



Meeting Minutes

Central Office Boardroom, Sherwood Park

Oct. 5, 2016

7 p.m.

In Attendance:

chair

Jacque Surgenor, Sherwood Heights Junior High & Westboro Elementary

vice-chair

Annette Hubick, Lakeland Ridge

Misty Bjerky, Clover Bar Junior High

Laura Comfort, F.R. Haythorne Junior High & Salisbury Composite High

Tracey Cyca, École Campbelltown Elementary

Shawna Delaine, Fort Saskatchewan Christian

Amy Dieser, Lakeland Ridge

Elwin Dziwenka, A.L. Horton Elementary

Shanna Eveleigh, Pine Street Elementary

Becky Galbraith, Fultonvale Elementary Junior High

JP Grebenc, École Élémentaire Ardrossan Elementary

Krystal Grichen, Pine Street Elementary

Judy Jacobson, Strathcona Christian Academy Secondary

Devon Marshall, Strathcona Christian Academy Elementary

Leah McBride, Brentwood Elementary

Robyn Michaelchuk, Fort Saskatchewan Elementary

Deborah Pinchuk, Fort Saskatchewan Christian

Jocelyn Rayan, Brentwood Elementary

Krista Scott, Fultonvale Elementary Junior High

Trina Boymook, Board Chair

Corrie Fletcher Naylor, communications specialist

Lynn Johnston, president, Alberta Teachers' Association Local

Laura McNabb, director, Communication Services

Barb McNeill, trustee

Harvey Stadnick, trustee

Jim Suetter, trustee

Heather Wall, trustee

Eileen Zimmerman, associate superintendent

Welcome

Jacque Surgenor, the 2015–2016 COSC chair, called the meeting to order at 7:02 p.m. Roundtable introductions followed.

COSC Organizational Meeting

Call for nominations for chair, vice-chair and secretary

- Shanna Eveleigh nominated Jacque Surgenor to serve as chair for the 2016–2017 school year; nomination accepted.
 - Jacque Surgenor **acclaimed**.
 - Elwin Dziwenka nominated Annette Hubick as vice-chair for the 2016–2017 school year; nomination accepted.
 - Annette Hubick **acclaimed**.
 - There was no nomination for secretary. Jacque moved there be a roaming secretary.
- Motion carried.**
- Laura Comfort volunteered to take minutes for the Oct. 5, 2016 meeting.

Additions to the Agenda

Jacque Surgenor asked if there were any additions to the Oct. 5, 2016 agenda.

The following amendments were made:

- **For Information:**
 - d. Funding Initiative Survey
 - e. Alberta School Councils' Association Synopsis
 - f. Overview of *Administrative Procedure 164, Nutrition*

Motion: To accept the Oct. 5, 2016 agenda as amended.

Moved: Krista Scott

Seconded: Elwin Dziwenka

Motion carried

Approval of the May 4, 2016 Minutes

Jacque Surgenor asked if there were any changes to the minutes from the May 4, 2016 meeting.

- No changes were made.

Motion: To accept the May 4, 2016 minutes as is.

Moved: Annette Hubick

Seconded: JP Grebenc

Motion carried

Board Report

Presented by Trina Boymook, board chair, EIPS

Trina Boymook presented the Board Report. Highlights include:

- On September 1, the Board met with the David Eggen, the province's minister of education. He's meeting with each school board individually. During the meeting they spoke about student mental health, student transportation, and capital projects managed by Alberta Infrastructure.
- On September 26-27, the Board of Trustees and Superintendent Mark Liguori met for two full days as part of the annual Board Retreat. Together they identified what needs to be accomplished throughout the upcoming year.
- The new Communicating Student Learning report card pilot is expanding to include all elementary schools for the 2016–2017 school year. Consultations with parents and staff will continue and a parent survey will be conducted. The Board will make a final decision about the template in spring 2017.
- Attendance boundaries in the northeast quadrant of Sherwood Park will be reviewed as part to the new K-6 school opening in the Davidson Creek area. Public consultations will begin sometime after the winter break.
- Next year's COSC Mix and Mingle event will take place during the October 2017 COSC meeting. An hour before the meeting, the Board will host a pizza supper with principals and school council representatives. Principals will leave once the meeting begins.
- Board Meeting agendas now include comments from the public and staff representatives. *Policy 7, Board Operations* (Section 10) outlines the presentation process and the three types of presentations that can be made.
- October 3-7 is Read In Week.

- October 5 is World Teachers' Day. The Board thanked teachers for all that they do and for the contributions they've made in the lives of children over the years.

Discussion and Questions:

- Surgenor said Eggen expressed a desire to create a gold-standard list of school-construction contractors to abide by.
- **Action:** In late November, a parent survey will be conducted to gather feedback from families about the new report card template.
- **Action request:** Can Central Office go to school council meetings to prepare schools for the upcoming report cards? Answer: Yes, school councils should ask principals to make that request.
- Read In Week feedback: **Request** Read In Week be scheduled to last an entire week. This year, Read In Week was shorter because of two professional learning days and some bus-evacuation drills. Having it over five full school days makes it easier to schedule guests and plan activities.
 - Traditionally Read In Week is schedule the first week of October, but that date can be changed to better suit the Division.
 - **Action:** EIPS will consider school calendars to better determine the date for next year's Read In Week.

ATA Report

Presented by Lynn Johnston, president, Alberta Teachers' Association Local No. 28

Lynn Johnston presented the ATA Report. Highlights include:

- *Beginning Teacher's Conference at the Shaw Conference Centre: September 29 to October 1*
 - More than 500 teachers in attendance.
 - A variety of sessions were offered that ranged from subject-specific curriculum areas to broad issues about teaching in general.
 - Networking opportunities including introductions with members of the specialist council networks.
 - Attendees were also introduced to the various supports and services available through the ATA.
- *Orange Shirt Day: September 30*
 - Held in honour of those who went to residential schools to develop awareness among staff and students about Canada's history.
 - The day is part of the Truth and Reconciliation Commission of Canada (Section 63) to start to build inter-cultural understanding, empathy and mutual respect.
 - Support is available from the group "Walking Together: Education for Reconciliation Professional Learning Project" to help teachers meet the First Nations, Métis, and Inuit standards in the new Teacher Quality Standards.
- *World Teachers' Day: October 5*
 - The day is an annual event to reflect and unite with teachers from around the world.
 - It also offers the opportunity for teachers to think about their career path and reaffirms the contributions they're making to educate children around the world.

For Information

a) COSC Overview and 2016–2017 Planning: Presented by Jacquie Surgenor, COSC chair

- *Meeting dates* — All members are in favour of continuing to meet the first Wednesday of the month at 7 p.m. No meetings in December, June, July, August, and September. The meeting location will remain the same.
- *Agenda Topics* — The following is a list of proposed agenda topics:
 - budget
 - district education plan
 - Results Review
 - report cards
 - ASCA resolutions
 - school council issues and topic sharing
 - member presentations
 - school fees
 - Division resources for school councils, shared resources, and presentations for all school councils
 - technology in schools update
 - Parents as Partners
 - fundraising (possibly a special meeting)

NOTE: Topics are not set or exclusive to these.

b) Literacy Day & Limitless Literacy Society: Presented by Laura Comfort, COSC representative

- *Literacy & Learning Day: October 22*
 - The event is free for all parents.
 - Wendy Keiver sends a special thank you to EIPS for the distribution of Literacy & Learning Day information.
 - The event has been held for 14 years, which initially was a school council endeavor.
 - The event is run by volunteers and is financed through donations, sponsorships and grants.
 - Online registration is open for various workshops on literacy and learning opportunities. Content is aimed towards all parents.
 - More information is available at www.literacyday.ca.
- *Limitless Literacy Society: Imagination Expo on Feb. 25, 2017*
 - Limitless Literacy Society is a non-profit organization that offers writing camps, workshops and educational supports.
 - Imagination Expo offers an opportunity for schools to participate in imagination booth competitions.
 - It's a great way to create school spirit and bring out individual creativity by making life-sized dioramas.
 - More information is available at www.limitlesslit.com.

c) Parents Empowering Parents: Presented by Jacquie Surgenor, COSC chair

- Parents Empowering Parents is hosting a community forum on November 22 from 7 p.m. to 9 p.m.
- The forum will include a panel of experts in the field of addictions and mental health.
- More information is available at www.pepsociety.ca.

d) Funding Initiative Survey: Presented by Annette Hubick, COSC vice-chair

- Annette Hubick recently spearheaded a survey sent to COSC members regarding funding initiatives.
- Many schools have done interesting things with their funds and she wants to share those initiatives with the parent group at Lakeland Ridge.
- One idea offered was teacher wish-list items—for example iPads.
- **Action:** At the next COSC meeting Hubick will discuss the responses from the survey.

e) Alberta School Councils' Association Synopsis: Presented by Jacquie Surgenor, COSC chair

- Each school council within EIPS is a member of ASCA, and as such, each school council can access any of ASCA's resources at no cost.
- ASCA offers resources and workshops. It also engages with the provincial government on issues throughout the year.
- Currently, it's looking for [parent engagement and feedback on the province's curriculum redesign](#).
- **Action:** Jacquie will provide a link.
- COSC members interested in joining the [School Council Engagement Taskforce](#) can do so by registering online. As a member, you will help ASCA's board of directors gather parent input to advocate to partner stakeholders.
- An updated version of the School Council Resource manual is now available. The [new manual](#) is compressed into 20 pages with more than 40 embedded links.
 - A link to the to the manual is on the footer of the [EIPS website](#) and the [ASCA website](#).
 - **Action request:** Add a link to the manual on each school's website under the school council tab.

f) Overview of Administrative Procedure 164, Nutrition: Presented by Eileen Zimmerman, associate superintendent, EIPS

- Administrative Procedure (AP) is attached to the Oct. 5, 2016 COSC meeting package.
- EIPS is gathering feedback from parents and schools about *AP 164*.
- Alberta Health Services was consulted in the development of the AP.
- The AP can be adapted based on feedback the Division receives.
- A [FAQ document](#) regarding *AP 164* is available online and will be updated regularly.
- Various EIPS initiatives work in conjunction with *AP 164* such as school gardens, teacher learning opportunities, supports and resources, and mental- and physical-health initiatives.
- Changes include foods served at school concessions and vending machines.
- **NOTE:** The changes aren't meant to tell students and parents what to pack for lunch and rather to raise awareness about healthy eating.
- [AP 164](#) is available online and includes useful resources.
- **Action:** Over the coming weeks, COSC members are asked to discuss *AP 164* with their school councils. Any feedback or questions can be emailed to [Eileen Zimmerman](#). The Division will answer as many questions as possible during the Jan. 11, 2017 COSC meeting.
- **Action:** Zimmerman will collect questions and feedback about *AP 164*.

Discussion and Questions:

- *AP 164* (Section 7) states: schools will be limited to "only one major food related fundraising activity which may include items from the 'Choose Least Often' list."

- COSC members commented principals and fundraising committees should have the ability to make appropriate decisions using *AP 164* as a guide—a comment that will be included in the feedback the Division is currently collecting.
- *AP 164* (Section 7): Clarification is needed in Section 7 regarding how it impacts hot-lunch programming. The Division will clarify the difference between hot lunch and major fundraising. It will also provide additional information to guide the selection of hot-lunch foods.

New Business

a) Updates to *Administrative Procedure 311, Welcoming, Caring, Respectful and Safe Learning Environments for Students & Administrative Procedure 350, Student Conduct*: Presented by Eileen Zimmerman, associate superintendent, EIPS

- *AP 311* and *AP 350* support *Board Policy 19, Welcoming, Caring, Respectful, and Safe Learning and Working Environments*.
- The policy and related APs are currently with Alberta Education for review. To date, the province hasn't requested revisions.
- The Board develops the Division's Board policies and administration develops the administrative procedures.
- To develop *AP 311* and *AP 350*, feedback was gathered through community surveys, parent consultation meetings and a student forum.
- Parents are still welcome to provide feedback on both procedures.
- A number of sections in *AP 311* and *AP 350* are mandated by Alberta Education and can't be changed.
- **Requested action:** To make a note on the website these procedures are still under review or label them as a "draft."
- **Requested Action:** To highlight the sections in both APs that can't be changed.

Discussion and Questions:

- Many sections within the APs specifically note LGBTQ. However, other minority groups aren't mentioned. Some COSC members feel one minority group shouldn't take precedence over other groups. Rather, all should be noted equally—more inclusive of all groups
- It's not known if Eggen will request changes or if he will officially approve *Policy 19, AP 311* and *AP 350*.
- Discussion around the two different engagement processes:
 1. Before the procedures were drafted
 2. After the procedures were drafted and in effect—but not fully implemented
 - No. 2 is sometimes used to help start the conversation.
 - It was asked if there is a way to make it clear when a procedure is still in review and feedback is welcome.
- Question: Will parents see the final procedures before they are implemented? Answer: Unknown at this time.
- Question: How long will parent feedback be accepted before the APs are final? Answer: Unknown at this time.
- Throughout the year there will be an opportunity to discuss these procedures and gather feedback.

COSC SHARING

Parents as Partners: Presented by Jacquie Surgenor, COSC chair

- Surgenor asked COSC members what they felt “parents as partners” means and to give examples. The following are the responses:
 - As partners, parents should be acknowledged as experts on their own children. For example, parents are responsible for much of the food that goes into the schools—through fundraising, lunches, parties and more.
 - Being partners means having points of engagement before decisions are made.
 - Gathering opinions or buy-in before decisions are made such as bell schedules and courses.
 - Gathering parent feedback on issues that affect parents and students directly, explain why decisions were made, share information about the results of student polls, and allow for discussion before making decisions—for example decisions about option-courses offered at a school.
 - Have parent discussions, give weight to parent opinions and be accountability to those decisions.
 - One member said because we elect officials and pay for teachers through our taxes we deserve a say in the decisions being made. Meanwhile, another member commented we should trust our leaders to make the right decisions on our behalf—most of the time—and the system shouldn’t be bogged down by opening everything up to a discussion.
 - The 2013 AERR defines stakeholder engagement.
 - **Request:** Make it clear when seeking input and the timing APs will be implemented.

Meeting adjourned at 9:06 p.m.

The next COSC meeting:

Date: Wednesday, Nov. 2, 2016 at 7 p.m.

Location: Boardroom at Central Office in Sherwood Park