

Committee of  
School Councils

# Meeting Agenda

In-Person and [Virtual Meeting](#)  
Central Services Office, boardroom  
683 Wye Rd., Sherwood Park, AB  
Wednesday, May 7, 2025  
6:30 p.m.

Time	Agenda	Presented by
6:30 p.m.	<b>Opening Remarks and Welcome</b>	Michelle Uytterhagen, COSC Interim Chair
6:31 p.m.	<b>Land Acknowledgement</b>	Michelle Uytterhagen, COSC Interim Chair
6:32 p.m.	<b>Introductions</b>	All
6:35 p.m.	<b>Motions</b> <ul style="list-style-type: none"><li>a. additions to the agenda</li><li>b. agenda approval</li><li>c. approval of minutes: April 2, 2025</li><li>d. approval of amended COSC Operating Procedures</li></ul>	Michelle Uytterhagen, COSC Interim Chair
6:50 p.m.	<b>Board Report</b>	Cathy Allen, EIPS Board Chair
7 p.m.	<b>Superintendent Report</b>	Sandra Stoddard, EIPS Superintendent
7:10 p.m.	<b>ATA Report</b>	Krista Porter, Representative, ATA Local No. 28
7:20 p.m.	<b>For Information</b> <ul style="list-style-type: none"><li>a. ASCA update</li><li>b. Caregiver Series: May</li><li>c. School Council Annual Reports</li></ul>	Michelle Uytterhagen, COSC Interim Chair Michelle Uytterhagen, COSC Interim Chair Michelle Uytterhagen, COSC Interim Chair
7:30 p.m.	<b>New Business</b> <ul style="list-style-type: none"><li>a. Draft budget and new funding model overview</li></ul>	Sandra Stoddard, EIPS Superintendent
8 p.m.	<b>COSC Sharing</b> <ul style="list-style-type: none"><li>a. Share a celebration or challenge your school council experienced this school year</li><li>b. Open discussion if time permits</li></ul>	All

## Electronic Handouts

COSC Minutes  
Amended COSC Operating Procedures  
Board Highlights  
*EIPS Four-Year Education Plan*  
Caregiver Series  
School Council Annual Report – Sample

## Next Meeting:

Wednesday, Oct. 1, 2025



UNRATIFIED

# MEETING MINUTES

Elk Island Public Schools, in-person and virtual meeting

April 2, 2025 | 6:30 p.m.

Committee of  
School Councils

## In Attendance

### SCHOOL COUNCIL EXECUTIVE

**Vice-Chair:** Michelle Uytterhagen,  
Fultonvale Elementary Junior High  
**Secretary:** Andrea Brown,  
École Campbelltown

### SCHOOL COUNCIL MEMBERS

Alanna Mahar, Pine Street Elementary  
Anne Wasylyshen, Ardrossan Junior Senior High  
Andy Styles, Bruderheim School  
Brian Vick, F.R. Haythorne Junior High  
Devon Klein, École Parc Élémentaire  
Kalyn Harrop, Fultonvale Elementary Junior High  
Kim Scott, Sherwood Heights Junior High and  
Salisbury Composite High  
Krista Scott, Bev Facey Community High  
Lindsey Heerema, SCA Elementary  
Lisa Harke, SCA Secondary  
Lora Slobodian, Brentwood Elementary  
Marco Candia, Woodbridge Farms Elementary  
Miranda Braun, Bruderheim School  
Shauna Samu, Heritage Hills Elementary

Teresa Bladon, Lakeland Ridge  
Tom Sunderland, Bev Facey Community High

### ELK ISLAND PUBLIC SCHOOLS BOARD OF TRUSTEES

Cathy Allen, Chair  
Susan Miller, Vice-Chair  
Colleen Holowaychuk, Trustee  
Don Irwin, Trustee  
Randy Footz, Trustee

### ELK ISLAND PUBLIC SCHOOLS

Sandra Stoddard, Superintendent  
Ryan Marshall, Associate Superintendent  
Emma Small, Communication Services

## CALL TO ORDER

The meeting was called to order at 6:31 p.m.

### LAND ACKNOWLEDGEMENT

COSC Vice-Chair Michelle Uytterhagen provided the land acknowledgement.

### AGENDA

COSC Vice-Chair Uytterhagen called for additions or deletions to the agenda.

MOTION | The agenda be adopted, as circulated.

*MOTION CARRIED*

## APPROVAL OF MINUTES

COSC Vice-Chair Uytterhagen called for approval of the March 5, 2025 meeting minutes.

MOTION | The minutes be approved, as circulated.

*MOTION CARRIED*

## Board Report

Board Chair Cathy Allen presented the Board Report.

### HIGHLIGHTS:

- Currently, the capital request for a replacement school for Rudolph Hennig Junior High and Fort Saskatchewan High has not been approved by Alberta Education. EIPS plans for this replacement school to follow a collegiate programming model as it'd be well-positioned in Alberta's Industrial Heartland.
- The Division did not receive funding to lease a space for collegiate programming either. As such, EIPS will leverage collegiate programs in senior highs across the Division—offering borderless career-focused education pathways within the newly named Campus EIPS.
  - Collegiate programming includes dual-credit courses, apprenticeships and more.
  - EIPS administration is considering how transportation will be managed for students who don't have access to a personal vehicle or someone to pick them up and drop them off.
  - By the end of April, EIPS administration should know if they've received funding applied for regarding this type of programming.
  - Campus EIPS will launch in September 2025. COSC Vice-Chair Uytterhagen discussed bringing this topic forward to COSC members in the 2025-26 school year.
- National Volunteer Week takes place at the end of April. As a token of appreciation for the dedication and effort of COSC members, the Board of Trustees gave each member in person at the April meeting a thank-you card and all attendees enjoyed a dessert platter. Those attending online or having attended a meeting in the current school year will have a thank-you card couriered to their respective schools.

### COMMENTS AND QUESTIONS

**Question:** Love the infrastructure of the new Campus EIPS. Is there historic data of other school divisions with borderless education programming like this?

**Answer:** Yes, Edmonton Public Schools has its own [Campus EPSB](#).

**Comment:** We should not rely on students to drive themselves, so thank you for looking into transportation.

**Comment:** Have to keep in mind how dual-credit courses can affect students registering for post-secondary. Students are filling out registration forms and getting kicked out when answering honestly about whether they've done a college- or university-level course before.

**Answer:** This is good for us to know, thank you. We'll take this back to the EIPS Career Pathways team.

**Comment:** Has EIPS partnered with businesses and community organizations regarding Campus EIPS?

**Answer:** Yes, the Division has partnered with many organizations excited to be a part of this initiative.

## Superintendent Report

Superintendent Sandra Stoddard presented the Superintendent Report.

## HIGHLIGHTS:

- The Division now has the [funding manual](#) from Alberta Education. Important budget considerations for EIPS include:
  - Literacy and numeracy
  - Career pathways
  - Classroom complexity
  - High-quality teaching and learning
  - Equity—eligible classified staff have received a lump sum payment
  - Curriculum work
  - Rural education
  - Early learning—the Division is exploring [full-time kindergarten pilot programs](#) for science, technology, engineering and mathematics (STEM) and French Immersion
- Superintendent Stoddard is facilitating a book club for principals. They're currently reading *Learning Transformed: 8 Keys to Designing Tomorrow's Schools, Today*, written by Eric C. Sheninger and Thomas C. Murray. The goal: empower school administration to plan for the future now.
- When addressing upcoming vacancies in the leadership pool, EIPS will try to decide all at once to mitigate administrators shuffling throughout the school year.
- One of the Division's goals is to enhance high-quality working and learning environments for students and staff. After an exceptional presentation from Dr. Greg Wells and feedback from stakeholders, EIPS is looking to pursue an initiative regarding communication. The initiative would limit the hours staff and families communicate with one another outside of business hours—looking to support school community wellness and work-life balance.
- COSC Vice-Chair Uytterhagen asked school councils to brainstorm ways they can support EIPS with meeting health and wellness goals.

## COMMENTS AND QUESTIONS

**Question:** What is the provincial government's budget deadline for school divisions?

**Answer:** End of May. The deadline does not change, even if divisions have received the funding manual late.

**Question:** Is there a deadline for leadership changes in the Division?

**Answer:** No official deadline—vacancies that'll have a ripple effect will be given priority.

## ATA Report

ATA Local No. 28 President Maxine Holm did not present a report as she was unable to attend the meeting.

## For Information

**ASCA UPDATE** – Michelle Uytterhagen, COSC Vice-Chair

- The ASCA Spring Symposium takes place virtually on April 26. The AGM takes place virtually on April 27. The Board will fund the cost of one registration fee per EIPS school council. Interested councils must have one member fill out the [Board-sponsored registration form](#) by April 7. EIPS administration will register school councils for the conference and AGM through ASCA after April 7.
- ASCA has released its [breakout sessions](#) for the conference. Of note, Education Minister Demetrios Nicolaides will open the event, Jo Phillips will provide a keynote on resilience and Elder Wilson Bearhead will join as a special guest.
- The [proposed advocacy resolutions](#) are published for the 2025 AGM. If a school council is unable to attend the AGM, they can have another council vote on their behalf. The deadline to fill out the [proxy voting form](#) is April 19.

### **CAREGIVER SERIES UPDATE – Michelle Uytterhagen, COSC Vice-Chair**

- The [April Caregiver Series](#) schedule is now available.
- Offered through Recovery Alberta, the sessions are informative and valuable.
- COSC Vice-Chair Uytterhagen encouraged members to review the [April Caregiver Series](#) calendar.

## **COSC Sharing**

### **ASCE GRANT AND LEFTOVER FUNDS FROM ANDREW SCHOOL – All COSC members**

- After checking the numbers, there's \$483 left over from the Alberta School Council Engagement (ASCE) Grant funds from Andrew School. As the school is closed, the COSC executive consulted members on what they'd like to do with the remaining money.
- COSC Vice-Chair Uytterhagen encouraged members to finalize a decision, as it will be difficult to do so moving ahead. COSC members decided to use the money to pay David Irvine for a link to the presentation he did for several school councils that pooled their ASCE Grant funds. The link would then be available to school councils divisionwide. COSC members from Bev Facey Community High stated they'd get in touch with their co-chairs to facilitate this as they organized the event.

### **POTENTIAL TRUSTEE CANDIDATE QUESTIONS – All COSC members**

- [Sample questions](#) are available—created by Krista Scott and Jacquie Surgenor Gaglione in previous years.
- COSC members wondered about what the most effective way would be to reach families with trustee questions for the upcoming municipal election this year. The goal is to elect a dynamic Board of Trustees comprised of strong supporters of public education.
- Members also explored whether there's any interest to create a website for potential trustee candidate questions and answers. COSC Vice-Chair Uytterhagen stated she'd ask about interest on the [COSC Facebook page](#). The topic will be addressed again at the COSC meeting in May. If there's no interest, a simple one-pager with questions will be created.
- To provide clarity regarding capital requests, the priority after Forest Grove School is built is a grades 7-12 replacement school for Rudolph Hennig Junior High and Fort Saskatchewan High. The next priority after that is a K-6 replacement school for James Mowat Elementary in Fort Saskatchewan.

## **New Business**

### **AMENDMENTS TO COSC OPERATING PROCEDURES – Michelle Uytterhagen, COSC Vice-Chair**

- COSC Vice-Chair Uytterhagen brought forward proposed changes to the COSC Operating Procedures to clarify roles, committees and meeting delivery. She also suggested adding an addendum for how to build an agenda. The proposed changes would be included in the meeting followup email.
- COSC members discussed adding a stipulation to the COSC Chair role on how many meetings the Chair must attend. COSC Vice-Chair Uytterhagen stated she'd create two new drafts of the COSC Operating Procedures—one with her proposed changes and the new stipulation and one with her proposed changes and without the new stipulation. The new procedures will be approved at the meeting in May.

### **ASCA RESOLUTIONS – Michelle Uytterhagen, COSC Vice-Chair**

- Due to time constraints, COSC Vice-Chair Uytterhagen ensured members attending the ASCA conference and AGM were confident about the process of addressing the [proposed advocacy resolutions](#) at their school councils and the AGM itself. Members agreed they're well-prepared.
- COSC members expressed disappointment with the number and quality of resolutions this school year.

MEETING ADJOURNED AT 8:41 P.M.

## Next COSC Meeting

**DATE:** May 7, 2025

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

**LOCATION:** EIPS Central Services building, boardroom. Also hosted virtually on Microsoft Teams.

# 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) **"School Council Member"** means any individual from a school council who attends COSC meetings. Multiple members from a single school council may attend COSC meetings.
- d) **"Voting Member"** means a member designated by their respective school council to cast votes on behalf of that council during COSC meetings. If multiple members from the same school council are present, the school council must decide amongst themselves who will serve as the voting member.
- e) **"EIPS Representative"** means individuals appointed by Elk Island Public Schools to participate in COSC meetings, providing information and insights from the Division. This includes Board Trustees, the Superintendent, Associate Superintendents, the Secretary-Treasurer, Directors, and other EIPS employees.
- f) **"COSC Member"** means any individual who participates in the COSC as outlined in **Section 5, Membership and Roles**.
- g) **"Parents"** means parent, guardian or primary caregiver of any child enrolled in an educational program in EIPS; and
- h) **"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, currently known as the *Education Act*, 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, (insert link). **which states:**

**2.3** *The Board shall encourage the formation of a Committee of School Councils (COSC).*

**2.3.1.** *If a COSC is formed, its primary purpose shall be to enhance communication among the school councils, the Board, the Superintendent and the community.*

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

**2.3.3.** *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 members.

## 4. OBJECTIVES


- Receive timely presentations by EIPS Representatives and education partners on provincial and Division education initiatives.
- Share best practices and perspectives from school councils throughout the Division.

# Summary of Comments on COSC\_OperatingProcedures\_April2025.pdf


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Page: 1

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 Number: 1      Author: Michelle Uytterhagen

I added one additional definition - COSC Member. This term is used throughout the operating procedures and just wanted to ensure it was defined.

 Number: 2      Author: Michelle Uytterhagen

It was brought to my attention that we are at risk of having to open the operating procedures every time the board changes the language of a policy. To ensure we are always up-to-date with language, I propose we remove the exact language quoted from the board policy and replace it with a link to the policy.

# Elk Island Public Schools Committee of School Councils Operating Procedures

- 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 members 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 members and education partners.
- Understand Division priorities, goals and outcomes, and their role in the EIPS Four-Year Education Plan and School Education Plans.
- 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 the Alberta School Councils' Association.
- Resource and equip healthy school councils and fundraising societies.

## 5. MEMBERSHIP and ROLES

The COSC encourages active engagement from all COSC members, ensuring that participation aligns with the committee's established purpose and objectives.

The membership shall consist of:

- a) School council member(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)

The roles of each member within COSC are as follows:

### a) School Council Members

- Act as liaisons between their respective school councils and COSC, ensuring effective communication and representation of their school's perspectives.
- Participate in monthly COSC meetings to discuss educational issues, share best practices, and collaborate on initiatives that benefit all schools within EIPS.


### b) Superintendent and/or Designate

- Provide division-wide updates, insights into administrative decisions, and information on educational initiatives and policies through the Superintendent's report and/or presentations.
- Address questions and concerns raised by school council members, facilitating a transparent flow of information between EIPS administration and school communities.

### c) EIPS COSC Liaison

- Acts as vital support to the COSC Executive in their responsibilities, helping to facilitate its execution of tasks as required. The COSC Executive will remain accountable to fulfilling responsibilities as outlined in their role.

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 Number: 1      Author: Michelle Uytterhagen

I made two changes to this section. Under the old operating procedures, decision making was a sub-heading under Governance, Membership, and Decision Making.

As per last meetings discussion, I added the defined roles for each COSC Member.

## Elk Island Public Schools Committee of School Councils Operating Procedures

- Collaborates with the COSC Chair to develop meeting agendas that reflect the COSC's priorities and objectives.
- Assists in the distribution of meeting materials, such as agendas, minutes, follow-up emails, and notices, as determined by COSC, to facilitate effective communication among members.
- Works with the COSC Secretary to maintain accurate records of meetings and member information

### **d) ATA Local President and/or Designate**

- Represent the Alberta Teachers' Association (ATA) by offering perspectives on provincial educational developments, including policy changes and ATA initiatives.

### **e) Board of Trustees Chair and/or Designate(s)**

- Represent the EIPS Board of Trustees, providing updates on board decisions, policies, and strategic directions through the Board Chair report.
- Engage with school council members to understand community perspectives and incorporate them into board considerations.

### **f) Additional Trustee(s)**

- Support the Board Chair in representing the Board of Trustees within COSC.
- Participate in discussions, offer insights, and assist in conveying board initiatives and decisions to school councils.

### **g) Other Invited Guests**

- Attend COSC meetings to provide information on specific topics, present on initiatives, or offer expertise that benefits school council members.

### **h) Past Chair (for a term of one year)**

- Serve in an advisory capacity to the current Chair and COSC, offering historical context and guidance based on previous experience.
- Assist in ensuring continuity and supporting the transition of leadership within the committee.

## **6. DECISION MAKING**

Most decisions shall be made by consensus by school council Voting Members, as defined in section 1(d).


Decisions requiring a vote would be items such as motions, elections, dissolution, or updating operational procedures.

Each attending school council shall be granted one vote, by their designated voting member. If the designated voting member is unable to attend a COSC meeting, the school council may appoint an alternate school council member to assume voting responsibilities for that meeting. This alternate voting member should be selected by the school council in advance of the COSC meeting and that member must be prepared to participate fully in discussions and decision-making processes.

Voting members must be present to vote. Proxy votes will not be counted.

Votes shall be simple majority, except for dissolution, which shall require 75 percent approval.

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 Number: 1      Author: Michelle Uytterhagen

For Decision Making as it's own section, I added here the process for if the selected voting member cannot attend a COSC meeting that requires a vote - operational meeting for example. I also added that voting members must be present to vote, and proxy votes will not be counted.

# Elk Island Public Schools Committee of School Councils Operating Procedures

## 7. QUORUM

COSC does not have quorum requirements.

## 8. EXECUTIVE and TERMS OF OFFICE

The Term of Office shall be one year beginning at the October meeting.

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

- a) All Executive positions must be filled by a School Council Member as defined in 1(c) above.
- b) Every School Council Member is eligible to be elected to a COSC Executive position.
- 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 cast by voting members at a regularly scheduled COSC meeting.
- e) The Executive will carry out the day-to-day operation of the COSC.

## 9. DUTIES OF THE EXECUTIVE MEMBERS

### A. Chair

The COSC Chair will be a school council member as described in 1 (c). Unless otherwise delegated, the COSC Chair will:

- a) Prepare materials and chair all meetings of the COSC. In the event the Chair<sup>1</sup> is unable to attend a meeting, they must ensure that all prepared materials are handed off to the Vice-Chair in advance, enabling the Vice-Chair to effectively chair the meeting.
- b) Coordinate with the EIPS liaison to establish meeting agendas;
- c) Decide all matters relating to rules of order at the meetings;
- d) Ensure that COSC Operating Procedures are current and followed;
- e) Be the official spokesperson of the COSC;
- f) Ensure that there is regular communication with the whole COSC community;
- g) Review any communication to the COSC community prior to distribution; and
- h) Have general responsibility for all activities of COSC.

It is expected that the COSC chair will chair each meeting. If, without just cause, the Chair is unable to attend 80 percent of the meetings (5) or misses more than 2 consecutive meetings, the role<sup>2</sup> will become vacant, and an election will be held at the next meeting.

### B. Vice-Chair


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

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

### C. Secretary

Unless otherwise delegated, the Secretary of COSC will:

- a) Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;

 Number: 1 Author: Michelle Uytterhagen

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I added some additional context to what is required of the Chair when preparing for meeting. Also, that it is responsibility of the chair to hand off all prepared materials to the Vice Chair in the event they cannot chair the meeting.

 Number: 2 Author: Michelle Uytterhagen

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This is the clause we asked for additional thought and discussion. This clause was proposed to ensure the person who is elected into the role of chair understands the commitment but also ensures that COSC members do not have make the decision to remove the chair from the role in the event they cannot fulfill their role. This clause quantifies how many meetings the chair needs to be present for.

# Elk Island Public Schools Committee of School Councils Operating Procedures

- b) 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; and
- c) 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.

## 10. VACANCIES

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

## 11. MEETINGS

A minimum of 7 scheduled regular 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. To ensure accessibility for all school council members, meetings will also be made available virtually. The virtual meeting link will be shared when the COSC meeting package is distributed. In the event of inclement weather, the meeting will move strictly to virtual. This will be communicated to school council members via email on the day of the scheduled meeting.

## 12. MEETING AGENDAS

The Chair will work in partnership with the 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.

## 13. COMMITTEES


COSC may appoint committees to focus on specific collaborative initiatives that align with COSC's objectives and require dedicated attention beyond regular meetings.

- Committees can consist of school council members and other appropriate community partners. Tasks and responsibilities are to be performed exclusively by the committee members, working collaboratively to ensure alignment with COSC's objectives and to enhance parent engagement within EIPS.
- Updates on activities and progress can be reported on during COSC meetings. These updates can also be communicated through the EIPS Liaison, who facilitates the sharing of information during regular COSC communications.


## 14. CODE OF CONDUCT

All COSC 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;

 Number: 1      Author: Michelle Uytterhagen  
This was the addition to account for virtual meetings.

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 Number: 2      Author: Michelle Uytterhagen  
This section was updated just to define that the work of COSC committees needs to be done by COSC members and that the EIPS Liaison is there to support the COSC members through communication only.

Elk Island Public Schools Committee of School Councils Operating Procedures

- H. Use the appropriate communication channels when questions or concerns arise; and
- I. Practice respectful meeting etiquette (as specified on the back of the meeting nameplates).

15. CONFLICT RESOLUTION

COSC shall abide by the Conflict Resolution Procedures outlined:

- a) If at any time 75% of the school council members attending 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.
  - All COSC members present will have an opportunity to hear and discuss the issues causing conflict.
  - On motion, a vote shall be taken respecting a proposed resolution to the conflict.
  - 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.

16. 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.

17. DISSOLUTION

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

18. 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 Voting Members entitled to vote at a regularly scheduled COSC meeting of the School Councils.

_____ Chair Name	_____ Chair Signature	_____ Date
_____ Vice Chair Name	_____ Vice Chair Signature	_____ Date
_____ Secretary Name	_____ Secretary Signature	_____ Date

APRIL 2025

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## BOARD MEETING: April 17, 2025

### Recognition and Awards

#### OUTSTANDING FIRST-YEAR TEACHERS

The Board of Trustees recognized two outstanding first-year teachers:

- Janna MacLelland, a first-year kindergarten teacher at Ardrossan Elementary; and
- Kyle Hagens, a first-year Grade 5 teacher at Strathcona Christian Academy Elementary.

Both were recognized for their commitment to education and innate teaching ability. MacLelland is also this year's Elk Island Public Schools (EIPS) Edwin Parr Teacher Award nominee, an annual awards program organized by the Alberta School Boards Association (ASBA) to honour first-year teachers who demonstrate excellence in the *Teaching Quality Standard*.

### Board Report

#### RECENT EVENTS

Board Chair Cathy Allen highlighted recent trustee events:

- On March 26, trustees attended an open house and 50th anniversary celebration for Strathcona County Family and Community Services.
- On March 27, Chair Allen attended a spring engagement session hosted by the Alberta School Boards Association (ASBA), which included school board chairs and superintendents from across the province. Also in attendance: Alberta Education's Minister, Deputy Minister and assistant deputy ministers, who answered questions from the various school divisions.
- On April 2, trustees attended EIPS' April Committee of School Councils meeting.
- On April 3, trustees attended a joint meeting with Strathcona County to discuss common issues, successes, challenges and opportunities.
- On April 4, trustees attended the Fort Saskatchewan and District Chamber of Commerce State of the City Luncheon with Mayor Gale Katchur. The address focused on Fort Saskatchewan's strategic plans, economic development and new opportunities. Overall, it was positive and encouraging.
- On April 7-11, schools across EIPS took part in Education Week by organizing events and activities to showcase the important role public education plays in shaping Alberta and its future.
- On April 9, trustees attended an Alberta Education information session that focused on proposed changes to the *Education Act*.
- On April 11, trustees attended the 2025 Great Canadian Trade Fair and Sale, hosted by the Sherwood Park and District Chamber of Commerce.
- On April 16, trustees attended the Sherwood Park and District Chamber of Commerce State of the County address, with Mayor Rod Frank. The address included a regional outlook, details on the county's priority areas, economic growth and upcoming development plans—overall, a positive forecast.

## Superintendent's Report

### RECENT EVENTS

Superintendent Sandra Stoddard shared recent events and information, including:

- On March 27, Superintendent Stoddard joined trustees at the ASBA 2025 Spring Board Chairs Engagement Session. The highlight: the Minister briefing, which included details about the provincial budget, capital plan, upcoming initiatives and a question-and-answer period. Following the Minister's briefing, ASBA held an engagement session where attendees provided feedback about inclusive education, updating standards for special education and contingency planning.
- On April 2, Superintendent Stoddard attended the April Committee of School Councils meeting—it's always positive to discuss recent successes and challenges with school councils.
- On April 3, Superintendent Stoddard joined the Board for a joint meeting with Strathcona County—the discussion focused on recent synergies achieved through collaborative efforts.
- On April 9, the Division hosted a professional learning session for the Division's Leadership team. Facilitated by Kurtis Hewson, a consultant, author and area expert in collaborative response, the session focused on strategies and templates to implement strong collaborative structures and processes during early dismissals on Wednesdays and ensure success for all students.

### EDUCATION WEEK

Education Week took place from April 7-11. Throughout the week, students and staff across EIPS used this year's theme, "learning uplifts all," to showcase and celebrate the important role education plays in shaping students and the province's future. Superintendent Stoddard thanked all EIPS staff for the important work they do to ensure the success of all students.

## Association and Employee Relations Reports

### ASBA ZONE 2/3 MEETING

Trustee Colleen Holowaychuk presented highlights from the Alberta School Boards Association (ASBA) Zone 2/3 meeting held on April 11. Discussion highlights included:

- regular reports and updates from the ASBA executive;
- an advocacy discussion on accessing supports for students and families—comparing the previous format used, the Regional Collaborative Service Delivery, to the current one and its impact on school boards and students;
- a presentation of the proposed 2025-26 Zone 2/3 budget; and
- details on the approved ASBA Four-Year Sustainable Framework.

The next ASBA meeting is on May 23—the same day as the 2025 Edwin Parr Teacher Award celebration.

### ATA LOCAL REPORT

The Board received for information the Alberta Teachers' Association (ATA) Local No. 28 report from Maxine Holm, the President of the Local. Highlights include:

- On April 1, the Local held its annual general meeting, which included the executive election, recruitment of committee members and the agenda approval for the 2025–26 school year.
- On April 5, the Local's Women in Leadership Committee sponsored a screening of *Miss Representation*.
- On April 5-8, Holm attended the 2025 ULead summit. The highlight: participating in various leadership sessions and connecting with other local, national and international leaders.
- On April 11-12, Holm attended the ATA's 2025 Spring Professional Development Conference, which included several interesting and informative sessions, including one on Robert's Rules of Order.

- On April 11-13, the Local hosted a booth at the 2025 Great Canadian Trade Fair and Sale, to share information about the importance of public education.
- On April 15, the Local hosted its second annual Multicultural Dance Night—featuring both African and Indigenous dances. The Local also recorded the dances to create a how-to video for members to introduce the dances in the classroom.

## EMPLOYEE RELATIONS GROUP REPORT

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

- While classified staff feel a sense of rejuvenation with the warmer spring weather, they also feel anxious given the startup of hiring for the 2025-26 school year.
- Staff are also looking forward to having their questions about the new compensation structure answered at the upcoming virtual town hall meeting in May.

## New Business

### BOARD POLICY AMENDMENTS

The Board approved amendments to:

- [Policy 18: Alternative Programs](#);
- [Policy 21: Expense Transparency](#); and
- [Policy 22: Health and Safety](#).

The approved changes strengthen the policies' clarity, definitions, language and readability.

### 2025-26 KEY BUDGET ASSUMPTIONS

The Board approved the key budget assumptions for the 2025-26 school year (see pg. 24, "[2025-26 Key Budget Assumptions](#)"). The assumptions are based on the Board's mission and belief statements, EIPS' [Four-Year Education Plan](#), Alberta's Budget 2025 and the provincial *Funding Manual for School Authorities 2025-26 School Year*. EIPS will use the approved assumptions to develop its 2025-26 spring budget, which helps schools and departments plan for the upcoming school year. As with all assumptions, changes such as funding, reserve usage, enrolment numbers and standard costs can significantly affect the budget.

### ASSUMPTION HIGHLIGHTS FOR 2025-26

**BUDGET PRIORITIES** – Focus areas include support for literacy and numeracy; the collegiate school and career pathways; classroom complexity; curriculum and resource development; staff compensation structure and training for retention; early learning; educational technology, digital tools and artificial intelligence; and equity for rural schools to address unique needs.

**ENROLMENT** – Alberta Education made a significant change to the funding allocation formula. Previously, funding was based on a three-year weighted student enrolment average. Starting in 2025-26, the formula will shift to an adjusted enrolment method based on a two-year weighted student enrolment average—70% for projected Year 1 (2025-26) enrolment and 30% for the estimated Year 2 (2024-25) enrolment. Given the new funding structure, the province has eliminated the Supplemental Enrolment Growth Grant, as the funding percentage (20%) for the third-year enrolment under the prior formula is now added to Year 1 of the new formula, meaning funding levels are weighted more toward current enrolment, ensuring most student growth is funded. Within EIPS, the Division expects student enrolment to decrease by 100 students—dropping to 17,849 students in fall 2025 from 17,949 students in fall 2024.

**FUNDING GRANTS** – For the most part, base funding rates remain unchanged—any increases are related to enrolment growth and the adjusted enrolment method. That said, there are a few grant increases, including Program Supports and Services (up by 2.32%), Classroom Complexity (up by 20%), Operations and Maintenance (up by 3%), Transportation (up by 2.32%), School Technology (up by 20%) and community-based grants (up by 2.32%).

**OTHER REVENUE** – EIPS anticipates receiving provincial funding for its lease agreements, Mental Health Capacity Building, Program Unit Funding and the Division’s Official Languages in Education Program. The Division will also generate revenue through school generated funds and school fees. Additionally, similar to previous years, the spring budget won’t include funding for the Odyssey Language Program, as it’s unknown if the federal government will continue to support it, and the amount.

**COMPENSATION** – EIPS anticipates the overall certificated standard costs to increase by 0.5% and classified standard costs to go up by anywhere from 0.2% to 3.4%. The increases are the result of higher employee benefits rates and salary grid movement.

**INFLATION** – The Division continues to experience inflationary pressures across operations, including increased costs for insurance; the Alberta School Employee Benefit Plan (ASEBP) benefits; utilities, construction labour and materials; software; and infrastructure purchases such as fleet vehicles and school buses.

**CARBON TAX** – Given the federal election, EIPS is unsure how the new government will address the carbon tax. As such, department budgets will continue to include consumer carbon tax costs for utilities and busing. If the carbon tax is eliminated, EIPS will hold the funds as a contingency to mitigate the potential tariff impact.

**DEPARTMENTS** – EIPS departments will continue to provide support to schools through their resource allocations.

**RESERVES** – EIPS’ 2025-26 operating reserve limit is 6% of the prior year’s operating expenditures—excluding school generated funds. Any surplus of more than 6% must be returned to Alberta Education. Administration will ensure operating reserves are below that number.

**CAPITAL** – EIPS anticipates \$751,000 in capital needs, \$300,000 funded by school operating budgets, and another \$451,000 worth of capital items—technology infrastructure and a school bus replacement—funded through EIPS’ capital reserves. Looking ahead, EIPS will review and update its five-year capital projects list, as needed.

## TRUSTEE REMUNERATION

The Board approved tabling the Trustee Remuneration Report to a future public Board meeting.

## Committee Reports

### POLICY COMMITTEE

The Board received for information a report from the Policy Committee meeting held on April 8. The committee reviewed five policies—12, 17, 18, 21 and 22. Draft policy 12 was amended to align with the *Superintendent Leadership Quality Standard*, being brought forward at the Board Caucus meeting on May 1. Policy 17 was sent for administration to ensure alignment with government regulations. And, amendments to policies 18, 21 and 22 were approved earlier at the April Board meeting (see pg. 2, “Board Policy Amendments”). The next meeting will take place on June 11.

## GOVERNANCE AND EVALUATION COMMITTEE

The Board received for information a report from a recent Governance and Evaluation Committee meeting—held on April 8. Discussion topics included: sections 6 to 8 of the *EIPS Trustee Handbook*, the Board’s work plan, and tentative dates and venues for the next Board retreat. In June, a recommendation report will come forward to the Board on whether the Governance and Evaluation Committee should continue in the 2025-26 school year.

## EIPS SPECIAL BOARD MEETING: April 24, 2025

### New Business

#### BUDGET ALLOCATIONS AND RESERVES USE: 2025-26

The Board approved the budget allocations and reserve usage for the 2025-26 school year. Every year, EIPS establishes assumptions and allocations to serve as building blocks when developing the upcoming budget. The proposed use of reserves and allocations of funds allows schools and departments to invest in essential services and support the Division’s mission, beliefs and priorities. The following summarizes the approved allocations and reserve usages for 2025-26. For more detailed information, see, “[Board Recommendation Report: 2025-26 Budget Allocations and the Use of Reserves.](#)”

#### ACCUMULATED SURPLUS AND RESERVES

Overall, the Division projects an accumulated surplus of \$7.24 million, as of Aug. 31, 2026. The accumulated surplus comprises investment in tangible capital assets (\$8.3 million), operating reserves (\$9.12 million), capital reserves (\$781,900), and asset-retirement obligation (-\$10.97 million). EIPS also plans to access \$1.95 million from its Division allocated operating reserves to support schools and departments—through its key budget priorities (see pg. 3, “Assumption highlights for 2025-26”). Meanwhile, EIPS’ budgeted operating reserve is \$7.42 million, which falls well within its operating reserve limit of \$12.79 million.

#### KEY BUDGET PRIORITIES

EIPS will use a series of allocations and initiatives to support its key budget priorities, including:

*LITERACY AND NUMERACY* – EIPS will support the priority through its Leveraging Student Achievement Reserve, the Reading Enrichment and Development Program, and the Literacy and Numeracy Grant funding.

*COLLEGIATE AND CAREER PATHWAYS* – EIPS will support the priority through the new Campus EIPS, an ongoing focus on building and expanding Career Pathways opportunities and continued efforts to pursue a collegiate school in Fort Saskatchewan.

*COMPLEXITY IN CLASSROOMS* – EIPS will support the priority in the following ways:

- Address learning gaps using the Leveraging Student Achievement reserve funds.
- Build capacity through a new collaborative learning structure, built into the 2025-26 calendar, taking place divisionwide every Wednesday.
- A specialized support allocation, which is largely consistent with the previous year. However, a change was made to the allocation, which reallocates some additional funds to classroom complexity allocations from system program allocations. Similar to last year, the Division will continue to use its complex classroom allocation to address classroom complexity needs equitably. The allocation is based on an algorithm that the Division updated to make improvements, considering several factors, such as provincial achievement and diploma results, levelled inclusive supports, special-education codes and socio-economic factors.

*CURRICULUM AND RESOURCE DEVELOPMENT* – The grant funding for the priority is increasing by almost half to \$700,000. The reason: The new curriculum roll-out involves kindergarten to Grade 6 social studies. The year before, it only involved grades 4-6 for science and French Immersion language arts and literature. EIPS will use the funds for professional learning and resources.

*STAFF RETENTION AND EQUITY* – EIPS will support the priority by continuing to hire more permanent educational assistants, implementing the new classified compensation structure, offering the Educational Assistant Capacity Building Program, providing more leadership training, adding classified staff to the last operational day of the Division calendar and creating a Workplace Psychological Safety Group.

*EARLY LEARNING* – EIPS will support the priority by piloting two new full-day kindergarten programs—a French Immersion program at École Parc Élémentaire and a science, technology, engineering and mathematics (STEM) program offered at Mundare School and Wes Hosford Elementary.

*EDUCATION TECHNOLOGY AND ARTIFICIAL INTELLIGENCE* – EIPS will support the priority by finalizing its artificial intelligence work, a strategic plan for the use of education and system software solutions in schools and developing the educational technology component for the new curriculum.

*EQUITY FOR RURAL* – EIPS will support the priority through an allocation to help cover school programming, funding shortfalls for small rural schools, and travel allowances for rural-based school staff to attend meetings and professional learning in urban areas. It also plans to fund a symposium with rural families.

## SCHOOLS AND DEPARTMENTS: 2025-26

Overall, combined allocations for Schools and Supports for Students-Schools will increase by approximately \$380,000. That said, the exact allocations for each school vary based on the student makeup and classroom complexity. Similarly, for small rural schools, allocations will align with the funding levels detailed in the province's *Funding Manual for School Authorities 2025-26 School Year*—with any decreases softened through additional allocations. For central departments, excluding Student Transportation, allocations will increase as a result of inflationary costs and staff grid movement. However, the increases are offset by an accounting calculation decrease for capital expenditure and reallocating funds to support the new Campus EIPS, launching in 2025-26. As for Student Transportation, EIPS will adjust its allocations when it develops the spring budget 2025-26—once the grant amount is recalculated and the Board approves Student Transportation fees for 2025-26.

Now approved, EIPS will incorporate the allocations into the 2025-26 spring budget, coming forward to the Board on May 29.

## Board Members

Cathy Allen, *Chair* | Susan Miller, *Vice-Chair* | Trina Boymook | Randy Footz | Colleen Holowaychuk | Don Irwin | 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](http://www.eips.ca) | Instagram: [@elkislandpublicschools](https://www.instagram.com/elkislandpublicschools) | Facebook: [elkislandpublicschools](https://www.facebook.com/elkislandpublicschools)

# EIPS Four-Year Education Plan: 2022-26

**Mission:** To provide high-quality, student-centred education

## Priority 1: Promote growth and success for all students

### GOAL 1 EXCELLENT START TO LEARNING

Outcome: Kindergarten children reach developmental milestones by Grade 1.

Outcome: Students develop a strong foundation for learning through reading and doing mathematics at grade level by the end of Grade 3.

### GOAL 2 SUCCESS FOR EVERY STUDENT

Outcome: Students are engaged with their learning and achieve student-learning outcomes.

Outcome: Students achieve a minimum of one year's growth in literacy and numeracy.

Outcome: Self-identified First Nations, Métis and Inuit students are engaged in holistic, lifelong learning that is culturally relevant and fosters success.

Outcome: Students are supported and prepared for life beyond high school.

## Priority 2: Enhance high-quality learning and working environments

### GOAL 1 A CULTURE OF EXCELLENCE AND ACCOUNTABILITY

Outcome: The Division uses evidence-based practices to support and enhance the quality of teaching, learning and leading.

### GOAL 2 POSITIVE LEARNING AND WORKING ENVIRONMENTS

Outcome: The Division's learning and working environments are welcoming, caring, respectful, safe and foster student and staff well-being.

### GOAL 3 QUALITY INFRASTRUCTURE FOR ALL

Outcome: Learning and working environments are supported by effective planning, management and investment in Division infrastructure.

## Priority 3: Enhance public education through effective engagement

### GOAL 1 PARENT AND CAREGIVER ENGAGEMENT

Outcome: Student learning is supported and enhanced by providing meaningful opportunities for parents and caregivers to be involved in their child's education.

### GOAL 2 ENGAGED AND EFFECTIVE GOVERNANCE

Outcome: The Division is committed to engaging stakeholders to augment its decision-making and support student success.

Outcome: The Division is committed to engagement and advocacy to enhance public education.



# Caregiver Education Team Newsletter

May/June 2025



Recovery Alberta 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

### Understanding Autism

For parents and caregivers of children in grades K-12

#### Part 1:

Tuesday, May 13  
12:00 – 1:00 pm

#### Part 2:

Tuesday May 20  
12:00 – 1:00 pm

### Junior-High Jitters

*Transitioning to the Teenage Years*

For parents/caregivers and pre-teens (grades 6-8) to attend together.

Tuesday, May 27  
6:00 – 7:30 pm

## Adult Education Sessions

### More than Just a Bad Day *Understanding Depression*

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

Wednesday, May 7  
12:00 – 1:00 pm

### Silver Linings *Supporting Wellness in the Later Years*

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

#### Part 1:

Wednesday, June 11  
12:00 – 1:00 pm

#### Part 2:

Wednesday, June 18  
12:00 – 1:00 pm

## Participant Feedback

“Excellent presentation. The presenters seem like they have practiced well to deliver the content. I love that they are precise and clear and focused. Thank you!”

“Thanks for making this accessible to the public.”

“These sessions are excellent! The content itself is so bang on and very helpful.”



Professional Practice & Education Services  
Edmonton

For more information, visit [www.cyfcaregivereducation.ca](http://www.cyfcaregivereducation.ca)

# Caregiver Education Sessions

May/June 2025



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.

## Understanding Autism

In this introduction to autism spectrum disorder (ASD), participants will learn how ASD may affect the way children and adolescents interpret and interact with the rest of the world and the people in it. Once we understand the core characteristics of ASD, we will then discuss strategies to support our child's wellness.

### Part 1: Tuesday, May 13, 2025

Time: 12:00 – 1:00 pm

For parents and caregivers of children and youth grades K-12; for adults only.

### Part 2: Tuesday, May 20, 2025

Time: 12:00 – 1:00 pm

For parents and caregivers of children and youth grades K-12; for adults only.

## Junior-High Jitters

### Transitioning to the Teenage Years

Is your child going into grade 7 and feeling nervous about it? This session will provide information about developmental changes teens experience, as well as the challenges they may face in this school transition. We will look at ways to support these changes and boost wellness.

### Date: Tuesday, May 27, 2025

Time: 6:00 – 7:30 pm

For caregivers and pre-teens (grades 6-8) to attend together.

## 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](http://www.cyfcaregivereducation.ca)

## Participant Feedback:

"The method of presentation is excellent."

"The techniques shared in this webinar were helpful and I am looking forward to trying to pass on some of them to the families I work with."

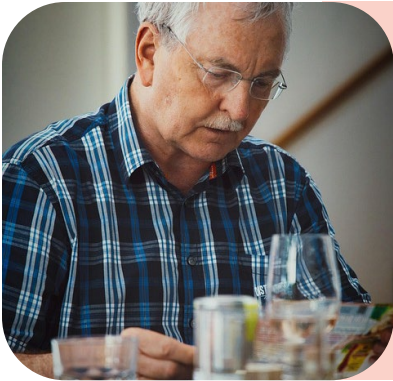


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# Adult Education Sessions

May/June 2025



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.

## More than Just a Bad Day Understanding Depression

In this session, we will discuss what mental health is, the difference between sadness and depression, and common signs and symptoms of depression. Treatment options and supportive strategies for coping and support will be shared.

**Date: Wednesday, May 7, 2025**

Time: 12:00 – 1:00 pm

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

## 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: Wednesday, June 11, 2025**

Time: 12:00 – 1:00 pm

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

**Part 2: Wednesday, June 18, 2025**

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](http://www.cyfcaregivereducation.ca)

## Participant Feedback:

“Loved this session. The time, length and information were perfect.”

“I like both the video and lecture way of learning. I like the virtual delivery, time of day, and length of each session.”

“The information, discussion, elaboration, and videos all together, have made this a very valuable resource. Thank you all very much.”



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# SAMPLE School Council Annual Report

School: \_\_\_\_\_

Reporting Year: \_\_\_\_\_

## SCHOOL COUNCIL ACTIVITIES:

*Summarize the major activities of the past year. Which goals of the school did each support?*

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*Summarize the engagement opportunities attended by a representative of your School Council. (ie: Board's Annual Stakeholder Engagement Meeting)*

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*Summarize the engagement opportunities your school council hosted*

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*Provide an overview of activities or initiatives planned for the next year.*

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## SAMPLE

# School Council Annual Report

**Financial Statement (attached):** Summarizes the finances handled by the school council, not the registered fund raising association/society, during the past year, if applicable. Yes \_\_\_\_\_ N/A \_\_\_\_\_

**Executive:** List the members who held positions as officers in the past year:

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**Meeting Dates:** List the dates of regular school council meetings:

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**Date of AGM:** \_\_\_\_\_

\_\_\_\_\_  
School Council Chairperson

\_\_\_\_\_  
Date



# SAMPLE

## Financial Statement

Name of School Council

For the year \_\_\_\_\_, 20\_\_ - \_\_\_\_\_, 20\_\_

### Assets

General Bank account	\$770.36
Other (GIC)	<u>\$2,500.00</u>

<b>Total Assets</b>	<b><u><u>\$3,270.36</u></u></b>
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**Liabilities** (*cheques issued not yet cleared through the account*)

**\$0.00**

### Income

Hot Lunches	\$3,572.90
Spell-a-Thon	\$6,280.00
Valentine's Candygrams	\$2,280.00
Poinsettias	\$700.00
Silent Auction	\$1,000.00
Interest	<u>\$8.72</u>

<b>Total Income</b>	<b><u><u>\$13,841.62</u></u></b>
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### Disbursements

Hot Lunch Purchases	\$2,942.55
Library Books	\$6,280.00
Welcome Back BBQ	\$789.15
Family Halloween Event	\$822.68
Winter Celebration	\$875.00
Spring Family Dance	\$756.42
Year End Treats	\$355.46
Staff Appreciation	<u>\$250.00</u>

<b>Total Disbursements</b>	<b><u><u>\$13,071.26</u></u></b>
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This financial statement was reviewed and approved by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





## Annual General Report 2022-2023

### SCHOOL COUNCIL EXECUTIVE POSITIONS

Chair – Kendra Roemer

Vice-Chair – [REDACTED]

Secretary – [REDACTED]

Communication Liaison [REDACTED]

### MHVSC MEETING DATES

#### 2022 – 2023 SCHOOL YEAR

September 20, 2023

October 18, 2023, Annual General Meeting

November 22, 2023

January 17, 2023

March 14, 2023

May 23, 2023, New Annual General Meeting

#### 2023 – 2024 SCHOOL YEAR

September 19, 2023

October 24, 2023

November 21, 2023

January 23, 2024

February 20, 2024

May 21, 2024 – Annual General Meeting

### ACTIVITIES & ENGAGEMENT EVENTS *\*SEE ATTACHED EDUCATION PLAN FOR FULL GOALS*

#### PARENT ENGAGEMENT

The council wanted to provide different ways for caregivers to be engaged, as engagement helps extend teaching outside the classroom, creates a more positive experience for children and helps children perform better when they are in school.

Providing different volunteer opportunities and times including before, during, and after. Many of the events listed below-provided student leadership opportunities as well.

- Meet the Teacher BBQ
- St. Nikolaus Day
- Christmas Concert
- Book Fair
- Carnival
- Sports/Track and field day
- Family Dance

The council surveyed our school community, as we wanted all caregivers to feel included. The survey asked questions regarding the following.

- Preferred communication methods
- Knowledge of the school council and what they do.
- Participation levels.
- Types of activities caregivers would like to see.
- Recourses that would be helpful

The council also wanted to grow our social media presence to make it easier for the school community to receive information from their council. The council would post meaningful content 1-3 x per week. Examples of this content include school council and fundraising initiatives, school news, community news and events.



### **MENTAL HEALTH AWARENESS**

Mental health in the MHV School community was another focus of the council during the current school year. Mental health is still a difficult topic for some people to talk about or ask for help. With the support of our Family School Liaison Worker Kari Siewert, the council created a mental health awareness handout. The handout included many resources that caregivers may need but do not feel comfortable asking for. The handout was printed by the council and set home with every student at Mills Haven Elementary.

### **RAVEN FUND**

“The Raven Fund supports the students of Mills Haven at the discretion of the school administration where they feel the funds are most needed. This new initiative is to support the growing need for health and wellness for students. “

Growing the raven fund and utilizing the funds for maximum benefit was another top priority the council had. The Mills Haven Family School Liaison Worker, Kari Siewert will play a pivotal role in using the Fund appropriately. Kari often works with families in crisis, and she provided us with a few examples how the funds might be used.

- Christmas hampers.
- Gift cards for groceries.
- Helping families find accommodations for the night after an eviction.
- A child's power has been disconnected.

### **HELPING HANDS**

In January the council started bringing in 1 to 2 library volunteers. A sign up was created until the end of March, every Thursday morning for 2 hours. MHV caregivers were so quick to fill up all available slots, they created the sign up until the end of the current school year.

The council also helped coordinate volunteers for many school held events.

### **FAMILY DANCE**

The council held a school dance, two times were held to separate division, one and division two. The council wanted to give parents and students an opportunity to have fun together as a family. The council utilized the grade 6 leadership class with preparation of concession items, signage, setting up the gym, as well as the clean up after the dance ended.

This initiative supported Goal 3 to providing student leadership opportunity within the school, as well as engagement within our school community.

### **PANCAKE BREAKFAST**

A long-standing school tradition is our “Canada Day Breakfast” held every first Friday in June. The Council along with caregivers and school staff, work together to cook and serve the school population a pancake breakfast.

This initiative supported Goal 3, creating positive school environment. The students get so excited for this breakfast and are extremely appreciative for this tradition.



## ENGAGEMENT EVENTS ATTENDED

1. Monthly Council of School Council meetings.
2. ASCA Conference 2023
3. Annual General Meeting (AGM)
4. The entire council attended David Irvin's Presentation "Cultivating Compassion in Our School Community". This event was planned by the Mills Haven chair Kendra Roemer. She headed a sub-committee within COSC, created to assist schools in EIPS pooling funds from the SCE Grant, or answer questions and advise should a school use their grant independently.

## 2023 – 2024 SCHOOL YEAR FOCUS

Next year, the school council will prioritize enhancing caregiver engagement, building a stronger school community, and promoting inclusiveness. Recognizing the significant impact of caregiver involvement on students' educational experiences, the council aims to provide various opportunities for caregivers to actively participate in school activities. By fostering a welcoming and inclusive environment, the council seeks to create a positive and supportive atmosphere for the entire MHV school community.

Additionally, the council will continue expanding their social media presence to facilitate easier access to information and updates. Promoting a culture of mental health awareness, the council will collaborate with the MHV administration team to provide caregivers with resources and support, ensuring that the well-being of students remains a top priority.

Strength and support within our school community is curial to ensure our school remains a safe space for all students therefore the council will actively seek ways to engage caregivers in volunteer opportunities and encourage their participation in various school-held events. By focusing on caregiver engagement, community building, and inclusiveness, the school council aims to create a supportive and enriching educational environment for all students.

## FINANCIAL STATEMENT

The Mills Haven School Council does not hold a bank account, as the fundraising team deals with all money.

MHV pooled their \$500 SCE Grant with COSC for the "Cultivating Compassion in Our School Community" presentation by David Irvine

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School Council Chair

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Date