



**MINUTES OF THE
COUNCIL OF SCHOOL COUNCIL (COSC) MEETING**

Meeting held at the Centre for Education, Boardroom, in Stony Plain, Alberta
On Tuesday, February 7, 2023, at 7:00 PM

Attendance:

Parkland School Division	Lorraine Stewart, Board Chair Scott Johnston, Associate Superintendent Keri Zylla, Recording Secretary
Blueberry School	Heather Bader-Kopp, School Council
Brookwood School	Doug Lorenz, School Council
Copperhaven School	Amy Campbell, School Council Pam Clendinning, School Council Sean Rogers, School Council
École Broxton Park School	Cheri Day, Assistant Principal Kalena Feist, School Council
Forest Green School	Leah Andrews, Principal
High Park School	Catrin Thomson, School Council, COSC Chair
Millgrove School	Anna-Marie Jackson, School Council Linda Madge-Arkininstall, Principal
Parkland Village School	Lindsay Kuelken, School Council Rose Barnes, School Council
Spruce Grove Composite High School	Brenda Cryer, School Council
Woodhaven Middle School	Ashley Southworth, School Council Lei Gryshik, School Council Nealle Dickson, Principal

1. Call to Order

Chair Thomson called the meeting to order at 7:05 p.m.

2. Treaty Acknowledgement

Chair Thomson acknowledged Treaty #6 and Treaty #8 Territory.

3. Welcome and Introductions

Chair Thomson welcomed Council of School Council (COSC) members.

4. Approval of Agenda

COSC 001-2023 Moved by Ms. Cryer that the agenda be approved as presented.

CARRIED

5. Approval of Minutes

COSC 002-2023 Moved by Ms. Bader-Kopp that the minutes of the November 1, 2022, Council of School Councils (COSC) meeting be approved as presented.

CARRIED

6. Collaboration Opportunities for School Councils:

Chair Thomson led a roundtable discussion with COSC members who belong to Parkland School Division's (PSD) school councils. COSC members shared what is working well in their school councils, such as breakfast programs, hot-lunch programs, , hosting bake sales for the school fundraising associations, inviting teachers to be part of their school council meetings to demonstrate learning strategies and hosting workshops from the Alberta School Council Association (ASCA). In addition to sharing their successes, members also shared and collaborated on some of the more challenging aspects of school councils such as developing a strong social media presence, distributing information to their school community and the biggest challenge regarding parent involvement and recruiting new school council members.

Chair Thomson shared that future COSC meetings will put some focus on school council member recruitment.

7. School Council Grants

Associate Superintendent Johnston shared that the Alberta School Council Engagement Grant money that was unused by councils in the 2021-2022 school year, will be carried over to the 2022-2023, but should be used by June 2023.

8. School Council Chair Share:

Chair Thomson requested members to share their thoughts on the following five questions.

- What is going well with your school council?
- What is one thing that you need help with?
- What is one thing that is not working well in regards to school council?
- Do you know what your role is in regards to chair of school council?
- Do you have a binder where your documentation for school council resides? Do you know where is it?

Questions were answered during agenda item 6. Collaboration Opportunities for School Councils.

9. School Council Chair Role and Responsibilities:

Associate Superintendent Johnston shared the role and responsibilities of a school council, the role of the school council chair, and the importance of each of these roles in schools. School councils are the sounding board providing a voice of the community to school administration. School councils can work with their school administration to review the Annual Education Results Report and provide essential feedback that helps in the development of the annual Education Plan.

School administration, shared information on school councils and fundraising societies from their perspective, adding that the dedication of these small groups of parent volunteers provide things such as, distributing, and sometimes preparing the food for breakfast programs and hot-lunch programs, working bake sales, Christmas shopping days, read-a-thons and much more. School administration also noted that

often the same group of parents who volunteer to serve on the school council also serve on the fundraising societies.

Concluding thoughts from COSC members: ASCA workshops and the information they provide is beneficial; teacher representatives are a valuable resource for parents; sending the Principal's report to the whole school community may prove a good way to ensure parents receive information; and school council chairs sending out the meeting agenda to the school community in advance of the meeting could foster some interest.

10. Board Report:

Board Chair Stewart shared a number of items mentioned in the last several board meetings which center around the assurance elements:

1. Trustees Foster Quality Learning and Wellness to Promote Student Achievement.

- The [Student Conduct and Intervention Report](#) highlights the work PSD is doing to provide a safe, welcoming, caring and respectful learning environment, fostering a sense of belonging.
- The [Student and Workplace Wellness Report](#) highlights the wellness initiatives in the Division and schools, the work being done to identify mental health needs and the supports that have been implemented.
- The [Alternative Programs Report](#) highlights the diverse programming available to students
- The [Literacy Report](#) highlights both the interventions implemented through the Learning Loss Grants, and the literacy growth and progress within PSD schools.

2. Trustees Engage, Listen and Advocate

- The Board has developed an Advocacy Plan which includes: rural and small school sustainability; championing diversity; and promoting the critical need for a Spruce Grove Composite High replacement school
- The Board meets and discusses important issues related to the Division with provincial associations such as Alberta School Boards Association (ASBA) and Public School Boards' Association of Alberta (PSBAA)

3. Trustees Demonstrate Responsibility

- Trustees approved the grade configuration at Parkland Village School, received the Transportation Services Department Report that highlights the continual efficiencies being implemented despite the challenges of driver shortages and increased costs.

Board Chair Stewart responded to governance related questions and Associate Superintendent Johnston responded to the operational questions.

11. Office of the Superintendent Report

Associate Superintendent Johnston shared the Office of the Superintendent Report, highlighting the following items:

- **Athabasca Delta Community School (ADCS)** The work at ADCS continues. At the end of January, PSD conducted an engagement with ADCS families and we had the privilege of Mikisew Cree First Nation Chief Billy-Joe Tuccaro joining us for this engagement.

- [Alberta Education Results Report \(AERR\)](#) – School councils can work with school administration to provide feedback on the AERR.
- **Education Plan** – April 6, 2023 is the annual Education Planning Day. We will invite parents, teachers, community members, leaders in our indigenous and tri-municipal communities to attend. School council chairs should expect an invitation soon and may choose a designate from their council to attend if they are unable to participate. School administration will also be working to develop their own education plans in conjunction with the Division Education Plan.
- **Instructional Services** – The PSD Instructional Services Team has been out meeting with administration in the schools and discussion Provincial Achievement Tests and Diploma Exams. We are making progress and moving forward in the right direction with very capable dedicated staff assessing students and assisting those who need support.
- **Assessment and Reporting** – PSD continues to assess the function of report cards as a method of reporting; how to report grades in ‘real-time’.

Associate Superintendent Johnston responded to questions and further discussed assessment and reporting.

12. School Council Reports:

COSC Members discussed their school council reports during agenda item 6. Collaboration Opportunities for School Councils.

13. Principal Reports:

Administration also agreed that most of the information for reporting was discussed during agenda item 6.

14. Items for Future Agenda

Possible agenda items: ASCA Conference and Resolutions

Associate Superintendent Dr. Meg Miskolzie would like to discuss inclusive and specialized services, wellness, threat assessment and trauma response.

15. Adjournment

Chair Thomson adjourned the meeting at 9:17 pm

NEXT MEETING: Tuesday, March 7, 2023 at 7pm