

Sherwood Heights Junior High School Council

Meeting Minutes - DRAFT

November 19, 2024 – 6:00pm – Sherwood Heights Junior High School

In attendance:

Executive: Kim Scott (Chair), Melissa Manolescu (Secretary)

Staff: Sunny Sandhu (Principal), Johanna Ryan

Trustee and Board Chair: Cathy Allen

SWH Parents/Guardians: Christina Swabey, Leanne Weiss, Theresa Mackenzie, Kristen Mast

Regrets: Becky Mitchell (Vice Chair)

1. Welcome & Introductions

- a. Meeting called to order by Kim at 6:01pm

2. Trustee Report – as provided by Cathy Allen

Sherwood Heights School Council Meeting Trustee Report

November 19, 2024

Receipt of Trustee Resignation

The Board accepted the resignation of Trustee Jacqueline Shotbolt, effective Oct. 31, 2024. As of that date, Shotbolt will no longer reside within the ward in which she was elected, disqualifying her as an EIPS trustee. As outlined in the *Education Act*, section 81(2), a by-election isn't required during the fourth year following a general election as long as the number of Board vacancies is less than the quorum, plus one. As such, EIPS will not hold a by-election. Instead, the remaining trustees will assume Shotbolt's duties

Board Governance Surplus

The Board directed administration to allocate its governance surplus—\$39,592 as of Aug. 31, 2024—to the Leveraging Student Achievement Fund. Allocating these dollars to the Leveraging Student Achievement reserve will allow for schools to narrow the achievement gap. A plan will be discussed with the Board later in the year before these funds are used.

Trustee Election October 2024

EIPS has begun preparations for the upcoming trustee election on October 20, 2025. The Municipal Affairs Statutes Amendment Act, 2024 sets new rules for local elections. This Act will amend the Local Authorities Election Act and the Municipal Government Act. EIPS is examining these new rules and how they will impact the election process. The Board of Trustees has started planning for the new Board of Trustees. It is important to plan for the onboarding of the new trustees, to support them in their roles and responsibilities.

Modular Classroom Request: 2025-26

The Board directed EIPS administration to request funding from Alberta Education to address needed changes to several modular classroom units in the 2024-25 school year. If approved, the Division will:

- add two new modular classrooms to SouthPointe School;

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- demolish two ageing modular classrooms at Westboro Elementary followed by a site reclamation;
- replace eight modular classrooms at James Mowat Elementary; and
- at Win Ferguson Elementary, demolish eight modular classrooms and add newer units there by relocating six modular units from Wes Hosford Elementary.

EIPS hopes a decision from the province comes in early 2025.

EIPS School Transition Planning Survey

The EIPS Board of Trustees made the decision to relocate the senior high French Immersion program to Salisbury Composite High and balance senior high enrolment by redesignating senior high students living in the Lakeland Ridge attendance area to Bev Facey Community High. Both are effective when the new Sherwood Park replacement school opens, expected in the 2026-27 school year.

To ensure a smooth transition for students, staff and families, EIPS is consulting impacted stakeholders to develop an effective implementation plan. All impacted families are invited to share suggestions and concerns related to the transition. The survey is open from November 7-20, 2024.

EIPS will then review the feedback provided and begin developing a draft transition plan, considering local needs, program and outcome requirements, and strategies to enhance student achievement. In early 2025, the Division will share the draft plan at a public feedback session, collecting any input stakeholders may have. It will use that data to create a final version for the transition.

Bill 27: Education Amendment Act, 2024

This Bill was introduced in the Legislative Assembly on October 31, 2024. If passed the legislation and regulatory amendments for education continuity during public health and states of emergencies would be expected to come into force on January 1, 2025, except sections regarding school authority policies, which would come into effect on September 1, 2025.

Unaudited Financial Report: 2023-24

The Board received for information the Unaudited Financial Report for the 2023-24 school year—September 1 to August 31. The Division ended the 2023-24 school year with an overall surplus of \$3.16 million, which includes operating revenue and expenses, school-generated funds and asset retirement obligation expenditures. The surplus is more than budgeted, by \$4.21 million, primarily because of unbudgeted, one-time revenue obtained through the sale of Division IP addresses. The surplus funds increase EIPS' operating reserve—available for use in future years (see page 127, "[Unaudited Financial Report: 2023-24](#)").

Unaudited Accumulated Surplus

The Board received for information the Unaudited Accumulated Surplus Report as of Aug. 31, 2024. The Division's accumulated surplus totals \$11.5 million, which includes investment in:

- Board-funded tangible capital assets (\$7.75 million);
- the asset retirement obligation (-\$10.33 million);

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- capital reserves (\$2.49 million); and
- unrestricted surplus, operating reserves (\$11.59 million)—below the province’s maximum balance, including a one-time exception—and in excess of its recommended 1% minimum balance.

NOTE: The operating reserves include reserves from Central Services (\$627,000), schools (\$944,000) and the school-generated fund (\$2.28 million).

Also, included in the operating reserves is the Division Unallocated Reserve, which EIPS maintains to cover emergent issues, manage price fluctuations and stabilize funding in the future. The Division Unallocated Reserve is at \$7.35 million. As such, the net reserve transfer for 2023-24 is \$5.2 million, which includes an operating surplus of \$4.18 million and a surplus of \$1.02 million from current-year transactions for unsupported capital assets (see page 144, “[Unaudited Accumulated Surplus at Aug. 31, 2024](#)”).

Following the report, the Board approved the motion: “that the Board of Trustees direct the Superintendent to create a draft Administration Procedure that outlines processes and guidelines for the accumulation, use and carry-over of school generated funds, to be brought to January 9 Caucus meeting for feedback.”

Please contact me with questions or concerns.

Respectfully submitted,
Cathy Allen
cathy.allen@eips.ca
780-417-8109

3. Fundraising Society – Melissa Manolescu

- a. Fundraising societies can coexist at the same address for the same school, as per EIPS and Alberta Societies’ regulations. Currently, the school has a Band Parents Association that fundraises for the band program. Ecole Campbelltown has a parent-led fundraising group (Ecole Campbelltown Parent Liaison Association (ECPLA)) that provides financial support to Ecole Campbelltown offsetting events such as the Christmas concert (venue and bussing), teacher allotments, staff appreciation, Edmonton Symphony and physical literacy events/field trips. ECPLA currently has a playground account (\$5000) and committee to begin the fundraising work that will be required for the replacement school playground. If interest and support exist, ECPLA could move to the replacement school and, with appropriate bylaw changes, become the fundraising society for the replacement school; otherwise, at the end of Campbelltown’s service as an EIPS school, ECPLA would need to dissolve.
- b. Replacement school playground – the playground and outdoor area (basketball nets, benches, table, etc) will be developed at the discretion of EIPS and

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Strathcona County, but typically accept design help and fundraising support from community groups such as ECPLA. Currently, plans are on hold as there is little to no information available yet as to what the outdoor space will be and what will need to be developed once the build is complete as per the current contract. Mr. Sandu has been in discussion with Ken Marshman (EIPS Facility Services) and more information will be forthcoming in early 2025.

- c. Fundraising discussion to be continued throughout the year.

4. Parent Engagement Grant

- a. \$500 from Alberta government granted to School Councils to support parental engagement; last year, the funds were spent to cover ASCA conference registration for one parent.
- b. Some EIPS schools are asking for other schools to join them in pooling funds for a virtual presentation by David Irvine.
- c. Interest in supporting an in-person event to enhance our school community culture; perhaps something related to the career fair idea that may replace Wellness Day.
- d. Decision tabled.

5. Principal Report

- a. Month in review and looking ahead
 - i. Remembrance Day and Cougar Run – post-covid learning opportunities on how to appropriately assemble as a group and develop emotional IQ
 - ii. 198 awards to be given out at Awards Night Nov 21
 - iii. Building poses challenges as the weather cools and students stay indoors during break; clubs and lunch activities starting up again
 - iv. Absenteeism rates improving
- b. Assurance Review – looking at the data
 - i. Meeting with EIPS/ Board of Trustees – Nov 20
 - ii. Results will be posted on school website
 - iii. Highlights: strengths include good PAT results, weaknesses include low scores on safe & caring schools, work preparation and school improvement questions – the physical building, along with recent history, have posed challenges which are likely reflected in the low scores but students and staff are resilient
- c. Staffing Update – Jessica Moen (school-based social worker) will be moving to Edmonton Catholic School Board
- d. Supporting Division programming
 - i. Current budget is 95% staffing and 5% discretionary
 - ii. Focus on supporting teachers to teach, professional development and improvement on PATs

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1. “Blueprinting” individual PAT questions – look at individual questions that were poorly answered and analyze where the gap in learning occurred
2. Teachers are being asked to provide yearly lesson plans

6. Closing questions (Q) and/or feedback (F)

- a. Q: Do teachers/staff receive training on diverse needs of students?
 - i. Education in diverse needs is not mandatory; however, many opportunities exist for professional development in this field.
 - ii. Collaboration time for teachers is invaluable in this regard; collaboration is an area of focus for admin. This is also the reasoning behind the proposal for the 2025/26 calendar changes.
- b. Q: Are there sufficient numbers of education graduates?
 - i. Edmonton Public Schools can offer different job opportunities than EIPS
 - ii. Discussion on permanent contracts for teachers in EIPS
 - iii. Suggestion to highlight teaching as a profession in career fair
- c. F: Administration are present and available for students
 - i. Changes to the reset room have been well received and enabling better circumstances for teachers in classrooms and additional funds to be available for other school initiatives.
 - ii. Schools are not social agencies but can help support for those that need; administration will work with students who are experiencing dysregulation so that teachers can teach to the best of their ability.

7. Adjournment