

COUNCIL OF SCHOOL COUNCILS

Background

A Council of School Councils (COSC) will enhance communications among the School Councils, the Division, the Superintendent, Trustees 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, Assistant Superintendents and school administrators shall be invitees to COSC meetings. Their role is to support and to provide information.
 - 2.3 The membership of COSC shall choose a Chair, Vice-Chair, Secretary and other officers as needed at their annual Organizational Meeting.
3. Contact Information
 - 3.1 Meeting members and invitees give written consent to use their personal/work contact information by providing the information to the Executive Team at the Division Office.
4. The Role of the Chair
 - 4.1 Establish meeting agendas.
 - 4.2 Communicate with the Superintendent and Board Chair.
 - 4.3 Forward agenda to the Superintendent's office one (1) week prior to each meeting.
 - 4.4 Facilitate the COSC meeting.
 - 4.5 Act as a spokesperson for the COSC.

5. The Role of the Vice-Chair
 - 5.1 Assume the role of the Chair in her/his absence.
6. The Role of the Secretary
 - 6.1 Ensure the recordings of the minutes of all COSC meetings and disburse these minutes to all COSC members.
7. Advocacy
 - 7.1 There will be one (1) speaking representative per school. This person does not need to hold the position of School Council Chair.
8. COSC agenda may include the following items:
 - 8.1 Round table discussion of each School Council, (limited to their top two (2) items).
 - 8.2 Division Office report.
 - 8.3 Professional development for parents.
 - 8.4 Emerging issues from School Council Chairs and meeting invitees.
 - 8.5 Policy discussion.
 - 8.6 Education news.
 - 8.7 Provincial perspective from Alberta School Councils Association.
9. COSC Agenda Preparation
 - 9.1 Initial email is sent out to all Division representatives, Trustees, Superintendents and School Council Chairs/Vice-Chairs asking for their input on the agenda one month in advance.
 - 9.2 Anyone bringing forth an agenda item must provide a summary or background and the COSC Chair will follow-up with a telephone call to discuss further.
 - 9.3 The COSC Chair discusses agenda items with the Superintendent prior to the meeting.
 - 9.4 A reminder email is sent to all invitees one (1) week prior to the meeting.
 - 9.5 Final agenda is prepared and sent out three to five (3 to 5) days before the meeting.
 - 9.6 The final agenda shall confirm the date, location and time of the meeting.
10. Minutes
 - 10.1 Minutes are taken by the secretary and forwarded to COSC members in a timely fashion.
 - 10.2 Minutes are also attached to the final agenda for review before the meeting.
 - 10.3 Copies of minutes are kept at Division Office for future reference.

11. Organization

- 11.1 An Organizational Meeting of COSC will be held in the fall of each year.
- 11.2 Meeting location, will be in Okotoks.
- 11.3 Meeting dates are set at the beginning of the school year, when the calendar comes out, in consultation with the COSC Chair and the Superintendent, where applicable, should there be no COSC Chair, the Superintendent will propose a first meeting date.
- 11.4 The Superintendent shall serve as the administration resource for COSC. The Superintendent or designate will facilitate with the COSC Chair, the meeting arrangements and agenda distribution.
- 11.5 The Board Chair or designate shall serve as the Board representative to COSC.
- 11.6 The COSC shall meet two (2) times per year,

Reference: Relevant Legislation and Regulations