024 – Principal's Report

### 1. Staffing update

- new Student Teacher
- new Intervention Teacher
- new EAs

Mr. Mr. Spencer Theroux  
Mrs. Nicole Hefford  
Mrs. Tovar           Grade 2  
Mrs. Emond           ECS  
Mrs. Rockett         Grade 4

2. Report cards were issued December 1

3. Christmas concerts

4. Thank you for lunch coverage on December 11

5. Special event days- Jingle Jammies, Christmas hats, Disney Day, Christmas Survivor,

6. Rec swims for grade 4, 5, 6 before Christmas

7. Volleyball concluded and basketball has started.

8. Intervention continues with new teacher and the READ program.

9. Upcoming interview nights in February

10. Accountability Surveys – Grade 4's and parents

11. STAR screenings and GOA screenings

12. PD Day – FNMI/ AI and the classroom/ collaborative time

13. Teachers Convention Coming up.

14. Returning student process – 2-week window

15. Grandparents reading program.

16. Book Fair coming during PT interview nights.

17. Fees – preliminary discussion with teachers and with parents

## Trustee Report – January 28, 2024



Your Future in MIND

### NEW

1. **RECEIPT OF TRUSTEE RESIGNATION** - Trustee Jim Seutter has stepped down from his position, effective November 30, 2023, following his move to a new home outside the ward he was elected to represent, making him ineligible to serve as an EIPS trustee. According to the Education Act, section 81(2), a by-election is not necessary for a single board vacancy. Therefore, EIPS will not conduct a by-election; the remaining trustees will cover Seutter's responsibilities.
2. **BOARD POLICY AMENDMENTS** – The Board approved amendments to the following Board Policies:
  - Policy 2: Role of the Board,
  - Policy 3: Role of the Trustee,
  - Policy 4: Trustee Code of Conduct,
  - Policy 5: Role of the Board Chair,
  - Policy 11: Board Delegation of Authority – the changes strengthen the policies' clarity, language and readability.
  - Policy 23: School Fees – the policy no longer requires Board approval for school fees, which reflects recent changes to the Education Act.
3. **ANNUAL EDUCATION RESULTS REPORT 2022-23** - The Board has approved the EIPS' Annual Education Results Report for the 2022-23 year. This document fulfills an Alberta Education mandate, offering an accessible overview of the Division's performance to students' families and the broader community. It acts as a tool to enhance the Division's responsibility and openness towards its local stakeholders. The report for 2022-23 encompasses comprehensive data on EIPS' standings against Alberta Education's performance metrics, and the Division's efforts in fostering student achievement, and outlines its triumphs, obstacles, and future priorities. Following its approval, the Division has dispatched the report to Alberta Education, made it available online, and distributed it among stakeholders and the Committee of School Councils. The full report can be found on EIPS's website.
4. **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. Each fall, the budget is updated to account for current information regarding enrolment 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").
5. **HIGHLIGHTS FROM THE FALL BUDGET** - 2023-24 include:
  - a. *Operating budget* – \$207.5 million, which includes a \$1.05-million draw from operating reserves
  - b. *Student enrolment* – 17,760, as of Sept. 30, 2023

- c. Employees (full-time equivalent) – 1,372.58, as of Sept. 30, 2023
  - d. *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.
  - e. *Operating reserves* – \$7.25 million, as of Aug. 31, 2024.
  - f. *Capital reserves* – \$965,000, as of Aug. 31, 2024
  - g. *Instructional spending* – 78.5% of the total budget, equating to \$9,448 per student.
  - h. *System administration spending* – \$4.59 million, 2.2%, of total expenses.
  - i. *AB Ed provides \$6.19 million* – surplus allocated to other uses within the Division.
6. **PROPOSED COLLEGIATE IN FORT SASKATCHEWAN** - On December 5, the trustees participated in an advocacy meeting to discuss the new collegiate school proposed for Fort Saskatchewan. Stakeholders from the Industrial Heartland also joined to explore the project further. Chair Allen expressed gratitude to those who organized the event and to the Fort Saskatchewan High community for their hospitality.
  7. **ARTIFICIAL INTELLIGENCE (AI) POLICY IN EIPS** – Trustees and senior Administration had a productive discussion with Dr. Jodie Lobana on January 10 about artificial intelligence policy development. EIPS is proactively developing a policy to keep pace with advancements in this evolving technology.
  8. **RETURNING STUDENT REGISTRATION 2024-25** - Central Services will reach out to all EIPS families with a School Messenger email on January 25 to provide updates on the registration process for the new school year. Important dates to note are February 1 for Kindergarten/New Student registration and February 8 for Returning Student registration.
  9. **ESTABLISHMENT OF ALTERNATIVE PROGRAM** – The Board of Trustees approves the Sport for Life program at Clover Bar Junior High School to be designated an EIPS Alternative Program effective starting the 2024-25 school year.
  10. **ASCA MEMBERSHIPS 2024** - The Board of Trustees approved up to \$5,000 to sponsor the registration fees for school council members to attend the ASCA School Councils Conference and Annual General Meeting on April 26-28—one member per school. To qualify, members must be part of a school council with an active ASCA membership and apply before the registration **deadline, April 8.**
  11. **LEVERAGING STUDENT ACHIEVEMENT FUNDS** – The Board received for information a report on the plan to utilize the funds for the second semester of 2023-24 school year. Junior high is an area where we are still seeing some higher levels of discrepancy between our schools and students around student achievement. Due to this discrepancy and the continued financial support provided by the provincial government to support learning loss in elementary schools, the Board of Trustees was in favour of targeting Leveraging Student Achievement funds (\$101,000) to junior high schools.
  12. **FRENCH IMMERSION PROGRAM** - the Board of Trustees has finalized a solution for the Division’s French Immersion program—approved at the Board meeting on January 25. The solution also includes changes to the senior high attendance boundaries in Sherwood Park, as the



two are inherently connected. Below is a brief summary, along with additional resources for more detailed information—including an overview, a video, the recommendation report and background. Below are a series of resources that explain the approved solution in more detail. The information is also available at [eips.ca](https://eips.ca).

- [Recommendation Report](#): Secondary French Immersion and senior high enrolment
  - [French Immersion Solution: Overview](#)
  - [Superintendent's Message](#): Superintendent Sandra Stoddard explains the French Immersion recommendation and the rationale behind it (time: 10 minutes)
  - [Background information](#)
13. **COSC MEETING DATES** – Doors open at 5:15 PM All meetings are scheduled to start at 6:00 PM and will be held at the Central Office in Sherwood Park (683 Wye Road). **Meeting dates: February 7, 2024; March 6 1, 2024; April 3, 2024; May 1, 2024.** *You can also join [COSC on Facebook](#) to share information and ask questions with other school councils.*
14. **NEXT BOARD MEETING** – The next regular Board meeting takes place on **February 15, 2025, at 10 a.m.** Board meetings are held in the Elk Island Public Schools boardroom at 683 Wye Rd. in Sherwood Park. EIPS also livestreams public Board meetings on its [YouTube channel](#).

## ADDITIONAL INFOMATION

15. **ADDITIONAL PROGRAMMING FOR FORT SASKATCHEWAN STUDENTS** – The following programs are in place for the 2023-24 school year:
- a. Transition Program at Ecole Parc (Brand new program for a specific cohort of autistic children transitioning from PALS.)
  - b. Connections Programs at WFG and Fort Christian
  - c. CASA Classroom at Fort Elementary (Brand new treatment-oriented program.)
  - d. Jr. High SEAS program at Lamont Jr./Sr. – accessible to Fort Saskatchewan students
  - e. Jr. High Honours at Rudolph Hennig
  - f. Elementary Reading Intervention Pilot Project (Grades 1-3) at all elementary schools in Fort Saskatchewan
  - g. 6 (Brand new program) Existing program descriptions can be found here: [Specialized System Programs](#)

## UPCOMING EVENTS AND IMPORTANT DATES

- **January 31:** PD No school day
- **February 1:** 2024-25 kindergarten registration opens
- **February 6:** International Baccalaureate Programme Information Session
- **February 7:** Early dismissal
- **February 7:** EIPS Ribbon Day
- **February 8:** Returning student registration opens
- **February 8-9:** North Central Teachers' Convention (schools closed to students)
- **February 17:** [Random Acts of Kindness Day](#)
- **February 19:** Family Day (schools closed to staff and students; Central Services closed)
- **February 21:** Returning student registration closes