



Meeting Minutes

Central Office Boardroom, Sherwood Park

Nov. 2, 2016

7 p.m.

In Attendance:

COSC Board

Chair: Jacquie Surgenor, Sherwood Heights Junior High & Westboro Elementary

Vice-chair: Annette Hubick, Lakeland Ridge

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

Lisa Howells, Fort Saskatchewan Christian

Cori Klaus, Strathcona Christian Academy
Secondary

Devon Marshall, Strathcona Christian Academy
Elementary

Robyn Michaelchuk, Fort Saskatchewan Elementary

Renee Redinger, École Campbelltown

School Council Members

Misty Bjerky, Clover Bar Junior High

Lisa Clamp, Bev Facey Community High

Shawna Delaine, Fort Saskatchewan Christian

Nadine Duiker, Salisbury Composite High

Elwin Dziwenka, A.L. Horton Elementary

Shanna Eveleigh, Pine Street Elementary

Becky Galbraith, Fultonvale Elementary Junior High

JP Grebenc, École Élémentaire Ardrossan Elementary

Board and EIPS

Board Chair: Trina Boymook

Trustee: Barb McNeill

Trustee: Jim Suetter

Superintendent: Mark Liguori

Communications Specialist: Corrie Fletcher Naylor

Welcome

Jacquie Surgenor, the COSC chair, called the meeting to order at 7:03 p.m. Roundtable introductions followed.

Additions to the Agenda

Surgenor asked if there were any additions to the Nov. 2, 2016 agenda. The following amendments were made:

- **Election of Secretary**
- **For Information:**
 - e. Blanket Exercise
 - f. Limitless Literacy presentation

Motion: To accept the Nov. 2, 2016 agenda as amended

Moved: Elwin Dziwenka

Seconded: Annette Hubick

Motion carried

Approval of the Oct. 5, 2016 Minutes

Surgenor asked if there were any changes to the Oct. 5, 2016 COSC Minutes. No changes were made.

Motion: To accept the Oct. 5, 2016 Minutes as presented

Moved: Misty Bjerky

Seconded: Becky Galbraith

Motion carried

Election of Secretary

- Annette Hubick nominated Laura Comfort to serve as the secretary for the 2016–2017 school year. Nadine Duiker seconded the nomination. The nomination was accepted.
- Laura Comfort was **acclaimed**.

Board Report

Presented by Trina Boymook, Board Chair, EIPS

Trina Boymook presented the Board Report. Highlights include:

- On November 4, the Division is launching a survey regarding the Boundary Update being conducted in the northeast quadrant of Sherwood Park. The survey will help the Division better understand what's important to its families and the community as it starts to develop the possible attendance-boundary options for the new school. The survey is open until November 23. Open-house consultations will take place in the new year.
- Alberta Education recently launched a Curriculum Survey, which is open until November 18. The Board encourages all Elk Island Public Schools (EIPS) parents to complete the survey.
- Earlier this week the Board concluded its Superintendent's Evaluation. The Board's self-evaluation will take place on November 3—both evaluations are required on an annual basis.
- The next Board meeting takes place on Nov. 24, 2016—one of two evening Board meetings scheduled in the 2016–2017 school year. At the meeting, the Board will approve the audited financial statements, the *Combined Education Plan and Annual Education Results Report 2015–2016*, the 2016–2017 fall budget and more. The meeting starts at 6 p.m. and is open to the public.
- Throughout November, the Board is taking part in the Division-wide Results Review process, which is a forum for schools and departments to share with the Board their individual results, annual plans, successes and challenges. All Results Review sessions are open to parents and community members. Chair Boymook encouraged everyone interested to attend.
- Throughout the 2016–2017 school year, Sherwood Heights Junior High and Rudolph Hennig Junior High are piloting an electronic version of the current junior high report card—accessible through PowerSchool. The pilot will help work out any issues concerning accessibility and navigation before the electronic report card is available to all EIPS junior high schools. Feedback is welcome.
 - *NOTE:* The electronic report card being piloted is not a new report card, simply another way to access the current report card.

Discussion and Questions:

- The Division is conducting a parent survey regarding the new Communicating Student Learning elementary report card. The survey, which is different from last year's survey, will help determine if any changes need to be made to the report card template. Access to the survey is available on each school's website.
- **Question:** How many reporting periods are there for junior high students? **Answer:** There should be more than one. Teacher comments should also be included.

For Information

a) Funding initiative followup: Presented by Annette Hubick, COSC vice-chair

- Only four people filled out the School Council Funding Initiatives Survey sent to COSC member in October. Annette Hubick suggested planning a future meeting to gather more information.

b) Nutrition AP feedback process: Presented by Jacquie Surgenor, COSC chair

- Surgenor requested members discuss *Administrative Procedure 164, Nutrition* with their individual school councils. Feedback can be forwarded to [Jacquie Surgenor](#).
- Potentially, there will be a parent feedback committee that will meet with Tracy Muth.
- A COSC member asked if the Division could highlight the sections in Administrative Procedures (AP) that are required and the sections that can be adjusted based on parent feedback.
- Superintendent Mark Liguori clarified the difference between Board policies and administrative procedures.
 - Board policies are set by the Board and encompass what needs to be done within the Division.
 - APs are developed by the superintendent and layout how the Division is going to carry out the Board policies.
 - Each AP is developed to achieve the best for all EIPS students.
 - APs are developed in collaboration with principals.
 - The Alberta School Boards Association is often consulted and, where appropriate, legal counsel is sought.
 - Once finalized, the APs guide both school and department administrators.
- In response the feedback process for *AP 311, Welcoming, Caring, Respectful and Safe Learning Environments for Students*, Liguori explained government timelines required both the policy and AP be created and posted online before a COSC discussion could take place.
 - Superintendent Liguori can discuss the rationale behind these AP if there is interest.
 - Some of the wording is being adjusted and clarified, and discussions can still take place.

c) Parents as Partners: Presented by Jacquie Surgenor, COSC chair

- In October, Surgenor was invited to speak to all EIPS principals and directors regarding the topic: Parents as Partners. Her presentation focused on her personal thoughts on what Parents as Partners means and feedback gathered from other school council members throughout the region.
- The message came across that there was a desire for parents to walk alongside schools, principals and teachers.
- A COSC member shared positive feedback from a principal who attended the presentation.
- **Action:** Corrie Fletcher Naylor will include a link to the [Parents as Partners presentation](#) in the next COSC followup email.

d) Curriculum Redesign survey session: Presented by Jacquie Surgenor, COSC chair

- The Edmonton Regional Learning Consortium is hosting a session for EIPS parents about Alberta Education's current Curriculum Survey
 - EIPS will provide space at Central Office on Nov. 9, 2016 from 7 p.m. to 9 p.m.
 - The session will include an overview of the curriculum redesign process and what to consider when filling out the online survey.
- **Action:** More information about the session will be sent to COSC members.

e) Blanket Exercise: Presented by Laura Comfort, COSC secretary

- F.R. Haythorne Junior High has offered to facilitate a Blanket Exercise for parents—a minimum of 20 participants are required to run the exercise.
- **Action:** Comfort will finalize the details with Superintendent Liguori and Lonnie Hicks, the principal at F.R. Haythorne Junior High. Once finalized, information about the event will be sent to COSC members.

f) Limitless Literacy presentation: Presented by Laura Comfort, COSC secretary

- The Limitless Literacy Society (LLS) is hosting a presentation entitled, Empowering Kids through Literacy, at F.R. Haythorne Junior High in late November or early December.
- The presentation is open to all EIPS families.
- LLS is looking for an elementary school to host another presentation in January.
- **Action:** Once details are finalized, information about the event will be sent to COSC members.

New Business

a) EIPS Results Review: Presented by Mark Liguori, Superintendent, EIPS

- The [Results Review](#) PowerPoint, presented by Superintendent Liguori, is available at www.eips.ca.
- For the most part, EIPS schools place either “High” or “Very High” in each category included in the 2015–2016 Accountability Pillar survey.
- Superintendent Liguori walked members through various parts of a school’s Results Report.
- Questions to ask yourself in terms of the Accountability Pillar survey: “How did the school get the result it did? Why is it the colour it is?”
 - Following the “Accountability Pillar Overall Summary” there is a chart entitled, “Measure Evaluation Reference,” which explains the percentage ranges for each category—from “Very Low” to “Very High.” It’s useful to understand the percentages for each category because it offers more insight into how a school actually scored.
- Questions that parents can ask principals include: “Are we improving? What is the overall review? How are we getting better or declining?”
- How to dig deeper into the results:
 - Look at each question asked in the survey, the response rate and how each question was answered. Look at both the teachers’ response and parents’ response. If responses are low for one group and high for the other, find out why.
 - In terms of test results, ask how many students wrote the test out of the number of students enrolled at the school—a score of zero per cent is recorded for each student who don’t take the test, which can skew results.
- Prior Level of Achievement means how students did in Grade 3 and in Grade 6. It also predicts how they will do in Grade 9.
 - Look to see if the numbers did what was predicted, did students move forward? Or, did they move backwards?
- **NOTE:** EIPS is typically projected to have higher results than the provincial average because of the Division’s demographics. If a school doesn’t do better than the provincial average, a good question to ask is: “Why?”
- Make sure to look at the data available. It can help explain results better.
- Liguori can discuss school results if anyone is interested.
- Principals can provide parents with the Accountability Pillar survey results and the school’s Results Report.
- **Question:** What can parents do about low results? **Answer:** Take a closer look at the survey results and ask: “What were the test results? What questions did students struggled with?”

COSC SHARING

a) School Council Education Plans: Brainstorming session led by Jacquie Surgenor, COSC chair

- COSC members broke into three groups for a brainstorming session regarding developing a [COSC Three-Year Plan](#).
- The living document is posted on www.eips.ca.

b) School Council Successes: Presented by Jacquie Surgenor, COSC chair

- Topic tabled because of time.

Becky Galbraith moved to adjourn the meeting.

Meeting adjourned at 9:09 p.m.

The next COSC meeting:

Date: Wednesday, Jan. 11, 2017 at 7 p.m.

Location: Boardroom at Central Office in Sherwood Park