



**MINUTES OF THE COUNCIL OF SCHOOL COUNCILS MEETING  
HELD AT THE CENTRE FOR EDUCATION IN STONY PLAIN,  
ALBERTA ON WEDNESDAY, OCTOBER 5, 2016**

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**ATTENDANCE:**

School Council Reps

Ecole Meridian Heights

Seba Beach School

Parkland Village School

Memorial Composite High School

Millgrove School

Spruce Grove Composite High School

Graminia School

Duffield School

Greystone Centennial Middle School

École Broxton Park

High Park School

Board of Trustees

Dorcas Kilduff, Trustee

Administration

Scott Johnston, Associate Superintendent

Recording Secretary

Jenny Chen

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**1. CALL TO ORDER**

Chair, Rhonda Schumm, called the meeting to order at 7:04 pm.

**2. WELCOME AND INTRODUCTIONS**

**3. APPROVAL OF AGENDA**

Moved by Shelley Grimoldby that the Agenda of the October 5, 2016 meeting be approved as presented.

CARRIED

**4. APPROVAL OF MINUTES**

Moved by Monica Allen that the Minutes of the May 4, 2016 meeting be approved as presented.

CARRIED

**5. Board Report**

- Trustee Kilduff shared information on the enrolment report as of September 30, 2016 by community. There were a total number of 10,684 students enrolled, excluding outreach programs.
- The opening of the Prescott Learning Center in September 2016 was smooth however School # 2 will not be opened as scheduled in September 2017.
- Associate Superintendent Johnston provided date and location of the Stronger Together Conference regarding mental health in youth, for which registration information is available on Parkland School Division's website. There was discussion around communicating resources such as workshops and conferences to parents and availability of childcare service at such activities. There was further discussion around resources for nurturing mental health, in the form of providing school counsellors, wellness coaches or equivalent roles, at schools.

**6. Public Engagement Evening – November 17, 2016**

Associate Superintendent Johnston provided information on the particulars of the Public Engagement Evening on November 17, 2016. The Public Engagement Evening will be tied with the release of the Annual Education Results Report and provide an opportunity to make parents' voices heard. There are other channels for parents' input, such as ThoughtExchange. School Councils are encouraged to participate.

**7. Discussion Items**

- Year End Reports

Chairperson Schumm shared a template of School Council' year-end report from Alberta School Councils'

Association (ASCA). The recently revised School Council Resource Guide with links to other helpful templates is available on ASCA's website.

- Insurance for Associations

Information regarding insurance options available for school associations and rates were handed out to attendees. Questions regarding extent of insurance coverage for school councils were answered.

There was discussion around segregation of functions between school councils and school fundraising groups.

- Operating Procedures

Chairperson Schumm advised that operating procedures of school councils be set up and reviewed annually. A template of operating procedures is available in ASCA's School Council Resource Guide. Workshops regarding school council bylaws are available through ASCA.

School councils and associations are encouraged to keep electronic copies of their official records.

## 8. Announcements

- **Alberta School Councils Association Conference, April 28-30, 2017**
- **New School Council Resource Guide is now Online**
- **Literacy and Learning Day: October 22, 2016 (Free)**
- **Alberta School Councils Association Wednesday Webinars**
  - October 12: Masterful Minutes
  - October 19: School Council Purpose
  - October 26: Chair Basics
  - November 2: Fundraising Association Partnership Purpose
  - November 9: Meeting Management
  - November 16: Masterful Minutes
  - November 23: Tools for Effective School Councils
  - November 30: Competencies: Who, What, When, Where & Why?

## 9. 2016-17 Meeting Dates

The COSC meetings in the 2016-17 school year proposed are:

- Wednesday, November 30, 2016
- Thursday, February 16, 2017
- Wednesday, March 22, 2017
- Wednesday, May 3, 2017

Jenny will send out proposed dates to all COSC representatives for confirmation.

## 10. Future Agenda Items

Board Report

Continuing Communication and PSD Email Accounts for School Councils

Central Filing of School Council Documents at Centre for Education

Truth and Reconciliation Resources & Projects

Knowledge Sharing and Q&A Session with new COSC members

Hot Lunch Programs– Felicia Ochs

## 11. ADJOURNMENT

Moved by Lisa Warner that meeting adjourned at 8:25 p.m.

CARRIED

**Future Meetings: TBD**