

Committee of
School Councils

Meeting Agenda

In-Person and [Virtual Meeting](#)
 Central Services Office, boardroom
 683 Wye Rd., Sherwood Park, AB
 Wednesday, Nov. 1, 2023
 6:30 p.m.

Time	Agenda	Presented by
6:30 p.m.	Opening Remarks and Welcome	Dallas Kirtz, COSC Vice-Chair
6:32 p.m.	Introductions	All
6:35 p.m.	Motions <ul style="list-style-type: none"> a. additions to the agenda b. agenda approval c. approval of minutes: Oct. 4, 2023 	Dallas Kirtz, COSC Vice-Chair
6:40 p.m.	Board Report	Cathy Allen, EIPS Board Chair
6:50 p.m.	ATA Report	Deneen Zielke, President, ATA Local No. 28
7 p.m.	For Information <ul style="list-style-type: none"> a. ASCA update b. Caregiver Series: November c. COSC Operating Procedures updates d. School Council Engagement Grant 	Dallas Kirtz, COSC Vice-Chair
7:30 p.m.	New Business <ul style="list-style-type: none"> a. EIPS assurance review: What is it and how to read your school's result 	Ryan Marshall, Associate Superintendent
8 p.m.	COSC Sharing <ul style="list-style-type: none"> a. school council roles 	All

Electronic Handouts

COSC Minutes
 Board Highlights
 Caregiver Series
 COSC Operating Procedures
 School Council Engagement Grant

Next Meeting:

Wednesday, Jan. 10, 2024



UNRATIFIED

MEETING MINUTES

Elk Island Public Schools, in-person and virtual meeting

Oct. 4, 2023 | 6:30 p.m.

Committee of
School Councils

In Attendance

SCHOOL COUNCIL EXECUTIVE

Chair: Kendra Roemer, Mills Haven Elementary

Vice-Chair: Dallas Kirtz, Fort Saskatchewan Elementary

Secretary: Chelsea Pretzlaw, Ardrossan Elementary

SCHOOL COUNCIL MEMBERS

Aileen Bozic, SCA Secondary
Amanda Shand, École Parc Élémentaire
Anne Wasylyshen, Ardrossan Junior Senior High
April Childs, Lakeland Ridge
Brian Vick, Brentwood Elementary
Charmyrn Thompson, F.R. Haythorne Junior High
Chelsea Pretzlaw, Ardrossan Elementary
Christan Rasmussen, Westboro Elementary
Erin Hamilton, Glen Allan Elementary
Janice Mills, Pine Street Elementary
Justina Gibson, Fort Saskatchewan Christian
Kalyn Harrop, Fultonvale Elementary Junior High
Karli Butler, Davidson Creek Elementary
Kilby Ritchie, Wes Hosford Elementary
Krista Baum, Mills Haven Elementary
Krista Scott, Bev Facey Community High
Leanne Weiss, Woodbridge Farms Elementary
Lisa Harke, SCA Elementary
Lynn Walker, Davidson Creek Elementary
Melissa Manolescu, École Campbelltown
Sarah Witholt, Heritage Hills Elementary

Stephanie Stoddard, Fort Saskatchewan Elementary
Steven Kotschorek, Mills Haven Elementary
Tara Dumont, Vegreville Composite High
Tawnia McQueen, Wes Hosford Elementary

ELK ISLAND PUBLIC SCHOOLS BOARD OF TRUSTEES

Cathy Allen, Chair
Susan Miller, Vice-Chair
Colleen Holowaychuk, Trustee
Don Irwin, Trustee
Jim Seutter, Trustee
Ralph SoroChan, Trustee
Randy Footz, Trustee
Trina Boymook, Trustee

ELK ISLAND PUBLIC SCHOOLS

Sandra Stoddard, Superintendent
Ryan Marshall, Associate Superintendent
Deneen Zielke, ATA Local No. 28 President
Karen Baranec, Communication Services
Emma Small, Communication Services

CALL TO ORDER

The meeting was called to order at 6:27 p.m.

COSC ORGANIZATIONAL MEETING

Past COSC Chair Lesley Williams was unable to attend the meeting, so COSC member Kendra Roemer called the election for the position of Chair for the 2023-24 school year. Kendra Roemer was acclaimed Chair. COSC Chair Roemer then called the election for the position of Vice-Chair and Secretary for the 2023-24 school year. Dallas Kirtz was acclaimed Vice-Chair and Chelsea Pretzlaw was acclaimed Secretary.

MOTION | To accept the positions the Chair, Vice-Chair and Secretary as acclaimed.

MOTION CARRIED

COSC PLANNING

For 2023-24, COSC meetings will be held on the first Wednesday of the month—October, November, January, February, March, April and May.

Members agreed to:

- Hold meetings in person and virtual—with a fully virtual option during inclement weather. COSC member Aileen Bozic volunteered to help run the virtual side of these hybrid meetings.
- Hold all meetings 6:30 p.m. to 8:30 p.m.

AGENDA

COSC Chair Roemer called for additions or deletions to the agenda.

MOTION | The agenda be adopted, as circulated.

MOTION CARRIED

APPROVAL OF MINUTES

COSC Chair Roemer called for approval of the May 3, 2023, meeting minutes.

MOTION | The minutes be approved, as circulated.

MOTION CARRIED

Board Report

Board Chair Cathy Allen presented the Board Report.

HIGHLIGHTS:

- On September 18 and 19, the Board of Trustees and Superintendent Sandra Stoddard took part in the annual Board retreat to discuss the Board's direction, priorities and work plan for the 2023-24 school year—all in alignment with the [EIPS Four-Year Education Plan](#). To identify common areas of action between the Government of Alberta and the Board's work plan, the trustees reviewed the mandate letters from four ministries: Education, Advanced Education, Children and Family Services, and Mental Health and Addiction. The trustees will create their advocacy plan over the next two months.
- On September 20, the Board met for the first time with Kyle Kasawski, a member of Alberta's legislative assembly for Sherwood Park. It was a productive meeting focused on shared concern areas, advocacy and ways to work together to ensure strong public education.
- On September 21, trustees attended the Alberta Student Transportation Advisory Council Town Hall Meeting. Education Minister Demetrios Nicolaides and other representatives from Alberta Education also attended. School bus owners, operators and school divisions shared information about the shortage of drivers and the increasing costs for bus repairs, insurance, purchases, and driver training and accreditation.
- On September 25, Board Chair Allen and Superintendent Stoddard attended the Alberta School Board Association's Lieutenant Governor of Alberta Student Award Ceremony to celebrate with one of the Division's students. Daniella Figliuzzi, a student at Next Step Sherwood Park, received one of nine awards presented at this ceremony.
- The Board is looking forward to the school visits scheduled for this year. Trustees will be visiting schools in Ardrossan, Bruderheim, Scotford Colony and Fort Saskatchewan.

- Albertans can share their thoughts on what they'd like students to learn in Alberta's social studies curriculum. Survey results will be used to inform the draft curriculum before it's released for further engagement. The [survey](#) will be open until October 16.

ATA Report

ATA Local No. 28 President Deneen Zielke presented the ATA report.

HIGHLIGHTS:

- Zielke hoped everyone was able to enjoy their summer.
- From August 14-18, the ATA held their annual summer conference.
 - Zielke and six other members of the Local attended several programs, including Association Instructors, Professional Development, Local Communications and Teacher Welfare. In addition to the program-specific training, they also attended a number of individual sessions.
 - Tariq Hadid, the Syrian refugee who created Peace by Chocolate and spoke at Teachers' Convention last year, was a keynote speaker at the conference. He addressed the contingent of 450 teachers, but he also met with ATA Local Presidents to discuss leadership and the power of the community. He was very inspirational, and his message influenced conversations throughout the week. Zielke stated she looks forward to bringing some of these ideas to fruition.
- Zielke thanked the Human Resources department at EIPS for allowing her to speak at the Off to a Good Start orientation. She valued the time to connect with new teachers.
- The Local has completed its executive strategic planning and looks forward to many initiatives from various committees. This year's Local executive includes:
 - Deneen Zielke – President
 - Dave McKinnon – Vice President and Local Political Engagement Officer
 - John Murphy – Treasurer
 - Maxine Holm – Local Communications Officer
 - Daniel Radersma – Secretary
 - Kim Zapesocki – Professional Development Committee Chair
 - Jennifer Fredeen – Teacher Welfare Committee Chair
 - Danielle Morin – Teacher Board Advisory Committee Chair
 - Ella Mikilecky – Women in Leadership Committee Chair
- On September 19, the Local held its first council meeting and welcomed staff representatives for the year. Council approved the formation of a Women in Leadership Committee. The Local is excited to facilitate these committee meetings for members to support one another, in addition to seminars, presentations and other professional learning opportunities. The Women in Leadership Committee will work collaboratively with the Professional Development Committee and others as the committee grows.
- On October 20, the Local will welcome new teachers to the profession at its local induction celebration at the University of Alberta Faculty Club. Board Chair Allen and Superintendent Stoddard will attend.

For Information

ASCA UPDATE – Kendra Roemer, COSC Chair

- Many resources and opportunities are available for school councils on the [ASCA website](#).
- COSC Chair Romer encouraged school councils to access their ASCA membership by sending an email to [Emma Small](#) that their school council wants a membership to ASCA for the 2023-24 school year. EIPS will take care of registering your school council and covering the costs.
- ASCA is also piloting a project called Walk Alongside. More details will be shared in the coming weeks.

COMMENTS AND QUESTIONS

Question: Could EIPS remove the barrier of schools having to request an ASCA membership and simply pay for each school in the Division to have one?

Answer: Board Chair Allen will investigate further.

COMMENTS AND QUESTIONS

Question: How do councils access the members-only ASCA resources?

Answer: Emma Small will include this information in the followup email.

CAREGIVER SERIES UPDATE – Kendra Roemer, COSC Chair

- The [October Caregiver Series](#) schedule is now available.
- Offered through Alberta Health Services, the sessions are informative and valuable.
- COSC Chair Roemer encouraged members to review the [October Caregiver Series](#) calendar.

COSC OPERATING PROCEDURES – Kendra Roemer, COSC Chair

- The [COSC Operating Procedures](#) will be updated as needed. COSC Chair Roemer requested members review the procedures and bring feedback to the November COSC meeting.
- Any changes will be discussed and approved at the meeting in November.

SCHOOL COUNCIL ENGAGEMENT GRANT – Kendra Roemer, COSC Chair

- Each school council will receive the \$500 [School Council Engagement Grant](#) from Alberta Education. There's no rollover from last year's grant. There are specific criteria on how the grant can be used.
- COSC will not be pooling grant funds this year.
- ASCA has a [web page](#) about the grant and can help answer any questions.
- In the October COSC meeting package, school councils were asked to complete a contact form for the grant by October 23. To administer the grant, the Division needs to collect contact information to send to Alberta Education.

New Business

EIPS THREE-YEAR ENGAGEMENT PLAN – Sandra Stoddard, EIPS Superintendent

- Before Superintendent Stoddard discussed the [EIPS Three-Year Engagement Plan](#), she spoke about how all EIPS staff were coming together for a divisionwide Professional Learning Day on October 6. Superintendent Stoddard shared an overview of the day, which included student and alumni speakers and performances.
- In terms of the EIPS Three-Year Engagement Plan, Superintendent Stoddard discussed the following:
 - Updates on engagements to date, including Brentwood Elementary and north Sherwood Park.
 - French Immersion engagement that started last year and continues this year. The Division wants to ensure robust programming and improve retention. Several boundaries have been adjusted at the elementary level. A report about French Immersion is coming to the next Board meeting.
 - For system programs, EIPS is looking at aligning with feeder schools.
 - Balancing senior high is the next step of the engagement plan.

NEW CURRICULUM AND ASSESSMENT TOOLS – Ryan Marshall, EIPS Associate Superintendent

- Associate Superintendent Ryan Marshall discussed [Partners 4 Science](#), which is funded in partnership with Dow Chemical.
- He provided an overview of what has rolled out already for the new curriculum, what will be rolled out in 2023-24, and what will roll out in years to come.
- He also discussed the tools the Division uses to assess students in literacy and numeracy.

COSC Sharing

SCHOOL COUNCIL MEETINGS 2023-24 – Kendra Roemer, COSC Chair

- A member of Pine Street Elementary’s school council shared that the same six people show up to their meetings. They asked what other school councils are doing with their \$500 School Council Engagement Grant to increase parent engagement.
 - A member of Brentwood Elementary’s school council said they used the grant to access self-directed ASCA learning modules last year.
- A member of Davidson Creek Elementary’s school council changed meeting dates to not conflict with feeder schools. Parent engagement is not just attendees at school council, it includes other activities, events and relationships you have in the school community. Their school council also has a Facebook page.
- Other ways to increase engagement include:
 - School councils can have a section in their school’s newsletter.
 - Set up a school council table at meet-the-teacher and open house nights.
 - Keep introducing yourself and talking about what school council is and what it does at every opportunity.
 - Have school council elections and annual general meetings right after meet-the-teacher night.
 - Be at events the school is hosting, such as interviews or concerts.
- Idea sharing for future roundtables: Have a handful of schools share the list of activities they’re planning for the year.
- Agenda item suggestion: Highlight one Board advocacy focus area at each meeting. Can share this information with COSC to help school councils and all parents and caregivers to advocate for similar things at the same time.

MEETING ADJOURNED AT 8:32 P.M.

Next COSC Meeting

DATE: Nov. 1, 2023

TIME: 6:30 p.m. to 8:30 p.m.

LOCATION: EIPS Central Services building, boardroom.

OCT. 19, 2023

Chair's Report

RECENT EVENTS

Board Chair Cathy Allen highlighted a few recent trustee events:

- On September 25, trustees attended the 2023 Lieutenant Governor of Alberta Student Award Ceremony. EIPS student Daniella Figliuzzi was one of nine individuals recognized.
- On October 2-6, EIPS celebrated Read In Week, a divisionwide initiative that takes place annually to promote a lifelong love of reading in students. Chair Allen thanked EIPS schools for inviting trustees to be part of the week. It's always special to read to students and celebrate storytelling.
- On October 4, trustees hosted a Meet-and-Greet with the Committee of School Councils (COSC), followed by the first COSC meeting of the school year. The Board's looking forward to another great year of discussions with COSC members.
- On October 5, trustees celebrated World Teachers' Day, an annual event recognized worldwide to honour teachers and their integral role in providing quality education to students globally—particularly poignant this year, given the current conflict overseas.
- On October 6, Chair Allen brought greetings to kickstart EIPS' Professional Learning Day, a divisionwide event for all EIPS employees to gather together, in one place, and to take part in various learning and collaboration sessions.
- On October 12, Chair Allen took part in a school board chairs meeting with Education Minister Demetrios Nicolaides and his team. At the meeting, the Minister reviewed Alberta Education's priorities and focus areas and hosted a question-and-answer period for Boards.

TRUSTEES' SCHOOL TOURS

On October 17, trustees visited École Parc Élémentaire, Fort Saskatchewan Christian, Fort Saskatchewan Elementary, Fort Saskatchewan High and Next Step Fort Saskatchewan as part of its 2023-24 Trustees' School Tours. The Board thanked all the school staff and students for hosting the tours. Trustees enjoyed learning and hearing about each school and the programs offered.

ADVOCACY

Throughout October, trustees took part in two chamber luncheons. The Fort Saskatchewan and District Chambers of Commerce hosted one. The other was hosted by the Sherwood Park and District Chambers of Commerce. It's always important to connect with the local business community, share ideas and discuss advocacy strategies.

Superintendent's Report

RECENT EVENTS

Superintendent Sandra Stoddard highlighted several recent events:

- On September 25, Superintendent Stoddard joined trustees at the 2023 Lieutenant Governor of Alberta Student Award Ceremony. She congratulated EIPS recipient, Daniella Figliuzzi, a Grade 12 student at Next Step Sherwood Park. She also thanked Next Step school staff for their ongoing support and encouragement of students.
- On October 4, the Board hosted a Meet-and-Greet with COSC representatives. The first COSC meeting followed. Superintendent Stoddard said she's always impressed by how engaged members are with their child's learning, their willingness to help other school councils and their interest in what's happening across the Division.

- On October 6, EIPS held a divisionwide Professional Learning Day. In total, 1,500 EIPS employees came together to participate in numerous learning sessions all centred around this year's theme—Our students, our stories our strengths. The goal: To remind everyone of the importance of the work they do, every day.
- On October 12, Superintendent Stoddard joined Chair Allen at the province's school board chairs' meeting with Minister Nicolaidis, who was engaged and keen to learn more about what's happening in schools across Alberta.
- On October 17, Superintendent Stoddard joined trustees on the Trustees' School Tours. It was wonderful to learn more about the great work happening at each of the schools visited.

READ IN WEEK: 2023

Throughout the week of October 2, schools took part in Read In Week, a divisionwide initiative held annually to encourage a lifelong love of reading and to enhance literacy awareness among students, staff, families and community members. Through various activities, students spent the week learning about the importance of reading; how to choose the right book; the art of storytelling; and how stories have the power to teach lessons, broaden perspectives and foster empathy. Some of the activities included guest readers, book giveaways, book-club readings and discussions about stories. Superintendent Stoddard also thanked the many school families, community members, staff and trustees who participated in this year's Read In Week—all played a role in helping students ignite a passion and love for reading.

Comments from the Public

FRENCH IMMERSION: CANADIAN PARENTS FOR FRENCH ALBERTA

The Board heard a presentation from Chelsea Pretzlaw, the Chair of the Ardrossan chapter of the Canadian Parents for French Alberta. The organization is a national advocacy group focused on creating strong bilingual school programming. On behalf of the organization, Pretzlaw discussed her concerns about possible changes to the secondary French Immersion program—specifically relocating the program to Sherwood Park. She said the organization feels it's not in the best interest of students and would not improve retention. Instead, she asked for the program to stay in Ardrossan. The Board thanked Pretzlaw for taking the time to present her concerns.

FRENCH IMMERSION: ÉCOLE CAMPBELLTOWN SCHOOL COUNCIL

The Board heard a presentation from Melissa Manolescu, a parent of a child enrolled in EIPS' French Immersion program and a representative for École Campbelltown's school council group. Manolescu discussed concerns related to possible changes to the secondary French Immersion program—specifically relocating the junior high and senior high French Immersion program to Bev Facey Community High. She asked the Board to consider an alternative solution. The Board thanked Manolescu for taking the time to present her concerns.

Association and Employee Relation Reports

ASBA ZONE 2/3 MEETING

Trustee Jacqueline Shotbolt presented highlights from the Alberta School Boards Association (ASBA) Zone 2/3 meeting held on September 22. Discussion highlights include:

- the Zone's best practices, which received positive feedback;
- advocacy communication;
- the 2023-24 budget;
- various Zone 2/3 committees;
- the Zone's action items; and
- the Fall Annual General Meeting, which takes place on November 19-21.

ATA LOCAL REPORT

The Board received for information the Alberta Teachers' Association (ATA) Local No. 28 report from Deneen Zielke, the Local's President.

- On September 22, Zielke attended the ATA Beginning Teachers Conference, an annual event aimed at supporting new teachers and helping them navigate the profession. As always, the conference was a great success. Zielke particularly enjoyed meeting EIPS' new teachers.
- On October 21, the Local will host its annual Induction Ceremony at the University of Alberta Faculty Club. Zielke looks forward to inducting 14 new EIPS teachers and also welcoming both Chair Allen and Superintendent Stoddard.

EMPLOYEE RELATIONS GROUP REPORT

The Board received for information the Employee Relations Group (ERG) report from Michelle Miller, the committee's Chair:

- On October 6, EIPS hosted a Professional Learning Day, which was excellent. Staff feedback was positive, with many saying they liked hearing the student and employee success stories, making connections with staff from other school sites and participating in the afternoon collaboration sessions.
- The ERG is now looking forward to planning for the Classified Professional Learning Day in March.
- The Division has asked the ERG to complete the Job Information Questionnaire. Members are reviewing and looking forward to completing it.

New Business

MODULAR CLASSROOM REQUEST: 2023-24

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 Ardrossan Elementary;
- add two new modular classrooms to SouthPointe School; and
- demolish two ageing modular classrooms at Westboro Elementary—followed by a site reclamation.

EIPS hopes a decision from the province comes before the end of the 2023-24 school year.

BOARD SELF-EVALUATION

The Board approved the Board Self-Evaluation Report, which was developed on Aug. 24, 2023. The Board also authorized the Board Chair to monitor the agreed priorities and suggestions and to bring items forward for the Board's consideration as deemed appropriate.

BOARD POLICY AMENDMENTS

The Board approved amendments to the following Board Policies:

- [Policy 7: Board Operations:](#)
 - language changes to better align with the *Education Act*;
 - a new section outlining appropriate presenter behaviour, conduct and respect; and
 - new approval guidelines for trustee professional development.
- [Policy 8: Board Committees:](#)
 - The changes strengthen the policies' clarity, definitions, language and readability.
- [Policy 17: Student Transportation Services:](#)
 - The changes strengthen the policies' clarity and expand on the Division's enhanced bus service.



BOARD HIGHLIGHTS

Committee Report

STUDENT EXPULSION COMMITTEE

The Board received for information a report from the Student Expulsion Committee meeting held on September 26. The committee reviewed all relevant information and upheld school administration's recommendations.

POLICY COMMITTEE

The Board received for information a report from the Policy Committee meeting held on October 4. The committee reviewed four policies—7, 8, 17, and 19. During the October Board meeting, trustees approved the committee's recommended amendments to policies 7, 8, and 17. Policy 19 required no amendments.

Reports for Information

UNAUDITED FINANCIAL REPORT: 2022-23

The Board received for information the Unaudited Financial Report for the 2022-23 school year—September 1 to August 31. The Division ended the 2022-23 school year with an overall operating deficit of \$5.32 million, which includes school-generated funds and the asset retirement obligation—a relatively new accounting standard requirement that represents the costs to abate EIPS buildings when the Division retires a building. That deficit is less than budgeted, by \$3.52 million, primarily because of school and department surpluses and a surplus in school generated funds. The planned deficit was offset by operating reserves to cover costs to support schools and departments, the focus on unfinished learning initiative, mental health and well-being and the new curriculum work (see page 418, "[Unaudited Financial Report](#)").

UNAUDITED ACCUMULATED SURPLUS

The Board received for information the Unaudited Accumulated Surplus Report as of Aug. 31, 2023. The Division's accumulated surplus totals \$8.34 million, which includes investment in:

- Board-funded tangible capital assets (\$8.03 million);
- the asset retirement obligation (-\$9.31 million);
- capital reserves (\$2.23 million); and
- unrestricted surplus, operating reserves (\$7.39 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 \$3.63 million (see page 434, "[Unaudited Accumulated Surplus at Aug. 31, 2023](#)").

EIPS ENROLMENT: 2023-24

The Board received for information the Division's Enrolment Report for the 2023-24 school year. Enrolment numbers were collected from the PowerSchool database on Sept. 29, 2023. In total, 17,760 students are registered within EIPS—an increase of 300 students from fall 2022.

Board Members

Cathy Allen, *Chair* | Susan Miller, *Vice-Chair* | Trina Boymook | Randy Footz | Colleen Holowaychuk | Don Irwin | Jim Seutter | Jacqueline Shotbolt | Ralph SoroChan

FOR MORE INFORMATION CONTACT:

Cathy Allen, *Board Chair* | P 780 417 8109

Laura McNabb, *Director, Communication Services* | P 780 417 8204

www.eips.ca | Twitter: [@eips](https://twitter.com/@eips) | Facebook: [elkislandpublicschools](https://www.facebook.com/elkislandpublicschools)

Caregiver Education Team Newsletter

November 2023



Alberta Health Services is proud to offer FREE online programming to caregivers of school-age children and youth as well as adults in the community who want to learn more about addiction and mental health topics.

Sessions are offered online through the Zoom conferencing application. A link to access the online session will be sent by email to those who have registered for the session.

Caregiver Education Sessions

Building Executive Functioning Skills

Supporting Success in Learning

For parents and caregivers of children in grades K-6

Part 1:

Wednesday, November 1
12:00 – 1:00 pm

Part 2:

Wednesday, November 8
12:00 – 1:00 pm

Technology and the Teenage Brain

Digital Wellness for Families

For parents and teens (grades 7-12) to attend together

Wednesday, November 15
6:00 – 7:30 pm

Adult Education Sessions

Silver Linings

Supporting Wellness in the Later Years

Part 1:

Wednesday, November 22
12:00 – 1:00 pm

Part 2:

Wednesday, November 29
12:00 – 1:00 pm

Participant Feedback

“Thank you. So valuable in this crazy changing world. I really like that these sessions also point parents in the direction they can go for further help or supports.”

“Really interesting session presented in a kind and thoughtful way. Thank you!”

Sessions at a Glance

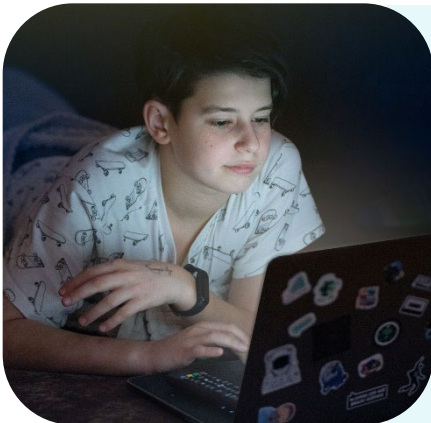


AMH Education Services
Addiction & Mental Health
Edmonton Zone

For more information, visit www.cyfcaregivereducation.ca

Caregiver Education Sessions

November 2023



These free sessions are intended to provide parents, caregivers, and community members with information regarding addiction and mental health challenges that can affect children and youth. When topics are presented as a series, participants can attend one or all sessions.

Registration

Sessions are offered online through the Zoom conferencing application.

A link to access the online session will be sent by email to those who have registered for the session.

To register, click [HERE](#) or go to:

www.cyfcaregivereducation.ca

Building Executive Functioning Skills

Promoting Success in Learning

In these Lunch & Learn webinars, we will review and discuss ways to support the development of your child's executive skills such as working memory, inhibition, and mental flexibility.

Part 1: The Impact of Executive Functioning

In this session, we will look at what executive functions are, their importance in our daily lives, and how executive skill difficulties may impact our children.

Date: Wednesday, November 1

12:00 – 1:00 pm

For caregivers of children in grades K-6; for adults only.

Part 2: Supporting Executive Functioning Development

In this session, we will focus on three foundational executive functions and strategies for supporting our children as they grow in their skills.

Date: Wednesday, November 8

12:00 – 1:00 pm

For caregivers of children in grades K-6; for adults only.

Technology and the Teenage Brain

Digital Wellness for Families

Technology is a huge part of our children's lives. Come together to discuss how modern technology can impact the developing teenage brain. As we review some of the risks and benefits of technology use, parents and teens will reflect on ways to stay safer and more balanced in their use of technology to better support positive mental health.

Date: Wednesday, November 15

Time: 6:00 – 7:30 pm

For caregivers and youth (Grades 7-12) to attend together.

Participant Feedback

“Great presentation, material and helpful for professionals, parents or guardians.”

“Great discussion, valuable information!”

“Thank you, this was great and easy to participate on a lunch break.”



AMH Education Services
Addiction & Mental Health
Edmonton Zone

For more information, visit www.cyfcaregivereducation.ca

Adult Education Sessions

November 2023



These free sessions are intended to provide community members with information and strategies regarding addiction and mental health challenges that can affect us all. When topics are presented as a series, participants can attend one or all sessions.

Silver Linings Supporting Wellness in the Later Years

As we age, we may face many stressors and challenges - we may not be as strong as we used to be, we may experience medical illnesses and loss associated with roles and loved ones. We may become lonelier, or it may be harder to cope with life transitions. This series will provide a basic overview of mental health challenges that older adults may face and some coping strategies and supports that can be used to overcome the stressors contributing to these challenges.

Part 1:

In this session, we will look closer at the common mental health challenges older adults face and some of the causes contributing to these challenges.

Date: Wednesday, November 22

Time: 12:00 – 1:00 pm

For adults supporting their own wellness or the wellness of a loved one.

Part 2:

In the session, we explore helpful strategies and supports that promote mental health wellbeing in older adults.

Date: Wednesday, November 29

Time: 12:00 – 1:00 pm

For adults supporting their own wellness or the wellness of a loved one.

Registration:

Sessions are offered online through the Zoom conferencing application.

A link to access the online session will be sent by email to those who have registered for the session.

To register, click [HERE](#) or go to:

www.cyfcaregivereducation.ca

Participant Feedback

“Great time. Beneficial and thought-provoking content. I’ll keep on taking these courses. I’m 76 and still learning! Thanks.”

“I find the format of the virtual one hour - lunch & learn sessions to be a great option. Thanks!”

Elk Island Public Schools Committee of School Councils Operating Procedures

1. DEFINITIONS

In these Operating Procedures:

- A. "EIPS" means Elk Island Public Schools
- B. "COSC" means the Committee of School Councils
- C. "Representative" means an individual member chosen by their school council to attend COSC
- D. "Parents" means parent, guardian or primary caregiver of any child enrolled in an educational program in EIPS;
- E. "Operating Procedures" means the governing document serving the same purpose as Bylaws referenced in the Regulations.

2. HISTORY AND AUTHORITY

Strathcona County Committee of School Advisory Councils (COSAC) formed in the late 1980s under Strathcona County Public Schools to bring together partners in education. As the group evolved, ownership transferred to parents who held the executive positions. When amalgamation occurred in 1993, Strathcona County Schools became part of Elk Island Public Schools. School Councils also became mandated under the School Act in 1995 and COSAC became the EIPS COSC. COSC was the first group of this nature in Alberta and has been a model for other divisions.

COSC operates with autonomy and is supported by Board Policy 2 which states:

1.10 Encourage the formation of a Committee of School Councils (COSC).

1.10.1 If a COSC is formed, its primary purpose shall be to enhance communications among the School Councils (SCs), the Board, the Superintendent and the community.

1.10.2 Parents with concerns are encouraged to present their concerns directly to the teacher/Principal. School personnel or individual student concerns shall not be discussed at COSC meetings.

1.10.3 Further terms of reference and operating procedures shall be as determined by COSC.

3. PURPOSE

COSC exists for the purpose of empowering, engaging and supporting school council representatives.

4. OBJECTIVES

- Receive timely presentations by EIPS representatives and education partners on provincial and district education initiatives
- Share best practices and perspectives from school councils throughout the district
- Understand our legislated role as school councils and how parents can make an impact provincially.
- Understand the role of fundraising societies.
- Support and empower school council representatives through support and mentorship opportunities
- Create opportunities for meaningful discussion which can then inform discussion at the school level.
- Build relationships with other school council representatives and education partners.
- Understand district priorities, goals and outcomes, and their role in the District Education Plan and School Education Plans

Elk Island Public Schools Committee of School Councils Operating Procedures

- Share content from individual school councils
- Foster the collaborative spirit of Parents as Partners
- Broaden perspectives to include the full K-12 educational experience
- Encourage participation in and understanding of the role of Alberta School Councils Association
- Resource and equip healthy school councils and fundraising societies.

5. GOVERNANCE, MEMBERSHIP and DECISION MAKING

The Committee of School Councils encourages engagement, providing participation falls within the purpose and objectives.

The membership shall consist of:

- A. School council representative(s) as defined in 1(c)
- B. The Superintendent and/or designate
- C. EIPS COSC liaison
- D. ATA Local President and/or designate
- E. Board of Trustee Chair and/or designate(s)
- F. Additional Trustee(s)
- G. Other invited guests
- H. Past Chair (for a term of one year)

Decision Making

Most decisions shall be made by consensus by school council representatives.

Decisions requiring a vote, such as elections, or dissolution, shall be made by school councils through their appointed representative. Each attending school councils shall be granted one vote. Proxy votes will not be counted. Votes shall be simple majority, with the exception of dissolution which shall require 75% approval.

6. QUORUM

COSC does not have quorum requirements.

7. EXECUTIVE and TERMS OF OFFICE

Term of office shall be one year beginning at our October meeting.

The positions of the Executive shall consist of: Chair, Vice-Chair, and Secretary

- A. All Executive positions must be filled by representatives as defined in 1C above.
- B. Every representative is eligible to be elected to an Executive position on the COSC.
- C. Any Executive member may resign their position by providing written notice to the other executive members.
- D. Any Executive member may be removed from the Executive at any time with cause by a majority vote voting members at a regularly-scheduled COSC meeting.
- E. The Executive will carry out the day-to-day operation of the COSC.

8. DUTIES OF THE EXECUTIVE MEMBERS

A. Chair

It is expected that the COSC Chair will be a representative as described in 1 (c). Unless otherwise delegated, the Chair of COSC will:

- 1) Chair all meetings of the COSC;
- 2) Coordinate with the EIPS liaison to establish meeting agendas;
- 3) Decide all matters relating to rules of order at the meetings;

Elk Island Public Schools Committee of School Councils Operating Procedures

- 4) Ensure that COSC Operating Procedures are current and followed;
- 5) Be the official spokesperson of the COSC;
- 6) Ensure that there is regular communication with the whole COSC community;
- 7) Review any communication to the COSC community prior to distribution
- 8) Have general responsibility for all activities of COSC;

B. Vice-Chair

Unless otherwise delegated, the Vice-Chair of COSC will:

- 1) In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities;
- 2) In the absence of the Chair, supervise the affairs and preside at any meetings of COSC;
- 3) Work with and support the Chair in agenda preparation;
- 4) Promote teamwork and assist the Chair in the smooth running of the meetings;
- 5) Assist the Chair and undertake tasks assigned by the Chair.

C. Secretary

Unless otherwise delegated, the Secretary of COSC will:

- 1) Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- 2) Work together with the EIPS liaison to maintain a dated record of all meetings and members of COSC and their information, in compliance with PIPA;
- 3) Work together with the EIPS liaison to distribute, as determined by COSC, agendas, minutes, notices of meetings and notices of other events;

In the absence of the Secretary, COSC shall choose a recording Secretary for the meeting.

9. VACANCIES

Elections for a vacant position will be held at subsequent meetings of COSC until the vacancy is filled.

10. MEETINGS

Regular Meetings

A minimum of 7 scheduled meetings will be held per school year or as called by the Executive. It will be decided when these meetings will take place at the October meeting. The meetings will take place in the EIPS Board Room or at an alternate location as decided by the members or the Executive.

13. MEETING AGENDAS

The Chair will work in partnership with EIPS liaison to create the agendas for all meetings. Agenda item requests must be made through the Chair, who will, if necessary, consult with the Executive as to the appropriateness of the item requested.

14. COMMITTEES

COSC may appoint committees that consist of COSC Representatives and other appropriate community partners. Committees meet outside of COSC meetings to complete their assigned tasks as per the direction of the COSC and present a report of their activities at COSC meetings.

Elk Island Public Schools Committee of School Councils Operating Procedures

18. CODE OF CONDUCT

All School Council Members shall:

- A. Be guided by the purpose and objectives of COSC.
- B. Act within the intent of the COSC Operating Procedures and EIPS Board Policies and Administrative Procedures. Practice the highest standards of honesty, accuracy, integrity and truth;
- C. Recognize and respect the personal integrity of each COSC member
- D. Declare any conflict of interest;
- E. Encourage a positive atmosphere in which individual contributions are encouraged and valued;
- F. Apply democratic principles;
- G. Consider the best interests of all students;
- H. Use the appropriate communication channels when questions or concerns arise;
- I. Practice respectful meeting etiquette (as specified on the back of the meeting nameplates);

19. CONFLICT RESOLUTION

COSC shall abide by the Conflict Resolution Procedures outlined in the School Board's policies and procedures.

- A. If at any time, 75% of the representatives of the prior month's meeting are of the opinion that COSC is in a state of conflict such that its operation is significantly impaired, they may deliver a signed statement of conflict to all Executive Members and the statement of conflict shall be added to the agenda of the next meeting.
 - 1. All COSC representatives present will have an opportunity to hear and discuss the issues causing conflict.
 - 2. On motion, a vote shall be taken respecting a proposed resolution to the conflict.
 - 3. If the majority of voting Members present vote in favour of the resolution proposed, the COSC will immediately act upon it.
- B. Interpersonal conflict shall not be addressed in the public meeting, but rather, privately between the parties involved. Informal and collegial resolution of problems is the preferred approach.

20. PRIVACY

COSC shall adhere to the Personal Information Protection Act (PIPA), and shall not use or share personal information for purposes other than those of COSC business.

21. DISSOLUTION

If due to legislation, COSC becomes redundant or loses its autonomy, COSC may choose to dissolve with a minimum 75% approval of COSC representatives.

22. REVIEWS and AMENDMENTS

COSC may make any changes to these Operating Procedures deemed necessary to carry out its functions.

These Operating Procedures have been accepted by a majority of the Members entitled to vote at a regularly-scheduled COSC meeting of the School Council.

Date _____

Chair's Name

Chair's Signature

Elk Island Public Schools Committee of School Councils Operating Procedures

Vice Chair's Name

Vice Chair's Signature

Secretary's Name

Secretary's Signature

School Council Engagement Grant: Application process

Alberta Education is providing more than \$1 million directly to school councils through the [Alberta School Council Engagement \(ASCE\) Grant](#) to enhance collaboration between parents and schools on education priorities. This grant gives each school council in the province \$500.

Thank you to all the school councils that filled out the contact form for their ASCE Grant. The next step in the process is to apply for your grant. On November 2, each school council will be sent an application form to the school council email address they provided in the contact form.

The application form asks for general school council information and how school councils plan to use the grant. The Alberta School Councils' Association [workshops](#) and [conference](#) are acceptable options for grant money. Complete the application form by **December 31**.

After you've submitted the form, you'll need to wait to **receive approval from the Committee of School Councils Chair**. You'll receive an email when you have approval. Once approved, you can go ahead with your plan for the grant. EIPS will then complete the activity payment on behalf of your school council—you'll receive a final form after your application has been approved where you'll attach your invoice for payment or receipt for reimbursement.

If you have any questions about the above, contact [Emma Small](#).