

## **COUNCIL OF SCHOOL COUNCILS**

### **Background**

A Council of School Councils (COSC) will enhance communications among the School Councils, the Division, the Superintendent and the community.

### **Procedures**

1. The prime functions of the COSC shall be to:
  - 1.1 Provide an opportunity for School Councils to share matters of philosophy, policies and procedures relative to education.
  - 1.2 Provide parents, staff and interested community members a vehicle through which to discuss significant matters relating to student learning.
  - 1.3 Advise the Board regarding matters of common interest.
  - 1.4 Enhance parental engagement through learning opportunities.
  - 1.5 Share resources and information across School Councils.
  - 1.6 Develop meaningful connections between School Council Chairs and staff.
2. Membership
  - 2.1 Each School Council within the Division shall be a member of COSC.
  - 2.2 Trustees, the Superintendent or designate, and school administrators shall be invitees to COSC meetings. Their role is to support and to provide information.
  - 2.3 Prior to the meeting a volunteer Chair from COSC shall be identified.
3. Contact Information
  - 3.1 Meeting members and invitees give written consent to use their email addresses by providing this information to the Executive Assistant.
4. The Role of the Chair
  - 4.1 Forward agenda items to the Executive Assistant one (1) week prior to each meeting.
  - 4.2 Chair the COSC meeting.
5. Advocacy
  - 5.1 There will be at least one (1) representative per school. This person does not need to hold the position of School Council Chair.

6. COSC agenda may include the following items:

- 6.1 Round table discussion of each School Council, limited to their top two (2) items.
- 6.2 Division Office report.
- 6.3 Professional development for parents.
- 6.4 Emerging issues from School Council Chairs and meeting invitees.
- 6.5 Policy discussion.
- 6.6 Education news.
- 6.7 Provincial perspective from Alberta School Councils Association.
- 6.8 Three-Year Plan for the Division.

7. COSC Agenda Preparation

- 7.1 Initial email is sent out two (2) months prior to the meeting to all trustees, principals, superintendents and School Council Chairs asking for their input on the agenda with a three (3) week timeline.
- 7.2 Anyone bringing forth an agenda item must provide a summary or background and the Executive Assistant will follow-up with a telephone call to discuss further.
- 7.3 A reminder email is sent one (1) week prior to the timeline.
- 7.4 The Executive Assistant discusses agenda items with the Superintendent prior to the meeting.
- 7.5 The Superintendent advises the Board of agenda items. The Board may add additional agenda items.
- 7.6 Final agenda is prepared and sent out three to five (3 to 5) days before the meeting.
- 7.7 The final agenda shall confirm the location of the meeting.

8. Minutes

- 8.1 Minutes are taken by the Executive Assistant, reviewed at a Board meeting and forwarded to meeting participants in a timely fashion.
- 8.2 Minutes are also attached to the final agenda for review before the subsequent meeting.
- 8.3 Copies of minutes are posted and kept at Division Office for future reference.

9. Organization

- 9.1 Meeting location shall be Central Operations with video conference availability.
- 9.2 Meeting dates are set for the subsequent meeting at the end of each meeting.
- 9.3 The Executive Assistant shall serve as the administration resource for COSC. The Executive Assistant will facilitate with the designated COSC Chair, the meeting arrangements and agenda distribution.
- 9.4 The COSC shall meet two (2) times per year with the Board.

Adopted/Revised/Reviewed: JUN 2016/OCT 2019/NOV 2019/JUL 2023  
Reference: Section 52, 52, 55, 222 Education Act