

1. Definitions

In these Operating Procedures:

A. "EIPS" means Elk Island Public Schools.

B. "COSC" means the Committee of School Councils.

C. "School Council Member" means any individual from a school council who attends COSC meetings. Multiple members from a single school council may attend COSC meetings.

D. "Voting Member" means a member designated by their respective school council to cast votes on behalf of that council during COSC meetings. If multiple members from the same school council are present, they must decide amongst themselves who will serve as the voting member.

E. "EIPS Representative" means individuals appointed by Elk Island Public Schools to participate in COSC meetings, providing information and insights from the Division. This includes Board Trustees, the Superintendent, Associate Superintendents, the Secretary-Treasurer, Directors, and other EIPS employees.

F. "Parents" means a parent, guardian, or primary caregiver of any child enrolled in an educational program in EIPS.

G. "Operating Procedures" means the governing document serving the same purpose as Bylaws referenced in the Regulations.

10. Regular Meetings

A minimum of seven scheduled meetings will be held per school year or as called by the Executive. The schedule for these meetings will be determined at the October meeting. Meetings will take place in the EIPS Board Room or at an alternate location as decided by the members or the Executive. To ensure accessibility for all school council members, meetings will also be made available virtually. The virtual meeting link will be shared when the COSC meeting package is distributed. In the event of inclement weather, the meeting will move strictly to virtual. This will be communicated to school council members via email on the day of the scheduled meeting.

Section Addition – Membership Roles

A. School Council Members

- Act as liaisons between their respective school councils and COSC, ensuring effective communication and representation of their school's perspectives.
- Participate in monthly COSC meetings to discuss educational issues, share best practices, and collaborate on initiatives that benefit all schools within EIPS.

B. Superintendent and/or Designate

- Provide division-wide updates, insights into administrative decisions, and information on educational initiatives and policies.

- Address questions and concerns raised by school council members, facilitating a transparent flow of information between EIPS administration and school communities.

C. EIPS COSC Liaison

- Acts as vital support to the COSC Executive in their responsibilities, helping to facilitate its execution of tasks as required. The COSC Executive will remain accountable to fulfilling responsibilities as outlined in their role.
- Collaborates with the COSC Chair to develop meeting agendas that reflect the COSC's priorities and objectives.
- Assists in the distribution of meeting materials, such as agendas, minutes, follow-up emails, and notices, as determined by COSC, to facilitate effective communication among members.
- Works with the COSC Secretary to maintain accurate records of meetings and member information

D. ATA Local President and/or Designate

- Represent the Alberta Teachers' Association (ATA) by offering perspectives on provincial educational developments, including policy changes and ATA initiatives.

E. Board of Trustees Chair and/or Designate(s)

- Represent the EIPS Board of Trustees, providing updates on board decisions, policies, and strategic directions.
- Engage with school council representatives to understand community perspectives and incorporate them into board considerations.

F. Additional Trustee(s)

- Support the Board Chair in representing the Board of Trustees within COSC.
- Participate in discussions, offer insights, and assist in conveying board initiatives and decisions to school councils.

G. Other Invited Guests

- Attend COSC meetings to provide information on specific topics, present on initiatives, or offer expertise that benefits school council members.

H. Past Chair (for a term of one year)

- Serve in an advisory capacity to the current Chair and COSC, offering historical context and guidance based on previous experience.
- Assist in ensuring continuity and supporting the transition of leadership within the committee.

Committees

COSC may appoint committees to focus on specific collaborative initiatives that align with COSC's objectives and require dedicated attention beyond regular meetings.

- Committees can consist of COSC members and other appropriate community partners. Tasks and responsibilities are to be performed exclusively by the committee members, working collaboratively to ensure alignment with COSC's objectives and to enhance parent engagement within EIPS.
- Updates on activities and progress can be reported on during COSC meetings. These updates can also be communicated through the EIPS Liaison, who facilitates the sharing of information during regular COSC communications.