



# Meeting Minutes

Central Office Boardroom, Sherwood Park  
Wednesday, November 5, 2014  
7:00 p.m.

## In Attendance:

Sally Navis, Strathcona Christian Academy  
Secondary

### Co-Chair

Tracy Howell, Bev Facey Community High

### Co-Chair

Krista Scott, Fultonvale Elementary Junior High

### Co-Secretary

Nasreen Banman, Pine Street Elementary

Heather Bashforth, Salisbury Composite High

Natalie Bos, Wye Elementary

Elwin Dzwienka, A.L. Horton Elementary

Kelly Goudreau, James Mowat Elementary

Kathy Gunderson-, Ardrossan Junior Senior High

Tanya Hunter, Sherwood Heights Junior High

Lynne Kaiser, public representative and current  
member of Alberta School Councils Association

Kaya Kasook, École Élémentaire Ardrossan  
Elementary

Corry-Lyn O'Hara, Fort Saskatchewan Elementary

Crystal Rieben, Fort Saskatchewan Christian

Trina Boymook, Board Chair

Jim Seutter, Trustee

Karla Satchwell, Associate Superintendent, Human  
Resources

Eileen Zimmerman, Associate Superintendent,  
Instructional Services

Deb Barron, Instructional Services

Bill Shields, Alberta Teachers' Association Local  
President

Susan Johnson, Communication Services

## Welcome

Meeting called to order at 7:00 p.m. with co-chair Sally Navis acting as chair and Krista Scott as secretary. Round table introductions were made.

## Additions to the Agenda

Sally asked if there were any additions to the agenda. None were put forward.

**Motion:** To accept the November 5, 2014 agenda.

Moved: Corry-Lyn O'Hara

Seconded: Kathy Gunderson

**Motion Carried**

## Board Report – Presented by Jim Seutter, Elk Island Public Schools (EIPS) Trustee

Board Chair Trina Boymook was at a school engagement so Jim Seutter gave the Board report. He indicated that superintendent recruitment process is underway with an opportunity for community engagement with a Thoughtexchange survey that is currently on the Elk Island Public Schools (EIPS) division website. The first round of engagement has been completed and round two will be open for feedback until November 9. This input will help with short-listing candidates and will help the Board develop interview questions. A conclusion as to who will fill this position will be reached by the end of December with an announcement early in 2015.

Trustee Seutter also shared with the group that the November 27, 2014 Board of Trustees meeting will be held in the evening at 6:00 p.m. The public will have an opportunity to address the Board for the first 30 minutes of this meeting. Individuals who are interested in this opportunity please sign up at this meeting or in advance with an email to Board Chair Trina Boymook. Each member of the public will be allotted 5 minutes to speak.

Trustee Seutter also reminded attendees that the opportunity to provide feedback on the EIPS division calendar is ongoing and will remain open until November 15, 2014. To date, over 2,200 people have participated and there have been 583 additional comments provided.

### **ATA Report – Presented by Bill Shields, President, ATA Local #28**

Bill Shields provided a verbal report with the following highlights:

- Student Learning Assessments (SLAs) are being discussed as they have increased teacher workload substantially.
- The proposed calendar options were discussed as a group. One of the perspective to consider is that the extra workdays in three of the options. Mr. Shields provided thanks to EIPS that the options reflect a value for professional development, and especially a good opportunity for self-directed professional development.
- Diploma exams and their weight was also discussed. Mr. Shields said that the current opinion from the ATA is that a grading balance for diploma exams of 50/50 is too much and that the ATA would rather see 80/20 or 70/30. A comment was made that a motion is going before ASBA requesting weight changes from 50 to 30% on finals.

### **For Information**

#### **Government of Alberta Awards – Presented by Susan Johnson, Communication Services**

Susan Johnson from Communications invited people to check out two Government of Alberta awards: the *Excellence in Teaching* and the *Great Kid* awards. Information about both awards can be found on the Government of Alberta website located at [www.alberta.ca](http://www.alberta.ca).

### **New Business**

#### **Communicating Student Learning – Presented by Deb Barron, Instructional Services**

Deb Barron shared with the group that the committee working on this project has been evaluating the input that was received on marking scales. Close to 1,000 parents and 400 teachers participated in the survey and gave feedback. The committee has agreed upon using a five point scale and four point learner attribute scale in reporting student learning. All current information has been communicated to teachers and staff during November staff meetings. Staff feedback has been that the wording 'grade level' is too ambiguous and not a good descriptor. A revision has been made to replace with 'learning expectations'. Both the scale and wording changes are due to be finalized on December 2, though it will be a living document so that feedback will be welcome throughout its use.

#### **Emergency Preparedness Plan – Presented by Karla Satchwell, Associate Superintendent, Human Resources**

A key component of EIPS' emergency preparedness program is an electronic program which is accessible to and interconnected with local emergency services stakeholders such as RCMP and Strathcona County Emergency Services. The program includes maps for schools to be used in emergency situations and easily accessible in case of an emergency. The priority of the Emergency Preparedness plan is to ensure all adults and children scan rooms and locate exits, teaching students to be aware of their surroundings.

There are currently three protocols that frame emergency preparedness in school settings:

- 1) Evacuation protocol

- 2) Hold and secure/shelter in place [threat outside school]
- 3) Lock down [threat inside school].

EIPS is working on improving communication in emergencies and providing clear messages to parents.

### **Three-Year Education Plan – Presented by Marianne Barrett, Director of Early Learning, Planning and Reporting and Crystal Hudson, Committee Member**

Marianne Barrett and Crystal Hudson shared with the group EIPS' new Three-Year Education Plan for 2015-2018. This report will be going to the Board of Trustees in February of 2015. This document sets the vision and mission for EIPS. The Board has reviewed the foundational statements and the plan is currently at the stakeholder engagement point. COSC members were invited to give feedback on the document in a group discussion format and consider the question: What can we do to improve our performance even more?

At the close of the meeting the question was put forward as to whether there would be interest in doing a COSC Three-Year Planning workshop. The group indicated that this was a great idea. Interest was high. A discussion of whether it would be best to hold this in a regular meeting or schedule an additional meeting took place and the group decided that a decision will be reached after consultation with the chair.

#### **Other Discussion:**

A question was put forward regarding the timeline for receiving minutes. Susan Johnson indicated that historically a reasonable timeline for communications to receive the minutes from the secretary is two weeks following the COSC meeting. All agreed that this would be the acceptable time period moving forward.

Discussion also took place on whether there should be a December COSC meeting. Attendees supported the notion that due to scheduling issues and holiday events that it would be best to hold the next meeting in January of 2015.

The meeting adjourned at 9:02 p.m.