

Committee of
School Councils

Meeting Agenda

In-Person and [Virtual Meeting](#)
 Central Services Office, boardroom
 683 Wye Rd., Sherwood Park, AB
 Wednesday, Feb. 5, 2025
 6:30 p.m.

Time	Agenda	Presented by
6:30 p.m.	Opening Remarks and Welcome	Stephanie Stoddard, COSC Chair
6:31 p.m.	Land Acknowledgement	Stephanie Stoddard, COSC Chair
6:32 p.m.	Introductions	All
6:35 p.m.	Motions <ul style="list-style-type: none"> a. additions to the agenda b. agenda approval c. approval of minutes: Jan. 8, 2025 	Stephanie Stoddard, COSC Chair
6:40 p.m.	Board Report	Cathy Allen, EIPS Board Chair
6:50 p.m.	For Information <ul style="list-style-type: none"> a. Trustee election b. PowerSchool data breach update c. Draft junior high curriculum update d. ASCA update e. Caregiver Series: February f. School Council Engagement Grant 	Trina Boymook, EIPS Trustee Ryan Marshall, EIPS Associate Superintendent Ryan Marshall, EIPS Associate Superintendent Stephanie Stoddard, COSC Chair Stephanie Stoddard, COSC Chair Stephanie Stoddard, COSC Chair
7:50 p.m.	COSC Sharing <ul style="list-style-type: none"> a. Extra ASCE Grant funds from Andrew School b. How does your school council support the goals outlined in your School's Education Plan? 	All
8:15 p.m.	New Business <ul style="list-style-type: none"> a. EIPS Administrative Procedure 146: Social Media 	Ryan Marshall, EIPS Associate Superintendent

Electronic Handouts

COSC Minutes
 Board Highlights
 Caregiver Series
 School Council Engagement Grant Process
 EIPS Administrative Procedure 146: Social Media

Next Meeting:

Wednesday, March 5, 2025



UNRATIFIED

MEETING MINUTES

Elk Island Public Schools, in-person and virtual meeting

Jan. 8, 2025 | 6:30 p.m.

Committee of
School Councils

In Attendance

SCHOOL COUNCIL EXECUTIVE

Chair: Stephanie Stoddard,
Fort Saskatchewan Elementary
Fultonvale Elementary Junior High
Vice-Chair: Michelle Uytterhagen,
Fultonvale Elementary Junior High
Secretary: Andrea Brown,
École Campbelltown

SCHOOL COUNCIL MEMBERS

Alanna Mahar, Pine Street Elementary
Amanda Shand, École Parc Élémentaire
Anne Wasylyshen, Ardrossan Junior Senior High
April Childs, Lakeland Ridge
Brian Vick, F.R. Haythorne Junior High
Christan Rasmussen, Westboro Elementary
Deanna Metro, Ardrossan Elementary
Jordana Feist, James Mowat Elementary
Kim Scott, Sherwood Heights Junior High and
Salisbury Composite High
Krista Scott, Bev Facey Community High
Leanna Bechtel, Fort Saskatchewan Christian
Lindsey Heerema, SCA Elementary
Lisa Harke, SCA Secondary
Lora Slobodian, Brentwood Elementary
Marco Candia, Woodbridge Farms Elementary
Sarah Boyce, Brentwood Elementary
Shauna Samu, Heritage Hills Elementary
Shelley Wiebe, A.L. Horton Elementary

Tasha Kennedy, SouthPointe School
Tom Sunderland, Bev Facey Community High
Tricia Kamba, Fort Saskatchewan High

ELK ISLAND PUBLIC SCHOOLS BOARD OF TRUSTEES

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

ELK ISLAND PUBLIC SCHOOLS

Sandra Stoddard, Superintendent
Ryan Marshall, Associate Superintendent
Maxine Holm, ATA Local No. 28 President
Emma Small, Communication Services

GUEST SPEAKER

Jacquie Surgenor Gaglione

CALL TO ORDER

The meeting was called to order at 6:30 p.m. COSC Chair Stephanie Stoddard was unable to run the meeting, so COSC Vice-Chair Michelle Uytterhagen ran it on her behalf.

LAND ACKNOWLEDGEMENT

COSC Vice-Chair Uytterhagen provided the land acknowledgement.

AGENDA

COSC Vice-Chair Uytterhagen called for additions or deletions to the agenda.

MOTION | The agenda be adopted, as circulated.

MOTION CARRIED

APPROVAL OF MINUTES

COSC Vice-Chair Uytterhagen called for approval of the Nov. 6, 2024 meeting minutes.

MOTION | The minutes be approved, as circulated.

MOTION CARRIED

Board Report

Board Chair Allen presented the Board Report.

HIGHLIGHTS:

- **Draft Junior High Curriculum**
 - The Alberta government announced the junior high curriculum will be updated—with changes affecting mathematics for grades 7-9, social studies for grades 7-9, physical education and wellness for grades 7-10, and career and life management—known as CALM.
 - The draft version of the curriculum is scheduled for piloting in September 2025 and the implementation of the updated curriculum is scheduled for September 2026. Once the draft versions are available for viewing, EIPS will make decisions regarding piloting of the updated curriculum.
- **Trustee Election – Oct. 20, 2025**
 - As an elected corporate body which governs EIPS, the Board of Trustees provides overall direction and leadership to the Division and is accountable for the provision of educational services and programs. The role of the trustee is to contribute to the Board as it carries out its mandate.
 - Nomination packages are currently being accepted from candidates running for the EIPS Board of Trustees. These packages will be accepted until 12 p.m. on Sept. 22, 2025.
 - Candidate information and the Public School Trustee Candidate Handbook will be made available on the [EIPS website](#).
 - The Alberta School Boards Association prepares [resources](#) for candidates.
- COSC Vice-Chair Uytterhagen noted the draft junior high curriculum as a potential agenda item for February or March.

COMMENTS AND QUESTIONS

Question: There's a lot of budgetary work for trustees, isn't there?

Answer: Don't need to be a chartered accountant. Division has a Financial Services department that handles accounting work, whereas the Board of Trustees takes a high-level focus of the budget.

ATA Report

ATA Local No. 28 President Maxine Holm presented the ATA report.

HIGHLIGHTS:

- Holm introduced herself as the new President of the ATA Local No. 28 to COSC members and said she's excited to represent the ATA at COSC meetings. She took over the role on December 13.
- Previous president Deneen Zielke is unable to continue the role as she won the 2024 Edmonton District by-election to become an ATA District Representative.

- COSC Vice-Chair Uytterhagen thanked Zielke for all her hard work over the years, and COSC Vice-Chair Uytterhagen welcomed Holm as the new representative at COSC.

For Information

POWERSCHOOL DATA BREACH – Sandra Stoddard, EIPS Superintendent

- Before speaking about the *EIPS Annual Education Results Report 2023-24*, EIPS Superintendent Sandra Stoddard discussed the recent PowerSchool data breach. More than 80 million student, staff and parent accounts were compromised worldwide.
- EIPS has nothing to do with the breach—PowerSchool has taken full responsibility.
- Investigation teams have stated compromised data has been deleted, but there’s no way to validate the truth of this claim due to backups, cloud technology and more. PowerSchool is monitoring the dark web, and it knows the exact information that was compromised—which includes staff and student databases.
- EIPS is doing its own incident reporting regarding the incident.
- Insurance will come into effect for compromised data found on the internet.
- Information has been shared with stakeholders across the Division, and PowerSchool will publish full incident details on January 17.

ANNUAL EDUCATION RESULTS REPORT 2023-24 – Sandra Stoddard, EIPS Superintendent

- EIPS Superintendent Stoddard informed COSC members the [EIPS Annual Education Results Report 2023-24](#) and its [overview](#) are available now. In-person attendees were able to take a printed copy of the report and the overview. Each school will get a copy of the report and three overviews.
- COSC Liaison Emma Small said COSC members who did not attend the meeting in person can contact her to be sent a printed report. Requests are first-come, first-served, while supplies last.
- The results in the report affect assurance reviews.
- For 2023-24, there was a significant difference between the EIPS Annual Feedback Survey and Alberta Education Assurance Survey results.

ASSURANCE REVIEWS – Sandra Stoddard, EIPS Superintendent

- Superintendent Stoddard stated the Assurance Reviews are complete. Schools provided data based on how they’re achieving their goals, in addition to their most significant strengths and weaknesses.
- She encouraged COSC members to think about what school council goals they’d like to share at the February COSC Meeting.

ASCA UPDATE – Michelle Uytterhagen, COSC Vice-Chair

- ASCA is having their annual conference on Saturday, April 26. The Annual General Meeting (AGM) will take place Sunday, April 27. The conference and AGM will be held entirely virtual. The cost to attend the conference is \$100 per school council, with no limit on attendees.
- The Board has sponsored conference attendees from EIPS school councils for the past several years. The Board will share their decision regarding sponsorship at the February COSC Meeting.
- Alberta School Council Engagement Grant funds can be used to register for the ASCA conference and AGM. However, COSC Vice-Chair Uytterhagen recommended COSC members wait until the Board’s decision on sponsorship before committing funds.
- ASCA is requesting [proposed advocacy resolutions](#) for the AGM. The deadline to [submit resolutions](#) is 12 p.m. on January 16.

CAREGIVER SERIES UPDATE – Michelle Uytterhagen, COSC Vice-Chair

- The [January and February Caregiver Series](#) schedule is now available.
- Offered through Recovery Alberta, the sessions are informative and valuable.
- COSC Vice-Chair Uytterhagen encouraged members to review the [January and February Caregiver Series](#) calendar.

SCHOOL COUNCIL ENGAGEMENT GRANT – Michelle Uytterhagen, COSC Vice-Chair

- Fourteen schools have applied for the [Alberta School Council Engagement Grant](#) and been approved to use their funds. The end of June is the deadline for using the funds and processing payment.
- COSC member Lora Slobodian asked about making a shared document for how schools have used their grant previously and currently. She offered to create this document. COSC Vice-Chair Uytterhagen also shared that COSC members can share what they've done with their grant funds at the May COSC Meeting to prepare and generate ideas for the next school year.
- Jennifer Daly and Marlene Crippin—co-chairs for the school council at Bev Facey Community High—have brought forward an opportunity to pool grant funds. They'd like to organize a presentation from David Irvine for any interested school councils. Councils should notify them of their interest by January 31. More details will be in the followup email.

COSC Sharing

COSC OPERATING PROCEDURES: WHAT IS COSC AND HOW DO I FIT IN – Krista Scott, COSC member

- In 2018, the COSC Operating Procedures were brought to COSC. A subcommittee drafted the procedures. The intention was to have reasonable governing procedures—governed by COSC, not the provincial government.
- COSC member Krista Scott led COSC members in an exercise to go over the current operating procedures. She broke in-person attendees into groups, and each group reviewed a different section and shared concerns or notes of interest. Virtual attendees were directed to review the procedures and share their feedback, as well.
- More information about positions would be helpful before elections to encourage those who are uncertain about the positions, such as the role of Secretary.
- The procedures should be updated to reflect the new hybrid delivery of COSC meetings.
- COSC Vice-Chair Uytterhagen said the operating procedures will be brought forward at the May COSC Meeting so the group can review them before the next school year.

New Business

PROVINCIAL PUBLIC EDUCATION FUNDING MODEL – Candace Cole, EIPS Secretary-Treasurer

- The Weighted Moving Average (WMA) funding model was introduced in 2020. The reason: To provide predictable funding to schools.
- The previous funding model was based on the number of students enrolled—now it's based on an average of enrolment from previous years and estimated enrolment. A supplemental growth grant is available.
- Alberta Education is reviewing funding for the 2025-26 school year. Overall, there's a need for funding to increase altogether. A provincial budget consultation is available on the Government of Alberta website until January 12.

COMMENTS AND QUESTIONS

Question: Is Alberta the only province that uses the WMA as a whole?

Answer: Alberta is the only province that uses this specific WMA formula for public education funding.

Question: Is the WMA going to affect neurodivergent students?

Answer: Specialized support grants approximately \$400 per student.

Question: Is there a reserve fund to draw from if a school sees an unprecedented lower two-year average?

Answer: Such situations are unusual—it'd be hard to say.

Question: What happens with the funding if a student leaves a school division?

Answer: If a child leaves, funding stays at the original school. Through EIPS, funds are exchanged between our schools. A service agreement is provided for new students from another division.

APPROVED DIVISION CALENDARS – Sandra Stoddard, EIPS Superintendent

- The Division calendars for 2025-26 and 2026-27 were approved at the December Board meeting.
- A new addition, there'll be early dismissals every Wednesday for staff collaborative time in these upcoming school years.
- Official calendars will be posted January 9. EIPS will send out communication to families. There'll be an FAQ document shared with families about the weekly staff collaboration.
- Instructional hours for students and staff remain the same—they're just redistributed. Teachers' assigned time has increased 27 hours per year.

COMMENTS AND QUESTIONS

Question: How will other school support staff be affected by these weekly dismissals?

Answer: Educational assistants will be included in this—more so full-time permanent support staff.

MEETING ADJOURNED AT 8:35 P.M.

Next COSC Meeting

DATE: Feb. 5, 2025

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

LOCATION: EIPS Central Services building, boardroom. Also hosted virtually on Zoom.

JAN. 23, 2025

Chair's Report

RECENT EVENTS

Board Chair Cathy Allen highlighted recent trustee events:

- On November 20, Trustee Randy Footz attended the Mundare and Vegreville Indigenous Family and Community Evening. Chair Allen thanked the event organizers for the invitation—it was a lovely and important event to attend.
- On January 6, Chair Allen met with Jackie Armstrong-Homeniuk, Alberta's Parliamentary Secretary for Settlement Services and Ukrainian Evacuees and the Member of the Legislative Assembly for Fort Saskatchewan-Vegreville. Discussion topics included: shared advocacy interests, EIPS and recent Division successes and challenges.
- On January 20, Board members attended the Alberta School Boards Association's Speakers Corner, facilitated by Jane Halford, the founder of Edmonton-based Halford Consulting Ltd. The focus: governance practices and board dynamics.

Superintendent's Report

RECENT EVENTS

Superintendent Sandra Stoddard shared recent events and information with the Board, including:

- On January 8, she attended the January Committee of School Councils meeting—always enjoyable and provides an opportunity to meet, discuss and engage with school council chairs from across the Division.
- On January 22, EIPS held its monthly leadership meeting with senior administration, principals and directors. The meetings help guide future planning, enhance operations, and provide opportunities for schools and departments to share relevant issues and concerns. Schools are encountering increasing complexities and demands for student supports—likely stemming from recent current affairs and growing economic uncertainty. Superintendent Stoddard encourages schools to be mindful of the pressures facing staff and families and to offer reassurance by remaining focused on the Division's vision and educational priorities.

Association and Employee Relation Reports

ASBA ZONE 2/3 MEETING

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

- Regular zone business, including membership news, committee reports and reports for information.
- The professional learning sessions focused on Careers: The Next Generation.
- The advocacy topic focused on transportation, specifically safety and fly-by concerns.
- Nominations are now open for ASBA's annual Honouring Spirit Award. The deadline for nominations is February 5.
- The next Zone 2/3 meeting takes place on February 21.

ATA LOCAL REPORT

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

- Maxine Holm introduced herself to the Board as the new President of ATA Local 28. The Local's executive team has also seen some changes: Naomi Halcrow is now the Communications Officer, and Nicole Mitchell now serves as the Secretary.

- The province has accepted the ATA’s nominees to assist in developing the new junior high curriculum.
- A recent ATA advocacy topic is the province’s mandatory early learning assessments. Specifically, the ATA raises concerns about the assessments' age-appropriateness, loss of teaching time and related costs.
- On January 14, the Local hosted a professional learning session on artificial intelligence. Overall, the session was well-attended, and the feedback received after the session was positive.

EMPLOYEE RELATIONS GROUP REPORT

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

- The makeup of the ERG committee has recently undergone a slight change. Katie Perepeletza now represents the Vegreville area, and Tammy Seney represents the Andrew, Lamont and Mundare areas.
- The January ERG meeting included an opportunity for members to address concerns. Two were raised:
 - the support strike at Edmonton Public School Boards; and
 - the recently approved Division calendar—for the most part, members want to ensure classified staff are included in EIPS’ collaborative learning opportunities.
- Work continues on this year’s Classified Professional Learning Day, taking place on March 7. It should be another great learning event.

Business Arising from Previous Meeting

BOARD POLICY AMENDMENTS

The Board approved amendments to [Board Policy 3: Role of the Trustee](#). The approved changes strengthen the policy’s clarity, definitions, language and readability.

New Business

BOARD POLICY AMENDMENTS

The Board approved amendments to [Board Policy 11: Board Delegation of Authority](#). The approved changes strengthen the policy’s clarity, definitions, language and readability.

2025 ASCA SCHOOL COUNCIL CONFERENCE AND AGM: REGISTRATION SPONSORSHIP

The Board approved sponsoring the registration fee for school councils to participate in the virtual 2025 Alberta School Councils’ Association (ASCA) School Council Conference and Annual General Meeting on April 26-27—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 7.

SIGNING AUTHORITY MATRIX

The Board approved the amended Signing Authority Matrix for the Division. Changes were made to Appendix A: Signing Authority Matrix and Appendix B: Responsibility Matrix. Collectively, the changes strengthen the matrix’s definitions, process, language and clarity (see pg. 26, “[Board Package: Signing Authority Matrix](#)”).

Reports for Information

SCHOOL STATUS REPORT: 2023-24

The Board received for information the School Status Report for the 2023-24 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. 36, "[Board Package: School Status Report for 2024-25](#)"). Highlights from the report:

- In 2023-24, the average per EIPS student cost was \$7,054—down by \$43 from the previous year.
- In 2023-24, 21 Division schools operated above the \$7,097 average.
- In 2023-24, EIPS' utilization rate rose to 78 per cent—rising two per cent from the previous year.

COR AUDIT

The Board received for information a report on the Division's 2024 Occupational Health and Safety Certificate of Recognition (COR) Audit Report. Annually, EIPS undergoes the voluntary COR audit to certify its commitment to occupational health and safety. Overall, the Division scored an impressive COR score of 91 per cent, exceeding the mandatory 60 per cent requirement. The Division's noted areas of strength include:

- use of policies, procedures and online resources;
- integration of health and safety in the workplace;
- emergency plans, first aid and security measures in place; and
- positive role modelling.

The audit also offered areas for the Division to work on in preparation for the recertification. These include awareness campaigns related to incident reporting, emergency drills, job hazard assessments, and general communication to enhance health and safety efforts.

STUDENT TRANSPORTATION ELIGIBILITY

The Board received for information a report detailing recent amendments to the province's student transportation eligibility criteria, which take effect in the 2025-26 school year. Specifically, the changes relate to student transportation and rider eligibility. Currently, Alberta Education considers an elementary rider, kindergarten to Grade 6, eligible for provincial student transportation funding if they live one kilometre or more from the school they attend. For secondary students, grades 7-12, riders are eligible if they live two kilometres or more from the school they attend.

In 2025-26, Alberta Education will increase the elementary eligibility distance to 1.6 kilometres—the secondary rider eligibility will remain unchanged. The change in elementary eligibility has significant financial implications for both EIPS and school families. For instance, EIPS will see a substantial reduction in funding from the province. That, in turn, will result in an inability for EIPS Student Transportation to maintain its current service level, potentially leading to higher student transportation fees for families. Short term, the province has committed to some transition funding for 2025-26. However, that won't be the case long term. Therefore, the Division needs to develop a plan to address the new criteria and communicate the change to school families promptly.

Committee Report

ADVOCACY COMMITTEE

The Board received for information a report from the Advocacy Committee meeting held on January 7. The committee reviewed the Board's advocacy plan, advocacy work done to date and focus areas for the remainder of 2025-26.

POLICY COMMITTEE

The Board received for information a report from the Policy Committee meeting held on January 13. The committee reviewed four policies—3, 5, 6 and 11. Policies 5 and 6 required no changes. Amendments to Policy 3 and 11 were approved earlier at the January Board meeting (see pg. 2, "Board Policy Amendments").



BOARD HIGHLIGHTS

GOVERNANCE AND EVALUATION COMMITTEE

The Board received for information a report from a recent Governance and Evaluation Committee meeting—held on January 14. Discussion topics included: the *EIPS Trustee Handbook*, section 3, and the Board Retreat agenda. The committee will bring forward suggested amendments to the handbook at the upcoming Board Caucus meeting in February.

Board Members

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

FOR MORE INFORMATION CONTACT:

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

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

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

Caregiver Education Team Newsletter

January / February 2025



Recovery Alberta 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 supporting the wellness of children and teens

Part 1:
An Introduction
Wednesday, February 5
12:00 – 1:00 pm

Part 2:
Calming Our Bodies
Wednesday, February 12
12:00 – 1:00 pm

Part 3:
Settling Our Minds
Wednesday, February 19
12:00 – 1:00 pm

Part 4:
Overcoming Avoidance
Wednesday, February 26
12:00 – 1:00 pm

Adult Education Sessions

Sleeping Your Way to Better Mental Health

For adults supporting their own wellness or the wellness of others

Wednesday, January 15
12:00 – 1:00 pm

Journey Together *Ways to Support Mental Health in Everyday Interactions*

For adults supporting their own wellness or the wellness of others

Wednesday, January 22
12:00 – 1:00 pm

Caregiver Education Sessions

Body Image and Eating Disorders

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

Wednesday, January 22
6:00 – 7:30 pm

Technology and the Teenage Brain

For parents and caregivers of teens (grades 7-12)

Wednesday, February 19
6:00 – 7:30 pm

Participant Feedback

“Thank you for a well-structured, informative session. It was a great reflection.”



Professional Practice & Education Services
Addiction & Mental Health
Edmonton Zone

For more information, visit www.cyfcaregivereducation.ca

Adult Education Sessions

January / February 2025



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.

Sleeping Your Way to Better Mental Health

Please join us to learn about the relationship between sleep and well-being. We will look at how sleep can impact mental and physical health, review common sleep concerns and factors that influence your ability to get the sleep you need. Lastly, we will provide practical strategies, tools, and resources to promote healthier sleep habits.

Date: Wednesday, January 15, 2025

Time: 12:00 – 1:00pm

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

Journey Together

Ways to Support Mental Health in Everyday Interactions

Our mental health is an important part of our overall health and wellness. However, every year, twenty percent of Canadians experience a significant mental health problem. When someone we care about is struggling, we may not be sure how to offer care and support. In this session, we will discuss general signs of distress, tips for talking with others about mental health, information that we can share with those we love, and ways we can support our own wellness too. Resources for further learning will be shared.

Date: Wednesday, January 22, 2025

Time: 12:00 – 1:00pm

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.

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

www.cyfcaregivereducation.ca

Participant Feedback:

“Thank you for offering these lunch hour sessions, really appreciate the opportunity to join in for a 1-hour session. I can then decide if I want or require more information on the topic at the time.”

“Sharing of participant feedback on the white board was nice. It was good to have specific examples, including short video clips.”



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Adult Education Sessions

January / February 2025

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: Wednesday, February 5, 2025

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: Wednesday, February 12, 2025

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: Wednesday, February 19, 2025

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: Wednesday, February 26, 2025

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

Participant Feedback:

“Thank you for a great series - the information was helpful and will be useful.”

“Really appreciate the knowledge base of your presenters. They present clearly, I can follow them easily. The 1-hour lunch and learn presentations are a great way to learn.”

“I was very impressed!”



Professional Practice & Education Services
Addiction & Mental Health
Edmonton Zone

For more information, visit www.cyfcaregivereducation.ca

Caregiver Education Sessions

January/February 2025



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

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 22, 2025

Time: 6:00 – 7:30 pm

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

Technology and the Teenage Brain Digital Wellness for Families

Technology is a huge part of our children's lives. Come together to discuss how modern technology can impact the developing teenage brain. As we review some of the risks and benefits of technology use, parents and teens will reflect on ways to stay safer and more balanced in their use of technology to better support positive mental health.

Date: Wednesday, February 19, 2025

Time: 6:00 – 7:30 pm

For caregivers and youth (Grades 7-12) to attend together.

Participant Feedback:

“All the information is very important and helpful.”

“Always appreciate the presenters' level of understanding of the topic they are presenting.”

“I have enjoyed all of the sessions that have been provided, they are very informative.”



Professional Practice & Education Services
Addiction & Mental Health
Edmonton Zone

For more information, visit www.cyfcaregivereducation.ca

ALBERTA SCHOOL COUNCIL ENGAGEMENT GRANT

PROCESS

1

CONTACT FORM

Elk Island Public Schools (EIPS) collects contact information from school councils by **October 25**. School councils complete a **contact form** with their school name, school council chair, email address and permission to share this information with Alberta Education. Most importantly, this form allows EIPS to make an application to the province for the grant funds.



2

GRANT APPLICATION

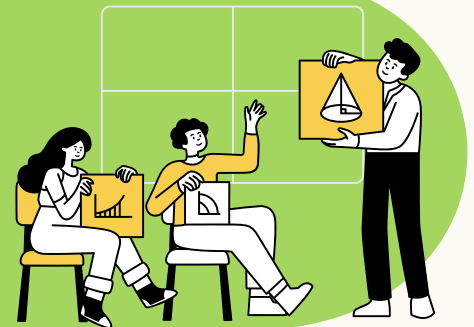
After the November COSC meeting, school councils receive an application directly to the email address provided in the contact form. The application asks for general school council information and how school councils plan to use the grant. School councils are encouraged to complete the application form by **December 31**.

The Alberta School Councils' Association's (ASCA) **learning opportunities** and **support services** are acceptable options for grant money. For 2024-25, councils receive a 25 per cent discount for these learning opportunities.

3

GRANT APPROVAL

After school councils apply, they must wait to receive approval from the Committee of School Councils Chair. School councils receive an email when they have approval. Once approved, councils can go ahead with their plans for the grant.



4

GRANT ACTIVITIES AND PAYMENT REQUEST FORM

School councils use their grant funds. They then complete a payment request form to have invoices paid or receipts reimbursed from these activities. Multiple payment request forms can be completed. Councils will contact COSC Liaison **Emma Small** for a link to the payment request form. Payment should be completed by **June 30**.





ALBERTA SCHOOL COUNCIL ENGAGEMENT GRANT

FAQS

WHAT ACTIVITIES ARE GRANT ELIGIBLE?

- 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 multi-cultural and Indigenous families including, English language learners and First Nations, Métis and Inuit learners;
- Parent resources and tools in multiple languages;
- Events to engage parents on important local issues;
- Conference fees;
- Parent engagement in promoting the value of arts; and
- Trainer/facilitator costs for the professional development, workshops or sessions associated with the above.

WHAT ARE NON-ALLOWABLE GRANT EXPENSES?

- Entertainment costs, meals, snacks, other food;
- No capital asset purchases;
- Activities that took place in a prior school year;
- Organization memberships;
- Fundraising events;
- Prizes or incentives to parents and/or students;
- Payment to school board staff including honoraria, gifts; and
- Entertainment activities such as barbecues, volunteer teas, movie nights, dances, concerts or performances, etc.

WHAT HAVE COUNCILS USED THE GRANT FOR IN THE PAST?

- ASCA workshops
- ASCA Conference and AGM
- ASCA support services for creating or editing bylaws
- Books for a parent resource library
- Family nights surrounding literacy, numeracy, or First Nations, Métis and Inuit education
- Parent information sessions with subject matter experts on artificial intelligence, mental health, wellness and more
- Saffron Centre workshops
- Website development

HOW CAN MY COUNCIL PAY FOR A GRANT ACTIVITY?

- Get an invoice from the organization that we'll pay on your behalf.
- Pay out of pocket and we'll reimburse you.
- Have the school pay and we'll reimburse them.

WHEN WILL AN INVOICE BE PAID OR A RECEIPT REIMBURSED?

- We'll pay an invoice within 30 business days of processing it.
- You'll be reimbursed within 10 business days of us receiving the payment form.

SOCIAL MEDIA

Background:

The Division recognizes the use of social media is a viable means to engage stakeholders for educational purposes. The Division supports staff use of social media to interact knowledgeably and responsibly.

Definitions:

Information Technology Asset (IT Asset):

includes all Division-owned equipment that is used in the acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission or reception of data or information. This includes assets such as servers, computers, laptops, mobile devices, tablets, wireless networks, printers, copiers, fax machines, scanners, displays, projectors, audio systems, monitors, firewalls, routers, switches, memory devices and software. Although peripherals and consumables—for example keyboards, mice, web cameras and chargers—form part of the asset, they're not subject to asset control.

Social Media:

refers to a group of online applications and platforms that enable users to create, share and interact with content and other people in a virtual community.

- **Division Social Media:**

all Division, department, school or classroom-based social media accounts that are used to promote Division, school or student success, provide information to students or their families, or offer a platform for engaging the school community.

Terms of Reference:

refers to the requirements of use as outlined by the specific social media application.

Procedures:

1. Students will:
 - 1.1. not use social media on Division networks or devices as outlined in [Blocked Social Media Sites in Elk Island Public Schools](#) (Appendix 146-A);
 - 1.2. be allowed limited access to social media for educational purposes, as determined by the Principal;
 - 1.3. comply with [Administrative Procedure 140: Responsible Use and Securities of Information Technologies](#), [Administrative Procedure 145: Use of Personal Mobile Devices](#) and [Administrative Procedure 350: Student Code of Conduct](#) when accessing social media on their own networks or for educational purposes; and
 - 1.4. be subject to progressive disciplinary measures as outlined in [Administrative Procedure 350: Student Code of Conduct](#), Section 2, if they refuse to comply with

the Division's procedures for the use of social media as outlined in this Administrative Procedure.

- 1.4.1. Parents/guardians will be notified by phone or email if students violate Administrative Procedure 146.

2. Staff will:

- 2.1. not use their Division email account for any personal social media accounts;
- 2.2. use their Division email account when accessing or creating a social media account for use with any Division social media. In creating a Division social media account, staff will:
 - 2.2.1. request approval from their Principal or Director to create a social media account to be used for Division purposes;
 - 2.2.2. complete the [Social Media Account Request](#) (Form 146-1). Information required includes:
 - 2.2.2.1. intended purpose and audience;
 - 2.2.2.2. name of social media platform; and
 - 2.2.2.3. user account email address.
 - 2.2.3. not disclose confidential or personal information as defined by the *Freedom of Information and Protection of Privacy Act* without first obtaining written consent from the parent/guardian, or the student if age 18 or over. The posting of full names, addresses, pictures, videos and audio recordings that allow the identification of individuals must have signed consent as per [Administrative Procedure 180: Freedom of Information and Protection of Privacy](#); and
 - 2.2.4. follow the rules and expectations outlined in [Administrative Procedure 404: Employee Conduct](#).
- 2.3. not use social media to represent a school, department or the Division without permission of their Principal or Director;
- 2.4. follow [Appendix 518-A: Brand Identity Guide](#) when applying Division logos; and
- 2.5. not use personal social media during work time. Reasonable use of personal social media is permitted during break times.

3. Principals and directors will:

- 3.1. review and approve staff requests to use social media for educational or business purposes submitted through the [Social Media Account Request](#) (Form 146-1);
- 3.2. determine the intended use of Division social media, which may include:
 - 3.2.1. promotion of Division, school or student success;
 - 3.2.2. information to students and families—for example, time and place of extracurricular activities;
 - 3.2.3. engaging with the school community; or
 - 3.2.4. educational purposes.
- 3.3. ensure all Division social media accounts at their site abide by [Administrative Procedure 170: Welcoming, Caring, Respectful and Safe Learning and Working Environments for Staff](#), [Administrative Procedure 311: Welcoming, Caring, Respectful and Safe Learning Environments for Students](#) and [Administrative Procedure 404: Employee Conduct](#);

- 3.4. formally review and communicate Administrative Procedure 146: Social Media with staff, students and parents/guardians annually at the start of each school year—and as needed throughout the school year for all new staff and families who join the Division mid-year;
 - 3.5. restrict student use of social media platforms, as referenced in [Blocked Social Media Sites in Elk Island Public Schools](#) (Appendix 146-A), on school networks and devices; and
 - 3.6. follow progressive discipline measures as outlined in [Administrative Procedure 350: Student Code of Conduct](#) and contact parents/guardians when students are in violation of Administrative Procedure 146: Social Media.
4. The Superintendent will:
 - 4.1. maintain a list of all active Division social media accounts.
 5. Parents/guardians will:
 - 5.1. support schools in the administration of Administrative Procedure 146: Social Media and Ministerial Order 014/2024; and
 - 5.2. annually at the start of each school year—or as needed throughout the school year for all families that enrol in the Division mid-year—receive a form to confirm they have read and reviewed [Administrative Procedure 140 – Appendix B: Student Responsible Technology Use](#) and [Administrative Procedure 350: Student Code of Conduct](#) with their child.

Reference:

Section 31, 32, 52, 53, 196, 197, 222 Education Act

Ministerial Order 014/2024 – Standards for the Use of Personal Mobile Devices and Social Media in Schools

[Appendix 146-A: Blocked Social Media Sites in Elk Island Public Schools](#)