

Committee of  
School Councils

# Meeting Agenda

In-Person and [Virtual Meeting](#)  
 Central Services Office, boardroom  
 683 Wye Rd., Sherwood Park, AB  
 Wednesday, Oct. 4, 2023  
 6:30 p.m.

Time	Agenda	Presented by
6:30 p.m.	<b>Opening Remarks and Welcome</b>	Kendra Roemer, COSC member
6:32 p.m.	<b>Introductions</b>	All
6:35 p.m.	<b>COSC Organizational Meeting</b> a. election of Chair b. election of Vice-Chair c. election of Secretary d. approval of 2023-24 COSC Executive e. COSC Planning 2023-24	Kendra Roemer, COSC member
6:55 p.m.	<b>Motions</b> a. additions to the agenda b. agenda approval c. approval of minutes: May 3, 2023	Kendra Roemer, COSC member
7 p.m.	<b>Board Report</b>	Cathy Allen, Board Chair, EIPS
7:10 p.m.	<b>ATA Report</b>	Deneen Zielke, President, ATA Local No. 28
7:20 p.m.	<b>For Information</b> a. ASCA update b. Caregiver Series: October c. COSC Operating Procedures d. School Council Engagement Grant	Kendra Roemer, COSC member
7:50 p.m.	<b>New Business</b> a. EIPS Three-Year Engagement Plan b. new curriculum and assessment tools	Sandra Stoddard, Superintendent Ryan Marshall, Associate Superintendent
8:15 p.m.	<b>COSC Sharing</b> a. school council meetings 2023-24—structure, focus areas, engagement	Kendra Roemer, COSC member

## Electronic Handouts

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

## Next Meeting:

Wednesday, Nov. 1, 2023



UNRATIFIED

# MEETING MINUTES

Elk Island Public Schools, in-person meeting and livestream

May 3, 2023 | 7 p.m.

Committee of  
School Councils

## In Attendance

### SCHOOL COUNCIL EXECUTIVE

**Chair:** Lesley Williams, Sherwood Heights Junior High

**Vice-Chair:** Chelsea Pretzlaw, Ardrossan Elementary

**Secretary:** Ken Allan, A.L. Horton Elementary

### SCHOOL COUNCIL MEMBERS

April Childs, Lakeland Ridge

Brian Vick, Brentwood Elementary

Christan Rasmussen, Westboro Elementary

Jennifer Dechaine, École Parc Élémentaire

Jennifer Fukuyama, Clover Bar Junior High

Justina Gibson, Fort Saskatchewan Christian

Karli Butler, Davidson Creek Elementary

Kim Scott, Westboro Elementary

Lisa Harke, SCA Elementary

Melissa Manolescu, École Campbelltown

### ELK ISLAND PUBLIC SCHOOLS BOARD OF TRUSTEES

Trina Boymook, Chair

Colleen Holowaychuk, Vice-Chair

Cathy Allen, Trustee

Don Irwin, Trustee

Jim Seutter, Trustee

Susan Miller, Trustee

### ELK ISLAND PUBLIC SCHOOLS

Mark Liguori, Superintendent

Sandra Stoddard, Associate Superintendent

Emma Small, Communication Services

## CALL TO ORDER

The meeting was called to order at 7 p.m.

### AGENDA

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

MOTION | The agenda be adopted, as circulated.

*MOTION CARRIED*

### APPROVAL OF MINUTES

COSC Chair Williams called for approval of the April 5, 2023, meeting minutes.

MOTION | The minutes be approved, as circulated.

*MOTION CARRIED*

# Board Report

Board Chair Trina Boymook presented the Board Report.

## HIGHLIGHTS:

- On April 11, the Board met with the Fort Saskatchewan City Council. It discussed the Division's capital needs in the City, the issues and subsequent special supports implemented at City schools, shared details of the expansion of special education programming in Fort Saskatchewan, and details of the Board's collegiate vision for the Fort Saskatchewan-Rudolph Henning replacement school.
- On April 13, EIPS held another French Immersion public engagement session. An option was developed to generate a robust discussion among stakeholders about the best path forward to enhance the program, increase retention at the junior high and senior high levels, address anticipated enrolment pressures in Ardrossan and balance enrolment at the elementary level. Senior administration will compile the feedback received, which will inform next steps. On May 4, the Board will be debriefed around future action.
- At the April 20 Board meeting, the Board received a Report for Information on Andrew School. At this meeting, a motion was passed to trigger the school closure process. The Board will be considering the Superintendent's recommendation at a special meeting taking place at 10 a.m. on May 4. The meeting will be livestreamed.
- The Board has been busy over the last month working on the Division budget for the 2023-24 school year. Although the budget has increased in specific areas, it's a result of repurposing funding from other areas. Because of the introduction of reserve caps, the Board is on track to deplete a large portion of the Division's operating reserves in the current year to stay under the cap. There'll be limited use of reserves in building next year's budget. The Board approved allocations to schools at a special meeting held on April 27. Principals will be sharing details about these allocations at upcoming school council meetings.
- The Board will move forward with optional implementation of the new eligibility mileage for student transportation. For the 2023-24 school year, EIPS will continue to use walking distance and will have the software adjusted to calculate shortest driving distance in time for mandatory implementation in 2024-25. At the April 27 special Board meeting, the Board approved student transportation fees. Parents will be notified of their eligibility standing and associated fees. Non-designated school and program of choice will remain as enhanced services as it's still not mandatory to transport students to a non-designated school or program of choice.
- The Board toured schools in Vegreville and Mundare. The Board will be back out next week to tour some of the Division's Lamont County schools.
- On May 3, an email was sent to all parents, caregivers and staff to share the areas the Board is focusing on in the provincial election. Meetings with the local candidates have started, with several more scheduled within the next week or two.
- The Board will be holding information nights on May 31 and June 6. The information nights will share the designs for the Sherwood Heights-École Campbelltown replacement school. Board Chair Boymook shared the Board received news that the school has been approved for a \$250,000 playground grant.



















## ATA Report

ATA Local No. 28 President Deneen Zielke did not present a report.

# For Information

## ASCA UPDATE – Lesley Williams, COSC Chair

- The Alberta School Councils’ Association’s (ASCA) Annual General Meeting (AGM) took place on April 23. See the below chart for the results of the various resolutions discussed at that meeting, taken from the [ASCA website](#) on June 3:

Res #	Resolution Title	Amended	Carried
SR23-01	Amend ASCA Bylaws		
A23-01	Maintain ASCA Advocacy Policy 13-3		
A23-02	Amend ASCA Advocacy Policy 21-02		
P23-01	Mandating Criminal Record & Child Intervention Record Checks for School Board Trustee Candidates		
P23-02	Supporting Integrated Education Funding		
P23-03	Integrate Climate & Biodiversity Education Throughout the K-12 Curriculum		
P23-04	Add Rights of Victims of Bullying and Violence to <i>Education Act</i>		
P23-05	Required Consultation Opportunities for Proposed Changes to Legislation, Regulations, or Established Programs or Practices		
P23-06	Setting and Meeting a Student to School Counsellor Ratio to Improve Mental Health		

- COSC Chair Williams also shared the results of the executive election held at the meeting. Successful candidates included Greta Gerstner, Ken Glazebrook, Richard Haggarty, Chelsea Ezeagwuna, Kerry Bodell, Krista Li and Edward Tse.
- Members attending reported the AGM ran well and expressed surprise around which resolutions passed as is and which were amended.

## CAREGIVER SERIES UPDATE – Lesley Williams, COSC Chair

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

## SCHOOL COUNCIL ANNUAL REPORTS: DUE JUNE 27 – Lesley Williams, COSC Chair

- COSC Chair Williams reminded members School Council Annual Reports are due to their school’s principal by **June 27**.
- Each council must submit its own report. There’s no required format, though there are required elements that must be included. A [template](#) that includes all these required elements is available from ASCA.
- These reports help school boards measure parent accountability in their school divisions.
- There’s no need to include a financial statement with the report if a separate fundraising group manages fundraising.

## COMMENTS AND QUESTIONS

**Question:** Do we have to attach any meeting minutes with the report?

**Answer:** No, but be sure to make them available to the public on request.

## SCHOOL COUNCIL ENGAGEMENT GRANT SUMMARY – Lesley Williams, COSC Chair

- COSC Chair Williams reported only 26 people attended the presentation by David Irvine. She expressed deep disappointment with this attendance, especially considering the work required to organize this event.
- One member suggested training videos that can be viewed asynchronously may be better viewed than a live event.
- One member commented the grant may be changing next year to allow for ASCA conference registration fees.
- Members shared how they spent the grant, including a speaker on privilege, a paint night and books for parent-teacher interview night.

## New Business

### DRAFT SPRING BUDGET 2023-24: HIGHLIGHTS – Mark Liguori, EIPS Superintendent

- EIPS Superintendent Liguori reviewed the 2023-24 draft EIPS budget with COSC members.
- He noted there's lots of new education funding dollars this year, including new funding for classroom complexity and student transportation.
- However, much of this funding comes with a reduction in bridge funding to cover COVID costs, and to offset changes in the funding models.
- Increased inflation, utilities and insurance costs, as well as staff and benefits costs, also eat into this increased funding.
- The Board is once again planning to spend from its reserves this year. This is limited by new restrictions on how school boards may spend from reserves, and restrictions on the total reserves that may be carried by school boards.
- Once finalized by administration, the budget is reviewed and approved by the Board.
- The budget may have to be adjusted and reallocated quickly if there is a change in government priorities following the upcoming election.

### EIPS THREE-YEAR ENGAGEMENT PLAN UPDATE – Mark Liguori, EIPS Superintendent

- Superintendent Liguori said the engagement plan was a wholistic approach to a variety of factors within EIPS, especially urban growth. The Division also wanted to drive a conversation about schooling in newer districts.
- Superintendent Liguori highlighted four parts of the [engagement plan](#):
  - **Three-Year Strathcona County Engagement**
    - Engagement with schools on realigned school boundaries, especially in north-east Sherwood Park neighbourhoods.
    - This engagement also includes:
      - Review of the Division's French Immersion program (ongoing—completion date June 2023)
      - Review of various system programs to ensure they're meeting student needs (ongoing – completion date November 2023)
      - Rebalance of senior high enrollments (ongoing—completion date November 2024)

- **James Mowat Elementary Enrollment Pressure Engagement**
  - Review of the enrollment pressures in Fort Saskatchewan, specifically James Mowat Elementary.
  - This review was completed in spring 2023, though there continue to be space issues in Fort Saskatchewan schools.
- **LOGOS Program Review**
  - Following this review, the LOGOS program was amalgamated at Brentwood Elementary.
- **Vegreville Value Scoping Session**
  - Following a value scoping process and community consultation, EIPS is looking to amalgamate A.L. Horton Elementary and Vegreville Composite High at a single location—the Vegreville Composite High site.
  - The value scoping process was completed in fall 2022, and a report to the Board was presented in early 2023.

## COSC Sharing

### **ASCA CONFERENCE AND AGM: OVERVIEW AND HIGHLIGHTS** – Lesley Williams, COSC Chair

- COSC sharing for the ASCA Conference and AGM was covered in the ASCA Update section of the meeting.

### **SCHOOL COUNCIL ENGAGEMENT GRANT** – Lesley Williams, COSC Chair

- COSC sharing for the School Council Engagement Grant was covered in the School Council Engagement Grant Summary section of the meeting.

### **THANK YOU** – Lesley Williams, COSC Chair

- COSC Chair Williams expressed gratitude to retiring Superintendent Mark Liguori for his many years of service, as well as various other members of EIPS administration and the COSC executive.

MEETING ADJOURNED AT 8:46 P.M.

## Next COSC Meeting

**DATE:** Oct. 4, 2023

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

**LOCATION:** EIPS Central Services building, boardroom.



# BOARD HIGHLIGHTS

**MAY 2023**

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## BOARD MEETING: May 25, 2023

### Chair’s Report

#### RECENT EVENTS

Board Chair Trina Boymook highlighted recent events:

- On April 21, Chair Boymook was a guest attendee at a Rotary Club meeting, where she shared information about Elk Island Public Schools (EIPS)—its vision, priorities, successes, challenges and strategies moving forward. Attendees asked many questions and were genuinely interested in what is taking place within the Division and public education.
- On April 25, trustees attended an EIPS public meeting for Andrew School, as part of the school closure process. Chair Boymook thanked all those who attended and provided input.
- On April 26, trustees attended a meeting with the City of Fort Saskatchewan council—the first meeting since the election. Both groups shared information about their priorities, strategic plans, infrastructure needs and socioeconomic challenges within the region.
- On April 28, Chair Boymook and trustees Cathy Allen and Jim Seutter took part in Strathcona Christian Academy Elementary’s Great Day of Giving fundraiser. In total, the school raised more than \$250,000, which will go toward building a turf field for mission school in Mexico, and to purchase technology for SCA Elementary.
- On May 2, 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 3, Jacqueline Shotbolt represented trustees at the Fort Saskatchewan and Lamont Regional Chamber of Commerce roundtable event with the City of Fort Saskatchewan.
- On May 5, Chair Boymook attended and brought greetings at the EIPS Classified Professional Learning Day event. The keynote speaker, Tina Varughese, spoke about unconscious biases, which was excellent.
- On May 9, Chair Boymook, Trustee Footz and Superintendent Mark Liguori attended a meeting with the Town of Vegreville—Mayor Tim MacPhee, CAO Chris Leggett and council members. The focus: potential infrastructure partnerships.

#### TRUSTEES’ SCHOOL TOURS

On April 25, trustees visited A.L. Horton Elementary, Mundare School, Next Step Vegreville, the Pleasant Ridge Colony school and Vegreville Composite High as part of its 2022-23 Trustees’ School Tours. Then, on May 9, trustees toured Lamont Elementary, Lamont High and Elk Island Youth Ranch Learning Centre. The Board extends thanks to all the staff and students at the schools for hosting the tours. Everyone enjoyed learning and hearing about each school and the programs offered.

### Superintendent’s Report

#### RECENT EVENTS

Superintendent Mark Liguori highlighted recent events, which parallel much of the Board’s work:

- On April 25 and May 9, Superintendent Liguori joined trustees on the Trustees’ School Tours.

- On April 25, Superintendent Liguori attended the Division's public meeting for the Andrew School closure. He was pleased to see so many people turn out, and for the frank discussion about the school.
- On April 26, Superintendent Liguori attended the meeting with the City of Fort Saskatchewan council. He also thanked students and staff from Fort Saskatchewan High for hosting the meeting.
- On May 2, Superintendent Liguori attended the EIPS Retirement and Long-Service Reception, particularly special as he brought greetings, and was also a retiree recipient at this year's event.
- On May 9, Superintendent Liguori joined Chair Boymook and Trustee Footz at the meeting with the Town of Vegreville to discuss the recent value scope session and upcoming plans for the town.

## **Classified Staff Professional Learning Day**

The EIPS Classified Staff Professional Learning (PL) Day took place at the Strathcona County Community Centre and Salisbury Composite High on May 5. Throughout the day, classified staff participated in a various centrally co-ordinated professional learning sessions. The event also coincided with a professional learning day for certificated staff who participated in learning sessions throughout the day. Superintendent Liguori thanked Human Resources for organizing the event.

## **Comments from the Public**

### **ANDREW SCHOOL CLOSURE IMPACT**

The Board heard a presentation from Kylie Rude, a parent of a child who attends Andrew School. Rude raised concerns about the recent decision to close Andrew School. Specifically, the new attendance boundaries and bus ride times for students. She asked the Board to reconsider the adjusted attendance boundaries and permit all current Andrew School students to access bus routes to Mundare School next year. The Board thanked Rude for taking the time to present her concerns.

### **FRENCH IMMERSION PROGRAMMING: NO. 1**

The Board heard a presentation from Shaheen Alarakhia, a parent of a child enrolled in EIPS' French Immersion program. Alarakhia raised concerns about a proposed solution for French Immersion programming. She's concerned about the Division's proposed solution to move the secondary French Immersion program to Bev Facey Community High—citing research about the negative impacts of mixing junior high and senior high students. She asked the Board to revisit the results from the 2020 Sherwood Park Value Scoping Session and revise the proposed potential solution. The Board thanked Alarakhia for taking the time to present her concerns.

### **FRENCH IMMERSION PROGRAMMING: NO. 2**

The Board heard a presentation from Melissa Manolescu, the Chair of École Campbelltown School Council. Manolescu expressed concerns the school council has about the Division's proposed solution to move EIPS' secondary French Immersion program to Bev Facey Community High. Specifically, she discussed the 2020 Sherwood Park Value Scoping Session, asked about grade configurations, anticipated enrolment at the new replacement school and Bev Facey, available supports and the potential solution's long-term viability. The Board thanked Manolescu for taking the time to present her concerns.

## **Association and Employee Group Reports**

### **ASBA ZONE 2/3 REPORT**

Trustee Jacqueline Shotbolt attended the Alberta School Boards Association (ASBA) Zone 2/3 meeting on May 1. The highlights:

- The ASBA Board President will clarify with the Minister of Education if the province's stabilization fund ensures school boards are held harmless for lower than anticipated enrolments in 2023-24.



- The Advocacy Committee developed a new tracking process for school councils to submit election-related questions, which is also shareable between zones.
- The Zone is developing a position statement for the next ASBA general meeting—due May 26.
- Registration for the Canadian School Boards Association’s National Gathering and Congress closes June 2.
- Zone 5 is hosting a book club discussion on David Irvine’s book entitled, *Caring is Everything*. The session is open to all trustees and takes place on June 29.
- The next ASBA Zone 2/3 meeting is May 26.

## ATA LOCAL REPORT

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

- On May 19-22, the ATA hosted its Annual Representative Assembly. There, members passed the ATA’s 2023-24 budget and voted on its resolutions, which the ATA uses to guide its work for the upcoming year.
- Resolution highlights include:
  - To urge the province to require all careers and technology studies, off-campus and dual-credit programming to be taught, instructed and monitored by certificated teachers.
  - To urge the province to address skill-trades staff shortages by providing funding to post-secondary institutions aimed at expanding access to apprenticeships, training and trade certifications.
  - To dissolve the Alberta Teacher Registry and delete all its public-facing information.
  - To support teachers called to duty to fight wildfires over the next two months—an emergent resolution.
- Overall, it was a productive weekend full of debate and solution-seeking.

## EMPLOYEE RELATIONS GROUP REPORT

The Board received for information the Employee Relations Group (ERG) report from Chair, Dulcie Arbuckle-Jarvin:

- Classified Professional Learning Day was electrifying. The food trucks were fantastic. And, Tina Varughese, the keynote speaker, offered an entertaining and informative session about unconscious biases and Gen Zen.
- The ERG used the Board-funded Health and Wellness grant to host several wellness sessions at the Classified Professional Learning Day. Overall, the sessions were well-received, with many requesting the Division hosts even more next year.
- Arbuckle-Jarvin thanked Fred Rempel, a consultant with EIPS, for hosting a safety session for educational assistants working in labs for careers and technology studies—focused on machine use and safety.
- The ERG’s Terms of Reference are now complete. The ERG will post it on EIPS’ SharePoint intranet site.
- With schools now working on their 2023-24 budgets, there are a few more declared surplus staff. Human Resources believes it can place these staff members in positions for September 2023.

## New Business

### POLICY AMENDMENTS

The Board approved amendments to:

- [Board Policy 8: Board Committees](#)
- [Board Policy 9: Board Representatives](#)
- [Board Policy 16: Recruitment and Selection of Personnel](#)
- [Board Policy 18: Alternative Programs](#)
- [Board Policy 21: Expense Transparency](#)
- [Board Policy 22: Health and Safety](#)
- [Board Policy 25: Petitions and Public Notices](#)
- [Board Policy 26: School Dispute Resolution](#)

Overall, the approved changes strengthen the policies’ clarity, definitions, roles, language and readability.

## 2023-24 ADMINISTRATIVE FEES

### FACILITY RENTAL FEES

The Board approved the facility rental and lease fees for the 2023-24 school year. Fees are reviewed annually and determined by current market rates and operational cost-recovery analysis. Based on higher operational, inflation and insurance costs, rental fees are increasing modestly in September 2023. The most notable fee change is the weekend rental rate increasing by \$5 per hour. The increase will ensure the Division maintain its current level of custodial services. While fees are increasing slightly, EIPS after-hour rentals remain lower than other community lease-space providers (see pg. 64, "[After-Hour Fee Schedule:2023-24](#)").

### SPECIALIZED SUPPORTS FEES

The Board approved the Specialized Supports Fees for the 2023-24 school year. The fees are charged to the resident school division and cover the costs associated with providing specialized supports and services in both inclusive settings and system programs for non-resident students. For 2023-24, fees will increase by 3% to account for staff salary and inflationary increases (see pg. 69, "[2023-24 Specialized Supports Fees](#)").

### PARTNERS FOR SCIENCE

The Board approved the Partners for Science (P4S) fees for the 2023-24 school year. Annually, EIPS supplies its schools and other school jurisdictions with P4S kits. Fees aren't charged to EIPS schools but are charged to other school jurisdictions to cover the proportionate operational costs. For the upcoming school year, these fees will increase by 3% to help offset the rising costs associated with the P4S program. The Division will also continue to charge a restocking fee for any P4S kits returned late, at \$26.25 per kit—unchanged from 2022-23 (see page 72, "[2023-24 Partners for Science Fees](#)").

### ALBERTA NON-RESIDENT AND INTERNATIONAL

The Board approved the Alberta non-resident and international fees for the 2023-24 school year. Rates for non-Alberta residents and international students will increase by 3% to account for staff salary and inflationary increases. EIPS fees are comparable to other Alberta-based school division rates. In fall 2022, EIPS had one international student registered—the individual is no longer attending EIPS. The Division also has no non-Albertan resident students enrolled in its schools (see [Non-Resident Student Fees](#)).

### PLAY AND LEARN AT SCHOOL

The Board approved the Play and Learn at School (PALS) fees for the 2023-24 school year. The fee is for the typically developing twin of a child who meets the criteria for PALS programming—providing programming for a typically developing twin benefits the child with disabilities and the PALS program as a whole. For the 2023-24 school year, fees will increase by 6% to align with the province's Early Childhood Services Base Instruction Grant, as outlined in the *Funding Manual for School Authorities for the 2023-24 School Year* (see pg. 78, "[2023-24 Play and Learn at School Fees](#)").

## 2023-24 BUDGET REPORT

The Board approved the Division's 2023-24 spring budget, prepared by Financial Services. Every spring, the Division prepares a budget for the upcoming school year—based on provincial funding, Alberta Education's *Funding Manual for School Authorities: 2023-24 School Year*, projected student-enrolment numbers, corresponding staffing estimates and Board-approved [budget assumptions and allocations](#). Overall, the 2023-24 spring budget is a conservative budget and built around two key principles: equitable distribution of funds and programs, and transparent and understandable allocations. The following is a brief summary of the spring EIPS 2023-24 Budget Report. The complete report is available at [eips.ca](#).

In total, EIPS' operating budget is \$208.09 million for the period of Sept. 1, 2023, to Aug. 31, 2024. Of that, \$204.95 million will come from the Division's annual revenue and \$3.14 million from operating reserves. The Division will use the reserves to cover costs for schools and departments, career pathways and the mental health strategic plan.

Meanwhile, EIPS projects an accumulated surplus of \$3.48 million by Aug. 31, 2024. That accumulated surplus includes the asset retirement obligation (-\$9.6 million), operating reserves (\$4.58 million), investment in tangible capital assets (\$7.66 million) and capital reserves (\$840,000). Throughout 2023-24, the Division plans to fund the following items from its capital reserves:

- \$810,000 for Salisbury Composite High's stormwater project;
- \$220,000 for the Division's building management system;
- \$150,000 to purchase a school bus;
- \$100,000 for capital projects; and
- \$50,000 for Information Technology purchases.

Additionally, school allocations will increase by 1.5% because of higher standard costs, although the exact allocations for each school will vary based on enrolment number changes and standard cost adjustments. And, for small rural schools, allocations will align with the funding levels detailed in the province's *Funding Manual for School Authorities*. Similarly, allocations for central departments will fall by 0.4%. However, after factoring out the targeted student transportation funding, department allocations will actually end up decreasing by 3%. The drop is primarily because of one-time spending projects planned in 2022-23—funded by reserves and now complete or no longer supported.

In terms of students and staff, EIPS anticipates a student enrolment of 17,483—up by 23. In contrast, the Division expects a slight decrease in staffing, dropping by approximately 1%, or 12.33 full-time equivalent (FTE) employees—declining to 1,338.91 FTE from 1,351.24 FTE—primarily the result of lower reserve usage. As well, compensation will rise, primarily because of the ratified certificated salary settlement increasing by 2%, a corresponding economic increase for classified employees, salary grid movement and higher benefit costs. Overall, the instructional costs comprise 78% of the total budget, which works out to \$9,659 per student.

Finally, the system administration spending equates to 2.2% (\$4.53 million) of total expenses, which is below the \$6.19-million grant provided by Alberta Education. All unused funds will go toward other Divisional uses—as per guidelines listed within the *Funding Manual for School Authorities: 2023-24 School Year*. And, the Division's Unallocated Reserve is \$3.45 million, which when combined with other operating reserves falls within the provinces operating reserve limit.

Overall, the spring EIPS 2023-24 budget supports the mission, values and priorities of EIPS. It also allows the Division to fund its key focus areas to ensure student success—including health and wellness initiatives, career pathways, the new curriculum, junior high intervention support, equitable programming and infrastructure. Now approved, schools and departments will use EIPS' spring budget to begin planning for the upcoming school year. The complete [EIPS 2023-24 Budget Report](#) is available at [eips.ca](http://eips.ca).

*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 2023-24 budget—no longer a provincial requirement—with the final student-enrolment numbers, revenue and expense variations, carryforward amounts and any reserve spending changes.*

#### BUDGET REPORT: ALBERTA EDUCATION

The Board also approved the Alberta Education Budget Report for the year ending Aug. 31, 2024 (see pg. 138, "[Alberta Education Budget Reports: 2023-24](#)").



# BOARD HIGHLIGHTS

## EIPS FOUR-YEAR EDUCATION PLAN: 2022-26

The Board approved the [EIPS Four-Year Education Plan: 2022-26 \(Year 2\)](#), which details the Division's priorities, goals and outcomes over a four-year period. 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 2023-24 school year.

## Committee Report

### POLICY COMMITTEE

The Board received for information a report from the Policy Committee meeting held on May 10. Policies discussed: 8, 9, 16, 18, 21, 22, 25 and 26. The Board approved all recommended amendments to the eight policies during this Board meeting (see pg. 3, "Policy Amendments"). The annual review of all Board policies is now complete for the 2022-23 school year.

### STUDENT EXPULSION COMMITTEE

The Board received for information a report from two Student Expulsion Committee meetings held on May 12. The committee reviewed all submitted information and upheld the recommendations put forward by the school.

## Reports for Information

### SUMMER PROJECTS: 2022-23

The Board received for information a report from Facility Services highlighting the planned projects for summer 2023. In total, 372 projects are planned, including 36 Infrastructure Maintenance and Renewal projects (\$4.2 million), five Capital Maintenance Renewal projects (\$1.1 million), and 331 Operational and Maintenance projects. Project highlights include:

#### INFRASTRUCTURE MAINTENANCE AND RENEWAL

- Completing Phase 1 of the Salisbury Composite High stormwater project.
- Upgrading careers and technology kitchens at Ardrossan Junior Senior High and F.R. Haythorne Junior High.
- Repaving the parking lot at Rudolph Hennig Junior High and Woodbridge Farms Elementary.
- Replacing the air-handling units at Vegreville Composite High and Lamont Elementary.
- Upgrading the gym lights at Ardrossan Junior Senior High and F.R. Haythorne Junior High.

#### CAPITAL MAINTENANCE AND RENEWAL

- Replacing exterior doors and windows at Pine Street Elementary.
- Completing the replacement design for new exterior doors and windows at Glen Allan Elementary.
- Installing a new air-conditioning system at Bev Facey Community High.
- Replacing the roof and repairing the building envelope at F.R. Haythorne Junior High.
- Replacing the asphalt parking lot at Win Ferguson Elementary.

#### 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.

Additionally, Facility Services will relocate two modular classroom units to SouthPointe School from École Campbelltown (see pg. 184, "[2022-23 Summer Projects Plan](#)," for the full list of planned summer projects).

## **IMR AND CMR PROJECTS: 2023-24**

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 2023-24 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 2023-24 school year, EIPS' approved IMR grant totals \$2.24 million, and the CMR grant totals \$1.14 million, for an overall amount of \$3.38 million—\$443,800 less than the Division's total IMR and CMR funding last year. Multiple projects are identified for the 2023-24 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 repairs and upgrades to educational areas and facilities, replacing technology equipment, changing air-handling units and multiple deferred-maintenance projects (see pg. 195, "[2023-24 Infrastructure Maintenance and Renewal—IMR and CMR—Project Plans](#)").

## **TRUSTEE NOTICES OF MOTIONS AND INFORMATION REQUESTS**

Trustee Don Irwin shared a thank you message from the Chair of Wes Hosford Elementary's school council for funding the registration fee to attend the Alberta School Councils Conference 2023. She said it's much appreciated and offered valuable professional learning.

## **Special Board Meeting: May 4, 2023**

### **COMMENTS FROM THE PUBLIC**

#### PRESENTATION TO THE BOARD NO. 1: POSSIBLE CLOSURE OF ANDREW SCHOOL

The Board heard a presentation from the Village of Andrew about the possible closure of Andrew School. Deputy Mayor Tammy Ann Pickett asked the Board, if it votes in favour of closing the school, to allow the village to retain the fitness equipment, playground, pictures, banners, school technology and library contents. The Board thanked Pickett for taking the time to present her thoughts to trustees.

#### PRESENTATION TO THE BOARD NO. 2: ANDREW SCHOOL

The Board heard a presentation from the Village of Andrew about the possible closure of Andrew School. Mayor Merwin Haight asked the Board, if it votes in favour of closing the school, to provide the village with the original lease-transfer agreement between Elk Island Public Schools, the Village of Andrew and Lamont County. He also asked the Board to provide the village with the estimated demolition costs as it has financial implications for the village and residents. The Board thanked Haight for taking the time to present his concerns to the Board.

### **ANDREW SCHOOL**

The Board approved a motion in favour of closing Andrew School, effective June 30, 2023. All EIPS students, kindergarten to Grade 6, who live within the Village of Andrew are redesignated to Mundare School. Students living outside the village are redesignated to either Lamont or Vegreville, [depending on where they reside](#). For the 2023-24 school year, the school of choice fee is waived for any pre-registered Andrew School student, kindergarten to Grade 6.



# BOARD HIGHLIGHTS

EIPS will work closely with students and their families to ensure the transition to their new school is handled smoothly. It will also put a school transition plan in place, which will include consultations with students and families; school council groups from Andrew, Lamont, Mundare and Vegreville; school administration; staff; and EIPS senior administration. Additionally, EIPS will ensure facility requirements, support services and student transportation needs are dealt with in advance of the first day of classes on Aug. 31, 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:

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

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

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JUNE 15, 2023

## Chair's Report

### RECENT EVENTS

Board Chair Trina Boymook highlighted some recent events:

- On May 26, Chair Boymook and senior administration attended the Alberta School Boards Association's (ASBA) Edwin Parr Awards Banquet, an annual celebration that recognizes the work of first-year teachers. Chair Boymook congratulated all this year's nominee recipients.
- On May 31 and June 6, trustees attended both public drop-in information sessions for EIPS' new Sherwood Park replacement school. Hosted by ACI Architecture Inc., the design architect, attendees got to see the school design, virtually tour the inside and ask questions.
- On June 4-6, trustees attended ASBA's spring general meeting. The highlights: discussions related to ASBA's 2023-24 budget, bylaw amendments and emergent resolutions; the professional learning sessions; and the networking opportunities provided with school boards from across the province.
- On June 12, trustees attended a joint meeting with council members from Lamont County. Discussion topics included: EIPS' *Four-Year Education Plan: 2022-26*, the Board's strategic focus, achievement results, regional enrolment, and successes and challenges within Lamont County. Meanwhile, the county also shared its short-term and long-term vision, strategic direction, growth opportunities and economic development goals.
- On June 23, Chair Boymook will attend the Alberta Teachers' Association Local No. 28's annual retirement dinner. She's looking forward to going, and to celebrate this year's retirees.

### 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. The Board congratulates all EIPS 2023 graduates.

### SCHOOL EVENTS AND PERFORMANCES

The Board extended thanks to all schools throughout the Division for inviting trustees to attend school events and performances over the last few weeks. Every year, trustees look forward to attending and participating in these special year-end events.

### TRUSTEE ROUNDTABLE

Trustees shared the following information with the Board:

- *Board Vice-Chair Colleen Holowaychuk*: The Town of Lamont launched a new initiative this year—gifting \$1,000 to Lamont High's 2023 valedictorian.
- *Trustee Don Irwin*: Thanked Communication Services for its work preparing trustee graduation messaging—it was outstanding and much appreciated.

## Superintendent's Report

### RECENT EVENTS

Superintendent Mark Liguori shared with the Board several events he took part in throughout the last month. Highlights include:

- On May 26, Superintendent Liguori joined the Board at the ASBA Zone 2/3 Edwin Parr Awards Banquet. He congratulated EIPS' nominee Rae-Lynn Billingsley, a first-year teacher at A.L. Horton Elementary. He also congratulated all Zone nominees of this year's award.



# BOARD HIGHLIGHTS

- On May 31 and June 6, ACI Architecture hosted public drop-in information sessions to share the new Sherwood Park replacement school design. The sessions were well-attended, and provided thoughtful feedback from attendees about the building design and aesthetics.
- On June 4-5, Superintendent Liguori and Associate Superintendent Sandra Stoddard attended ASBA's spring general meeting. As always, the meeting was informative with important discussions about pressing issues school boards are facing—now, and in the upcoming school year.
- On June 12, Superintendent Liguori, Secretary-Treasurer Candace Cole and Associate Superintendent Sandra Stoddard joined trustees at the meeting with council members from Lamont County. Overall, it was a productive meeting and allowed EIPS to share new information with the council about the Division, students and schools within the region.
- Throughout May and June, Superintendent Liguori attended many high school graduation ceremonies. To date, he's brought greetings at the Lamont High, Next Step, Salisbury Composite High and Vegreville Composite High ceremonies. He looks forward to Ardrossan Junior Senior High's ceremony on June 23. Superintendent Liguori extended congratulations to all EIPS 2023 graduates.

## Comments from the Public

### STRATHCONA CHRISTIAN ACADEMY SOCIETY

The Board heard a delegation from Strathcona Christian Academy (SCA) Society's Board—presented by Nate Peters, the SCA Society's Board Chair and Steve Mebs, its Vice-Chair. The pair shared an update on SCA Society's vision and mission, enrolment data, engagement efforts, successes and challenges, and recent school missions and retreats. The EIPS Board of Trustees thanked both Peters and Mebs for taking the time to keep them informed, and in the know, about the SCA Society and its Board.

## Association and Employee Group Reports

### ASBA ZONE 2/3 REPORT

Trustee Cathy Allen attended the Alberta School Boards Association (ASBA) Zone 2/3 meeting on May 26. The meeting focused on possible position statements for the ASBA fall general meeting. Of the many position statements presented, only six were selected to move to the fall general meeting—by way of a vote. One of the six selected was a position statement proposed by EIPS.

### ATA LOCAL REPORT

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

- Throughout 2022-23, the Local put substantial work into preparing for the provincial election and ensuring public education was one of the top election themes.
- This year, the Local also launched a new Women in Leadership Committee, which resulted in several successful events and presentations.
- On June 23, the Local is hosting its annual Retirement Dinner on June 23, which Zielke looks forward to. She also thanked Chair Boymook for accepting the invitation to the event and being there to help celebrate teachers now moving into retirement.

### EMPLOYEE RELATIONS GROUP REPORT

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



- 2022-23 was another successful year for the ERG.
- The wellness grant was much appreciated by classified staff—used to host several wellness sessions at the Classified Professional Learning Day on May 5.
- ERG’s newest members took the Crucial Conversations professional learning course—provided by Human Resources. All ERG members have taken the course and find it helps them professionally.
- The ERG continues its work developing safety guidelines for education assistants working in labs for careers and technology foundations and careers and technology studies courses.
- Recently, Human Resources hired a firm to review all job descriptions for classified staff—the ERG is looking forward to the review process.
- Currently, the ERG is looking for a new chair. Arbuckle-Jarvin is stepping down from the role as she’s retiring at the end of June.
- The ERG wishes everyone a relaxing and enjoyable summer.

## New Business

### **BUSINESS ARISING FROM IN CAMERA**

The Board approved the following motions:

- “That the Board declare that Andrew School, accompanying lands and identified capital assets are surplus to the Board needs;” and
- “That pursuant to sections 9 and 10 of Alberta Regulation 86/2019, *Education Act*, ‘Disposition of Property Regulation,’ the Board ask the Minister to approve the Board’s declaration and the property and identified capital assets either:
  - be transferred to the municipality, or if the municipality refuses,
  - be disposed of as per the regulation.”

### **AUDIT ENGAGEMENT LETTER**

The Board approved the 2023 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, 2023.

### **ATTENDANCE BOUNDARY ADJUSTMENT: ELEMENTARY FRENCH IMMERSION**

The Board approved adjustments to the elementary French Immersion attendance boundaries to help balance elementary enrolment. The adjustments include:

- designating elementary French Immersion students living in Cambrian Crossing to Heritage Hills Elementary, effective 2023-24; and
- expanding Heritage Hills Elementary’s French Immersion attendance boundary so it aligns with its regular English program boundary—phased in starting with kindergarten in 2024-25.

Transportation fees apply to all bus riders—as noted on the [EIPS Student Transportation Fee Schedule](#).

## Committee Report

### **AUDIT COMMITTEE**

The Board received for information a report from the Audit Committee meeting held on June 7. The committee discussed the audit service plan, 2023 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, 2023. Overall, expenses exceeded revenues resulting in an operating deficit of \$4.08 million. Revenue for the nine months is \$146.35 million, which represents 76 per cent of the year-to-date budget—an expected percentage at this point in the fiscal year. Meanwhile, total expenses are \$150.43 million, representing 75 per cent of the year-to-date budget. Finally, the system administration expenses are 2.2% of total expenses, which is below the \$6.3-million grant provided by Alberta Education (see pg. 47, “[Unaudited Financial Report](#)”).

### SUMMARY OF FEE CHANGES: 2022-23

The Board received for information a summary of fee changes for the 2022-23 school year—between January and June 2023. In total, the Division received and approved 20 fee change requests (see pg. 67, “[2022-23 Interim School Fee Approval Summary](#)”).

### INTERNATIONAL AND NATIONAL FIELD TRIPS: 2022-23

The Board received for information the International and National Field Trip report for the 2022-23 school year. Throughout the year, schools participated in the following field trips:

- *National field trips*: 7 trips; and 178 students; and
- *International field trips*: 1 trip; and 12 students.

### LOCALLY DEVELOPED COURSES

The Board received for information a report about the locally developed courses available to students in 2023-24. At the senior high level, the Division plans to launch four new locally developed courses, renew nine and acquire four—six courses will expire. At the junior high level, EIPS will introduce one new locally developed course and renew four—two courses will expire. Meanwhile, at the elementary level, the Division’s launching two new locally developed courses and renewing one—zero courses will be acquired or expire (see pg. 69, “[Locally Developed Courses: 2022-23](#)”).

### TRUSTEE NOTICES OF MOTIONS AND INFORMATION REQUESTS

The Board extended best wishes to Superintendent Mark Liguori, who is set to retire from EIPS on June 30, 2023. Trustees thanked him for his exemplary leadership, dedication and unwavering commitment to education over the last eight years while with the Division. The Division has thrived under his guidance and mandate to provide the best possible educational opportunities for all students. And, as a result, it is in a better position than ever. His efforts are appreciated, and the Board wishes him all the best in his retirement.

## 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

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# BOARD HIGHLIGHTS

AUG. 24, 2023

## Chair's Report

### RECENT EVENTS

Board Chair Trina Boymook highlighted recent trustee events:

- On July 3-5, Chair Boymook, Vice-Chair Colleen Holowaychuk and trustees Jacqueline Shotbolt and Cathy Allen attended the Canadian School Boards Association's 2023 National Gathering and Congress in Banff, Alta. The Alberta School Boards Association (ASBA) was this year's host, which organized an impressive lineup of speakers; First Nations, Métis and Inuit traditions; and valuable networking opportunities for school board trustees from across the country.
- On August 21, to kick-start the school year, Chair Boymook attended and spoke at the Elk Island Public Schools Leadership meeting with principals, directors, assistant principals and assistant directors. As always, it was exciting to be there, to meet with everyone and feed off all the positive energy. Divisionwide, everyone's looking forward to welcoming students back to class on August 31.
- On August 23, trustees participated in a professional learning session, which focused on building a first-team mindset.

### NEW EMPLOYEE ORIENTATION

Chair Boymook was honoured to meet the Division's newest employees at the annual Off to a Good Start conference, an orientation program for new EIPS staff and administrators. 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 24, the Board hosted a Welcome Back Pancake Breakfast for staff at EIPS Central Services. The breakfast is an annual event trustees put on to kick-start 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.

### BOARD EVALUATION

On August 24, after the Board meeting, trustees participate in a Board Self-Evaluation Report workshop, which the Board uses to map its work and functions for the upcoming year.

### TRUSTEE REPORTS

Trustee Ralph Sorochan thanked all EIPS schools and departments for their work preparing for the school startup. Trustees are all looking forward to the 2023-24 school year.

## Superintendent's Report

### STARTUP AND WELCOME

With the 2023-24 school year officially starting on August 31, Superintendent Sandra Stoddard offered a warm welcome to all staff, students and their families who are either new or returning to the Division for the 2023-24 school year. Given the Division's unwavering commitment to student success, she is confident the upcoming year will be a great one for everyone within EIPS.

Superintendent Stoddard also introduced three new members of the EIPS Executive Team:

- Ragan Johnson, the Associate Superintendent of Human Resources;
- Ryan Marshall, the Associate Superintendent of Support for Students; and
- Weylin Gilewich, the Director of Information Technologies.

As well, throughout the summer, EIPS staff were busy planning and preparing for the new school year to ensure students have another successful academic experience. Most recently, the Division held its first Leadership meeting of the year, which included all principals, directors, assistant principals and assistant directors. The energy was palpable, and everyone's looking forward to welcoming students on August 31. Human Resources also hosted its annual Off to a Good Start conference, an orientation program for new principals, assistant principals, teachers and classified staff.

## PARENT ENGAGEMENT

On August 17, Superintendent Stoddard took part in the Walk Alongside Alberta meeting, hosted by the Alberta School Councils' Association. Walk Alongside Alberta is a new initiative to build systemic parent engagement in public education. The key presenter was Debbie Pushor, a professor at the University of Saskatchewan and renowned parent engagement expert, who spoke about her research on the benefits of parent engagement within the education system. EIPS is the first Alberta school division to join the Walk Alongside Alberta initiative.

## Association and Employee Relation Reports

### ATA LOCAL REPORT

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

- Zielke hopes everyone had a relaxing and rejuvenating summer break.
- On August 14-18, the ATA hosted its Annual Summer Conference. Zielke attended various training and professional learning sessions. The highlight: keynote speaker Tareq Hadhad, a Syrian refugee and founder of Peace by Chocolate, based in Nova Scotia. Hadhad shared a motivational story about his journey to Canada, risk-taking, entrepreneurship, giving back and the power of community. The Local looks forward to bringing some of the ideas he discussed to fruition this year.
- Zielke thanked EIPS Human Resources for inviting her to speak to new teachers at the Off to a Good Start conference.
- Zielke looks forward to the year ahead with hope and a focus on positive change.

## New Business

### BUSINESS ARISING FROM IN CAMERA

The Board moved the following motion:

- "that the Board of Trustees approve housekeeping amendments to the Strathcona Christian Academy Society Agreement."

### TRUSTEE SCHOOL LIAISON REPRESENTATIVE LIST

The Board approved the Trustee School Liaison Representative List for the 2023-24 school year (see pg. 9, ["2023-24 Trustee School Liaison Representative List."](#))



# BOARD HIGHLIGHTS

## BOARD ORGANIZATIONAL MEETING: 2023-24

### 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 Cathy Allen was elected the Chair, and Trustee Susan Miller was elected the Vice-Chair. Both individuals will lead the Board of Trustees throughout the 2023-24 school year.

### BOARD MEETING SCHEDULE

The Board approved the regular Board of Trustees Meeting Schedule for the 2023-24 school year (see [Board of Trustees: Meetings](#)”).

### BOARD COMMITTEES AND REPRESENTATIVE APPOINTMENTS

The Board reviewed the 2023-24 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. 21, 2023.

## Board Members

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

### FOR MORE INFORMATION CONTACT:

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

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

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SEPT. 21, 2023

## Chair's Report

### RECENT EVENTS

Board Chair Cathy Allen highlighted a few recent trustee events:

- On September 18-19, trustees took part in a retreat to discuss the Board's direction, priorities and work plan for the 2023-24 school year—all in alignment with EIPS' *Four-Year Education Plan*.
- On September 20, the Board met for the first time with Kyle Kasawski, a member of Alberta's legislative assembly for Sherwood Park. Overall, it was a productive meeting focused on shared concern areas, advocacy, and ways to work together to ensure strong public education.

## Superintendent's Report

### RECENT EVENTS

Superintendent Sandra Stoddard highlighted several recent events:

- On September 18-19, Superintendent Stoddard joined trustees at the 2023-24 Board retreat.
- On September 20, Superintendent Stoddard joined the Board to meet with Kyle Kasawski.
- Also, on September 20, Superintendent Stoddard visited Salisbury Composite High. There, she was impressed with the school's staff and students and the many extracurricular clubs available for learners—all led by volunteer staff members. Collectively, the extracurricular activities meet the diverse needs of students. Coincidentally, the same night, a special episode of *Family Feud Canada* aired on CBC, featuring a team from Salisbury Composite High who competed against another senior high school to raise money for the school.

### NATIONAL DAY OF TRUTH AND RECONCILIATION

September 30 is the National Day of Truth and Reconciliation. To honour the day, trustees all wore orange shirts to the September Board Meeting. Superintendent Stoddard thanked the Board for their support and for recognizing the day's significance. Acknowledging the ongoing impacts of residential schools is a vital component of the reconciliation process.

## Association and Employee Relation Reports

### ATA LOCAL REPORT

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

- During school startup, teachers were busy organizing classrooms. It's nice to see everyone now settling in.
- Recently, the Local completed its executive strategic planning and looks forward to several new initiatives.
- The Local executive for 2023-24 includes:
  - Deneen Zielke, President;
  - Dave McKinnon, Vice-President and Local Political Engagement Officer;
  - John Murphy, Treasurer
  - Maxine Holm, Local Communications Officer
  - Daniel Radersma, Secretary
  - Kim Zapesocki, Professional Development Chair
  - Jennifer Fredeen, Teacher Welfare Committee Chair
  - Danielle Morin, Teacher-Board Advisory Committee Chair



# BOARD HIGHLIGHTS

- On September 19, the Local held its first council meeting, where members approved forming a Women in Leadership Committee. Once officially formed, the Committee Chair will join the Local executive team.
- On October 20, the ATA will host its annual Induction Ceremony, an annual celebration to welcome new teachers to the profession. Zielke thanked Board Chair Allen and Superintendent Stoddard for accepting the invitation to attend and greet new teachers.

## EMPLOYEE RELATIONS GROUP REPORT

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

- The ERG committee includes: Michelle Miller, Helen Bienert, Kara Comer, Bev Fuller, Sandy Shackleton, Marlene Steeves, Dustin Stortz, Kerri Weissbach, and Melissa Willisko.
- Earlier this summer, Human Resources launched the Job Analysis Questionnaire for Central Services staff to fill out. Next, it plans to roll out the questionnaire to schools, which it hopes to do shortly.
- Overall, the 2023-24 school year is off to a good start. ERG members are looking forward to the year ahead.

## New Business

### ACTING CHAIR SCHEDULE

The Board approved the Acting Chair Schedule for 2023-24. The schedule assigns a trustee to serve in the absence of the Chair and Vice-Chair (see pg. 11, "[Acting Chair Schedule 2023-24](#)").

### BOARD COMMITTEE REPRESENTATIVE LIST

The Board approved the 2023-24 Board Committee Representative List. The Board assigns trustees to committees for liaison purposes. Trustee interests are considered for the committee placements (see pg. 13, "[Board Committee Representatives 2023-24](#)").

### TRUSTEE REMUNERATION

The Board approved the trustee remuneration for the 2023-24 school year. Rates will increase by 2 per cent, effective Sept. 1, 2023. The rate increase follows Section 12 of [Board Policy 7: Board Operations](#). The Board also approved a motion to direct the Superintendent to conduct a trustee compensation review and present the report for information at the January Caucus meeting.

## Reports for Information

### FACILITY SERVICES: 2022-23 SUMMER PROJECTS UPDATE

The Board received for information an update on Facility Services' summer projects in 2023. Throughout the summer months, Facility Services oversaw a total of 377 projects, including Infrastructure, Maintenance and Renewal (IMR), Capital Maintenance and Renewal, and additional projects across the Division—more than 80 per cent are now complete. The projects ranged in nature and included improvements to electrical, roofing, interiors, exteriors, mechanical equipment and flooring at various EIPS schools. Project highlights include:

#### GENERAL SUMMER PROJECTS

- Renovations to quiet rooms in several EIPS schools to support students and staff.
- Upgrades to a universal washroom at Salisbury Composite High School to support students.
- Upgrades to data cabling at École Parc Élémentaire and Pine Street Elementary.



# BOARD HIGHLIGHTS

## INFRASTRUCTURE MAINTENANCE AND RENEWAL – CAPITAL RESERVE

- Phase 1 of the Salisbury Composite High Stormwater System Replacement Project.
- Renovations to the food lab at F. R. Haythorne Junior High.
- Renovations to the food lab at Ardrossan Junior Senior High.

## CAPITAL MAINTENANCE AND RENEWAL

- Replacement of windows and entrance at Pine Street Elementary.
- Replacement of doors and windows at Glen Allan Elementary.
- Replacement of an air conditioning unit at Bev Facey Community High.
- Replacement of the roofing and building envelope at F. R. Haythorne Junior High.

## Board Members

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

## FOR MORE INFORMATION CONTACT:

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

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

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# Caregiver Education Team Newsletter

October 2023



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

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

## Adult Education Sessions

### Understanding Anxiety Series

For adults supporting their own wellness or the wellness of others.

**Part 3:  
Settling Our Minds**  
Wednesday, October 4  
12:00 – 1:00 pm

**Part 4:  
Overcoming Avoidance**  
Wednesday, October 11  
12:00 – 1:00 pm

## Caregiver Education Sessions

### Keeping Scattered Kids on Track

*Supporting Children and Youth with ADHD*

For parents and caregivers of children and youth in grades K-12  
Wednesday, October 18  
6:00 – 7:30 pm

### Understanding Self-Injury

For parents and caregivers of youth in grades 7-12

Wednesday, October 25  
12:00 – 1:00 pm

## Participant Feedback

“Thank you very much for all you do. I hope more and more people will find and access these opportunities!”

“I thought the way the webinar was set up was great. Even though we could not view the participants there was enough interaction with the speakers.”

## Sessions at a Glance



AMH Education Services  
Addiction & Mental Health  
Edmonton Zone

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

# Caregiver Education Sessions

October 2023



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

## Registration

Sessions are offered online through the Zoom conferencing application.

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

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

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

## Keeping Scattered Kids on Track Supporting Children and Adolescents with ADHD

In this 90-minute session, we will discuss common signs and symptoms of attention deficit hyperactivity disorder (ADHD) and strategies for supporting success in children and youth with ADHD.

**Date: Wednesday, October 18, 2023**

Time: 6:00 – 7:30 pm

For caregivers of children/youth in grades K-12; for adults only.

## Understanding Self-Injury

In this Lunch & Learn session, we will explore various motivations in youth who are intentionally harming themselves and factors behind self-injurious behaviour. Strategies to support youth who may be engaging in self-injury will be discussed.

**Date: Wednesday, October 25, 2023**

Time: 12:00 – 1:00 pm

For caregivers of youth in grades 7-12; for adults only.

## Participant Feedback

“It was very well presented and look forward to receiving the info...was extremely interesting and useful.”

“Positive, engaging presenters. Good choices for the videos.”



AMH Education Services  
Addiction & Mental Health  
Edmonton Zone

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

# Adult Education Sessions

October 2023



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

## Understanding Anxiety Series

### 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: Wednesday, October 4, 2023**

Time: 12:00 – 1:00 pm

For adults supporting their own wellness or the wellness of others.

### Part 4: Overcoming Avoidance

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

**Date: Wednesday, October 11, 2023**

Time: 12:00 – 1:00 pm

For adults supporting their own wellness or the wellness of others.

### 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.

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# 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

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- 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

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Vice Chair's Name

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Vice Chair's Signature

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Secretary's Name

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Secretary's Signature



## 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.

To administer the 2023-24 ASCE Grant, Elk Island Public Schools first needs to collect contact information from school councils in the Division. Have one member from your school council complete this [contact form](#) by **Monday, October 23**.