

Sherwood Heights Junior High School Council

Meeting Minutes - DRAFT

January 21, 2025 – 6:00pm – Sherwood Heights Junior High School

In attendance:

Executive: Kim Scott (Chair), Becky Mitchell (Vice-Chair), Melissa Manolescu (Secretary)

Staff: Sunny Sandhu (Principal), Johanna Ryan (School Registrar), David Basisty

Trustee and Board Chair: Cathy Allen

SWH Parents/Guardians: Leanne Weiss, Andrea Kardal, Rachel Bruce, Christina Swabey, Trina Elizabeth, Aaron Corser, Michael Schnell, Ashley Chalifoux

1. Welcome & Introductions

- a. Meeting called to order by Kim at 6:00pm

2. Trustee Report – as provided by Board Chair Cathy Allen

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POWERSCHOOL CYBERSECURITY INCIDENT

The Board of Trustees and the Division are very concerned about this incident. This is upsetting for staff and for families. The EIPS Instructional Technologies team is working with PowerSchool and we are waiting for a report from Power School to be received on January 17, 2025. Updated information will be posted on the EIPS website. www.eips.ca

AUDITED FINANCIAL STATEMENTS: 2024

The Board approved the Audited Financial Statements for Aug. 31, 2024. MNP LLP, a national accounting firm, issued the following opinion:

“[The Division’s] financial statements present fairly, in all material respects, the financial position of EIPS as at August 31, 2024, and the results of its operations, its remeasurement gains and losses, changes in its net financial assets (net debt) and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.”

EIPS 2024-25 FALL BUDGET

The Board approved the EIPS 2024-25 Fall Budget Report for the period of Sept. 1, 2024 to Aug. 31, 2025. The Board originally approved the 2024-25 operating budget on June 6, 2024. Every fall, the budget is updated to account for current information regarding enrolment numbers, revenue changes, actual carryforward amounts, expenses and planned reserve spending. Overall, the EIPS 2024-25 budget provides stability for schools and maintains essential services (see pg. 189, “2024-25 Fall Budget”).

Highlights from the Fall Budget Report:

budget priorities – complexity in classrooms, curriculum and resource development, the mental health strategic plan, collegiate and career pathways, equity, staff retention, and artificial intelligence and digital tools considerations

budget principles – equitable distribution of funds and programs and transparent and understandable changes to allocations

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operating budget – \$213.15 million, which includes a \$2.11-million draw from operating reserves and \$390,000 from asset retirement obligation amortization

student enrolment – 17,949, as of Sept. 27, 2024

employees (full-time equivalent) – 1,367, as of Sept. 30, 2024

compensation – salary grid movement and benefit increases have been factored into standard costs for schools, and inflationary salary costs are related to grid movement and benefit costs for departments

operating reserves projection – \$10.59 million, as of Aug. 31, 2025

capital reserves projection – \$210,000, as of Aug. 31, 2025

instructional spending – 78% of the total budget, equating to \$9,518 per student

system administration spending – \$4.51 million, 2.1%, of total expenses

NOTE: System administration spending is within the \$6.55 million provided by Alberta Education. EIPS will distribute the surplus funds for instructional costs, as allowed in the *Funding Manual for School Authorities 2024-25 School Year*.

ASSURANCE REVIEWS

Trustees participated in the EIPS Assurance Reviews, a division wide forum for schools and departments to share with the Board their results, annual plans, successes, how they're meeting the needs of all learners, the challenges they are experiencing and potential advocacy focus areas. Collectively, the reviews allow trustees to gain a holistic understanding of what's happening throughout the Division—which then helps inform decision-making.

ANNUAL EDUCATION RESULTS REPORT 2023-24

The Board approved EIPS' *Annual Education Results Report 2023-24*, an Alberta Education reporting requirement that provides school families and community members easy-to-understand information about the Division. It also serves as a mechanism to improve accountability and transparency with local stakeholders. The *Annual Education Results Report 2023-24* features detailed information about how EIPS is doing relative to Alberta Education's performance measures; how the Division supports students to achieve the best possible outcomes; and its successes, challenges and priorities moving forward. Now approved, the Division will submit the report to Alberta Education on November 29. After sending it to the province, EIPS will also post it online and share it with stakeholders and the Committee of School Councils.

AERR 2023-24: <https://www.eips.ca/download/475384>

Overview of AERR 2023-24: <https://www.eips.ca/download/475379>

DIVISION CALENDAR

The Board approved the Division calendars for the next two school years—2025-26 and 2026-27. For the most part, the calendars resemble previous years. However, a change was made to early dismissal days. In previous years, early dismissal days occurred on the first Wednesday of every month—students are released from school one hour early to allow for staff meetings and collaboration. Going forward, early dismissal days will now occur weekly, every Wednesday. On these days, after students are released, school staff will take part in structured collaborative learning opportunities to ultimately enhance student achievement. Before making the calendar change, the Division surveyed the school community—the

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weekly early dismissal aligns with feedback heard and, also, the Division's needs (see pg. 36, "[2025-26 and 2026-27 Division Calendars](#)").

NAMING OF THE SHERWOOD PARK REPLACEMENT SCHOOL

The Board approved a name for the new replacement school in Sherwood Park—Forest Grove School—expected to open in the 2026-27 school year. Once open, Forest Grove School will offer a single-track elementary French Immersion program and a dual-track junior high program, including a regular English program and a French immersion program for grades 7-9.

SCHOOL FEE PARAMETERS: 2025-26

The Board approved the school fee parameters for the 2025-26 school year. For the upcoming school year, fees can increase by two per cent—in 2024-25, the allowable increase was five per cent. Highlights of the 2025-26 school fee parameters include:

Optional-courses fees –two per cent allowable increase

Noon-supervision fees – two per cent allowable increase

Activity fees – two per cent allowable increase

Extracurricular fees – two per cent allowable increase

Non-curricular travel fees – two per cent allowable increase

Non-curricular goods and services fees – two per cent allowable increase

Schools must set all fees at a cost-recovery rate. If fees are over-charged by more than \$10 a student, schools must refund that amount to the student. Additionally, if any fees exceed the listed parameters, the school must submit an explanation for EIPS' Superintendent and Secretary-Treasurer to review. With the fee parameters now approved, schools can begin establishing their 2025-26 School Fees Schedule.

DRAFT JUNIOR HIGH CURRICULUM

The Alberta government announced that the junior high curriculum will be updated, with the changes affecting mathematics for grades 7 to 9, social studies for grades 7 to 9, physical education and wellness for grades 7 to 10, and career and life management (CALM).

The draft version of the curriculum is scheduled for piloting in September 2025 and the implementation of the updated curriculum is scheduled for September 2026. Once the draft versions are available for viewing, EIPS will make decisions regarding piloting of the updated curriculum.

TRUSTEE ELECTION OCTOBER 20, 2025

BYLAW NO. 009/2024

Bylaw No. 009/2024: The Establishment of Wards and Electoral Subdivisions received third reading and was then passed by the Board. The bylaw replaces Bylaw No. 007/20 in [Appendix A – Policy 7: Board Operations](#).

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BYLAW NO. 010/2024

Bylaw No. 010/2024: The Rules and Procedures for the Conduct of School Trustee Elections received three readings and was then passed by the Board. The bylaw replaces Bylaw No. 008/2020 and will guide the upcoming school trustee election.

BYLAW NO. 011/2024

Bylaw No. 011/2024: Criminal Record Checks Required for Trustee Nominations received three readings and was then passed by the Board. EIPS will abide by Bylaw No. 011/2024 throughout the upcoming school trustee election.

Nomination packages are currently being accepted from candidates running for the EIPS Board of Trustees. These packages will be accepted until 12:00 pm on nomination day – September 22, 2025.

Candidate information and the Public School Trustee Candidate Handbook can be accessed on the EIPS website www.eips.ca

UPCOMING EVENTS:

Logos Christian Program Information Session-Brentwood School January 28 at 6:00 pm

Public Engagement Transition Planning Session regarding January 29 at 5:30 pm
high school French Immersion students and senior high students living
in the Lakeland Ridge area – Salisbury Composite High School

High School Open House

Bev Facey February 11 at 6:00 pm

Salisbury February 12 at 6:00 pm

International Baccalaureate information evening February 4 at 6:00 pm
Advanced Placement information evening February 10 at 6:00 pm

Please contact me with questions or concerns.

Respectfully submitted,

Cathy Allen

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780-417-8109

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3. Principal Report – Sunny Sandhu

- a. As below.

4. Budget and Staffing – Sunny Sandhu

- a. Current school counsellor is 0.5 staff position; funding now available to increase position
- b. Chrome books have been purchased using discretionary money and saved school-generated funds; need to increase technology in the classrooms and have more students able to access Chromebooks, in particular due to the use of VRETTA for writings PATs
 - i. Chromebooks and other new technology will move to the new school

5. Open House, Registration, Teacher Timetabling – 2025-26 – Sunny Sandhu

- a. Feb 11 – Open House at SWH
- b. Registration occurs in February; SWH is now a closed-boundary school as the student capacity for the new school will be 1050 students
- c. Course selection, teacher timetabling and staffing will be addressed early than in previous years (ie. prior to July 1) to allow for better planning

6. Professional Development Day – January 29 – Sunny Sandhu

- a. Plan to be transparent about PD days; teacher professional development will be centred around best practice as SWH shifts from focus on social-emotional development to assessment and feedback
- b. January 29
 - i. AM – learning sessions on VRETTA which is the new software being used for the PATs; grade 9s will use this year and next year will be introduced to grade 8 and 7s
 - ii. PM – exam blueprinting – as departments, staff will examine past PAT questions to understand topics that are being taught well and those that are not

7. French Immersion – Sunny Sandhu

- a. Transition plan recently released from EIPS proposes to have Grade 10 French Immersion offered at SAL starting in the 2025-26 school year and will extend Grade 12 French Immersion at ARD by one year so that both those cohorts can have three consecutive years at the same high school in the French Immersion program
- b. Questions and comments can be made at the upcoming public engagement night on January 29 – see below for details

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8. Public Engagement Night – January 29 – Sunny Sandhu

a. Event Details: Public Information Session

Date: Jan. 29, 2025

Time: drop in anytime between 5:30 p.m. to 7:30 p.m.

Location: Salisbury Composite High; 20 Festival Way, Sherwood Park

Room: gymnasium

Who: open to all impacted students, families and staff

*childcare provided

9. Data Share – Attendance – Sunny Sandhu

- a. Past 1-5 years, SWH has been flagged for low attendance for both staff and students
 - i. Staff absences are improved so far this year; currently under budget for supply/substitute teachers, although this still could change
 - ii. Student absence rates are improving

10. Career Fair – Sunny Sandhu

- a. After spring break in April, the career fair will be an opportunity to engage parents in exposing students to different careers
- b. Opportunities already exist: Skills Challenge (May 7-8) in Edmonton; dual credit programs and apprenticeship programs in high school
- c. This event will replace the previous Wellness Day at SWH; vision to become an annual event again (has been done in the past)
- d. Initial ask will be for parents to come forward to share careers, then depending on number of volunteers, the ask will then be to the community; EIPS will support as well with various resources
- e. More details to be provided at meeting in February

11. Forest Grove Update – Sunny Sandhu

- a. Sunny and Mr. Greg Probert, current principal of Ecole Campbelltown, will be co-principals at Forest Grove; both bring different areas of expertise to the new school and will make decisions together including those on staffing
- b. Forest Grove differs from some other new schools in EIPS because it is being build by Alberta Infrastructure, not overseen by EIPS; link for updated information should start to be populated more frequently now
- c. More information expected to be provided in February about what the base grant will be covering so that we can be intentional in fundraising efforts for the playground

12. Course Fees – 2025-26 – Sunny Sandhu

- a. See attached for the current course fees
- b. Not expected to have more than a 2% increase, as per Board policy
- c. Questions should be directed to Sunny

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- d. As per EIPS, if a fee is in excess more than \$10 refunds will be provided at the end of term

13. Closing questions and/or feedback

- a. Q: What happens to the money that is raised from the collection of Save-On Foods (Wye Road) receipts?
 - i. Could this fundraising money be spent on food such as a hot dog lunch on an event day where most students are in attendance?
 - ii. In process of totaling current receipts
 - iii. Tabled for future discussion
- b. Q: Do we have a plan to spend the ASCA School Council Engagement Grant of \$500?
 - i. ASCA has changed the format of the annual conference and AGM; this year it will be online and the fee is \$100 per school council (unlimited members) to attend; Board of Trustees may offer a grant to cover as in past years
 - ii. Previously suggested to use in conjunction with career fair
 - iii. Tabled for discussion at February meeting

14. Adjournment – 7:37pm

Upcoming School Council Meeting Dates – All meetings will be held in the school library at 6:00pm.

- Tuesday March 18, 2025
- Tuesday April 15, 2025
- Tuesday May 20, 2025