

1. Parent Learning Presentation (6:30-7:00)
 - Calendar Development Process
 - Currently at the admin review stage with projected calendar board approval for end of January.
 - Calendar Development takes into consideration:
 - Teachers are only able to work a maximum of 200 days including 2 mandatory days for teacher's convention.
 - [Policy 601.2.1](#) outlines further guidelines for school breaks.
 - Instructional Hours are government required hours that need to be met by days in school and bell times.
 - Assignable Time is the maximum time teachers can be assigned in a year including instruction, supervision, parent teacher interviews and other assigned duties.
 - Bussing- Coordination with Holy Spirit on dates and bell times to ensure cost efficiencies by doing "double runs."
 - Diploma and PAT dates are set by the provincial government and dictates the end of semester and school year end dates.
 - Timing of Holidays significantly impacts how the school year is organized in order to achieve instructional hours and ensure ideal timing with diplomas.
 - Stakeholder Considerations to ensure what's best for students, staff and families.
2. Land Acknowledgement
3. Welcome and Introductions
4. Additions to the Agenda
 - 13.e. Agenda Packages- Vivianna Lartiga
5. Approval of the Agenda
 - Approved as amended by Danica Forsyth
6. Errors and Omissions
 - Clarification on last bullet under the learning session regarding requesting a policy be reviewed. Anyone who would like to request a policy be reviewed

should contact the PAC through their stakeholder representative. For parents this would be one of the 3 Policy Advisory Parent Representatives.

7. Approval of the Minutes of November 6, 2023

- Minutes approved as amended by Edna Asem

8. Business Arising from the Minutes

a) Election of Policy Advisory Committee Parent Reps

- The Board unanimously passed the following motion at the November 28th Board Meeting: That the Board amend the membership of the Policy Advisory Committee to include a total of three parent representatives from Division School Council, one of these parent representatives will come from the elementary school level, one from the middle school level and one from the high school level for a total of three parent representatives.
- Board approved three parent representatives rather than four as the Board agreed that the faith-based school representative was not the right fit as it wasn't recognized as a distinctly different voice from the three different levels already recognized, as explained by Trustee Genny Steed.
- Faith-based schools can ensure their voice is heard by speaking through the appropriate level representative.
- Mike also mentioned that the Board works closely with the societies at the faith-based schools which is another way their voice is heard.
- 23/24 PAC Meeting Dates are: December 6, January 10, February 7, March 6, April 10, May 1, June 5. Always from 12:00-3:00pm in the Education Centre Board Room.
- Selection of DSC representatives for Policy Advisory Committee:
 - **Elementary**- Skye Curtis, Alternate to be assigned at a later date.
 - **Middle**- Jamie Walburger, Carrie Boschman (alternate)
 - **High**- Viviana Lartiga, Shelley Roest (alternate)
 - All positions and alternates were acclaimed as nominated.
- Request that all committee emails go to all 6 representatives to ensure feedback is collected and all parents are kept informed on committee movements.
- Next PAC meeting is December 6th at 12pm with a lunch, Carrie initially was going to be the middle school rep, she is aware that she will need to leave this and future meetings early to pick up her daughter and it was suggested that she switch to virtual attendance, after some discussion she will be the alternate rather than the initial rep, assuming Jamie accepts the position as representative.

9. Trustee Report

a. [Board highlights](#)

- March 7 & 8 will rely on feedback received at the Town Hall - Town Hall scheduled for February 6th, format is going to be a little different this year and Board is hoping to gather feedback from stakeholders on a long list - technology, kindergarten and early learning, future of education, etc.

Attendees will be moved through different spaces to give as much feedback as possible/to give feedback multiple times.

- Viviana asked about the Town Hall information as Chinook HS Council doesn't meet until January, and Genny clarified that they've sent out the information extra early just to start getting the word out.
- Clarifying discussion around the hiring and scope of work of extra curricular lead teachers.
- Discussion around the income generation of international students
- Announcement of additional funding for enrollment growth that will allow us to address some hot spots in schools.
- Board began to look at the Assurance Report, which the board relies heavily on to determine areas that need attention.
- Three policies were reviewed - PAC committee members & the agenda policy & the superintendent evaluation policy.

10. Alberta School Council Association

- a. Link to ASCA general meeting [Annual General Meeting: Alberta School Councils' Association](#)
- b. ASCA discussion
 - ASCA & ASCA Membership - *90 years of being in existence, has typically been a voice for parents in education through school councils putting forward what is important to them; there is also the resource side of ASCA which school councils can use to learn how to run meetings, etc. Resources and procedures have changed over the last 3-4 years. ASCA has an elected board with a President & Vice-President consisting of parents from across the province. Typically the ministry might ask for ASCA's opinion based on what the members have brought forward as items. Past positions statements are on the website from prior years. The government also asks parents for input from other routes other than ASCA.
 - Deadline for position statements (draft resolutions) are due January 15th and they must go through your School Council to be taken to the AGM to be voted on. Schools must be members of ASCA to submit resolutions.
 - The division pays for the registration for one parent per school to attend AGM.
 - Request to make it an optional membership each year moving forward.
 - Previous memberships had value in access to resources.
 - Genny to bring ASCA funding questions back to the board including:
 - If schools do not join, can they access the \$500 for other parent engagement.
 - If the schools do not participate in SGM can the money be pooled in a division fund to fully pay for another parent to attend.
 - If the schools choose to retain a membership but not attend the SGM can the registration funds be allotted to another service from ASCA like a resource or consultant.
 - School Council Support Night planning is in the works to go over all the basic requirements and information needed for parent councils.

11. Superintendent's Report

- a) Superintendent Evaluation Policy for Feedback
 - Reviewed proposed policy changes that were sent for feedback with the deadline of December 11th.

b) Town Hall

- Trying to respond to feedback received and will be asking more specific questions to gather targeted feedback.
- Levelled questions first then 2 rounds of the specific topics so participants should be able to discuss multiple topics of interest.

12. Committee Reports

a) Policy Advisory Committee- Jamie Walburger

- Genny and Mike provided an overview of the Policy Advisory Committee discussions.
- Request to for Genny to follow up with Craig on his September motion to change the PAC to the Policy and Procedure Advisory Committee.
- Kristina Larkin has asked the board to consider adding student voice to the Policy Advisory Committee and we are working on a mechanism to gather feedback and what other processes are in place to gather student voice.

13. New Business

a. Policy/procedure re: reinstatement of members on committees- Viviana Lartiga

- the opportunity to attend the PAC by new or more parents was taken away with regards to the November meeting as that meeting was attended by last year's representative. Carrie stated that we were trying to avoid having to vote again/re-do the process.

b. Process when Division request feedback from parents via email to DSC reps- Viviana Lartiga

- What is the role of the DSC rep to get the policy feedback information out to parents.
- School based decision on the process to disseminate policy requests and gather feedback.

c. Public acknowledgment of thanks to Andrew Krul for the Trades4u event by Nicole Williams. Her son was able to attend and this event addressed a need. 21% of the labor force is expected to retire by 2030 and we are not seeing enough people entering the trades. We are also facing a historic gap between the number of homes being built and the numbers of new homes needed. Thank you Andrew for providing fun and engaging opportunities for children to engage in the trades! Time and money well spent.

a. School council information night – Shelley Roest

- Shelley is planning an event, more details will be shared as they become available.

b. Agenda Packages- Vivianna

- Question about creating links and bookmarks within board agendas. Kristin does already have this practice but it may depend on the version of PDF you have on your own computer if the links work or not.

14. Roundtable Reports

- Nicholas Sheran-Learning Commons had a market event where students had to buy and sell items and had a great experiential learning opportunity to use money and count change.

15. Future Parent Learning Session Topics- Please reach out to Shelley or Kristin if you have any ideas for future learning sessions

16. Upcoming Events

December	6	Policy Advisory Committee 12:00, Education Centre Board Room
	6	Community Engagement Committee 7:00pm, Education Centre Board Room/TEAMS
	12	Poverty Intervention Committee 1:00pm, Education Centre Board Room
	19	Board Meeting 2:30pm, Education Centre Board Room
Dec 23 - Jan 5 Schools Closed for Winter Break		
January	8	Classes Resume
	10	Policy Advisory Committee 12:00, Education Centre Board Room
	15	Division School Council 6:30pm, Education Centre Board Room/TEAM

17. Adjournment @ 9:15pm

Division School Council 2023-2024 Meeting Dates:

- January 15, 2024
- February 6, 2024 Town Hall
- March 4, 2024
- April 8, 2024
- May 6, 2024
- June 10, 2024

2021-22 Division School Council Representatives

Chair	Shelley Roest
Vice Chair	Carrie Boschman
Recording Secretary	Skye Curtis
Policy Advisory Committee	TBD
Poverty Intervention Committee	Sarah Ahlgren/Danica Forsyth
Division Wellness Committee	Edna Asem/Skye Curtis
Community Engagement Committee	Shelley Roest