



Key Communiqué

News for School Councils

Issue | Sept. 30, 2020

One of the most significant ways parents and community members can make a meaningful difference in the lives of our students is through school councils. By connecting students, schools and communities, school councils help nurture and inspire our students to achieve their full potential.

Contact |

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Feel free to contact us with any suggestions or comments.

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Welcome back!

We are very excited to have welcomed our students back to school after more than five months at home. Learning certainly looks different this year. For about one in five students, their learning is virtual. For students in school, they are following new health measures, wearing masks, and working to mitigate the risk of spreading the virus in our buildings. We are so proud of how everyone has accepted the challenges that the pandemic has brought to us. As we adapt to learning and living with COVID-19, our students and staff have shown us what it means to support each other.

Opening our schools amid a worldwide pandemic was no easy task. It took a significant commitment of all CBE staff. We know there were countless meetings with Alberta Education, Alberta Health, other school boards and throughout our organization to develop guidelines for the CBE re-entry plan. We also appreciate the ongoing support and feedback provided by principals, support staff, the ATA Local 38, Staff Association, CUPE Local 40, and The Bargaining Council of the CBE Construction and Maintenance Skilled Trades Union.

Supporting our schools during COVID is costly. We appreciate the masks, face shields, hand sanitizer and cleaning supplies provided by the provincial government, and are very grateful for the funding provided by the federal government. We welcome these investments and we will continue to advocate for additional support as the situation evolves.

We remain committed to keeping staff, students and families informed as we move through this year. It is important to stay tuned in to communication from the CBE and your schools, as information changes rapidly.

This has been a start to the school year unlike any we have experienced, yet we are optimistic that the 2020-21 school year will be successful because of the perseverance of staff, students and families. We all share the responsibility to keep our school communities and Calgary safe. On behalf of the Board of Trustees, thank you to everyone for your efforts and for your commitment to students, learning, and our communities.

First COSC Meeting of the Year

The first Council of School Councils (COSC) meeting of 2020-21 will take place online on Thursday, Oct. 22 from 7-8:30 p.m.

In early October, you will receive a Microsoft Teams Live meeting invitation. No software should need to be downloaded for you to access this event (it will work through your browser). The meeting will also be recorded and posted on the COSC meeting page on the CBE website. Topics will include:

1. Introduction – Trustees and Superintendents
2. Update on our Current Reality
 - COVID-19
 - Hub online learning
 - Ministerial Order
 - Other Topics TBD
3. School Council Roles & Responsibilities
 - School council and principal roles
 - School council meetings in 2020-21
 - Fundraising/EducationMatters campaigns
4. Virtual Q&A with Trustees and Superintendents

We look forward to connecting with you!

Dates for 2020-21 COSC Meetings

Please save the following dates for COSC meetings for the rest of the 2020-21 school year.

- Wednesday, Jan. 20, 2021
- Thursday, Apr. 22, 2020

Updated details and information will be posted on the [CBE website](#) as they are made available.

School Council Meetings

In-person school council meetings still cannot take place. If school council and or parent/school societies have business that they NEED to attend to, please conduct these meetings using technology such as Skype or Microsoft Teams, as well as email or telephone calls. For the safety of everyone, please follow the guidelines and direction set by AHS and the government

Alberta School Councils Association (ASCA) has information on their [website](#) to assist you with “how-to” host a Virtual School Council Annual General Meeting (AGM), and have a School Council Election.

HUB Update

Significant work was done to create a new online learning option, known as the Hub, for families not comfortable sending their children back to in-person learning.

Approximately one in five students are participating in Hub online learning. Key information about [the Hub](#) is available on the CBE website.

COVID-19

Please refer to the [COVID-19 page](#) listed on our website. This page is updated as new information becomes available or as information changes. The page includes our Scenario 1 plan, what to do if a student has COVID-19 symptoms, as well as a detailed FAQ.

ASCA Membership

If your school council does not have an [Alberta School Councils' Association](#) 2020-21 membership, please fill out [this form](#). ASCA memberships are paid for by the Board of Trustees. However, memberships need to be renewed, by the school council, each school year (July 1 – June 30).

The benefits of an ASCA membership can be found on their [website](#).

Reminder | Year-End Reports

Under the *Education Act*, school councils are responsible for submitting an annual report to the Board of Trustees. This report helps the Board of Trustees measure and be accountable for parent and community involvement. The school council chair is responsible for submitting the report to the Board of Trustees.

If you have not yet submitted your 2019-20 year-end report please do so as soon as possible.

The report template can be found on the school council [website](#). Please send the completed report to the Board of Trustees via email at boardoftrustees@cbe.ab.ca or mail through your school to: Office of the Board of Trustees, Education Centre, 1221 – 8 Street S. W., Calgary, AB T2R 0L4

ASCA Online Learning Resources

In the new reality of online delivery, Alberta School Councils' Association (ASCA) has increased digital resources, virtual interactions and opportunities for school councils to utilize in operations.

ASCA has restructured delivery of services, workshops and supports by offering online learning resources for school councils.

ASCA hosts [Meeting Mondays](#) – online engagements, creating a forum for school council parents to learn, share information, and support each other.

[Webinar Wednesdays](#) present interactive online training sessions, focused on topic areas specific to the work of school councils.

Informative [web clips](#) (shorter, distinct information; 2 to 5 minute videos) and [webcasts](#) (longer information videos; 5 to 10 minutes in length) with a beneficial range of topics have been developed to assist school councils. More will be posted as they become available (check back often).

[Web clip](#) topics include *School Councils and School Re-entry*, *Hosting a Virtual School Council Annual General Meeting (AGM)*, and *School Council Election Process*.

[“Refocusing School Council Work during Covid-19”](#), is an important webcast, developed to address the current reality and key considerations for the work of school council.

[Webinar recordings](#) of ASCA Workshops with relevant handouts are also available to school councils.

ASCA is delivering [workshops](#) VIRTUALLY, as well as in-person. Choose the delivery that is best suited to your school council community.

School council members can access these webinars using their ASCA membership.

Three New Schools Open

While COVID and re-entry take much of the news spotlight, we are celebrating three new K-4 schools that opened this year. [Northern Lights School](#) in Coventry Hills, [Sibylla Kiddle School](#) in Cranston, and [Dr. Freda Miller School](#) in Evergreen all welcomed students in the second week of September.

NEW PROCESS | Online Fundraising and Donation Processing

EducationMatters, the CBE's charitable trust and foundation, has launched an online donation platform that will make it easy for your school council/parent society online fundraising campaigns. Anyone can donate to your school as a general donation or for a specific project. To set up a specific fundraising account please contact EducationMatters at info@educationmatters.ca or call 403-817-7468. With this new tool being available to parent societies and schools, the CBE will no longer set-up accounts with third-party online fundraising organizations such as Benevity or Canada Helps. EducationMatters does have an account with Benevity that can be used for corporate matching gift donations, which can be allocated to your school or project.

Also, the CBE has transitioned the processing of certain types of donations to EducationMatters, including: sponsorships, donations from an individual or group of individuals, donations from a business or organization, donations from a not-for-profit or charity and fundraising campaigns including school-based campaigns requiring tax receipts.

Like all charities, EducationMatters charges an administration fee. This is five per cent is based on the total amount of the donation being processed. This fee helps to cover the cost of processing the donation and overhead costs that they incur in order to do that work. We recognize this is a change, as CBE did not charge a fee. However, there was a cost that had to be absorbed and as resources in the system are reduced, we are changing how we work in order to create efficiencies, while continuing to provide schools and students with the services they need.

Website: EducationMatters.ca

Contact info: EducationMatters at

info@educationmatters.ca or call 403-817-7468.

More information: [CBE donations webpage](#)

CBE School Council Handbook

[The CBE School Council Handbook](#) is an excellent source of information for school councils. Other helpful resources for school councils are also available on our [school council page](#).

Ministerial Order Update

In November 2019, Education Minister Adriana LaGrange announced an independent, external review of the finances and governance of the CBE. We received the [report](#) and the [Ministerial Order #16/2020](#) on May 21, 2020. The [Ministerial Order](#) outlined 19 directives or areas for improvement related to governance processes and financial oversight.

We are committed to working with the government to ensure we comply by the Nov. 30, 2020 deadline. Since May, the Board of Trustees and administration have built a solid plan to address each directive. We have shared this plan with the government and are reporting progress to them monthly. We are pleased to report that we are on track to complete all the directives on time.

ASCA Oct. 17 Regular General Meeting

ASCA will host a VIRTUAL Regular General Meeting (RGM) on Saturday, Oct. 17, 2020 from 10 a.m. – 3 p.m. for consideration of the *2020 Proposed Advocacy Resolutions* and other business deemed essential by the Board.

The resolutions that are passed will become the positions of advocacy when ASCA is engaging with various stakeholders including the Ministry of Education. The meeting will be virtual. Please go to [ASCA website](#) to read all of the information about the meeting.

To take part in this virtual meeting, online registration is required in advance, before 12 noon on Oct. 13, 2020. [Register Here](#).

The deadline to submit emergent resolutions is Oct. 3. The proposed resolutions, at this time, can be found on the [ASCA website](#).

EducationMatters Back to School Fundraising Campaign

[EducationMatters](#) has launched a fundraising campaign to support the back to school needs of CBE students. The campaign will raise money for the purchase of backpacks and school supplies that students can take home. We know that this year will be unlike any other and that students may be learning from home for extended periods of time throughout the year.

The cost of a filled backpack ranges from \$30-\$50 (depending on the age of the student). We want to ensure all students have the right supplies to help them be successful. Once the need for basic supplies has been met, donations will go towards the purchase of learning resources including books, math manipulatives, technology, and other tools as identified by students, schools, and parents.

Your support will make a meaningful difference in the lives of our students. [Donate](#) today!

Don't Miss Out on School Messages

Due to Canada's Anti-Spam Legislation, parents and guardians need to subscribe online to receive some school messages on topics like student fees, picture days, field trip costs, yearbooks, fun lunches and more. **Subscribe online** at www.cbe.ab.ca/subscribe.

In addition, to receive any **text messages** from your school or the Calgary Board of Education please opt in for texts. Use the cell phone on file with your school to text the word **YES** to the six-digit number **724665**.

There is no extra cost to receive SMS messages from CBE, but standard message rates and data charges from your carrier apply when you receive messages from us. See all terms and conditions at www.cbe.ab.ca/SMS.

For more information, visit www.cbe.ab.ca/subscribeor view [Questions and Answers](#).

Update Your School Council Information

When you have established your school council for **2020-21** please send the updated School Council contact information to schoolcouncils@cbe.ab.ca. Please include the following information for your Chair, Co-Chair/Vice Chair and Key Communicator.

- First and last name
- School council title/role
- Name of school
- Email address
- Phone number (only to be used if we need to change meeting dates or locations on short notice)

Even if your school council executive is not changing for the 2020-21 school year, we would appreciate a confirmation of the contact information. Thank you.

Information on Food and Nutrition Supports/Events

Food guideline criteria around monthly fun lunches (Healthy Hunger, The Lunch Lady, pizza, etc.), milk programs, fundraisers.

It is the principal's discretion in consultation with the education director as to whether a program/event will proceed or not. If an event/program is agreed to, the school must meet the following criteria:

1. Must follow the [COVID-19 protocols](#) (Alberta Government and AHS Reopening Guidelines for Restaurants, Cafes, Pubs and Bars, as well as CBE general COVID19 protocols)
2. Must follow the COVID-19 guidelines for [volunteers](#). **At this time, volunteers are not allowed in schools.**
3. Must be able to manage the waste and recycling.
4. Where CBE staff are making, and/or organizing the ordering of food, all food products must meet Nutrition [AR 3047](#), CBE's Nutrition Criteria and meet the [Alberta Nutrition Guidelines for Children and Youth](#). All food products must come from a permitted source.
5. Ensure that CBE staff have the AHS [Food Basics Safety Training](#) (as a minimum requirement).
6. **No cash payments** for these programs or events; schools cannot accept or handle cash payments at this time.

Please note | Any food service supports that are **reoccurring** must meet CBE Nutrition Guidelines as well as hold a valid AHS Food Handling Permit.

Food Events/ Programs/ Supports for 2020-2021	
No:	Yes:
Vending machines	Approved programs and agency supports
Food delivery service such as Skip the Dishes	Occasionally provided shelf stable emergency food supports (e.g. emergency lunches)
Catering, large informal gatherings (BBQ, Pancake Breakfast)	
Potluck, shared food, shared condiments, shared birthday treats, bake sales	
Independent community/group supports (churches, external groups/organizations)	
Dropping off lunches without prior notice (phone call required to make arrangements for students who do not have a lunch, schools have the discretion to refuse or accept drop off)	
Note if you have any questions please contact your school	

If you have trouble seeing this publication please [click here](#)