



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

Meeting held at the Duffield School, in Duffield, Alberta
On Tuesday, November 5, 2024, at 6:30 PM

Attendance:

Parkland School Division	Lorraine Stewart, Board Chair Aimee Hennig, Vice-Chair Scott Johnston, Associate Superintendent Nadine Morrison, Recording Secretary
Blueberry School	Rosanne McIntyre, Principal Erin Craig, School Council, COSC Vice-Chair
Connections for Learning	Brenda Johnson, PAC School Council
Copperhaven School	Sheila Monteith, School Council
Duffield School	Cherie Lovsund, Principal Shelby Smigelski, School Council
Graminia School	Angie Gehlert, School Council Anna Liska, School Council
High Park School	Catrin Thomson, School Council, COSC Chair
Memorial Composite High School	Laurie Haak, School Council
Millgrove School	Anna-Marie Jackson, School Council
Muir Lake School	Tori Pudde, School Council
Prescott Learning Centre	Chris Shaw, Principal
Spruce Grove Composite High School	Kalena Feist, School Council
Tomahawk School	Tracey Gilmour, Principal
Westview School	Krystle Hoogendoorn, School Council
Woodhaven Middle school	Lei Gryshik, School Council Nealle Dickson, Principal

1. Call to Order

Chair Thomson called the meeting to order at 6:37 p.m.

2. Treaty Acknowledgement

Chair Thomson acknowledged Parkland School Division’s presence in Treaty #6 and #8 Territories.

3. Welcome and Introductions

Chair Thomson welcomed everyone, Council of School Council (COSC) members introduced themselves.

4. Approval of Agenda

COSC 14-24 Moved by Ms. Gehlert that the agenda be approval as presented.

CARRIED

5. Approval of Minutes

COSC 15-24 Moved by Ms. Haak that the minutes of the October 8, 2024, COSC meeting be approved as amended.

CARRIED

6. School Council Engagement Grant

Associate Superintendent Johnston shared that Parkland School Division has submitted the application to Alberta Education for the School Council Engagement Grant on behalf of their school councils. The remaining amounts from last year's grant can be obtained by contacting Ms. Morrison, she will be able to provide each school council with their left-over funds from the 2023-2024 school year grant. It is to be noted that a conversation will need to be had with Alberta School Council Association (ASCA) to find out if the balances from last year can be carried over.

The \$500 grant can be used for conference fees, training, workshops, learning opportunities and engagement actives. Associate Superintendent Johnston encouraged all school councils to establish a plan to spend the entire amount.

The following resource pages, found on the ASCA website, can be accessed to assist school councils with using the ASCA grant: [Alberta School Council Engagement \(ASCE\) Grant](#) and [Learning Opportunities](#).

7. Trustee Topic

Board Chair Stewart shared the Trustee Topic which focused on Governance vs Operational differences. An example was shared to help explain the differences in a governance response to the issue vs an operational response. The Board refers to Board policies for direction: the board policies will govern what the trustees may do in regards to any requests, concerns or complaints that come into their office.

Trustee responses will typically come from the Board Chair, whom is responding on behalf of the Board. The steps that the trustee follows in responding to requests, concerns or complaints are outlined below:

- Inform the requester that the response being provided is on behalf of the full Board of Trustees,
- Remind the requester of the Board's governance responsibility to ensure policy is in place so the Superintendent may develop and implement Administrative Procedures and practices for schools,
- The trustee responding will copy the Superintendent on the email response, for awareness and follow-up if required,
- Remind the requester that their first line of action would be to have a conversation with the appropriate staff at the school, depending on the issue this would typically be the teacher first. If the initial conversation is unsuccessful, the proper flow of escalation would next be the principal and finally the Centre for Education via the Superintendent's team.

Board Chair Stewart indicated that a trustee takes no responsibility for exploring the issue and removing the query or concern.

Conversation ensued and questions from the committee were answered by Board Chair Stewart and Vice-Chair Hennig.

Associate Superintendent Johnston added that Administrative Procedure 170: Dispute Resolution provides a matrix for the steps that need to be followed.

8. Office of the Superintendent Topic

Associate Superintendent Johnston shared the Office of the Superintendent Topic, addressing the current state and well-being of schools. He noted that schools are hurting; highlighting the concern that we are experiencing unprecedented levels of discipline issues in grades 4-6 and an increase in suspensions in grades 7-10. Efforts to reach out to the parents have typically been met with resistance, with many parents either pushing back or they express that their child does not lie or is not at fault.

Associate Superintendent Johnston engaged the committee in a conversation, expressing that he would like some insights from this group.

Comments of note from the committee are as follows. Ms. Liska shared that her experience in psychology showed that children who are isolated in their early years tend to be quickly reactive and resort to physical actions to deal with their feelings (as we are witnessing in grades 5 and 6 due to their isolation from COVID). Ms. Monteith suggested that there appears to be a lack of trust from the parents towards the school and government after the recent year's events. It was also noted that there seems to be an overall lack of respect and a sense of entitlement especially in the students in grade 5 and 6.

Associate Superintendent Johnston shared he is happy to visit the schools and engage in a conversation about behaviour and that there is the opportunity on November 27th at the Engagement Night, which will focus on grades 4-6, that and open to all PSD parents.

It was also noted that the Trustee grant that was introduced last year would be awarded as requested for the 2024-2025 school year. Each request would then come to the Board meeting for approval.

9. Principal Reports

Principal Dickson provided reports on behalf of Principals highlighting the following:

- Holiday themed events were held across the Division including Halloween dances and activity nights, a Halloween haunted house, Thanksgiving activities and, a community Thanksgiving lunch.
- Extracurricular sports began including cross-country running events. Prescott's senior girls and Woodhaven's senior boys volleyball teams both took home gold!
- Nutrition programs ensuring food security are in full swing across the Division. Volunteers at many of our schools prepared meals or snacks and stocked food items for Nutrition programs. Millgrove school shared they are having great success with their milk program.
- The Government of Alberta has announced full construction funding for Spruce Grove Composite High School's replacement school. The building design drawings should be 90% completed by the end of 2024 with construction beginning sometime in 2025.
- On October 15th, Tomahawk held their Gym Re-Opening Celebration. They saw a lot of community support with former students from 1963 and teachers from the 1980s in attendance!

- Community Collaboration at Tomahawk school saw a partnership with the Great North Cookie Co. for their CTF Foods and Nutrition Class. Students were taught about running a successful bakery business and the importance of branding.

10. Collaboration Opportunities for School Councils

Topic of Discussion: School Council Agendas

Chair Thomson reviewed all of the school council agendas prior to the COSC meeting and found they followed the same general format. She suggested adding the school logo to the school council agendas for branding purposes. Conversation and feedback from the group included: that most councils coordinate with the school to upload the agenda to the school's website; the length of the average meeting is about an hour with one of the school's fundraising meetings taking place the hour after; meetings may extend to 2 hours if there are presentations.

The group shared examples of people they have asked to present at a council meeting (Constable Gord Marshal, teachers, literacy leads, principals, directors, division principals and members of the executive team). An invitation for an elected official to attend would be requested through Ms. Morrison who would facilitate with Ms. Zylla. It was noted that if an elected official comes to a council meeting then the Board should always be notified

Chair Thomson noted that having an engaging topic of discussion encourages people to attend and reminded everyone that school council meeting should be engaging and fun. The meetings and existing members should be welcoming to new people.

11. Items for Future Agenda

- Planning for next meeting's Monthly Topic to be about budgets and insurance. Looking to have someone from Division Office attend to discuss.
- Would ASCA be able to come in and give a presentation at the March COSC meeting? RE: ASCA workshops overview.
- Have Superintendent Boyce attend an upcoming meeting to discuss the role of the Superintendent.
- Clarification on illness and the guidelines around sending kids to schools.
- Social Media guidance, for proper use of Facebook by School Councils and copyright laws (especially for images). How are school councils allowed to use social media, the governance
- Associate Superintendent Johnston brought forward idea of holding a celebrating at the final meeting in May.
- AI in Action

12. Adjournment

Chair Thomson adjourned the meeting at 7:45 p.m.

NEXT MEETING: Tuesday, February 4, 2025