



Meeting Agenda

Central Services Office
boardroom
683 Wye Rd., Sherwood Park, AB
Wednesday, Oct. 5, 2022
6:30 p.m.

Time	Agenda	Presented by
6:30 p.m.	Opening Remarks and Welcome	Lesley Bowman, past COSC Chair
6:32 p.m.	Introductions	All
6:35 p.m.	COSC Organizational Meeting a. election of Chair b. election of Vice-Chair c. election of Secretary d. approval of 2022-23 COSC Executive e. COSC Planning 2022-23	Lesley Bowman, past COSC Chair COSC Chair Elect COSC Chair Elect COSC Chair Elect Leslie Bowman, past COSC Chair
6:45 p.m.	Motions a. additions to the agenda b. agenda approval c. approval of minutes: May 4, 2022	COSC Chair Elect
6:50 p.m.	Board report	Trina Boymook, Board Chair, EIPS
7 p.m.	ATA report	Deneen Zielke, President, ATA Local No. 28
7:10 p.m.	For Information a. ASCA update b. COSC Operational Procedures c. Caregiver Series: October d. School Council Grant	Lesley Bowman, past COSC Chair Lesley Bowman, past COSC Chair Lesley Bowman, past COSC Chair Lesley Bowman, past COSC Chair
7:30 p.m.	New Business a. EIPS Three-Year Engagement Plan b. new curriculum and assessment tools	Mark Liguori, Superintendent Sandra Stoddard, Associate Superintendent
8: 15 p.m.	COSC Sharing a. school council meetings 2022-23—structure, focus areas, engagement	Lesley Bowman, past COSC Chair

Electronic Handouts

COSC Minutes
Board Highlights
Operational procedures
Caregiver Series
School Council Grant

Next Meeting:

Wednesday, Nov. 2, 2022



UNRATIFIED

MEETING MINUTES

Elk Island Public Schools, in-person and virtual meeting

May 4, 2022 | 6:30 p.m.

Committee of
School Councils

In Attendance

SCHOOL COUNCIL EXECUTIVE

Chair: Lesley Bowman, Pine Street Elementary

Vice-Chair: Devon Marshall, SCA Elementary

SCHOOL COUNCIL MEMBERS

Ken Allan, A.L. Horton Elementary

Jackie Anderson, Ardrossan Junior Senior High

Aileen Bozic, SCA Secondary

Leanna Bechtel, École Parc Élémentaire

April Childs, Lakeland Ridge

Curtis Christopher, École Campbelltown

Karen Green, Davidson Creek Elementary

Tracey Nielson, Clover Bar Junior High

Kimberly Scott, Westboro Elementary

Krista Scott, Bev Facey Community High, Fultondale
Elementary Junior High

Jacque Surgenor, Salisbury Composite High,
Sherwood Heights Junior High

ELK ISLAND PUBLIC SCHOOLS BOARD OF TRUSTEES

Trina Boymook, Chair

Colleen Holowaychuk, Vice-Chair

Cathy Allen, Trustee

Randy Footz, Trustee

Don Irwin, Trustee

Jacqueline Shotbolt, Trustee

Ralph SoroChan, Trustee

ELK ISLAND PUBLIC SCHOOLS

Sandra Stoddard, Associate Superintendent

Corrie Fletcher, Communications

Brenda Kell, Alberta School Councils' Association

CALL TO ORDER

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

AGENDA

COSC Chair Lesley Bowman called for additions or deletions to the agenda.

- Krista Scott asked she and Jacque Surgenor's titles change to "COSC members" from "ASCA directors" as their term ended at the end of April.
- Bowman noted the person presenting from ASCA changed to Brenda Kell.

MOTION | The agenda be adopted, with the noted change.

MOTION CARRIED

APPROVAL OF MINUTES

COSC Chair Bowman called for approval of the April 6, 2022, meeting minutes.

MOTION | The minutes be approved, as circulated.

MOTION CARRIED

Board Report

Board Chair Trina Boymook presented the Board Report.

HIGHLIGHTS:

- On April 12, close to 80 junior high and senior high school students throughout the Division gathered to share ideas at the EIPS Student Forum 2022. Led and facilitated by Elk Island Public Schools, students engaged in a conversation about preparing for life after senior high and student mental health. The Board will review the feedback at the next Caucus meeting. The feedback will then help inform future decisions about the Division's Career Pathways Strategic Plan and Mental Health Strategic Plan.
- Recently, the Board sent a letter to the Minister of Education requesting it delay implementing the new curriculum—mathematics and English language arts and literature (kindergarten to Grade 3) and physical education and wellness (K-6). Board wants to have a second year to pilot the curriculum.
- On April 14, Chair Boymook joined school board chairs across the province in a virtual meeting with Education Minister Adriana LaGrange. The focus: The release of the new curriculum, its implementation, and available supports and resources.
- At the Board's April 21 Board meeting, trustees approved:
 - allocating \$200.57 million to schools and departments for the 2022-23 school year. Of that, \$6.43 million will come from operational reserves;
 - the system administrative fees and school fees—rising busing expenses led the Board to increase Student Transportation fees, up by \$21; and
 - a budget reallocation of unanticipated surplus to cover the costs for a divisionwide enhanced kindergarten initiative; renovations to the Connections and Play and Learn at School programs at Pine Street Elementary; and schools to enhance student achievement and school supports.
- Throughout the week, the Board celebrated Driver Appreciation Day. Trustees and staff attended schools and transfer sites thanking bus operators for keeping the safety of students their first priority.
- In June, the Board is meeting with Vegreville's council to discuss ways to continue collaborative efforts.

School Council Engagement Grant Speaker Series: Part 3

ASSURANCE FRAMEWORK – Brenda Kell, Alberta School Councils' Association

- Alberta Education replaced the Accountability Pillar with the Assurance Framework in September 2020.
- The basic requirement of accountability didn't change, but the focus shifted to:
 - show all Albertans the education system is good;
 - include a broader stakeholder base, including school councils;
 - require stakeholder engagement; and
 - focus more on the local and societal context.
- The framework includes a collaborative planning model, which involves checking in with stakeholders and getting feedback.
- The Annual Education Results Report provides evidence and results from the plan.
- School councils have a legislated role in advising the principal about school matters, therefore, school councils have an essential role in the new framework.
- School councils can invite trustees to attend school council meetings, provide Board updates and ask them to invite parents to engagement opportunities.
- There is no fixed template, model or process to follow—allowing school divisions flexibility to meet the requirements while considering local context.

For Information

ASCA UPDATE: CONFERENCE – Krista Scott and Jacquie Surgenor, COSC members

- To date, Alberta School Councils Association (ASCA) has not received any funding from Alberta Education.
- At the ASCA conference, Krista Scott and Jacquie Surgenor presented, “One Small Thing,” which was well received. The staff recognition program started at Salisbury Composite High and has since spread to various EIPS school councils. The hope is it will spread across the province.
- Scott and Surgenor both completed their terms on the ASCA Board of Directors.
- The conference and AGM were held in April. ASCA will post advocacy resolution results on its website.

CAREGIVER SERIES UPDATE – Lesley Bowman, COSC Chair

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

SCHOOL COUNCIL GRANT – Lesley Bowman, COSC Chair

- COSC organized a three-part speaker series as part of the School Council Engagement Grant.
- Tonight’s Assurance Framework session was the final presentation.
- Bowman thanked all the school councils who contributed and helped with the presentations.
- The School Council Engagement Grant posed many logistical challenges for school councils and EIPS. It also took significant resources to organize and manage.
- Bowman encouraged school council members to share their experience with the grant with their local member of the legislative assembly.
- The grant will continue next year.

SCHOOL COUNCIL ANNUAL REPORTS – Lesley Bowman, COSC Chair

- School councils are required to submit an annual report to the Superintendent by June 28.
- There is a sample from ASCA in the package and online in ASCA’s members-only section.
- The financial statement is just for the school council if they handle money—not for the fundraising society.

COSC Sharing

ASCA SCHOOL COUNCIL CONFERENCE AND AGM: HIGHLIGHTS – Lesley Bowman, COSC Chair

Members discussed highlights from the ASCA School Council Conference and annual general meeting, which took place April 22-24:

- The debate surrounding the advocacy resolutions was vigorous and at times, unpredictable.
- Attendees shared their comments about the conference and AGM.

New Business

DRAFT SPRING BUDGET: HIGHLIGHTS – Sandra Stoddard, EIPS Associate Superintendent

- The Division’s budget supports the Board’s priorities and goals, as listed in the *EIPS Four-Year Education Plan*.
- The Board’s role is to decide what to do, how to do it and evaluate if what the Division is doing is working.
- As part of the Assurance Framework, EIPS conducted online surveys with families, staff, Grade 12 students and community members in March 2021. Questions were asked relating to priorities and outcomes. The feed then went to the Board.
- The Board reviewed the data in December 2021. It also presented about it at a COSC meeting.
- The surveys asked the top priorities the Board should consider, which then informed how the Board allocated the budget and reserves.

- In November, EIPS looks at the results and develops the *Annual Education Results Report*. It also conducted surveys with families, students and staff gauging overall confidence in EIPS' ability to achieve its priorities and goals.
- Funding is based on a three-year weighted moving average: 20 per cent past, 30 per cent current, 50 per cent projected enrollment.
- Current enrollment is finalized every year on September 29.

MEETING ADJOURNED AT 8:44 P.M.

Next COSC Meeting

DATE: October 5, 2022

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

LOCATION: EIPS Central Services building, boardroom.

MAY 19, 2022

2022-23 Budget Report: Overview

The 2022-23 Elk Island Public Schools (EIPS) Budget Report was presented to the Board of Trustees for information. Every spring, the Division prepares a budget for the upcoming school year—based on provincial funding, Alberta Education’s *Funding Manual for School Authorities: 2022-23 School Year*, projected student-enrolment numbers, corresponding staffing estimates and Board-approved budget [assumptions and allocations](#). For the most part, the spring 2022-23 budget is a conservative budget that supports the mission, values and priorities of EIPS. It also includes five key focus areas for the upcoming year: increased student-learning opportunities, new curriculum work, mental health and well-being initiatives, technology upgrades and public-health best practices. The following is a brief summary of the spring [EIPS 2022-23 Budget Report](#). The complete report is available at [eips.ca](#).

2022-23 Budget Report: Revenue and Expenses

In total, EIPS’ operating budget is \$202.42 million for the 2022-23 school year—a \$4.16 million increase from the previous year’s fall budget. Of that, \$193.51 million is projected to come from the Division’s annual revenues and \$8.91 million from operating reserves (see pg. 2, “Accumulated surplus and reserve use”). Overall, EIPS’ annual revenue is up by \$625,700 from the previous year. However, expenses are also up by \$4.16 million.

EIPS REVENUE: 2022-23

For the 2022-23 school year, funding from Alberta Education is relatively the same as the current school year. Although, there are some funding changes, including:

- a 1% increase to base funding for kindergarten and grades 1 to 12;
- a 1% increase to Operations and Maintenance;
- a 4.6% increase for Student Transportation;
- various adjustments between grant categories;
- the introduction of three new school grants (see next paragraph); and
- a commitment to hold school divisions harmless for enrolment decreases resulting from the pandemic.

As mentioned, Alberta Education is introducing three new grants in 2022-23: the Student Well-Being Grant, Curriculum Implementation Grant, and Dual Credit and Enhancements for Career and Technology Studies. However, the province hasn’t released a lot of details about how it’s distributing the grant monies or any associated restrictions. As such, until more is known, EIPS plans to fund all related curriculum work from reserves. For the Student Well-Being Grant, EIPS is waiting for more information before deciding how to spend the grant money. Similarly, little is known about the dual-credit grant. EIPS will determine its plans after the province shares the information.

In addition to base and grant funding, the *Funding Manual for School Authorities* continues to use the Weighted Moving Average. That means 50% of the revenue Alberta Education provides to school divisions is based on the number of students enrolled as of Sept. 29, 2022. As such, it’s critical EIPS develops its enrolment projections carefully. An overestimate can result in clawbacks in subsequent years. And, an underestimate can mean reduced funding, not collected until the following year. For the 2022-23 school year, EIPS projects a slight drop in enrolment in September 2022—dropping to 17,121. That’s down by three students from the previous year. EIPS will continue to adjust for changing enrolment numbers until finalized in fall 2022.

Other revenue includes money to cover the lease agreements for Strathcona Christian Academy Elementary and Strathcona Christian Academy Secondary; the Mental Health Capacity Building Grant; assessments for Program



BOARD HIGHLIGHTS

Unit Funding, completed by the deadline set by Alberta Education; School Generated Funds, which will return to normal; and monies for the Division's French programming. However, unlike the fall budget, the spring budget doesn't include funding for the Odyssey Language Program, as it's unclear how or if the province plans to support this in 2022-23.

EIPS EXPENSES: 2022-23

Overall, EIPS anticipates expenses to increase to \$202.42 million in 2022-23. That's an increase of \$4.16 million from fall 2021. The primary reason: spending on the budget's five key focus areas (see pg. 1, "Overview"). And, the secondary reason: rising fuel, inflation, insurance and Federal Carbon Tax costs—the increases mainly affect Student Transportation budgets, school fees and utility costs.

In terms of staffing, the Division expects to see a slight increase in staffing, rising by approximately 1%. In total, EIPS projects the number of full-time equivalent (FTE) employees working within the Division to increase by 12.53 FTE to 1,318.29 FTE.

For school allocations, these will drop slightly from the previous year—mostly because of lower standard costs. EIPS expects certificated standard costs to drop by 1.8%, because of hiring teachers with fewer years of experience to replace those retiring or resigning, and the use of temporary staff to fill leaves. Meanwhile, allocations for EIPS Central Services departments will increase to account for higher utility, insurance, fuel, carbon tax and cleaning expenses. Departments will also use the additional allocations to provide added support to schools related to student-learning opportunities, the new curriculum, mental health and well-being, technology and public-health best practices.

Overall, instructional costs comprise 79.6% of the total budget, equating to \$9,751 per student. And, system administration spending adds up to 2.2% (\$4.42 million) of total expenses, which is below the \$6.3-million grant provided by Alberta Education. All unused funds will go toward other Divisional uses—as per the guidelines listed in the *Funding Manual for School Authorities*.

2022-23 Budget Report: Accumulated surplus and reserve use

EIPS projects an accumulated deficit of \$2.3 million, as of Aug. 31, 2023. The accumulated deficit comprises investment in tangible capital assets, operating reserves, capital reserves, and asset-retirement obligation. The reason for the accumulated deficit is the asset retirement obligation of \$14.83 million. It's a new accounting standard requirement and represents the costs to abate EIPS buildings for asbestos when the Division retires a building—typically covered by Alberta Education in the year the building is retired. EIPS isn't required to fund the obligation operationally but does record the cost as part of the investment in tangible capital assets. Hence, the overall net deficit.

However, it's more accurate to look at the accumulated surplus from operations, excluding the asset retirement obligation. When viewed this way, the accumulated surplus remains positive, meaning the Division's reserves are adequate to cover the budgeted operating deficit. So, excluding the asset retirement obligation, EIPS' projected accumulated surplus is \$12.53 million, as of Aug. 31, 2023. The surplus includes operating reserves (\$4.82 million), capital reserves (\$1.44 million) and investment in tangible capital assets (\$6.27 million). Additionally, the projected Division Unallocated Reserve is \$3.92 million, which when combined with other operating reserves is within the province's operating reserve limit.

OPERATING RESERVES

To access operating reserves, EIPS must follow rules set out by Alberta Education—specifically two. First, the Division can only access operating reserves indicated in the spring budget. If more is needed, it requires

ministerial approval. Second, and new for 2022-23, the province has defined an operating reserve limit for school divisions. Essentially, all Alberta-based school boards now must ensure their operating reserves are within a certain percentage of their operating expenses. The percentage depends on the size of the school division. Any amount above the set percentage must be returned to Alberta Education in December 2023. For EIPS, that limit is 3.15%, or roughly \$6.07 million—calculated on audited expenses, as of Aug. 31, 2022.

As noted previously, EIPS plans to use \$8.91 million in operating reserves in 2022-23. Of that, \$2.48 million schools and departments will use to support student learning. Another \$6.43 million the Division will use to cover costs for the Focus on Unfinished Learning initiative, new curriculum work, consultant support, mental health strategic plan, technology upgrades, public-health best practices, and various one-time projects.

CAPITAL RESERVES

In addition to operating reserves, the Division anticipates using up to \$1.04 million in capital reserves to replace ageing equipment, purchase technology, modernize and expand two Career and Technology Studies kitchens, and cover costs for the building-management system and various capital projects.

THREE-YEAR OPERATING RESERVE PROJECTION

To ensure the Division has access to needed funds and the operating reserve limit stays within the required 3.15% of operating expenses, the Board developed a thorough three-year plan for its reserve usage. In addition to the reserve projects for the 2022-23 school year, the plan includes:

- In 2023-24, using \$1.14 million from Division Allocated Reserves to fund continued efforts to implement the EIPS Mental Health Strategic Plan and various projects to support operations.
- In 2024-25, using \$1.07 million from Division Allocated Reserves to fund the startup costs for a Sherwood Heights Junior High and École Campbelltown replacements school (\$420,000) and operations support (\$650,000).

Overall, the spring EIPS 2022-23 Budget Report allows the Division to target resources to ensure student success—not only in their educational experience, but also in their after-school lives by investing in health and wellness initiatives, technology and infrastructure. Once the Board approves the spring 2022-23 EIPS Budget Report, the Division will submit it to the province for review and schools and departments will begin planning for the upcoming school year.

NOTE: As with all budgets, any changes to funding, reserve usage, enrolment numbers and standard costs can affect the initial budget. As such, in the fall, EIPS will update its 2022-23 budget—no longer a provincial requirement—with the final student-enrolment numbers, revenue and expense variations, carryforward amounts and any reserve spending changes.

Board Members

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

FOR MORE INFORMATION CONTACT:

Trina Boymook, *Board Chair* | P 780 417 8101

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

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

MAY 25, 2022

Chair's Report

RECENT EVENTS

Board Chair Trina Boymook highlighted some recent events:

- On April 22, Chair Boymook attended the Alberta School Boards Association (ASBA) Zone 2/3 meeting—always informative with valuable networking opportunities. At the meeting, chairs expressed concerns about a new provincial rule requiring boards to seek further ministerial approval to access reserves. Members also discussed the Zone plans to submit an emergent resolution for the upcoming spring general meeting.
- On April 23, Chair Boymook and Vice-Chair Colleen Holowaychuk attended the Town of Burderheim Mayor's Gala. After a two-year hiatus because of the pandemic, it was great to return and connect with mayors, councillors and community leaders from around the region.
- On April 27, Chair Boymook attended Strathcona Christian Academy Elementary's production of *Disney Kids Lion King*, the first live student event she's been to in the last two years. The performance was phenomenal, and she thanked the school for the invitation.
- On May 3, the Board took part in the Division's Long Service and Retirement Event, an annual reception hosted by EIPS to celebrate retirees and employees who have worked with the organization for 20, 25, 30, 35 and 40 years.
- On May 11, Chair Boymook attended a ukulele performance at Heritage Hills Elementary, the school's first-ever live performance in front of family and friends. So, it was wonderful to be included, and the students were terrific.
- On May 14-15, Chair Boymook attended a Culture Camp, hosted by Woodbridge Farms Elementary. The camp was a weekend-long event designed for students who identify as First Nations, Métis or Inuit—held at Strathcona Wilderness Centre and included several elders from the region. It was a privilege to participate, and everyone who attended left with a deeper understanding of Indigenous culture, history and traditions.
- On May 17, Chair Boymook attended the Elk Island Public Schools (EIPS) Employee Relations Group meeting, where she met the executive and shared information about the Board and its role within EIPS.
- On May 18, Chair Boymook participated in the EIPS Bus Road-eeo as a judge for the 25 competing EIPS bus operators—always a great event.
- On May 18, Chair Boymook attended a Sherwood Park and District Chamber of Commerce luncheon. The highlight was keynote speaker Nate Glubish, the Minister of Service Alberta and member of the legislative assembly of Alberta for Strathcona-Sherwood Park. He spoke about the province's work on providing reliable and equitable access to the internet.

EIPS BUS DRIVER APPRECIATION

EIPS celebrated Driver Appreciation on May 2-4. Trustees attended various schools and transfer sites thanking the Division's bus operators for the vital role they play within the Division and for keeping the safety of students their first priority.

TRUSTEES' SCHOOL TOURS

On May 9, EIPS trustees visited Davidson Creek Elementary, Lakeland Ridge, Glen Allan Elementary, Bev Facey Community High and F.R. Haythorne Junior High as part of the 2021-22 Trustees' School Tours. The Board extended thanks to all staff and students at each school for hosting the Board and sharing information about the school and programs offered.

Superintendent's Report

RECENT EVENTS

Superintendent Mark Liguori shared two Division good-news stories with the Board:

- The Division received a letter from The Terry Fox Foundation thanking EIPS and its schools for their continued support. In fall 2021, schools and throughout EIPS raised more than \$57,000 for cancer research.
- Superintendent Liguori congratulated Michel Blades Bird, a teacher at Elk Island Youth Ranch learning Centre, who was recently presented with the 2021 Governor General's History Award for Excellence.

Association and Local Report

ASBA ZONE 2/3 REPORT

Trustee Jacqueline Shotbolt attended the Alberta School Boards Association Zone 2/3 meeting on April 22:

- Agenda topics included various executive and committee reports, Zone issues and generative governance.
- The professional learning focused on reconciliation.
- On May 27, the Zone's hosting its annual banquet, which includes the Friends in Education Award and Edwin Parr Teacher Award.
- The spring general meeting takes place in Red Deer, June 5-7.
- June 10 is the deadline to submit nominations for the Zone Appreciate Award—open to trustees, superintendents and secretary-treasurers who have demonstrated exemplary service.

ATA LOCAL REPORT

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

- On May 3, the Local held its annual general meeting. Several executive members were re-elected: Dave McKinnon, Vice-President of Political Engagement; Maxine Holm, Communications Officer; John Murphy, Treasurer; and Daniel Radersma, Secretary.
- Zielke voiced ATA's concerns with the newly introduced Bill 15: Education Amendment Act, which the ATA feels punishes the association and teachers, and will change the ATA's identity and culture.
- On May 21-23, the ATA hosted the 2022 Annual Representative Assembly. Members brought forward several resolutions, including:
 - To reaffirm the importance that school leaders remain active ATA members.
 - To urge school authorities to protect students from unwanted disclosure of their sexual orientation, gender identity or gender expression.
 - To initiate a broad program of research exploring the academic, social and emotional challenges students face, post-pandemic.
 - To explore the ATA's capacity to enhance workplace representation for members through working with other unions and non-union education staff.

EMPLOYEE RELATIONS GROUP REPORT

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

- Jarvin thanked the Board for including the ERG group in the public Board meetings going forward.
- The ERG's mission: To work on behalf of all EIPS classified employees and, divisionwide, promote a culture of mutual respect and open communication.
- The ERG consists of nine volunteer, classified employees—representing Minburn County, Lamont County, Fort Saskatchewan, Strathcona County, Sherwood Park and EIPS Central Services Office—who meet monthly to discuss issues impacting staff and strategies to help ensure open and supportive working environments.

- The ERG's role and responsibilities include:
 - representing classified employees;
 - providing a voice on issues and policies directly impacting classified staff;
 - examining staff issues;
 - presenting recommendation requests;
 - asking for clarifications from leadership; and
 - encouraging all classified staff to maintain a high standard of professionalism while serving students.
- Classified employees can contact the ERG if they have questions or concerns related to the workplace.

New Business

EIPS FOUR-YEAR EDUCATION PLAN: 2022-26

The Board approved the new [EIPS Four-Year Education Plan: 2022-26](#), which details the Division's priorities, goals and outcomes over the next four years. The Division's three key priorities:

- Priority 1: To promote the growth and success of all students.
- Priority 2: To enhance high-quality learning and working environments.
- Priority 3: To enhance public education through effective engagement.

The plan also outlines the performance measures and strategies the Division will use to meet each priority, goal and outcome in the 2022-23 school year.

2022-23 BUDGET REPORT

The Board approved the 2022-23 budget based on decisions and discussions put forward by administration and the Board during the [detailed budget presentation](#) on May 19, 2022. The Board approved an operating budget of \$202.42 million for the period of Sept. 1, 2022, to Aug. 31, 2023. Of that, \$193.51 million will come from the Division's annual revenue and \$8.91 million from operating reserves. EIPS will use the operating reserves to cover costs to support schools and departments, deliver the Focus on Unfinished Learning initiative, new curriculum work, consultant support, new mental health strategic plan, technology upgrades, public-health best practices, and various one-time projects.

Briefly, the accumulated surplus remains positive, meaning the Division's reserves are adequate to cover the budgeted operating deficit. Specifically, EIPS's projected accumulated surplus is \$12.53 million, excluding the asset retirement obligation, as of Aug. 31, 2023. The surplus includes operating reserves (\$4.82 million), capital reserves (\$1.44 million) and investment in tangible capital assets (\$6.27 million). Instructional costs comprise 79.6% of the total budget, equating to \$9,751 per student. System administration spending equates to 2.2% (\$4.42 million) of total expenses, which is below the \$6.3-million grant provided by Alberta Education. All unused funds will go toward for other Divisional uses—as per guidelines listed within the *Funding Manual for School Authorities: 2022-23 School Year*. Lastly, the Division's Unallocated Reserve is \$3.92 million, which when combined with other operating reserves is within the provinces operating reserve limit.

Overall, the spring EIPS 2022-23 budget supports the mission, values and priorities of EIPS, and allows it to target resources to ensure student success—not only in their educational experience, but also in their after-school lives by investing in health and wellness initiatives, technology, and infrastructure. Now approved, schools and departments will use EIPS' spring budget to begin planning for the upcoming school year. The complete [EIPS 2021-22 Budget Report](#) is available at [eips.ca](#).

BUDGET REPORT: ALBERTA EDUCATION

The Board also approved the Alberta Education Budget Report for the year ending Aug. 31, 2023 (see pg. 110, "[Alberta Education Supplemental Reports: 2022-23](#)").



BOARD HIGHLIGHTS

POLICY AMENDMENTS

The Board approved the following amendments:

- [Board Policy 13: Appeals and Hearings Regarding Student Matters](#)
- [Board Policy 18: Alternative Programs](#)
- [Board Policy 19: Welcoming, Caring, Respectful and Safe Learning and Working Environments](#)

Several amendments were made to the policies—all to strengthen clarity, language and readability.

Committee Report

POLICY COMMITTEE

The Board received for information a report from the Policy Committee meeting held on May 10. The committee reviewed five policies. Three policies remain unchanged, and two will come forward for amendments at the Board Caucus meeting in June.

STUDENT EXPULSION COMMITTEE

The Board received for information a report from three Student Expulsion Committee meetings held on May 2, May 10 and May 24. The committee reviewed all the submitted information and upheld the recommendations put forward by school administration.

Reports for Information

SUMMER PROJECTS:2021-22

The Board received for information a report from Facility Services highlighting the planned projects for summer 2022. In total, 367 projects are planned, including 121 Infrastructure Maintenance and Renewal projects (\$3.9 million), three Capital Maintenance Renewal projects (\$1.5 million), and 243 Operational and Maintenance projects. Highlights include:

INFRASTRUCTURE MAINTENANCE AND RENEWAL

- Installing two CCTV surveillance camera systems.
- Upgrading the art room at Ardrossan Junior Senior High.
- Repairing the asphalt at Uncas Elementary.
- Completing Phase 3 of the Division's installation of carbon-dioxide sensors.
- Replacing the roof at F.R. Haythorne Junior High.
- Replacing a lift at Pine Street Elementary.
- Renovating the main office at Rudolph Hennig Junior High.

CAPITAL MAINTENANCE AND RENEWAL

- Upgrading the boiler pumps and accessories at Salisbury Composite High.
- Replacing the gymnasium roof at Lamont High.
- Replacing the roof of Ardrossan Junior Senior High.

OPERATIONAL AND MAINTENANCE

The projects range in nature and include improvements to electrical systems, roofing, interiors, exteriors, mechanical equipment and flooring at various EIPS schools.

In addition, Facility Services will relocate one modular classroom from Fultonvale Elementary Junior High School to James Mowat Elementary School (see pg. 142, "[2021-22 Summer Projects Plan](#)," for the full list of projects planned in summer 2022).

IMR AND CMR PROJECTS: 2022-23

The Board received for information the list of projects planned under the Infrastructure Maintenance and Renewal (IMR) and the Capital Maintenance and Renewal (CMR) programs during the 2022-23 school year. Annually, Alberta Education provides school divisions with IMR and CMR funding to ensure school facilities meet the necessary regulations and requirements, offer quality learning environments, improve energy conservation and efficiencies, and remain safe and healthy for students and staff.

For the 2022-23 school year, EIPS' approved IMR grant is \$2.26 million, and CRM grant is \$1.56 million, for a total amount of \$3.83 million—\$897,000 less than the Division's total IMR and CRM funding last year. Multiple projects are identified for the 2022-23 school year—determined through consultations with Facility Services and EIPS schools, the Facility Condition Index, maintenance input and Alberta Infrastructure's audit information. Projects planned include various repairs and upgrades to educational areas and facilities, replacing technology equipment, changing several air-handling units and multiple deferred-maintenance projects (see pg. 161, "[2022-23 Infrastructure Maintenance and Renewal—IMR and CMR—Project Plans](#)").

EIPS THREE YEAR ENGAGEMENT STRATEGY

The Board approved the EIPS Three-Year Education Strategy, which details the Division's engagement efforts over the next three years. The plan entitled, EIPS Three-Year Engagement Strategy, identifies areas the Division can improve operations to best serve students—such as programming and school capacity considerations. In total, there are four public engagement projects included in the plan:

PROJECT 1: THREE-YEAR STRATHCONA COUNTY ENGAGEMENT

Over the next three years, EIPS will engage the public about school capacities and boundaries in the Strathcona Country area, system programming transitions, and ways to enhance the junior high and senior high French Immersion programming.

PROJECT 2: ENROLMENT PRESSURE AT JAMES MOWAT ELEMENTARY

Enrolment projections for James Mowat Elementary indicate it will reach capacity in 2022-23 despite the addition of one modular classroom. James Mowat Elementary is the designated receiving school for the West Park neighbourhood in Fort Saskatchewan. The Division anticipates the high enrolment to continue at the school as West Park develops and new families move in. As such, EIPS will engage the school community about possible solutions to manage the growth and address student capacity issues.

PROJECT 3: EIPS LOGOS CHRISTIAN PROGRAM REVIEW

Over the last few years, enrolment in the EIPS Logos Christian Program, at the elementary level, has declined. Low enrolment means it's challenging to offer fulsome Logos programming at the two elementary schools—where it's currently offered. As such, EIPS will enter conversations with school families about consolidating the elementary Logos programs at one school and discuss the low subscription of the Logos junior high program.

PROJECT 4: VALUE SCOPING SESSION FOR A.L. HORTON ELEMENTARY AND VEGREVILLE COMPOSITE HIGH

There are currently two EIPS schools in Vegreville, providing kindergarten to Grade 12 education to students living in the town and surrounding areas. Currently, neither school is near capacity, and the combined maintenance costs are significant. As such, the Division, in collaboration with Alberta Education, will host a value scoping session with community stakeholders to develop possible options that meet the community's needs.

Before making any decisions on the four projects, the Division will engage school families and the community to ensure the best possible solution.



BOARD HIGHLIGHTS

Trustee Reports

Trustees shared information and highlighted recent events:

- **Vice-Chair Colleen Holowaychuk** attended the Bus Driver Appreciation activities, the EIPS Long Service and Retirement celebration, the May Committee of School Councils (COSC) meeting, her regular school council meetings and the Town of Burderheim Mayor's Gala, which was a wonderful evening. Tonight, she's looking forward to going to Lamont High and watching its Evening of One Acts.
- **Trustee Cathy Allen** attended her regular school council meetings, the May COSC meeting, the Bus Driver Appreciation activities and Trustees' School Tours. She also thoroughly enjoyed the EIPS Long Service and Retirement celebration and watching two in-person live school performances—Strathcona Christian Academy Elementary's production of *Disney Kids Lion King* and Salisbury Composite High's production of *Legally Blonde*. Lastly, she spoke about the recent school shooting in Texas, which weighs heavy on her heart. It's incredibly sad and alarming, and her thoughts are with the impacted students, teachers and families.
- **Trustee Randy Footz** attended school council meetings for A.L. Horton Elementary and Vegreville Composite High, the May COSC meeting, EIPS Long Service and Retirement celebration, and thanked Associate Superintendent Brent Billey and the Human Resources department for organizing such an enjoyable evening. He also took part in the Trustees' School Tours and A.L. Horton's spring concert—*Vesna*, featuring members of the Ukrainian Bilingual Program.
- **Trustee Don Irwin** attended ABSA's professional learning session, his regular school council meetings, the May COSC meeting, the Bus Driver Appreciation activities, EIPS Long Service and Retirement celebration, and various Board and committee meetings. He also thoroughly enjoyed the Trustees' School Tours and Woodbridge Farm Elementary's Culture Camp—which was well done, and he hopes to return next year.
- **Trustee Susan Miller** attended school council meetings for Ardrossan Elementary and Ardrossan Junior Senior High. She also enjoyed the Trustees' School Tours and thanked Bev Facey Community High for the delicious lunch made by the culinary students at the school.
- **Trustee Jacqueline Shotbolt** attended ASBA Zone 2/3 meeting, EIPS Long Service and Retire celebration, the May COSC meeting and her regular school council meetings. She also took part in the Bus Driver Appreciation activities in Fort Saskatchewan and the Trustees' School Tours, which were excellent. She particularly enjoyed touring each facility and listening to students express their love for their school.
- **Trustee Ralph Sorochnan** attended meetings for COSC, Board Caucus, the Board and a number of school council meetings. He enjoyed taking part in the Bus Driver Appreciation activities and having the chance to thank those individuals in person. Similarly, he enjoyed the Trustees' School Tours, which he describes as amazing as it allowed the Board to see the fantastic work taking place in EIPS schools and the student engagement. With the school year nearing its end, Trustee Sorochnan's grateful for the excellent work taking place divisionwide. The quantity and standard of work is inspiring, and he feels fortunate to be part of the Division. Lastly, he spoke about the ongoing war in Ukraine and the recent school shooting in Texas—his thoughts and prayers go out to all those facing these events and the aftermath.

Board Members

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

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JUNE 16, 2022

Chair's Report

RECENT EVENTS

Board Chair Trina Boymook highlighted some recent events:

- On May 27, Chair Boymook attended the Alberta School Boards Association (ASBA) Zone 2/3 meeting. As always, the meeting offered valuable networking opportunities and informative discussions—on instruction, curriculum and charter schools.
- On May 27, Chair Boymook also attended the Alberta School Boards Association's (ASBA) Annual Awards Banquet, which included the Friends of Education and Edwin Parr awards. She congratulated Fort Saskatchewan-based Shell Canada-Scotford for taking home the Friends of Education award, and Kristin Davies, a first-year teacher at Sherwood Heights Junior High, who was Elk Island Public Schools' (EIPS) Edwin Parr award nominee.
- On May 31, trustees attended a joint meeting with the Town of Vegreville. Discussion topics included: EIPS' Four-Year Education Plan, key focus areas, achievement results, the Division's post-COVID-19 recovery plan and upcoming public engagement opportunities. The town also shared with trustees its short-term and long-term strategic plan, new growth opportunities and plans to enhance the region's economic development.
- On June 1, Chair Boymook attended The State of the City Address from the Mayor, hosted by the newly formed, and renamed, Fort Saskatchewan and Lamont Regional Chamber of Commerce. Fort Saskatchewan Mayor Gale Katchur spoke about investments planned for the region, economic development, growth areas and new incentives to attract businesses to the downtown core.
- On June 5-7, trustees participated in ASBA's spring general meeting. The meeting highlights: professional learning sessions and guest-speaker sessions—on the political landscape, mental health and post-pandemic recovery strategies; various bylaw amendments; and approval of the 2022-23 ASBA budget. Members also passed two emergent resolutions. One, to advocate the province to reintroduce the Fuel Price Contingency Program, and another to expand the parameters for the province's learning disruption funding.
- On June 13, Chair Boymook brought greetings at EIPS' Treaty 6 and Métis flag-raising. Both flags will fly permanently at the EIPS Central Services Office, alongside the Alberta and Canada flags.
- On June 15, Chair Boymook and Trustee Cathy Allen attended an awards presentation for Salisbury Composite High. The Alberta Council for Environmental Education awarded the school its coveted Platinum Eco-School Award for the 2021-22 school year.

EIPS PUBLIC ENGAGEMENT

In May, the Board approved the EIPS Three-Year Engagement Strategy, which details the Division's engagement efforts over the next three years. The plan entitled, EIPS Three-Year Engagement Strategy, identifies areas the Division can improve operations to best serve students—such as programming and school capacity considerations. In June, EIPS hosted four public engagement sessions: two about ways to improve school attendance boundaries in Sherwood Park, one related to addressing capacity concerns at James Mowat Elementary, and a fourth about how best to manage enrolment within the Logos Christian Program.

GRADUATION AND FAREWELL CEREMONIES

It's an exciting time for schools, students and families within EIPS. Senior high schools are busy hosting graduation ceremonies. Meanwhile, elementary and junior high schools are hosting farewell celebrations for students in grades 6 and 9. The trustees have all enjoyed attending and bringing greetings at these—particularly special after a two-year hiatus. So far, Chair Boymook attended graduation ceremonies at Bev Facey Composite High, Next Step and Salisbury Composite High, and Sherwood Heights Junior High's farewell ceremony. The Board congratulates all EIPS 2022 graduates.



BOARD HIGHLIGHTS

SCHOOL EVENTS AND PERFORMANCES

Chair Boymook attended several school events and performances over the last four weeks. Strathcona Christian Elementary hosted its annual Volunteer Tea, which was lovely to have returned. Students at Bev Facey Community High recently performed in the school production, *Newsies*, which was phenomenal. And, Strathcona Christian Academy Secondary debuted its production of *The Sound of Music*, which again was amazing. Chair Boymook thanked the schools for the invitation, adding it's a pleasure to once again attend live, in-person school events.

TRUSTEES' SCHOOL TOURS

On May 30, EIPS trustees visited Brentwood Elementary, École Campbelltown, Pine Street Elementary, Salisbury Composite High, and Sherwood Heights Junior High as part of the 2021-22 Trustees' School Tours. The Board extended thanks to all staff and students at each school for hosting the Board and sharing information about the school and programs offered.

UPCOMING EVENTS

Chair Boymook also looks forward to the following upcoming events:

- The grand opening ceremony for the land-based learning space at EIPS Central Services Office on June 21.
- Westboro Elementary's celebrations for National Indigenous Peoples Day on June 21.
- A professional learning session for the Board focused on public engagement on June 28.

Board Chair Boymook wishes everyone a wonderful summer break and looks forward to seeing students, staff and families back on August 30, 2022.

Superintendent's Report

RECENT EVENTS

Superintendent Mark Liguori shared with the Board several events throughout May and June. Highlights include:

- On May 30, Superintendent Liguori joined trustees on the Trustees' School Tours, which is wonderful to resume and see the work being done in the schools.
- Throughout May and June, Superintendent Liguori attended many of the Division's high school graduation ceremonies and school celebrations. To date, he's brought greetings at the Lamont High, Next Step and Vegreville Composite High ceremonies. He looks forward to Ardrossan Junior Senior High's ceremony on June 28. Superintendent Liguori extended congratulations to all EIPS 2022 graduates.

PUBLIC ENGAGEMENT: JUNE

Over the last month, EIPS hosted the following public engagement session:

- June 9:* Improving Sherwood Park attendance areas (Meeting 1)
- June 13:* Addressing enrolment in EIPS Logos Christian Program (Meeting 1)
- June 14:* Addressing capacity concerns at James Mowat Elementary (Meeting 1)
- June 20:* Improving Sherwood Park attendance areas (Meeting 2)

YEAR-END MESSAGE

Superintendent Liguori wishes everyone—staff, students and families—a wonderful summer break and thanks them for their efforts over the last three years. It was an incredible journey for everyone that required tremendous commitment, flexibility and understanding. He also thanked the Board for its support throughout the entire pandemic.

Association and Local Report

ASBA ZONE 2/3 REPORT

Trustee Jacqueline Shotbolt attended the Alberta School Boards Association (ASBA) Zone 2/3 meeting on May 27. The meeting included committee reports, the financial report, issue sharing, post-position statements for the spring general meeting, and thoughtful generative discussions. She also mentioned the recent ASBA Annual Awards Banquet, which took place on May 27. She congratulated Shell Canada, a Friends of Education Award recipient, and Kristin Davies, EIPS' Edwin Parr award nominee.

ATA LOCAL REPORT

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

- On June 10, Zielke attended the Local's Retirement Dinner to celebrate three years of retirees, which was held at the University of Alberta Faculty Club. Zielke also thanked Vice-Chair Colleen Holowaychuk for attending.
- With summer just around the corner, it's now time to rest and recharge. Summer-long, the Local will continue to assist members. She wishes everyone—trustees, administration, staff, students and families—a fantastic summer break.

EMPLOYEE RELATIONS GROUP REPORT

The Board received for information the Employee Relations Group (ERG) report from Dulcie Jarvin, the committee's Chair, who thanked the Board for:

- approving changes to classified staff compensation to reflect the recent agreement ratified with the Teachers' Employer Bargaining Association;
- funding for the Division's First Nations, Métis and Inuit Advisor, Jeremy Albert—every day, he offers he shares his wisdom and knowledge with schools, students and staff; and
- funding classified professional learning opportunities and the Classified Professional Learning Day.

New Business

HILLSHIRE BOUNDARY ADJUSTMENT

The Board approved an adjustment to the school attendance area for a portion of the Hillshire neighbourhood. Any students who enrol in regular program and live in the Hillshire area are now designated to Pine Street Elementary, Sherwood Heights Junior High or Salisbury Composite High, depending on grade level (see [EIPS Attendance Boundary Maps](#)).

POLICY AMENDMENTS

The Board approved the following amendments:

- [Board Policy 8: Board Committees](#)
- [Board Policy 25: Petitions and Public Notices](#)
- [Board Policy 26: School Dispute Resolution](#)

Several amendments were made to the policies—all to strengthen clarity, language and readability.

AUDIT ENGAGEMENT LETTER

The Board approved the 2022 financial audit engagement letter, which outlines the services the Division's auditor provides and related terms. The financial audit letter is for the fiscal year ending Aug. 31, 2022.

Committee Report

STUDENT EXPULSION COMMITTEE

The Board received for information a report from the Student Expulsion Committee meeting held on May 27. The committee reviewed all the submitted information and upheld the recommendations put forward by the school's administration.

AUDIT COMMITTEE

The Board received for information a report from the Audit Committee meeting held on June 1. The committee discussed the 2022 financial audit engagement letter and internal audit report.

Reports for Information

UNAUDITED FINANCIAL REPORT: SEPTEMBER 1 TO MAY 31

The Board received for information the EIPS Unaudited Financial Report for the nine-month period ending May 31, 2022. Overall, expenses exceeded revenues resulting in an operating deficit of \$1.54 million. Revenue for the nine months is \$140.6 million, which represents 75 per cent of the year-to-date budget—an expected percentage at this point in the fiscal year. Meanwhile, total expenses are \$142.14 million, representing 74 per cent of the year-to-date budget—slightly lower than anticipated. Finally, the system administration expenses are 2.1% of total expenses, which is below the \$6.3-million grant provided by Alberta Education (see pg. 48, "[Unaudited Financial Report](#)").

SUMMARY OF FEE CHANGES: 2021-22

The Board received for information a summary of fee changes for the 2021-22 school year—between January and June 2022. In total, the Division received and approved eight fee change requests (see pg. 66, "[2021-22 Interim School Fee Approval Summary](#)").

PLAYGROUND SUMMARY REPORT: 2021-22

The Board received for information the 2021-22 Playground Summary Report:

STRATHCONA COUNTY – The county is responsible for monthly inspections, maintenance and annual audits. Costs for maintenance and reporting are the responsibility of both Strathcona County (90 per cent) and EIPS (10 per cent). The projects for 2021-22, include re-purposing the outdoor space where the former Ardrossan Elementary used to reside, the planning and costing phase for a playground expansion at Wes Hosford Elementary, and a new playground at Mills Haven Elementary.

CITY OF FORT SASKATCHEWAN – The city is responsible for monthly inspections, maintenance and annual audits. All costs for maintenance and reporting are shared equally between EIPS (50 per cent) and the City of Fort Saskatchewan (50 per cent). In 2021-22, no playground projects were started or completed in the Fort Saskatchewan area.

RURAL AREAS – Playgrounds are inspected monthly by a certified playground inspection company contracted by EIPS. All costs associated with playground inspections (\$40,320) and playground maintenance (\$26,344) are paid by EIPS Facility Services using the Plant Operations and Maintenance funding. Projects for 2021-22, include a new playground at Bruderheim School and various maintenance upgrades at A.L. Horton Elementary, Lamont Elementary and Mundare School.

NEW CURRICULUM UPDATE

The Board received for information an update on the Division's work to support the rollout of the new kindergarten to Grade 6 curriculum. The province plans to implement the new curriculum using a phased-in approach.

- Fall 2022, schools provincewide will introduce the new elementary mathematics and English language arts and literature curriculum (kindergarten to Grade 3), and the new physical education and wellness curriculum to students in kindergarten to Grade 6.
- Fall 2023, schools provincewide will introduce the new elementary mathematics and English language arts and literature curriculum (grades 4 to 6); and fine arts, science and French Immersion language arts and literature (kindergarten to Grade 3).
- Fall 2024, schools provincewide will introduce all remaining elementary subjects.

To prepare, the Division has put together a New Curriculum team, made up of seven curriculum and assessment area-expert teachers—thanks to Board-provided funds to ensure the successful implementation divisionwide. Already, the group has organized numerous professional learning opportunities, developed resource materials for staff, assessments, report cards and created the Scope and Sequences for subjects launching in the fall. Throughout the summer and next year, the team will continue expanding this work and ensure capacity-building opportunities and a smooth transition for students.

LOCALLY DEVELOPED COURSES

The Board received for information a report about the locally developed courses available to students in 2022-23. At the senior high level, the Division's renewing eight locally developed courses—zero courses were acquired, eight courses expired. Meanwhile, at the junior high level, the Division's renewing two locally developed courses—zero courses were acquired, one course expired (see pg. 74, "[Locally Developed Courses: 2022-23](#)").

Trustee Reports

Trustees shared information and highlighted recent events:

- **Trustee Cathy Allen** attended several events and meetings, including her regular school council, committee and association meetings. A highlight: Treaty 6 and Métis flag-raising ceremony at the EIPS Central Services Office. It was an emotional and powerful experience, particularly hearing the drumming. She also took part in the Trustees' School Tours and several school-based performances and farewells, which was wonderful to do again. To see the teaching and learning first-hand and feel the joy students exude is incredibly rewarding. She thanked the community for trusting her and allowing her to fulfill the role of trustee.
- **Trustee Randy Footz** attended the Trustees' School Tours, A.L. Horton Elementary's school council meeting, the joint meeting with the Town of Vegreville, graduation ceremonies for Vegreville Composite High and Next Step and ASBA's spring general meeting. He also took part in the Division's Treaty 6 and Métis flag-raising ceremony, in which he was honoured to participate, and he's pleased with the Division's leadership around Indigenous education. Trustee Footz also looks forward to spending time at A.L. Horton for the Grade 6 farewell ceremony. Lastly, he thanked EIPS administration and staff for their work throughout 2021-22. It was a tumultuous year given the pandemic and changing provincial public-health mandates. EIPS masterfully led students and families through it, and, as a result, it was another successful year.
- **Trustee Don Irwin** attended many events and meetings, including his regular school council meetings, a Strathcona County fundraiser for Ukraine, the Trustees' School Tours, the joint meeting with the Town of Vegreville and ASBA's spring general meeting. He also took part in the Logos Christian Program public engagement session and the Treaty 6 and Métis Flag-raising ceremony. Both were excellent and well run. Trustee Irwin's also looking forward to attending Strathcona Christian Academy Secondary's graduation ceremony next week.

- **Trustee Susan Miller** attended her regular school council and committee meetings, the joint meeting with the Town of Vegreville, ABSA's spring general meeting, the Division's engagement sessions and the Trustee's School Tours. She thanked all the schools that trustees visited for their warm welcome and generosity. Trustee Miller's also looking forward to Ardrossan Junior Senior High's upcoming graduation ceremony. She wishes everyone a wonderful summer break.
- **Trustee Jacqueline Shotbolt** attended several meetings and events, including ASBA's Annual Awards Banquet, Zone 2/3 meeting, spring general meeting and professional learning sessions; the Trustees' School Tours; the Division's public engagement sessions; Next Step's graduation ceremony; and the Treaty 6 and Métis flag-raising ceremony at EIPS Central Services Office. She's also looking forward to the grand opening of the land-based learning space, again at the EIPS Central Services Office. Trustee Shotbolt thanked EIPS administration, school administration, EIPS staff and school councils for their exceptional work and compassion over the last year. She also thanked students, families and the community of Fort Saskatchewan for their support since becoming a trustee. Finally, she thanked trustees for their commitment to growth and development, and their support over the last year.
- **Trustee Ralph Sorochan** attended the joint meeting with the Town of Vegreville, the Division's public engagement sessions, ASBA's spring general meeting, and his regular Board and committee meetings—it's a privilege to work with every trustee on the Board. He also participated in his regular school council meetings and thanked all the families who attend and provide ongoing support to the school and staff. The Trustees' School Tours were excellent—the work being done in schools is outstanding. Being part of Next Step's and Fort Saskatchewan High's graduation ceremonies was an honour—some of those graduating he's known since they started kindergarten. The Treaty 6 and Métis flag-raising was incredibly meaningful and is something he'll thoughtfully remember every time he drives into the EIPS Central Services Office. Overall, 2021-22 was a busy, challenging and successful year. That doesn't happen without immense work—by EIPS leadership, employees, students and families. He thanked everyone for their work, commitment and passion for learning over the last few years. Lastly, he thanked the community of Fort Saskatchewan for trusting him to fulfill the role of trustee.

Board Members

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

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AUG. 25, 2022

Chair's Report

WELCOME TO THE NEW SCHOOL YEAR

Board Chair Trina Boymook welcomed everyone to the start of another school year—always an exciting time for Elk Island Public Schools (EIPS). Trustees are all looking forward to the 2022-23 school year.

RECENT EVENTS

Board Chair Trina Boymook highlighted some recent events:

- On July 11, Chair Boymook attended a public sector compensation consultation.
- On July 21, Chair Boymook attended an Alberta School Boards Association (ASBA) Board Chairs meeting, which focused on the public sector compensation consultation.
- On July 19 and July 23, Chair Boymook attended campaign stops for the Alberta United Conservation Party's leadership race—both within EIPS' boundaries. At the meetings, Chair Boymook asked how candidates plan to support public, private and francophone school boards and plans for the new provincial curriculum.
- On August 12, Chair Boymook met with Jordan Walker, Alberta's Member of the Legislative Assembly for Sherwood Park. The two discussed the replacement school for Sherwood Heights Junior High and École Campbelltown, the public-private partnership model for funding education infrastructure and the new curriculum.

NEW CLASSIFIED ORIENTATION

Chair Boymook was honoured to meet the Division's newest classified employees at the annual Off To A Good Start conference, an orientation program for new EIPS staff. The orientation ran from August 22-23. Chair Boymook brought greetings at the event on behalf of the Board. She's thrilled to have the new staff joining the EIPS team and wishes them the best in the upcoming school year.

WELCOME BACK PANCAKE BREAKFAST

On August 25, the Board hosted a Welcome Back Pancake Breakfast for staff at EIPS Central Services. The breakfast is an annual event the Board puts on to kickstart the school year and thank EIPS staff for the work they do for the Division. Chair Boymook thanked her fellow trustees and Carol Langford-Pickering, the Executive Assistant to the Board of Trustees, for helping organize the breakfast.

Superintendent's Report

STARTUP AND WELCOME

With the 2022-23 school year officially starting on August 30, Superintendent Mark Liguori offered a warm welcome to the more than 17,125 students and their families, who are either new or returning to the Division. He also thanked the Board for hosting the Welcome Back Pancake Breakfast—a tradition staff look forward to year after year.

Throughout the summer, EIPS staff were busy planning and preparing for the new school year to ensure students have another successful academic experience. Part of that preparation work included meetings with senior staff, directors and principals. It also encompassed the Off To A Good Start conference, an annual orientation program for new principals, assistant principals, teachers and employees. Overall, it was terrific to meet face to face again and to put plans in motion for the 2022-23 school year.

Association and Employee Relation Reports

ASBA ZONE 2/3 MEETING

Trustee Colleen Holowaychuk presented highlights from the Alberta School Boards Association (ASBA) Zone 2/3 meeting held on June 17. Highlights include:

- A discussion about the ASBA's trustee governance program—25 trustees have signed up so far.
- ASBA will host the next Canadian School Boards Association annual conference in Banff.
- A motion passed to discontinue the Zone Language Committee.
- The meeting location will change starting September 2022. Meetings now take place at the Lumen Christi Catholic Education Centre.
- The next meeting is on September 23.

ATA LOCAL REPORT

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

- Zielke hopes everyone had a nice and relaxing summer break.
- The Local anticipates another challenging year for schools, teachers, support staff and students, given the new curriculum roll-out and funding needs to support increased enrolment.
- On August 8-12, the ATA hosted its Annual Summer Conference. Zielke attended various training and professional learning sessions. The highlight, a keynote speaker who spoke on the current political landscape and strategies to make education a priority. The conference also included a question-and-answer period with Alberta United Conservative Party leadership candidates—some promised to restore education funding, revise the new curriculum and work with the ATA.
- The ATA plans to launch a new campaign entitled, "Stand for Public Education." The campaign will focus on the importance of public education, engage families and community members, and a Stand for Public Education Rally on October 22.
- Zielke thanked Steve Schaar, the Director of Human Resources at EIPS, for inviting her to speak to new teachers at the Off To A Good Start conference.
- Zielke looks forward to the year ahead and working together to make positive changes.

EMPLOYEE RELATIONS GROUP REPORT

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

- The 2022-23 school year is off to a good start. The committee includes: Dulcie Jarvin, Chair; Bonnie Stone, Central Services; Cathy Moorhouse, Central Services; Marlene Steeves, the County of Minburn; Bev Fuller, the County of Lamont; Carlin Adams, Fort Saskatchewan; Kara Comer, rural Strathcona County; Rebecca Roy, Sherwood Park – elementary; and Michelle Miller, Sherwood Park – secondary.
- The Human Resources committee developed new staffing guidelines, being implemented this year, to ensure consistency among classified staff in all schools.
- The ERG welcomed classified staff to EIPS at the Off to a Good Start conference.
- Highlights of the ERG's work for 2022-23:
 - update the classified handbook;
 - assist EIPS Human Resources with the keynote speaker for the Classified Professional Learning Day;
 - organize, with Human Resources, various wellness initiatives using board-funded grant money; and
 - develop strategies to help fill the classified substitute list.



BOARD HIGHLIGHTS

New Business

TRUSTEE SCHOOL LIAISON REPRESENTATIVE LIST: 2022-23

The Board approved the Trustee School Liaison Representative List for the 2022-23 school year (see pg. 9, ["2022-23 Trustee School Liaison Representative List."](#))

Committee Reports

STUDENT EXPULSION COMMITTEE

The Board received for information reports from two Student Expulsion Committee meetings held on June 20 and June 24. The committee reviewed all the information presented and upheld the recommendations put forward by the school's administration.

Trustee Reports

Trustees all took time to welcome students and staff back to school and look forward to a wonderful 2022-23 school year.

BOARD ORGANIZATIONAL MEETING: 2022-23

NOMINATION OF CHAIR AND VICE-CHAIR

The Board held its annual organizational meeting, which included nominations and elections for the Chair and Vice-Chair positions. Trustee Trina Boymook was acclaimed the Chair, and Trustee Colleen Holowaychuk was acclaimed the Vice-Chair. Both individuals will lead the Board of Trustees throughout the 2022-23 school year.

BOARD MEETING SCHEDULE: 2022-23

The Board approved the regular Board of Trustees Meeting Schedule for the 2022-23 school year (see [Board of Trustees: Meetings](#)”).

BOARD COMMITTEES AND REPRESENTATIVE APPOINTMENTS: 2022-23

The Board reviewed the 2022-23 Board Committees and Representative Appointments list. Individual trustees were asked to indicate to the Chair the committees they want to serve on. The Board will approve the finalized list during the Board meeting on Sept. 15, 2022.

Board Members

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

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BOARD HIGHLIGHTS

SPECIAL MEETING: RESERVE ACCESS

SEPT. 1, 2022

New Business

REQUEST TO ACCESS RESERVES

The Board of Trustees approved the recommendation to ask the Minister of Education for permission to access Division reserves. Specifically, Elk Island Public School will ask to use \$2.2 million—\$1 million from operating reserves and \$1.2 million from capital reserves—to cover the costs for needed repairs to Salisbury Composite High's stormwater drainage system. To minimize school distributions, if approved, the work will take place during school break periods, starting summer 2023.

Board Members

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

FOR MORE INFORMATION CONTACT:

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SEPT. 15, 2022

Chair's Report

RECENT EVENTS

Board Chair Trina Boymook highlighted several recent events:

- On September 2, Chair Boymook and Trustee Randy Footz attended Vegreville's Pancake Breakfast, which also included a meet and greet with Travis Toews, a leadership candidate with the United Conservative Party of Alberta.
- On September 2, Chair Boymook and Trustee Cathy Allen met with Nate Glubish, the Minister of Service Alberta and member of the legislative assembly of Alberta for Strathcona-Sherwood Park. Overall, it was a productive meeting and included discussions about progress concern with the replacement school for Sherwood Heights Junior High and École Campbelltown.
- On September 13, the Elk Island Public Schools (EIPS) Board of Trustees met with Education Minister Adriana LaGrange. At the meeting, trustees shared with the minister progress concerns with the Sherwood Heights Junior High and École Campbelltown replacement school solution, needed modular funding, repairs for Salisbury Composite High, and challenges with the new reserve cap.
- On September 13, the Board attended a public engagement session about potential changes to the junior high attendance area in Sherwood Park—moving all regular program Grade 6 students at Brentwood Elementary to F.R. Haythorne Junior High for grades 7 to 9. The change would prevent splitting students between two junior high schools. The Board will make a decision about the junior high attendance area at the Board meeting in November. She thanked the school community for participating and for their feedback.
- On September 12 and 14, the Board attended the Vegreville value scoping session, organized by START Architecture Inc. The session focused on the town's two EIPS facilities and will help guide the Division's short-term and long-term facility needs in Vegreville. Chair Boymook thanked the Town of Vegreville, Village of Andrew and community members for participating.

Superintendent's Report

RECENT EVENTS

Superintendent Mark Liguori highlighted two recent events:

- On September 13, Superintendent Liguori joined the Board at the meeting with LaGrange. It was a pleasure to meet and discuss mutual concerns.
- On September 12 and 14, Superintendent Liguori attended the Vegreville value scoping session. The session was an opportunity to discuss how EIPS can best serve the community now, and in the future.

Association and Employee Relations Reports

ATA LOCAL REPORT

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

- On September 9-11, the Local met for its annual strategic planning session. The two key focus areas:
 - the Stand for Education campaign and rally—taking place on October 22; and
 - member attendance at upcoming events planned by the Local's Women in Leadership Committee.
- On September 13, Zielke participated in the Local's council meeting—the first in-person meeting in three years. It was great to see everyone, connect and discuss plans for the 2022-23 school year.
- On October 14, the ATA is hosting its annual Induction Ceremony, which was suspended during the pandemic. Zielke is looking forward to inducting the new members.



BOARD HIGHLIGHTS

EMPLOYEE RELATIONS GROUP REPORT

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

- School startup went well, and staff are feeling energized.
- The Division held a recent professional learning day. The sessions went well, and the highlight for many was the group activities.
- Some schools are seeing increased attendance, which is creating an exciting energy for staff.
- EIPS will host its 2023 EIPS Classified PL Day at the Agora and Salisbury Composite High on May 5.

New Business

ACTING CHAIR SCHEDULE: 2022-23

The Board approved the Acting Chair Schedule for 2022-23. The schedule assigns a trustee to serve in the absence of the Chair and Vice-Chair (see pg. 14, "[Acting Chair Schedule 2022-23](#)").

BOARD COMMITTEE REPRESENTATIVE LIST 2022-23

The Board approved the 2022-23 Board Committee Representative List. The Board assigns trustees to committees for liaison purposes. Trustee interests are considered for the committee placements (see pg. 16, "[Board Committee Representatives 2022-23](#)").

TEACHERS' COLLECTIVE AGREEMENT NEGOTIATIONS COMMITTEE: CHAIR AND VICE-CHAIR

The Board approved the following trustee appointments to the Division's Teachers' Collective Agreement Negotiations Committee:

Committee Chair: Trina Boymook

Committee Vice-Chair: Ralph Sorochan

TRUSTEE REMUNERATION: 2022-23

The Board approved the trustee remuneration for the 2022-23 school year. Rates will increase by 1.756 per cent, effective Sept. 1, 2022. The rate increase aligns with the pay increase approved for all EIPS classified employees in spring 2022.

READ IN WEEK: 2022

Chair Boymook shared the Division's plans for this year's Read In Week, taking place October 3-7. Read In Week is a divisionwide initiative held annually to encourage a lifelong love of reading and to enhance literacy awareness among students, staff, families and community members. This year's theme: "Choose Your Own Adventure." Through various activities, students will spend the week learning tips on choosing the right book; the art of storytelling; and how stories have the power to teach lessons, broaden perspectives and foster empathy. Some of the activities planned include guest readers, book giveaways, book-club readings and discussions about stories. Chair Boymook read and signed a resolution committing EIPS' support for Read In Week 2022. She encourages everyone to participate by reading to a child, grandchild, student or someone in the community.

Committee Reports

ADVOCACY COMMITTEE

The Board received for information a report from the Advocacy Committee meeting held on August 31. Topics discussed: the committee's strategic plan, advocacy focus areas, *EIPS Quarterly Update*, and launching a newsletter to engage the school community about Board advocacy efforts.

Reports for Information

FACILITY SERVICES: 2021-22 SUMMER PROJECTS UPDATE

The Board received for information an update on Facility Services' summer projects in 2022. Throughout the summer months, Facility Services oversaw a total of 367 summer projects, including Infrastructure, Maintenance and Renewal (IMR), Capital Maintenance and Renewal, and additional projects across the Division—98 per cent of which are complete. The projects ranged in nature and included improvements to electrical systems, roofing, interiors, exteriors, mechanical equipment and flooring at various EIPS schools. Project highlights include:

GENERAL SUMMER PROJECTS

- Renovated the main office at Rudolph Hennig Junior High.
- Renovations at Pine Street Elementary to allow room for the installation of accessible bathrooms.
- Relocated a modular classroom to James Mowat Elementary from Fultonvale Elementary Junior High.

INFRASTRUCTURE MAINTENANCE AND RENEWAL

- Installation of two CCTV surveillance camera systems.
- Upgrades to the art room at Ardrossan Junior Senior High.
- Asphalt repairs to the asphalt at Uncas Elementary.
- Phase 3 Installations of carbon-dioxide sensors.
- Roof replacement at F.R. Haythorne Junior High.
- Lift replacing Pine Street Elementary.
- Renovating the main office at Rudolph Hennig Junior High.

CAPITAL MAINTENANCE AND RENEWAL

- Upgraded the boiler pumps and accessories at Salisbury Composite High.
- Replaced the gymnasium roof at Lamont High.
- Replaced the roof of Ardrossan Junior Senior High.

Board Members

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

FOR MORE INFORMATION CONTACT:

Trina Boymook, *Board Chair* | P 780 417 8101

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

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

Elk Island Public Schools Committee of School Councils Operating Procedures

1. DEFINITIONS

In these Operating Procedures:

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

2. HISTORY AND AUTHORITY

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

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

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

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

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

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

3. PURPOSE

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

4. OBJECTIVES

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

Elk Island Public Schools Committee of School Councils Operating Procedures

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

5. GOVERNANCE, MEMBERSHIP and DECISION MAKING

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

The membership shall consist of:

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

Decision Making

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

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

6. QUORUM

COSC does not have quorum requirements.

7. EXECUTIVE and TERMS OF OFFICE

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

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

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

8. DUTIES OF THE EXECUTIVE MEMBERS

A. Chair

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

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

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

B. Vice-Chair

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

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

C. Secretary

Unless otherwise delegated, the Secretary of COSC will:

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

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

9. VACANCIES

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

10. MEETINGS

Regular Meetings

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

13. MEETING AGENDAS

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

14. COMMITTEES

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

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18. CODE OF CONDUCT

All School Council Members shall:

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

19. CONFLICT RESOLUTION

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

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

20. PRIVACY

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

21. DISSOLUTION

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

22. REVIEWS and AMENDMENTS

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

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

Date _____

Chair's Name

Chair's Signature

Elk Island Public Schools Committee of School Councils Operating Procedures

Vice Chair's Name

Vice Chair's Signature

Secretary's Name

Secretary's Signature

Caregiver Education Team Newsletter

October 2022



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

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

Caregiver Education Sessions

Parenting Teens in the 21st Century

Respectful Limit Setting with Adolescents

For parents and caregivers of youth in grades 7-12

Part 1:

Wednesday, October 5
12:00 – 1:00 pm

Part 2:

Wednesday, October 12
12:00 – 1:00 pm

Keeping Scattered Kids on Track

Supporting Children and Adolescents with ADHD

For parents and caregivers of children and youth in grades K-12

Part 1:

Wednesday, October 19
12:00 – 1:00 pm

Part 2:

Wednesday, October 26
12:00 – 1:00 pm

Adult Education Sessions

Understanding Anxiety Series

For adults supporting their own wellness or supporting the wellness of children and youth.

Part 1:

An Introduction
Tuesday, October 4
12:00 – 1:00 pm

Part 2:

Calming Our Bodies
Tuesday, October 11
12:00 – 1:00 pm

Part 3:

Settling Our Minds
Tuesday, October 18
12:00 – 1:00 pm

Part 4:

Overcoming Avoidance
Tuesday, October 25
12:00 – 1:00 pm

Participant Feedback

"I am so happy this session was available. Many great tools were offered and will be used. Very thankful for the succinct and useful information."

"Great session; appropriate length; helpful videos; great use of chat to engage participants in the discussion."

"The session was very informative, and the speakers were great."

Sessions at a Glance



AMH Education Services
Addiction & Mental Health
Edmonton Zone

For more information, visit www.cyfcaregivereducation.ca

Caregiver Education Sessions

October 2022



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

Registration

Sessions are offered online through the Zoom conferencing application.

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

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

www.cyfcaregivereducation.ca

Participant Feedback:

"These sessions are very well done and seem to surface when our family needs them most. Thank you!"

"...I appreciate the parent portion sharing of challenges and success. It validates what others are going through and reminds us to also look for the positive."

Parenting Teens in the 21st Century Respectful Limit Setting with Adolescents

In these **Lunch & Learn webinars**, we will explore the challenges of being a teenager and the importance of the parent/teen relationship. We will look at ways to increase communication and understanding around healthy boundaries with your teen.

Part 1: Wednesday, October 5, 2022

Time: 12:00 – 1:00 pm

For caregivers of children grades 7-12, [for adults only](#).

Part 1: Wednesday, October 12, 2022

Time: 12:00 – 1:00 pm

For caregivers of children grades 7-12, [for adults only](#).

Keeping Scattered Kids on Track Supporting Children and Adolescents with ADHD

Attention Deficit Hyperactivity Disorder (ADHD) is one of the most common mental health conditions diagnosed in children. Come to this **Lunch & Learn session** and learn about the signs and symptoms of ADHD, ways that ADHD impacts achievement, self-worth, and relationships in children and youth, and strategies to support success.

Part 1: Wednesday, October 19, 2022

Time: 12:00 – 1:00 pm

For caregivers of children grades K-12, [for adults only](#).

Part 1: Wednesday, October 26, 2022

Time: 12:00 – 1:00 pm

For caregivers of children grades K-12, [for adults only](#).



AMH Education Services
Addiction & Mental Health
Edmonton Zone

For more information, visit www.cyfcaregivereducation.ca

Adult Education Sessions

October 2022



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

Understanding Anxiety Series

Part 1: An Introduction

This session will distinguish between normal worries and anxiety that is no longer helpful or productive and will help participants to identify signs that they or their child/youth may be experiencing anxiety.

Date: Tuesday, October 4, 2022

Time: 12:00 – 1:00 pm

Note: For adults only.

Part 2: Calming Our Bodies

In this session, we will review how the body reacts to stress triggers, ways we can start to notice the body's stress responses, and strategies for regulating ourselves, children, and youth.

Date: Tuesday, October 11, 2022

Time: 12:00 – 1:00 pm

Note: For adults only.

Part 3: Settling Our Minds

In this session, we will look at how anxiety can lead to negative thoughts and thinking traps that can hold us back. Strategies for encouraging more realistic thinking will be discussed.

Date: Tuesday, October 18, 2022

Time: 12:00 – 1:00 pm

Note: For adults only.

Part 4: Overcoming Avoidance

In this session, we will discuss how avoidance of stressors can increase our stress response over time. We will discuss ways to manage stressful situations in steps and effective coping skills.

Date: Tuesday, October 25, 2022

Time: 12:00 – 1:00 pm

Note: For adults only.

Registration:

Sessions are offered online through the Zoom conferencing application.

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

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

www.cyfcaregivereducation.ca

Participant Feedback:

"I appreciate that they are scheduled at the time I can usually take a lunch hour break."

"Very professional, great information, super helpful - thank you!"

"I really appreciated it all your seminars, all the things I learned it really helps me to become a better version of myself."



AMH Education Services
Addiction & Mental Health
Edmonton Zone

For more information, visit www.cyfcaregivereducation.ca

School Council Engagement Grant

Alberta's government is providing more than \$1 million directly to school councils through the Alberta School Council Engagement (ASCE) Grant to enhance collaboration between parents and schools on education priorities. This grant gives each school council in the province \$500 this year under a new direct funding approach.

ELIGIBILITY

Active school councils in public, separate, Francophone and charter schools are eligible for this grant. By the end of October, school authorities will provide the ministry with the number of school councils in their jurisdiction and any other relevant information requested. We will allocate grant funds to school authorities following receipt of the information.

School authorities are responsible for ensuring that the funds are disbursed to their schools and made available to the school councils. The decisions for the use of the funds will be made by the school councils.

USING THE GRANT

The ASCE Grant is intended for parent involvement and engagement activities that:

- broaden the number of school events that include parents
- diversify the communication tools used to reach parents
- seek out the advice and ideas of other parents

The grant also supports school councils in fulfilling their legislated responsibilities outlined in *Education Act* and School Council Regulation such as:

- advising the principal and the board respecting any matter relating to the school
- consulting with the principal so that the principal may ensure that students in the school have the opportunity to meet the standards of education set by the minister
- consulting with the principal so that the principal may ensure that the fiscal management of the school is in accordance with the requirements of the board and the superintendent
- establishing and implementing policies in the school that the school council considers necessary to carry out its functions
- making bylaws governing its meetings and the conduct of its affairs
- advising on the development of school education plans, annual education results reports and budget
- completing and providing an annual report to the school board summarizing its activities and detailing the receipt, handling and use of any money in the previous school year

Annually, school councils should establish local priorities aligned with the grant purpose that the funds will support. Examples of parent engagement activities and projects that funds can be used for include:

- workshops for parents to increase capacity for school council members
- information sessions on how parents can support student learning at home and at school
- parent resources and workshops on important topics such as, mental health and well-being, cyber bullying, healthy living, etc.
- programs to support families including those of English language and of indigenous learners
- parent resources and tools in multiple languages
- events to engage parents on important local issues

- parent engagement in promoting the value of arts
- trainer or facilitator costs for the professional development, workshops or sessions associated with the above

Examples of non-allowable expenses include:

- entertainment costs, meals, snacks or, other food
- capital asset purchases
- activities that have already taken place
- organization memberships or conference fees
- fundraising events
- prizes or incentives to parents and/or students
- payment to school board staff including honoraria or, gifts
- entertainment activities such as barbeques, volunteer teas, movie nights, dances, concerts or performances

REPORTING REQUIREMENTS

School councils must report on the receipt, handling and use of ASCE Grant in their annual report to their school board as per section 13(2) and 14 (1) of the School Councils Regulation.

School or school authority administration will support school councils to access and use the ASCE Grant.