



Committee of  
School Councils

# Meeting Agenda

In-Person and [Virtual Meeting](#)  
 Central Services Office, boardroom  
 683 Wye Rd., Sherwood Park, AB  
 Wednesday, Feb. 7, 2024  
 6:30 p.m.

Time	Agenda	Presented by
6:30 p.m.	<b>Opening Remarks and Welcome</b>	Kendra Roemer, COSC Chair
6:32 p.m.	<b>Introductions</b>	All
6:35 p.m.	<b>Motions</b> <ul style="list-style-type: none"> <li>a. additions to the agenda</li> <li>b. agenda approval</li> <li>c. approval of minutes: Jan. 10, 2024</li> </ul>	Kendra Roemer, COSC Chair
6:40 p.m.	<b>Board Report</b>	Cathy Allen, EIPS Board Chair
6:50 p.m.	<b>For Information</b> <ul style="list-style-type: none"> <li>a. ASCA update</li> <li>b. Returning student registration</li> <li>c. Caregiver Series: February</li> <li>d. School Council Engagement Grant</li> </ul>	Dallas Kirtz, COSC Vice-Chair Sandra Stoddard, EIPS Superintendent Dallas Kirtz, COSC Vice-Chair Kendra Roemer, COSC Chair
7:10 p.m.	<b>COSC Sharing</b> <ul style="list-style-type: none"> <li>a. School councils' past ASCA conference experiences</li> </ul>	All
7:40 p.m.	<b>New Business</b> <ul style="list-style-type: none"> <li>a. Assurance Cycle: EIPS Budget survey, Alberta Education Assurance survey and EIPS Annual Feedback surveys</li> </ul>	Sandra Stoddard, EIPS Superintendent Ryan Marshall, Associate Superintendent

## Electronic Handouts

COSC Minutes  
 Board Highlights  
 Caregiver Series  
 ASCA Conference and AGM: Board-sponsored Registration Process

## Next Meeting:

Wednesday, March 6, 2024



UNRATIFIED

# MEETING MINUTES

Elk Island Public Schools, in-person and virtual meeting

Jan. 10, 2024 | 6:30 p.m.

Committee of  
School Councils

## In Attendance

### SCHOOL COUNCIL EXECUTIVE

**Chair:** Kendra Roemer, Mills Haven Elementary

**Secretary:** Chelsea Pretzlaw, Ardrossan Elementary

### SCHOOL COUNCIL MEMBERS

Aileen Bozic, SCA Secondary  
Amanda Shand, École Parc Élémentaire  
Anne Wasylyshen, Ardrossan Junior Senior High  
April Childs, Lakeland Ridge  
Brian Vick, Brentwood Elementary  
Dawn Ferguson, Rudolph Hennig Junior High  
Jenn Fukuyama, Clover Bar Junior High  
Jordana Feist, James Mowat Elementary  
Justina Gibson, Fort Saskatchewan Christian  
Kilby Ritchie, Wes Hosford Elementary  
Kim Scott, Salisbury Composite High  
Krista Scott, Bev Facey Community High  
Lisa Harke, SCA Elementary  
Marco Candia, Woodbridge Farms Elementary  
Stephanie Stoddard, Fort Saskatchewan Elementary  
Tawnia McQueen, Wes Hosford Elementary

### ELK ISLAND PUBLIC SCHOOLS BOARD OF TRUSTEES

Cathy Allen, Chair  
Susan Miller, Vice-Chair  
Don Irwin, Trustee  
Jacqueline Shotbolt, Trustee  
Ralph SoroChan, Trustee  
Trina Boymook, Trustee

### ELK ISLAND PUBLIC SCHOOLS

Sandra Stoddard, Superintendent  
Ryan Marshall, Associate Superintendent  
Marcus Reed, Director of Specialized Supports  
Mardi Hardt, Mental Health Advisor  
Deneen Zielke, ATA Local No. 28 President  
Emma Small, Communication Services

## CALL TO ORDER

The meeting was called to order at 6:35 p.m.

### AGENDA

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

- COSC Chair Roemer noted the person presenting the ASCA update and Caregiver Series change from COSC Vice-Chair Dallas Kirtz to COSC Secretary Chelsea Pretzlaw.

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

*MOTION CARRIED*

### APPROVAL OF MINUTES

COSC Chair Roemer called for approval of the Nov. 1, 2023 meeting minutes.

MOTION | The minutes be approved, as circulated.

*MOTION CARRIED*

# Board Report

Board Chair Cathy Allen presented the Board Report.

## HIGHLIGHTS:

- On November 30, the Board of Trustees approved the motion: “That the Board of Trustees ratify the memorandum of agreement for the Elk Island Public Schools Teachers’ Collective Agreement, Sept. 1, 2020 to Aug. 31, 2024.”
- On November 30, the Board accepted the resignation of Trustee Jim Seutter, effective Nov. 30, 2023. Seutter recently moved. His new residence is outside the ward he represents, which disqualifies him as an EIPS trustee. As outlined in the *Education Act*, section 81(2), a by-election isn’t required when there is only one vacancy on the Board. As such, EIPS will not hold a by-election. Instead, the remaining eight trustees will assume Seutter’s duties, by modifying:
  - the 2023-24 Trustee School Liaison Representative list;
  - the 2023-24 Board Committee Representatives list; and
  - the 2023-24 Acting Chair Schedule.
- On November 30, the Board approved the Audited Financial Statements for Aug. 31, 2023. MNP LLP, a national accounting firm, audited the statements and provided the opinion:
  - “[The Division’s] financial statements present fairly, in all material respects, the financial position of EIPS as at August 31, 2023, and the results of its operations, its remeasurement gains and losses, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.”
- On December 14, the Board approved designating Clover Bar Junior High’s Sport for Life program as an EIPS alternative program, effective starting in the 2024-25 school year. Open to students in grades 7 through 9, the year-long program introduces learners to healthy living through a range of sport, recreation and well-being activities. The aim is for students to use the skills and knowledge attained through the program and incorporate these into their daily living—now and throughout their lives. As such, the Board also approved amending [Board Policy 18: Alternative Programs](#). Starting in the 2024-25 school year, the policy will list the Sport for Life program as an EIPS alternative program.
- On December 14, the Board received for information a report about the locally developed courses available to students in the second semester of 2023-24. The Division plans to introduce Developing Personal Value: 15, 25 and 35 at Next Step starting in February 2024. Open to students in grades 10, 11 and 12, the course helps learners recognize their inherent worth by emphasizing their infinite personal value.
- The Board has participated in three professional learning opportunities to better understand the use of artificial intelligence (AI) in teaching and learning. Throughout the next several months the Board will be developing an AI policy that will guide the appropriate use of this revolutionizing technology.

## COMMENTS AND QUESTIONS

**Question:** What is the timeline for ChatGPT and AI use in schools?

**Answer:** There’s no timeline yet—everyone is just dipping their toes in.

**Question:** Are there any updates on the French Immersion program? When can we expect to hear?

**Answer:** Once the Board meeting agenda is approved, the new recommendation for French Immersion will be brought to the Board meeting on January 25. An email will go out with the agenda, recommendation and a video explanation.

**Question:** Will there be any further French Immersion engagement?

**Answer:** No. Any further engagement will be done for the implementation stages.

# ATA Report

ATA Local No. 28 President Deneen Zielke presented the ATA report.

## HIGHLIGHTS:

- Zielke wished those in attendance a happy New Year.
- In December, Zielke attended the ATA's professional development conference and saw a session on AI. It was very interesting and proved to her its endurance, its advantages and how it can be used as a tool for learning.
  - The Local is looking at providing teachers with professional development from the provincial ATA that will focus on professional and legal requirements. It'd also cover how AI can be used in planning, including differentiation to meet the needs of various students. The Local is eager to bring this project to light.
- The ATA is working on a member engagement campaign to prepare members for upcoming provincial bargaining. As well, this campaign is meant to engage and educate members in advance of local school board elections in spring 2025.
  - Zielke explained there are groups, such as Take Back Alberta, that are holding monthly meetings looking to run candidates across the province and control local school divisions.
  - Zielke said Take Back Alberta's goal is to fire superintendents, principals and teachers that don't bend to their will. This is the same group that was involved in the trucker convoy to Ottawa and the demonstrations at the ATA's provincial office, as well as other events protesting LGBTQ2S+ supports. Their agenda targets health care too, and tweets from the organizer David Parker speak to racist ideology. Zielke emphasized that this threat is very real, well-funded and organized. She urged members that they need to be engaged, as apathy is what this group is relying on.

## COMMENTS AND QUESTIONS

**Question:** How have diplomas been affected by AI?

**Answer:** Currently written diplomas are done on Quest A+, and the rest is still done by hand. Software is being trialed elsewhere.

## For Information

### ASCA UPDATE – Chelsea Pretzlaw, COSC Secretary

- The Alberta School Councils' Association (ASCA) is pleased to announce the return of its [Awards Recognition Program](#). The categories include School Council Award of Merit, School Council Parent of Distinction Award, Excellence in Learning Partnerships Award and Division School Council Engagement Award. Deadline to submit nominations is **February 1**.
- The deadline to [submit advocacy resolutions](#) for the ASCA Annual General Meeting (AGM) is **January 15**.
- The ASCA Board of Directors election will take place at the AGM on April 28. Six positions are open.

## COMMENTS AND QUESTIONS

**Question:** Will the school board be paying to send anyone from school councils to the ASCA conference?

**Answer:** Yes, there's approximately \$5,000 set aside in the budget.

### CAREGIVER SERIES UPDATE – Chelsea Pretzlaw, COSC Secretary

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

### **SCHOOL COUNCIL ENGAGEMENT GRANT** – Kendra Roemer, COSC Chair

- The deadline to complete the application form for the School Council Engagement Grant has been extended to **January 31**.
- The grant can be used for ASCA [learning opportunities](#), [support services](#) and [conference fees](#).
- School councils best know their individual school context, so that'll guide how they want to use their grant.
- After filling out the application, school councils must wait to receive approval from the COSC Chair. When they have approval, they can go ahead with their plans for the grant. Once approved, school councils will receive a final form to attach their invoices for payment or receipts for reimbursement from their grant activities. For more information on the grant process, refer to the [November COSC meeting package](#).

### **COSC OPERATING PROCEDURES UPDATE** – Kendra Roemer, COSC Chair

- Since an update was made to [EIPS Board Policy 2: Role of the Board](#), COSC Liaison Emma Small created an updated version of the COSC Operating Procedures reflecting this change after speaking with the COSC executive. In addition, other minor changes included switching “district” to “Division,” stipulating that the *School Act* is now the *Education Act* and grammatical edits.
- This updated version has not been posted to the website yet and is available in the [January COSC meeting package](#). Small said she would send the document with tracked changes to interested COSC members for them to suggest any edits. Once finalized, the EIPS website will be updated with the new version.

## **New Business**

### **ANNUAL EDUCATION RESULTS REPORT 2022-23** – Ryan Marshall, EIPS Associate Superintendent

- The purpose of the report is to demonstrate what the Division is doing to meet expectations and to provide stakeholders with confidence about those expectations being met. There's focus placed on strengths and areas of growth.
- A four-page [overview](#) is available in addition to the 82-page [full report](#).
- The report is organized by the Division's priorities and subsequent goals and outcome that include the following sections:
  - Background
  - Results
  - Building capacity
  - Opportunities for growth
  - Strategies
- Associate Superintendent Marshall went through some of the data from the report, digging in deeper to discuss the context, what it means and how it can be interpreted.
- The report includes added sidebars coloured grey for Building Capacity sections and green for Priority Strategy for Education Plan sections.

### COMMENTS AND QUESTIONS

**Question:** Where is the Grade 2 reading program currently servicing?

**Answer:** Fort Saskatchewan and Bruderheim. It was started as a pilot program, but there are plans to expand if it's working.

**Question:** What students are included in the 2.5 per cent dropout rate?

**Answer:** Grade 12 students only.

**Question:** Will the next year be all new curriculum?

**Answer:** Yes. This will make year over year comparisons harder.

**MENTAL HEALTH STRATEGIC PLAN: RESET ROOMS** – Marcus Reed, EIPS Director of Specialized Supports and Mardi Hardt, EIPS Mental Health Advisor

- Hardt asked COSC members why it's important to understand the stress response system. She explained that if students are not regulated, they can't learn.
- She went through a three-step process at regulating stress:
  - Step 1: Recognize stress level
  - Step 2: Through co-regulation, use a strategy that has worked in the past or try a new strategy
  - Step 3: Rate stress level again
- COSC members attending in person were given a physical copy of the Steady Strategies Checklist, available online in the [January COSC meeting package](#).

**Question:** Is there a plan for parental engagement on the importance of parallel learning between parent and child?

**Answer:** A plan is coming. Trying to find ways not to overburden parents. There's a pilot in Fort Saskatchewan.

**Question:** How did the pilot start?

**Answer:** It was staff engaged.

**Question:** Is there an express need for reset rooms at other levels than junior high?

**Answer:** Student engagement indicated that junior high had the highest levels of distress. For example, higher absences and behaviour issues.

**Question:** Have we considered ways to combine career programs and reset rooms if funding runs out? Specifically in high school?

**Answer:** No, but it's being considered and thought about now. It will be further investigated.

**Question:** Could the School Council Engagement Grant be used to pay for workshops around mental health using the kits Hardt spoke about?

**Answer:** There are kits already purchased, and Hardt is available at no cost to guide workshops.

**Question:** Do differently configured schools, such as K-9 and 7-12, allow for students not in junior high access to the reset rooms currently?

**Answer:** Yes. It would be unfair to not allow access.

**Question:** When is the grant money for the reset rooms done?

**Answer:** The end of this school year.

**Question:** Is it possible for parents to get collated information and data for the Board's advocacy work?

**Answer:** Something will be put together in a publicly accessed document on the EIPS website.

**Question:** With the way that the provincial government wants to restructure health care, do you see any opportunities?

**Answer:** Hopeful that there'll be a recommendation for mental health services to come into schools.

## COSC Sharing

**ASSURANCE REVIEWS: SCHOOL COUNCIL EXPERIENCES** – All COSC members

- Tawnia McQueen said this year's assurance review at her school was amazing—it felt very open and there was less pressure involved. Many teachers had a lot to say about navigating mental health and the added load.

- COSC Chair Roemer agreed, saying her school’s assurance review was also stress free and felt very real. She suggested the Division should keep elementary schools together, junior highs together and senior highs together for school pairings.
- COSC Secretary Pretzlaw explained there was a problem with the school pairing at her school’s assurance review. Ardrossan Elementary was paired with schools that have a smaller student population, so it was hard to compare between each other. Not all rural schools are the same.
- Krista Scott asked COSC members to think about how assurance reviews can be shared with their school council and how they can engage parents and their school community.
- Superintendent Stoddard asked COSC members to think about how the Division can extend the assurance review experience to other parents and the school community.

**WORK SESSION PLANNING – All COSC members**

- COSC Chair Roemer asked about what COSC members would like for work sessions at future meetings, such as agenda setting.
- COSC Chair Roemer has reached out to ASCA to have them come speak at an upcoming meeting.
- Krista Scott asked if COSC sharing can be moved up in the agenda to prioritize it. COSC Chair Roemer agreed. EIPS Board Chair Cathy Allen supported this idea, along with EIPS administration.
- COSC members feel like they need to support each other. COSC Chair Roemer spoke about casual get-togethers outside of COSC meetings to help everyone get to know each other in an informal context.
- A sub-committee will be made to create templates for new school council chairs. The templates would include a how-to, groundwork, meetings and more. To be a part of the sub-committee, COSC members were asked to email COSC Liaison [Emma Small](#) with their interest.

MEETING ADJOURNED AT 8:44 P.M.

## Next COSC Meeting

**DATE:** Feb. 7, 2024

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

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

JAN. 25, 2024

## Chair's Report

### RECENT EVENTS

Board Chair Cathy Allen highlighted recent trustee events:

- On January 8, trustees met with the Alberta Teachers' Association's Local No. 28 executive to discuss joint concerns, advocacy and possible future initiatives.
- On January 10, trustees attended a professional learning session about artificial intelligence (AI) hosted by Jodie Lobana, an educator, author and management consultant specializing in AI governance.
- On January 17, trustees attended Sherwood Park and District Chamber of Commerce's luncheon and general meeting—which included a guest-speaker session with Nate Glubish, Alberta's Minister of Technology and Innovation and a member of the Legislative Assembly for Strathcona-Sherwood Park.
- On January 19, trustees hosted Minister Glubish at Bev Facey Composite High for a school tour. The tour concentrated on the school's cybersecurity, coding and robotics classrooms—areas all covered within the Minister's portfolio. Overall, Glubish was impressed by the program and encouraged students to pursue the sector, highlighting several potential opportunities.
- On January 23, trustees participated in Alberta Education's new curriculum engagement session to develop the scope and sequence for the new social studies curriculum. The Board looks forward to seeing the finalized version when it's ready.

## Superintendent's Report

### RECENT EVENTS

Superintendent Stoddard highlighted several recent events:

- On January 10, she attended the Committee of School Councils' meeting. The committee is made of school council representatives from across the Division who gather regularly to discuss issues shaping the Division and share what is happening at their individual schools. For Superintendent Stoddard, it's a privilege to take part in these meetings.
- On January 15, she attended a professional learning session about enterprise risk management—hosted by MNP LLP, one of Canada's leading professional services firms. The highlight: how to approach risk management through the lens of achieving an organization's strategic priorities.
- Superintendent Stoddard also joined trustees for the following events:
  - The AI professional learning session—an ongoing learning area for the Division in terms of how it's used and its risks and benefits.
  - The Sherwood Park and District Chamber of Commerce's luncheon and general meeting. The highlight: Technology and Innovation Minister Nate Glubish spoke, who shared details about his current focus areas and advocacy efforts to benefit the broad community.
  - The school tour of Bev Facey Community High with Minister Glubish. Superintendent Stoddard thanked the school's cybersecurity, robotics and coding teacher for helping guide students, helping them explore their passions and teaching them how to solve complex real-world problems—not an easy task.

### ASSISTANT PRINCIPAL CONFIRMATION PROCESS

Throughout December and January, the Division confirmed more than 20 assistant principals—through its ongoing Assistant Principal Confirmation Process. Superintendent Sandra Stoddard, along with associate superintendents Ragan Johnson and Ryan Marshall, met with each assistant principal individually to learn more about their leadership journey—sharing their experiences, principles, core values and leadership approach.



## HIGH SCHOOL INFORMATION NIGHT

On January 15, the Division hosted its annual High School Information Night, which was well attended. Every year, the Division hosts the event for students in grades 8-9 and their families to learn more about EIPS and its senior high program, including course offerings, instruction, programming, extracurricular opportunities, diploma requirements and career pathways. Attendees also had the chance to discuss programming and ask questions with senior high administrators. Superintendent Stoddard thanked all EIPS staff who helped organize and who presented at the information night.

## FRENCH IMMERSION INFORMATION SESSION

On January 17, the Division hosted a French Immersion information session. Every year, the Division hosts the event for families interested in enrolling in the program and those moving to junior high and senior high levels. Through the event, attendees learned about the program, its vision, course offerings and career pathways. They also had a chance to ask questions and speak with school administration.

## Association and Employee Relation Reports

### ASBA ZONE 2/3 MEETING

Trustee Jacqueline Shotbolt presented highlights from the Alberta School Boards Association (ASBA) Zone 2/3 meeting held on January 19. Discussion highlights included:

- Regular zone business—including executive reports, membership news, financial reports and reports for information.
- The Zone moved the budget assumptions and sustainability engagement to the February meeting—to allow more time to finalize the presentation.
- Ron Taylor, an Alberta Education representative, joined the meeting to advise he will soon bring a new zone representative from the department. He also asked members to send any pending questions within 24 hours to 48 hours of the Zone meeting to allow time to collect information and adequately answer.
- The generative discussion included creative strategies school boards can use to better engage students.
- ABSA's Board of Directors is exploring ways to better support rural divisions and schools.
- The deadline for proposal position statements is April 12, 2024.
- ASBA is currently accepting nominations for the following awards:
  - Honouring Spirit: Indigenous student award – deadline Feb. 25, 2024
  - Lieutenant Governor of Alberta Student Award – deadline April 15, 2024
  - Edwin Parr Teacher Award – deadline March 18, 2024
  - Friends of Education Award – deadline March 18, 2024
  - Community Engagement Award – deadline Sept. 16, 2024
  - School Board Innovation and Excellence Award – deadline Sept. 16, 2024

### ATA LOCAL REPORT

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

- On February 8-9, the ATA is hosting its North Central Teachers' Convention.
- On February 9, the ATA is hosting its annual Partners in Education Luncheon. Zielke invited all trustees and EIPS administration to attend, featuring keynote speaker Cadmus Delorme, a Cree and Saulteaux who is the former Chief of Cowessess First Nation in Southern Saskatchewan and current Chair of the Residential Schools Document Advisory Committee. Under his leadership, Cowessess First Nation prioritized economic self-sustainability and progressed renewable energy, agriculture and land use efficiency initiatives to create current and future business opportunities. Delorme will share stories of truth and understanding—and why both matter for reconciliation.

## EMPLOYEE RELATIONS GROUP REPORT

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

- On January 30, the ERG will begin its review of the EIPS Classified Handbook.
- On March 1, EIPS will host its annual Classified Professional Learn Day. Work is underway to ensure it's a great day of learning, with various sessions already planned for the Division's classified staff.

## New Business

### THREE-YEAR ENGAGEMENT STRATEGY: FRENCH IMMERSION AND SENIOR HIGH ENROLMENT

As part of EIPS' Three-Year Engagement Plan, the Division has put significant work into exploring how best to enhance its French Immersion program—addressing enrolment pressures, boosting program retention and balancing enrolment (see [eips.ca](http://eips.ca), "[French Immersion Engagement](#)"). To develop a solution, EIPS undertook a year-long public engagement effort that included four phases of consultations with the school community—families, students, staff and community members.

After an exhaustive review of all the stakeholder feedback, background information, trends, facts and figures, enrolment projections, attendance boundaries, available infrastructure, and input from working-group meetings with principals and staff, the Board approved a solution to best address the anticipated enrolment pressures in Ardrossan, enhance French Immersion program retention and balance senior high enrolment in Sherwood Park:

- relocate EIPS' senior high French Immersion program, grades 10-12, to Salisbury Composite High—effective when the new Sherwood Park replacement school opens, expected in the 2026-27 school year;
- adjust Strathcona County's senior high attendance boundaries for Lakeland Ridge to be redesignated to Bev Facey Community High—effective when the new Sherwood Park replacement school opens, expected in the 2026-27 school year; and
- adjust the French Immersion junior high attendance boundaries for Cambrian Crossing, to be redesignated to Sherwood Heights Junior High—effective in the 2024-25 school year.

Overall, the approved solution:

- aligns with what was heard from stakeholders and the French Immersion vision;
- addresses the anticipated enrolment pressures in Ardrossan;
- balances senior high enrolment in Sherwood Park;
- enables most alternative and specialized programs offered at the schools to remain unchanged;
- addresses students going to a school closest to where the majority resides;
- addresses retention by supporting transitions and keeping students in their community as long as possible;
- enables robust programming, especially regarding program offerings, career and technology courses, options, extracurriculars and sports teams; and
- is sustainable into the future.

Now approved, EIPS will engage families and staff to develop an implementation plan to ensure a smooth transition for everyone when the changes take effect.

## BOARD POLICY AMENDMENTS

The Board approved amendments to the following Board policies:

- [Policy 7: Board Operations](#) – a safety plan was added for stakeholder presentations.
- [Policy 13: Appeals and Hearings Regarding Student Matters](#) – a clarification to written notice requirements before hearings.
- [Policy 14: Hearings on Teacher Transfers](#) – edits to strengthen the policy's clarity, language and readability.



# BOARD HIGHLIGHTS

## **SIGNING AUTHORITY MATRIX**

The Board approved the amended Signing Authority Matrix for the Division. Collectively, the changes strengthen the matrix's definitions, process, language and clarity (see pg. 404, "[Board Package: Signing Authority Matrix](#)").

## **SCHOOL FEE PARAMETERS: 2024-25**

The Board approved the school fee parameters for the 2024-25 school year. Overall, the 2024-25 school fee parameters are similar to the previous year. Highlights include:

*Optional-courses fees* – five per cent allowable increase—up to seven per cent for food courses

*Noon-supervision fees* – five per cent allowable increase

*Activity fees* – five per cent allowable increase

*Extracurricular fees* – five per cent allowable increase

*Non-curricular travel fees* – five per cent allowable increase

*Non-curricular goods and services fees* – five per cent allowable increase

Schools must set all fees at a cost-recovery rate. If fees are over-charged by more than \$10 a student, schools must refund that amount to the student through credit. Additionally, if any fees exceed the listed parameters, the school must submit an explanation for EIPS' Superintendent and Secretary-Treasurer to review. With the fee parameters now approved, schools can begin establishing their 2024-25 School Fees Schedule.

## **2024 ASCA SCHOOL COUNCIL CONFERENCE AND AGM: REGISTRATION SPONSORSHIP**

The Board approved sponsoring the registration fee for school council members to participate in the 2024 Alberta School Councils' Association (ASCA) School Council Conference and Annual General Meeting on April 26-28—for one member per school council up to a maximum of \$5,000. To qualify, members must be part of a school council with an active ASCA membership and apply before the registration deadline, April 8.

## **Committee Report**

### **STUDENT EXPULSION COMMITTEE**

The Board received for information a report from two Student Expulsion Committee meetings held on January 10 and January 15. The committee reviewed all relevant information and upheld the recommendations put forward by each school's administration.

### **POLICY COMMITTEE**

The Board received for information a report from the Policy Committee meeting held on January 15. The committee reviewed four policies—7, 13, 12 and 14. Policy 12 was deferred to a later date. Meanwhile, amendments to policies 7, 13 and 14 were approved earlier at the January Board meeting (see pg. 4, "Board Policy Amendments").

### **ADVOCACY COMMITTEE**

The Board received for information a report from the Advocacy Committee meeting held on January 15. At the meeting, the committee finalized the Board's updated advocacy plan, which it will bring forward at the next Board Caucus meeting in February.

## **Reports for Information**

### **SCHOOL STATUS REPORT: 2022-23**

The Board received for information the School Status Report for the 2022-23 school year. The report identifies enrolment numbers, school utilization rates and per-student costs within the Division. The data is presented by

geographic sectors and on a four-year comparative basis to ensure the analysis is based on long-term trends and not isolated incidences (see pg. 427, "[Board Package: School Status Report for 2022-23](#)"). Highlights from the report:

- In 2022-23, the average per EIPS student cost was \$7,097—down from the previous year by \$44.
- In 2022-23, 20 Division schools operated above the \$7,097 average—the highest being the now-closed Andrew School, operating at more than \$14,000 per student.
- In 2022-23, the overall student enrolment was 16,628—up from 16,304 in 2021-22. *NOTE:* The enrolment number excludes special education and PALS students.
- In 2022-23, EIPS' utilization rate rose to 76 per cent—rising two per cent from the previous year.

## LEVERAGING STUDENT ACHIEVEMENT FUND INITIATIVES

The Board received for information the Leveraging Student Achievement (LSA) Fund Initiative Report. In total, the LSA fund balance is \$101,000—used to support initiatives that focus on student learning needs and equity of student programming. For 2023-24, planned LSA initiatives all focus on junior high literacy and numeracy—areas where the Division still sees the highest level of learning loss since the pandemic. Specifically, the Division intends to hire two lead teachers—one for literacy and one for numeracy—to support EIPS' junior high schools, working directly with struggling students and with teachers to help plan, develop, deliver and assess lessons to address learning loss. The goal, of course, is to improve educational outcomes for students in literacy and numeracy; enhance professional learning; and improve supports for students, staff and families.

## Trustee Reports

### BOARD REPORT REQUEST

Trustee Trina Boymook requested EIPS administration prepare the following reports:

- A Board report detailing the transition plan for when the senior high French Immersion program moves to Salisbury Composite High and the senior high attendance boundary changes in Sherwood Park to balance enrolment—taking effect when the new Sherwood Park replacement school opens.
- A Board Caucus report detailing EIPS' noon-hour supervision costs and the related fees schools collected for the service.
- A Board Caucus report detailing the 2024-25 registration results, including kindergarten registration, new student registration, returning student registration, attendance numbers for the related program information sessions, and online analytics results related to promoting and supporting the 2024-25 registration process.

### FAREWELL CELEBRATION

Trustee Randy Footz thanked Board Chair Cathy Allen and Carol Langford-Pickering, the EIPS Board executive assistant, for their work organizing the farewell event for former trustee Jim Seutter. It was a lovely event that Seutter much appreciated.

## Board Members

Cathy Allen, *Chair* | Susan Miller, *Vice-Chair* | Trina Boymook | Randy Footz | Colleen Holowaychuk | Don Irwin | 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

January/February 2024



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

### Sleep and Your Family's Mental Health

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

#### Part 1: The Importance of Good Sleep Hygiene

Wednesday, January 17  
12:00 – 1:00 pm

#### Part 2: Setting the Stage for Good Sleep

Wednesday, January 31  
12:00 – 1:00 pm

### Body Image and Eating Disorders

For parents and caregivers supporting adults or teens (Grades 7-12)

Wednesday, January 31  
6:00 – 7:30 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**  
Thursday, February 1  
12:00 – 1:00 pm

**Part 2:  
Calming Our Bodies**  
Thursday, February 8  
12:00 – 1:00 pm

**Part 3:  
Settling Our Minds**  
Thursday, February 15  
12:00 – 1:00 pm

**Part 4:  
Overcoming Avoidance**  
Thursday, February 22  
12:00 – 1:00 pm

## Substance Use

*A Harm Reduction Approach*

For adults, and for caregivers supporting youth in grades 7-12

Wednesday, February 28  
6:00 – 7:30 pm

## Participant Feedback:

“Great session! Thanks for providing them free to the community.”

## 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

January/February 2024



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)

## Sleep and Your Family's Mental Health

These sessions will look at the importance of good sleep quantity and quality for overall health, the factors that interfere with sleep, and sleep scheduling. We will look at healthy sleep hygiene strategies and sleep environments that can prepare our children for a good night's sleep.

Part 1: The Importance of Good Sleep Hygiene

**Date: Wednesday, January 17, 2024**

Time: 12:00 – 1:00 pm

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

Part 2: Setting the Stage for Good Sleep

**Date: Wednesday, January 31, 2024**

Time: 12:00 – 1:00 pm

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

## Body Image and Eating Disorders

Struggles with self-esteem, body image and weight control are a common concern for both girls and boys. This session will explore some of the reasons behind these struggles, provide information on disordered eating and eating disorders, as well as discuss strategies for supporting teens towards healthier perspectives and habits.

**Date: Wednesday, January 31, 2024**

Time: 6:00 – 7:30 pm

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

## Participant Feedback:

"This webinar had very good information and resources."

"Virtual was great as I could attend over my lunch break. The presenters were wonderful."

"I loved the practical tips and inviting the participants to share."



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# Adult Education Sessions

January/February 2024



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: Thursday, February 1, 2024**

Time: 12:00 – 1:00 pm

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

### 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: Thursday, February 8, 2024**

Time: 12:00 – 1:00 pm

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

### 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: Thursday, February 15, 2024**

Time: 12:00 – 1:00 pm

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

### 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: Thursday, February 22, 2024**

Time: 12:00 – 1:00 pm

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

## Registration:

Sessions are offered online through the Zoom conferencing application.

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

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

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

## Participant Feedback:

"I like the noon presentation, the length, and videos."

"Very well presented and informative."

"Appreciate the lunch hour workshops and the variety you offer."

"This was a great session. It helped my family talk and understand each other's point of view."



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# Adult Education Sessions

January/February 2024



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.

## Substance Use

### A Harm Reduction Approach

The experience of substance use is different for each person. Learn about some common substances, the science behind addiction, and the many benefits of harm reduction. We will discuss strategies to support loved ones who may be using substances, through understanding and courageous conversations.

**Date: Wednesday, February 28, 2024**

Time: 6:00 – 7:30 pm

For adults supporting their own wellness or the wellness of a youth (grades 7-12) or loved one, 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](http://www.cyfcaregivereducation.ca)

## Participant Feedback:

“The virtual format is very convenient and makes it much easier to attend these sessions.”

“I liked the session format, especially the interactive part as it keeps you focused.”

“The fact the facilitators answered questions is extremely beneficial.”



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## **ASCA Conference and AGM 2024: EIPS Board-Sponsored Registration Process**

Every year, the [Alberta School Councils Association](#) (ASCA) hosts its provincial [Conference](#) and [Annual General Meeting](#) (AGM). On April 26 and 27, the 2024 School Councils Conference takes place in person at the Delta Marriott Edmonton South. On April 28, the 2024 AGM takes place in person at the Delta Marriott Edmonton South and online using Zoom.

**The EIPS Board of Trustees will fund the cost of one registration fee per EIPS school—up to a maximum of \$5,000.** Registrants must be part of a school council with an active ASCA membership. Extra pre-session registration costs are the responsibility of the attendee.

Additionally, each ASCA Member School Council carries **one** vote at the AGM. This year, there's a \$29 charge for the one designated voting parent delegate attending the AGM in person, or a \$19 charge if the delegate attends virtually instead.

School councils will be sent a link to the Board-sponsored registration form in the February COSC meeting followup email. By filling out the form, it's assumed you're the designated voting parent delegate. Complete the form to register for the ASCA Conference, AGM or both. The form must be completed **before April 8, 2024**.