

WIN FERGUSON PTA AND SCHOOL COUNCIL

MINUTES OF MEETING

Meeting Date: September 23, 2024

Meeting Time: 6:00PM

Attendees:

Tami Richert	Keri Busenius	Liz Ream	Lainie Gratrix	Trish Kuhn	Jen Shea
Leah Kenchington	Shelley Romanyshyn	Krystal Bailey-Thurn	Mandy Spiess	Gillian Wylie	
Sascha Kupchenko	Lori Gray	Aly Moore			

ITEM	DESCRIPTION OF DISCUSSION
1	Call to Order
	<p>Meeting was called to order at 6:03pm Introduction of attendees Shelley did the reading of the Treaty Acknowledgement</p>
2	Review of Agenda
	<p>Motioned by Liz seconded by Lainie -carried</p>
3	Approval of minutes from last meeting
	<p>Approval of previous minutes motioned by Liz seconded by Trish -carried</p>
4	Administration Report
	<p>See attached report provided by Keri Busenius.</p> <p>Additional notes on the report points: -First year in Elk island where almost all schools did meet the Teacher, this was very well attended. -School photos took place with new photographer. -Parent teacher interviews October 9th and 10th – wanted to give 6 weeks in advance of report cards to tackle any concerns -Enrollment listed on the Principals report for reference -School fee breakdown listed on the Principals report for reference (also posted online)</p> <p>Staff representative - Mrs. Kupchenko Read in week October 7-11th , an invitation looking for readers will be coming out. There will be a school wide class exchange within the school for read in week.</p> <p>Mrs. Kupchenko would like to celebrate her split class doing such a good job of collaborating in the early stages this year.</p> <p>No Star assessments this year but there will be Government of Alberta assessments for grades 1-3 wrapping up this week. School Fee now posted online</p> <p>Permission clicks coming for the Terry Fox walk! There is a link on the website to donate for the Terry Fox walk, also the school is collecting toonies for Terry in the classrooms.</p> <p>Additional: The attendees of the meetings noted that they found the meet the teacher event prior to school starting helpful.</p>
5	Trustee Report
	<p>Jacqueline was unable to attend this meeting, see the attached report provided by provided by Jacqueline Shotbolt. Jacqueline can be reached via email at jacqueline.shotbolt@eips.ca for any questions or concerns.</p>
6	Standing Business

ITEM	DESCRIPTION OF DISCUSSION
	<p><u>Teachers Wishlist</u> -Bee Bot Class bundle - 6 pack - \$779.99 – Sarah is looking for 2 packs, tabled from May 2024 -Looking for 2 iPads to support new students that the school can use for translate 2 iPads for making apps accessible Approximate cost is \$2000.00</p> <p>It was noted that the Casino funds could help cover these costs, this will be addressed on the PTA side.</p> <p><u>School Start Supplies update</u> -no current update on how this went yet, will be followed up on next meeting.</p>
7	Old Business
	<p><u>Casino – June 2024</u> Funds were distributed end of August, we raised \$21,802.11. Win Ferguson will be eligible for the next Casino in approx. 3 years</p>
8	New Business
	<p><u>Confirmation of 2024-2025 Council Meeting Dates</u></p> <ul style="list-style-type: none"> • September 25, 2023 - Annual General Meeting • October 28, 2023 • November 25, 2023 • January 27, 2024 • February 24, 2024 • April 28, 2024 • May 26, 2024 <p><u>World Teachers Day</u> - Is October 5th, 2023 -Last year we put treats and coffee in the staff room for them There are approximately 38 Staff for the 2024-2025 school year -There is a \$300 standing motion to help go towards this. Shelley will organize treats to include gluten free options to be delivered for October 7th</p> <p><u>Custodian Day</u> - Is October 2nd -There is 1 custodian at the 2023-2024 school year. -Last year we gave each a Walmart gift card. Will motion on the PTA side (Shelley will motion for \$100)</p> <p><u>COSC</u> Meeting October 2, 2024, EIPS Central Services building in Sherwood Park, RSVP by Sept 26.</p> <ul style="list-style-type: none"> - Meet and greet 5:30-6:15 with pizza and refreshments - Meeting starts at 6:30pm - AGM and elections, only in person for the first meeting - If you are interest in attending or running for a position, let Shelley know and she can forward you the information. <p>ASCA, EIPSS is paying for all student council memberships. No need to request a membership. ASCA members receive 25% off learning opportunities.</p> <p><u>Childcare for meetings</u> -We will keep childcare accessible for the meetings. -will continue to poll parents on if they will be bringing kids prior to each meeting. Keri said she can add a note about this to the monthly newsletter for better visibility.</p>
9	Elections

ITEM	DESCRIPTION OF DISCUSSION
	<p>Motion to dissolve current executives made by Shelley, seconded by Liz. – carried</p> <p>Elections for Chairperson, Vice-Chairperson, Secretary, and Treasurer were held, and the following people were elected and are the new executives and new signers for the bank accounts.</p> <ul style="list-style-type: none"> • Chair- Leah Kenchington • Vice Chair – Shelley Romanyshyn • Secretary – Jen Shea • Communications – Lainie Gratrix <p>Motioned and passed to vote in new executive members- carried</p>
10	Actions
	<p>Actions to be taken now by the following confirmed executives:</p> <p>Chairperson:</p> <ul style="list-style-type: none"> - Notify School Division, in writing, of all new and returning Executive members - Notify ASCA, in writing, of new chair and contact information - Meet with Principal <p>Vice-Chairperson:</p> <ul style="list-style-type: none"> - Arrange updating of website with new names and contact information - Source and distribute information on resources, support, training available for executive members
.	Adjournment
	Meeting was adjourned at 7:01pm. Next Meeting to be held October 28, 2024

**WIN FERGUSON PTA
MINUTES OF MEETING**

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Meeting Time: 6:00PM

Attendees:

Tami Richert	Keri Busenius	Liz Ream	Lainie Gratrix	Trish Kuhn	Jen Shea
Leah Kenchington	Shelley Romanyshyn	Krystal Bailey-Thurn	Mandy Spiess	Gillian Wylie	
Lori Gray	Aly Moore				

ITEM	DESCRIPTION OF DISCUSSION
1	Call to Order
	Meeting was called to order at 7:02 PM
2	Review of Agenda
	Agenda was motioned by Shelley, seconded by Liz -carried
3	Approval of minutes from last meeting
	Previous minutes were motioned by Shelley, seconded by Liz- carried
4	Treasurer's Report
	<p>Current online banking administrator is Liz Ream.</p> <p>Liz presented the report. Month end financials as of September 23, 2024 General Account: \$34,381.92 Casino Account: \$26,113.91</p> <p>Our available balance as of today is: General Account: \$10,543.53 after standing motions and expenses. Casino Account: \$24,613.91 after the \$1500.00 standing motion for expected next casino expenses.</p> <p><u>Additional Notes:</u> Break down of last years fundraisers and use of funds was discussed during the meeting. Invoice for this years agenda's to be sent to Liz. Combined Available funds \$35,157.44 Read-a-thon Literacy support remaining to be spent still is \$15,602.43 Approx \$1,600 reserved for the purchase of agendas (last year was \$1,350) All credits owing to parents from hot lunch have been posted to their accounts. (\$54.25 total) Insurance for 2024-2025 school year was submitted and is usually billed in November Casino deposit was made August 19, 2024 for the June 2024 Casino. Total was \$21,802.11 Liz will work on preparing the AGLC paperwork to submit by November 10th. We received an exemption for this year only to not include invoices/receipts. 2 people are needed to audit the books from last school year so they can be filed with the government. Note the bylaw states these volunteers cannot have signing authority. -Mandi and Gillian volunteered to audit last years financials for submission.</p>
5	Old Business
	N/A
6	New Business

ITEM	DESCRIPTION OF DISCUSSION
	<p>6.1 Membership Forms/Signed release forms 6.1.1 Required for attendance to meetings. Membership Forms can be found under “Forms” on the parents tab of the school website. (https://www.winferguson.ca/parent-council) - Trish provided copies of the form at the meeting. - This needs to be filled out annually (for new and returning members). - Forms can be submitted to winfergusonpta@outlook.com</p> <p>Trish motioned for \$2500 to be used to cover the iPads requested from the Teacher’s wishlist , Leah- carried Trish motioned for \$1,800 to be used to cover the Beet Bots (2 sets of 6) from the Teachers wishlist, Shelley seconded, - carried Trish motioned for \$100.00 to be used to cover the custodian appreciation gift card, Lainie seconded- carried Trish motioned for 16 x \$100.00 to be used for the Teacher Top Up , Liz seconded- carried</p> <p>6.2 Halloween Dance Halloween Dance is planned to be October 25th, 2024</p> <p>The following people have volunteered to help lead - Leah, Trish, Mandi will volunteer to assist – will see if Heather is also interested. The gym & the DJ are available.</p> <p>Trish motioned for 729.75 for DJ services , Leah seconded-carried</p> <p>Trish motioned for \$400 for a float, & \$600 for concession, Liz seconded – carried</p> <p>The 50/50 to go toward bussing (may look into utilizing rafflebox, there is a 1 time user fee of \$100, this would be primarily online and would have a QR code – Krystal can assist if we go this direction)</p> <p>Entry donations to go towards supplies, equipment and activities for school.</p> <p>Trish motioned for \$100 for janitor services for cleanup after the dance, Lainie seconded – carried</p> <p>Note last year there was concerns on kids being outside unsupervised, and parents wanting to use fire doors to exit the building. It was discussed that there should be some information sent out on expectations for this years upcoming dance.</p> <p>6.3 Dissolve current executive 6.3.1 Motion to dissolve current executive members. Trish motioned at 7:29pm, Lainie seconded – carried.</p> <p>6.4 Election of new executive members 6.4.1 Motion to Elect new executive members. - Motioned and passed to vote in new executive members- carried</p> <p>Elections for President, Vice President, Secretary, Treasurer were held and the following people were elected and are the new executives and new signers for the bank accounts.</p> <p>President- Leah Kennchington Vice President –Trish Kuhn Secretary – Jen Shea Treasurer- .Liz Ream</p> <p>The following people have volunteered to be Directors of committee chairs: Hot Lunch - Paige Keroack Fundraising- Lainie Gratrix Club/Moo – Lacey Urbanski Treat Sales- Heather Summers Casino – Liz Ream and Mandi Spiess Recycling program – Shelley Romanyshyn (note will need a parent to help continue next year)</p>
7	Committee Reports

ITEM	DESCRIPTION OF DISCUSSION
	<p>7.1 Hot Lunch – Paige– First Hot Lunch is September 27, 2024 (Panago)</p> <p>7.2 Fundraising – Jared/Lainie – cheque \$95 from Mables Labels, \$195 expected to come from the ongoing Boston Pizza Fundraiser. First fundraiser to be decided next meeting.</p> <p>7.3 Milk program – Lacey Urbanski is willing to stay on as lead unless someone else is interested in taking over. Lacey mentions we may need to increase cost of tickets from \$1.00 to 1.25, she is looking if other options are available prior to confirming. Milk start date TBD.</p> <p>7.4 Treat Sales – Heather Summers First treat sales is November 7th for Kindy B and November 8th for the remainder of the school.</p> <p>7.5 Recycling program – Shelley – has some bottles to take back already and will continue this program this year.</p> <p>7.6 Casino — Casino was held in June of 2024 – See update above in School Council minutes, next Casino expected in another 2-3 years.</p>
9	Date for Next meeting
	Next meeting to be held October 28, 2024
10.	Adjournment
	Meeting was adjourned at 7:44 PM



**Principal's Report to School Council
September 23, 2024**

1. Events

- Meet the Staff was attended by over 70% of families
- School Photos took place for Kinder B and Grades 1-6. Retakes and Kinder A photos on Oct. 7
- EIPS Indigenous families are invited to the Fort Saskatchewan gathering on Sept 24
- Terry Fox Neighbourhood Walk – September 26 at 1:15 PM
- Orange Shirt Day – September 27
- Learning Conferences/Interviews on Oct 9 from 4:30-7:30 PM and Oct 10 from 3:30-6:30 PM. Some Kindergarten conferences will be held in the afternoon.
- Volleyball tryouts for Grades 5 and 6 started this week. Thank you to Mrs. McGregor and Captain Wilson for their sports leadership.
- Student leaders abound and can be found helping in lunchrooms, on the playground, in the recycling room, and in the bus line ups.
- Math Mats will be out in the gym late in October to support numeracy and movement.

2. School Information Update

- Enrolment and classes – 410 students
 - Kindergarten – 59 students (2 classes)
 - Grade 1 – 62 students (3 classes in AM, 2 classes in PM)
 - Grade 2 – 50 students (2 classes)
 - Grade 3 – 70 students (2 classes + 1 combined class)
 - Grade 4 – 62 students (2 classes + 1 combined class)
 - Grade 5 – 54 students (2 classes)
 - Grade 6 – 51 students (2 classes)
 - Connections Program – 8 students
- Welcome back to Mrs. Rauscher assisting in Kinder A & Mrs. Buck assisting in the Connections Program
- Welcome to Ms. Curnew, teaching Grade 3 while Mrs. O'Bertos is on leave
- Welcome to Mrs. Burger teaching the Connections Program
- Staff representative this month is Mrs. Kupchenko.
- The school newsletter is being created this year using the S'More platform for more photos and visual interest.
- Evacuation drill practices are occurring over the next while. A Hold and Secure to Lockdown drill will also be held soon. Parents can remind children that practice helps to make our actions more automatic in case an emergency takes place.

- Little Elk Island Adventures takes place in kindergarten classes during the next week. The schoolwide bus evacuation drill takes place on Oct 2.
- Our School Education Plan focus areas include small group instruction for reading and mathematics as well as effective mental health and regulation practices to support the success of all students.
- GOA assessments in grades 1-3 wrap up this week



3. Parent/Caregiver Information

- School Fees are now posted online.
 - WFG has Kindergarten noon supervision fees.
 - We are exploring noon supervision fees for grade 1-6 students in 2025/26. Currently, six classified staff members support noon supervision Gr. 1-6 for an hour each day covering seven outdoor locations and five indoor locations. This is in addition to eleven teacher supervisors outdoors and indoors.
 - All field trip fees K-6 will be posted on the Parent Portal as trips are planned throughout the year. Reminders to check the Parent Portal after Permission Click forms indicate that a field trip fee has been posted.
 - Fee waiver applications (transportation, lunch supervision) are available on the EIPS website. Apply by Dec 16.

Field Trips - ECS	\$49.50
Field Trips - Gr. 1	\$49.50
Field Trips - Gr. 2	\$49.50
Field Trips - Gr. 3	\$49.50
Field Trips - Gr. 4	\$49.50
Field Trips - Gr. 5	\$49.50
Field Trips - Gr. 6	\$49.50
Ski/Snowboard Trip 3-6	\$52.50
Splash Park - ECS and Gr. 1	\$2.00
Swimming - Gr. 4-6	\$8.75
Swimming Lessons - Gr. 2	\$77.00
Swimming Lessons - Gr. 3	\$77.00
Cross Country Running	\$13.50
Handbell Club	\$7.50
Noon Supervision - ECS	\$52.50
Noon Supervision - Gr. 1-6	\$ 0

Trustee Report – September 16, 2024

Jacqueline Shotbolt



ELK ISLAND PUBLIC SCHOOLS (EIPS) - is one of Alberta's largest school divisions, serving approximately 17,750 students in 42 schools. We are proud to be an integral part of our communities, including Sherwood Park, Fort Saskatchewan, Vegreville, Strathcona and Lamont counties, and the western portion of the County of Minburn.

ANNUAL ORGANIZATIONAL MEETING – Held August 22, 2024 - Elk Island Public Schools' (EIPS) Board of Trustees formally selected its Chair and Vice-Chair. Cathy Allen will act as the Board Chair and Susan Miller as the Vice-Chair. Both individuals will lead the Board of Trustees for the 2024-25 school year.

TRANSFER TO CAPITAL RESERVES - Secretary-Treasurer Cole presented to the Board a recommendation to transfer surplus funds in the amount of \$1 million from operating reserves to capital reserves bringing the projected division unallocated operating reserve balance to be \$7.4 million at Aug. 31, 2024.

ALLOCATION OF ONE-TIME FUNDING - The Board of Trustees approved the allocation of the additional \$1.6 million in one-time funding received in July from the province be allocated out to schools (less \$50,000 to Next Step Outreach Schools and \$66,130 Educational Assistant Capacity Building Project) using the classroom complexity algorithm and that all other adjustments related to the fall budget (including shortfalls) are to be funded from reserves.

REPLACEMENT SCHOOL SHERWOOD HEIGHTS – Representatives of the media, families and community members are invited to join Elk Island Public Schools (EIPS) as it hosts a groundbreaking ceremony to mark the start of construction on its new replacement school—a K-9 school being built on Fir Street in Sherwood Park slated to open in fall 2026. The school will replace École Campbelltown and Sherwood Heights Junior High.

Elk Island Public Schools has been selected as a finalist in the **Non-Profit / Community Organization** category for the Fort Saskatchewan & District Chamber of Commerce 2024 Business Awards.

NATIONAL DAY FOR TRUTH AND RECONCILIATION - EIPS will be commemorating the National Day for Truth and Reconciliation on **Friday, September 27** as Monday, September 30 is a Division closure day.

SOCIAL MEDIA BLOCKING ON SCHOOL DEVICES - In accordance with the new [Ministerial Order](#), there's been a change to the Division's internet filtering policy. Effective August 29, Information Technologies (IT) will be implementing social media

website blocking on all student devices, including Windows computers, Macs, Chromebooks and iPads.

NOTE: This blocking will be phased in over the first few days of school as IT updates student devices. Once the updates are complete, social media access will be restricted on these devices. EIPS guest networks will also have the social media platforms—as well as others—blocked to ensure student personal devices connected to our network are also unable to access social media during school hours.

CYBER AWARENESS - *Is everyone's responsibility*

Social media platforms are great for connecting with others, but they also come with risks. Here are some essential tips to stay safe:

1. **Protect Personal Information:** Avoid sharing sensitive details, such as your address, phone number or financial information.
2. **Use Strong Passwords:** Create unique, strong passwords for each account and consider using a password manager. Never write down your password.
3. **Enable Two-Factor Authentication (2FA):** Adds an extra layer of security by requiring a second form of verification.
4. **Beware of Phishing Scams:** Verify the source before clicking on links or sharing information.
5. **Adjust Privacy Settings:** Regularly review and limit who can see your posts and personal information.
6. **Think Before You Post:** Consider the long-term impact of what you share online.
7. **Monitor Your Accounts:** Watch for suspicious activity and report anything unusual immediately.

By following these tips, you can enjoy social media safely. Stay vigilant, stay safe!

SCHOOL FEE WAIVERS APPLICATIONS- For the 2024-25 year, the deadline for receiving fee waiver applications is **Dec. 16, 2024**. The [application form](#) can be found on the public EIPS website. The only applications that will be accepted after the deadline will be from families new to EIPS.

BOARD ORGANIZATIONAL MEETING – Held on September 19, 2024 the Board approved a new governance and evaluation committee. Appointments to various committees will be approved at the October Board Meeting.

ANNUAL TRUSTEE REMUNERATION 2024-25 – The Board approved the status quo for the annual trustee remuneration for the 2024-25 year.

BOARD POLICY 24 - the board rescinded Board Policy 24: Personal Communication Devices. Guidelines for personal communication device usage in schools shall be outlined in Administrative Procedures.