

# ELK ISLAND LOGOS SOCIETY

## AGENDA – NOVEMBER 2024



1. Welcome/Prayer and Introductions
2. Approval of the Agenda
3. Standing Items
  - A. Consent Agenda
    1. Highlights
  - B. Brentwood School Report
    1. Position needs filling
4. Business Arising
  - A. Social Media Coordinator
  - B. Document Review and Refresh
    1. Adoption of Program Description
      - a. Discussion on EILS Role
    2. Adoption of Job Descriptions
    3. Next Steps – Family Handbook, MoU
  - C. Membership / Suggested Donations
  - D. Fundraising Discussion
    1. Little Ceasars' timing / reward.
    2. Silent Auction
  - E. ACSI
  - F. Merchandise
  - G. Halloween Alternative Reflections
  - H. Need for More Directors / Help with Focus Areas
    1. Prayer
    2. Teacher Care
    3. Communication
5. New Business
6. Closing Prayer / Adjournment

Next Meeting – Tuesday, January 14<sup>th</sup>, 2025 SWH

# BOARD MEETING REPORT

## PRESIDENT



### Administration

Greg and I have met with administrators at both Logos schools. We are very encouraged at the support and purpose of both administrators. We look forward to this growing relationship over the next school year.

### Logos Program Description

As mentioned at the September meeting, we will be voting on adopting the Logos Program Description. Although I don't think this is a perfect document from our perspective, I believe it's a great starting point, especially if we are trying to avoid being prescriptive in the implementation of the program. This gives us a good starting point for a Memorandum of Understanding.

### Job Descriptions

As we are adding the role description of Social Media Coordinator and haven't reviewed the current job descriptions, I have included them in the Consent Agenda for adoption at the next meeting. If you have any questions, comments or suggestions, please let me know.

### Membership

Membership form has been active since September 10<sup>th</sup>. We currently have 5 members. If you're on the board (or associated with doing the work of the Society), please remember to become a member. [eils.ca/members](http://eils.ca/members)

### Suggested Donations

Suggested Donation form has been active since September 10<sup>th</sup>. We have had 14 donations covering 22 of the students enrolled in the Logos Alternative Program (that's approx. 10%). 4 of those donors gave more than the suggested amount. Total amount donated to this moment is \$1000.

### Apple Fundraiser Final Numbers

We sold 105 boxes of fruit and had an additional \$175 in donations for a total income of \$4389. Cost of apples sold was \$2776, shipping \$498.75, credit card fees \$61.68 and GST on the shipping \$24.94. This means we brought in \$1027.63 from this fundraiser. That's a 23% return on the income.

# BOARD MEETING REPORT

## VICE PRESEIDENT REPORT

### Website

I have been reaching out to Heartland who agreed to work on the website since July. I have not received any communicate back after the first agreement in June. We will probably have to look at other options for updating and maintaining the website.

### Media Refresh

I have gotten all the information about the new Logo from Krystal and it has been uploaded to the SharePoint site. I have reached out to Laura McNabb and Brenda Fortin, at EIPS district office and going to work with them on updating all the media that they created for us with the new Logo and colors. I am waiting on a list from them on what they have so I can provide what we want updated and the priority to get that done.

### Information Night

I contacted the City of Sherwood Park to see if it would be legal for us to put out signs for an information night. They came back saying that yes, as it can be considered a Special Event. There are some regulations that we will need to follow.

- Shall only be an A-Frame sign or a post sign

- Maximum sign area is 0.55 sq.m and maximum height is 0.9m

- Be located 5m from all other signs within the right-of-way

- Be removed within 24 hours after the conclusion of the event

Michael and I chatted with the Admin at Brentwood, and they are willing to look at an information night again. Need to follow up with them to set a date and connect with Admin at Sherwood Heights if we can get representation from them. Need to find somebody to make the graphic for the night. I will probably reach out to Krystal to see if she would be willing to do it. EPIS will hopefully be busy with getting all of our other media updated they will not have time to create that sign. I have reached out to some sign places to get cost for creating the signs.

### Church Assistance at the School

Got feedback from Steph last year that going through the Logo's society to get connected into churches to assist in Chapels etc was cumbersome and not effective. In talking with her a list of churches and contact points with those churches and the services they can help with she thinks would be effective. This made me thing of the Spiritual Adviser role that was worked out previously. Want to engage with the churches again to have them signed that document for who is willing to assist and what they would like to assist with Chapels, Classroom, etc. Then build a list to supply to the teachers from there. Thinking it might be good to have a hidden form on the website that the church can go fill out.

# BOARD MEETING REPORT

## SHERWOOD HEIGHTS SCHOOL REP REPORT

### School Council Meeting

I attended the first school council meeting of the year at Sherwood Heights on September 17. Cathy Allen (trustee) reported that a new public engagement process will begin soon for the transition to the replacement school. The hope is for a transition plan to be in place by Spring 2025, assuming a 2-year build. Mr. Sandu (principal) committed to communicating opportunities for engagement in the school newsletter. Council meetings run on the third Wednesday of each month.

### Chapel/Clubs

-See you at the Pole happened on Sept 25. We had a group of students, teachers, admin, and parents. I didn't count, but my guess would be that we had about 30-40 attendees.

-Logos kickoff event by Celebration Church (specifically Rizin youth) in the school gym happened on Sept 26. There was worship, teaching, and a variety of activities.

-Crossroads (lunch club) will be run by Ethan Findlay (Trinity Baptist). Here is what he will be focusing on this year:

"One thing I try to do with my students once a year is go through one of the gospels. Now, we may not have time to do all of it, but what do you think of the idea of doing like a "Big Picture of the Bible" lesson plan? Go through creation, the fall, Christ's salvation, and His return. Give the kids a bird's eye view of the faith we are teaching them about."

Dates for the club this year. Room 106, 12:22-1:09.

Oct 15

Nov 19

Dec 17

Jan 21

Feb 18

March 18

April 15

May 20

I will be coordinating parent volunteers to provide a snack for the club. I emailed Ethan to see if he has support from other churches. I haven't heard back. I will follow up on this next month.

continued



## **Admin Communication**

I had a meeting with Sunny Sandhu (principal) after See You at the Pole, which he attended. We discussed a Logos newsletter, fundraising, and advocating for the program to be present in the replacement school. He is willing to include a Logos blurb in the school wide newsletter. He is also willing to promote and provide resources for us to run a Logos fundraiser whenever we would choose. He also discussed his plan to advocate to the superintendent for the Logos program to be included in the replacement school. He repeated several times how much value this program adds to the school and his willingness to help it succeed.

EILS BOARD MEETING: OCT 8, 2024

# BOARD MEETING REPORT

## TREASURER REPORT



### Current Financial State

There is **\$5107.77** in the LOGOS BMO bank account as of October 1, 2024.

The most up to date balance sheet and profit/loss reports are loaded into the Officers Share Point folder, Financials folder. I have provided the links below to each report.

Balance Sheet report [BalanceSheet as of Oct 1, 2024.pdf](#)

Profit and Loss report [ProfitandLoss as of Oct 1, 2024.pdf](#)

There is approximately \$250.00 in expenses that will be coming due in the next week (Meet the teacher BBQ event, bank fees)

### How to fill out an Expense Form

I have made a how to document regarding the expense form. The file is located in the Executive Share Point Folder, titled EILS Expense.

I have provided a link to the form.

[How to fill out an Expense form.docx](#)

# Elk Island Logos Society

## Balance Sheet

As of October 1, 2024

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
Chequing	3,745.21
<b>Total Cash and Cash Equivalent</b>	<b>\$3,745.21</b>
Uncategorized Asset	-80.00
<b>Total Current Assets</b>	<b>\$3,665.21</b>
<b>Total Assets</b>	<b>\$3,665.21</b>
<b>Liabilities and Equity</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	18,928.47
Retained Earnings	-15,206.68
Profit for the year	-56.58
<b>Total Equity</b>	<b>\$3,665.21</b>
<b>Total Liabilities and Equity</b>	<b>\$3,665.21</b>

# Elk Island Logos Society

## Profit and Loss

June 1 - October 1, 2024

	TOTAL
<b>INCOME</b>	
Donations	30.00
Fundraisers	0.00
Apple Fundraiser	2,531.00
Bottle Drive Fundraiser	237.45
Suggested Donation Income	1,671.00
<b>Total Fundraisers</b>	<b>4,439.45</b>
Membership Fees	75.00
<b>Total Income</b>	<b>\$4,544.45</b>
<b>COST OF GOODS SOLD</b>	
Fundraiser Costs	0.00
Apple Fundraiser	3,299.69
Suggested Donation Credit Card Fees	996.00
<b>Total Fundraiser Costs</b>	<b>4,295.69</b>
<b>Total Cost of Goods Sold</b>	<b>\$4,295.69</b>
<b>GROSS PROFIT</b>	<b>\$248.76</b>
<b>EXPENSES</b>	
Administrative Expenses	0.00
Bank charges	15.00
<b>Total Administrative Expenses</b>	<b>15.00</b>
Events	96.15
School Driven Funding	0.00
Brentwood	194.19
<b>Total School Driven Funding</b>	<b>194.19</b>
<b>Total Expenses</b>	<b>\$305.34</b>
<b>PROFIT</b>	<b>\$ -56.58</b>



# BOARD MEETING REPORT

## FUNDRAISING REPORT

### Little Caesars Fundraising

I have spoken to my contact at Little Caesars and they are waiting for us to pick the dates for the fundraiser. Just a reminder there are not upfront or back end fees for this fundraiser. For every unit we sell – the Logos society will get \$6. When our group sells 100 items, we get an extra \$25 then for every 50 items after that, we get another \$25. As an example, if our group sells 200 items we get an extra \$75; if we sell 250 kits we will get an extra \$100 in additional profit.

This fundraiser would take place totally online, so that we don't have money being handed in at the school.

They are also adding in 2 FREE boxes of Pepperoni Pizza Kits and 1 Crazy Bread Kit. I would like to use this as an incentive to sell. I'm still brainstorming ideas for these giveaways. Currently my thoughts are we can do a draw with everyone who sells being entered into the draw or alternatively it can go to the top selling families.


We will be required to pick up our order in Edmonton at Trenton Cold Delivery, at a day and time of our choosing.

For timelines, we are looking at 4 to 5 weeks from the beginning of our fundraiser (kickoff) to the end (taking delivery). We will run the fundraiser for 2-3 weeks, and then delivery is 2 weeks later. I will work with Little Caesars to set up firm dates once we have decided to go with this fundraiser. Once the timelines are in place Little Caesars will work with me to create a flyer that will be shareable with everyone electronically. The Flyer will contain a dedicated link and a QR Code. We will also receive brochures and posters (if we want) that can be handed out.

Last meeting we discussed loosely running this in November 2024.

### Silent Auction

The other fundraiser I would like to do is a Silent Auction, towards the end of the year. My preference would be to raise awareness and start collecting items for this sooner rather than later. My thoughts are to have this online (if we have someone with the ability to do this) so that the link can be shared and people can go on at their leisure to see if there is anything they would like.





# The Logos Christian Program Description

**Show me your ways O lord, teach me your paths; guide me in your truth and teach me, for you are God my Saviour, and my hope is in you all day long. Psalm 25:4-5**

Proposed update September 2024

# THE LOGOS CHRISTIAN PROGRAM

## Mission Statement

*Students, taught in a spiritually nurturing, intellectually challenging and disciplined environment, acquire the knowledge, attitudes, skills and training necessary to seek after “whatsoever things are true.” That, sustained by Christ’s teachings and God’s love, students may develop binding commitments to their families, neighbors, country and the global community while leading moral, healthy and productive lives.*

The program takes its name from the word *logos*, which means “The Word or Second Person of the Trinity” according to the Oxford Dictionary. The word is Greek and comes from the opening lines of John’s gospel, “In the beginning was the Word, and the Word was with God, and the Word was God. He was with God in the beginning.” John 1:1, 2

## Principles of the Elk Island Logos Christian Program

1. God is our Creator who knows and loves each one of us.
2. God has provided, through the Bible, certain values, standards of behavior and fundamental truths, particularly in passages such as the Ten Commandments (Exodus 20:1-17) and the Sermon on the Mount (Matthew 5, 6 and 7). These values, standards of behavior and fundamental truths are to guide us in living out our lives. Truth is not relative and, therefore, not based simply on each person’s opinion.
3. Although we all make mistakes or commit sins, by believing in Jesus, the Son of God, we can be forgiven because He offered Himself as payment (John 3:16) for our sins and is alive today to strengthen us through His Holy Spirit. Just as He forgives us for our sins, so must we forgive others who hurt us or sin against us.
4. Salvation is a gift freely bestowed upon those who accept and put their faith in the finished work of Jesus Christ at Calvary. (Romans 3:22-24)
5. We are on this earth to love God and serve Him by caring for and serving our fellow human beings. We are not meant to live merely for our own pleasure and self-interest.
6. God works in our lives and in the lives of those around us and throughout the world, as we spend time with Him in prayer.
7. The Old and New Testaments of the Bible, without error as originally given, were inspired by God and are a complete revelation of His will for the salvation of mankind. They are useful for teaching, correction, and instruction in righteousness. (2 Timothy 3:16 & 17)
8. There is One God, eternally existing in three persons: God the Father, Jesus Christ His only Son, and the Holy Spirit. (Acts 2:32-33; 5:29-32; 10:38)

## A Christian Classroom

The Logos Christian Program provides instruction of the provincial curriculum within a Christian environment. The non-denominational Christian environment is based on traditional Christian principles as set out in the Bible and the Apostles’ Creed. The program focuses on the

principles of loving God and loving one another, a commitment to Christ's teachings and of his forgiveness. This environment may be created through such activities as:

- ▶ A Biblical Christian context that is integrated into the teaching of the curriculum. To this end, a teacher in this program will bring a Christian viewpoint to issues and topics from all curriculum areas.
- ▶ Daily devotions and prayer.
- ▶ Scripture memorization.
- ▶ Periodic assemblies with a Christian viewpoint
- ▶ Selection of resources consistent with Christian beliefs
- ▶ Encouraging students to develop their personal relationship with God.

Both the staff and the students in the Logos Christian Program will show respect towards people of all religious faiths. While the differences between various religions and denominations may, on occasion, require explanation so that students might better understand the religious beliefs of their fellow students, teachers do not get involved in discussion as to the merits of any particular theological position. All students are welcome in the Logos Program.

### **Commitment to the Logos Christian Program**

Commitment to a genuine partnership between home and school is emphasized and the key roles of parents as partners, students as learners and teachers as professionals are recognized. Parents, teachers and students are expected to support the principles and philosophies of the Logos Christian Program.

Parents, students and teachers are responsible to establish and maintain open communication regarding teacher and parent expectations and student performance, and to understand the role each plays in reinforcing the work of the other.

### **Foundations for Behavioral Expectations**

“Teacher, which is the greatest commandment in the Law?” Jesus replied: “‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment. And the second is like it: ‘Love your neighbor as yourself.’ All the Law and the Prophets hang on these two commandments.” Matthew 22: 36-40

In the Logos Christian Program, instruction will occur within an orderly, structured and supportive environment. Within this environment students are taught:

- ▶ The importance of respect for the Bible, for God's laws, Christ's teachings, and Scripture's authority.
- ▶ To love and respect others and themselves as well as respect their own and others' property.
- ▶ To accept responsibility for their behavioral choices.
- ▶ To contribute to making the world a better place.

The discipline policy of each classroom and school follows the regulations and policies of Elk Island Public Schools. Parents are expected to support the school/teacher in the discipline process. Frequent and timely communication is shared between the teacher, students and parents/guardians.

## **Service**

Active community service is also a component of the Logos Christian Program. This service component may be school and/or community focused and varies according to age and grade level. Through the service component, an appreciation of community and the need to take care of each other is fostered. Students are taught to give of themselves.

## **Extra-Curricular Involvement**

Logos students, as a part of the school community, are welcome to be involved in school activities.

## **Selection of Resources**

The selection of resources/programs is based upon:

- ▶ Meeting the requirements of the Alberta curriculum
- ▶ The learning needs of the students, allowing for differentiation and individualization of instruction
- ▶ Consistency with a Christian Worldview and environment.

## **Subject Information**

Students explore their subject matter from a Christian Worldview and to use their knowledge to strengthen their Christian beliefs

## **ELAL**

- Good literature, including the classics, is part of the reading program. Literature is chosen which is acceptable to, and reinforcing of, the Christian context whenever possible. While the nature of conflict in the literature chosen will vary, it will always be dealt with from a Christian Worldview, regardless of whether that worldview is presented in the literature itself. Literature, which reveals the strength of the human spirit and fosters Christian values, is used from the earliest stages of the child's reading.
- Students are taught to be critically discerning and to analyze literature from a Christian viewpoint.

## **Social Studies**

- In Social Studies, students are taught to view the development of society from a Christian Worldview and to use their knowledge to strengthen their Christian beliefs.
- Students will develop the knowledge, skills and positive attitudes they need to be responsible citizens and contributing members of society.

## **Science**

Learning about science helps students to understand and interpret the world around them. Instruction in science is based on the beliefs that:

- ▶ God created the earth.
  - ▶ The world is an ever-changing place.
  - ▶ We are stewards of God’s world and therefore responsible for taking care of it.
- The spectrum of views that exist today with respect to creation and evolution is acknowledged at curriculum appropriate levels.
  - When dealing with sections of the Alberta curriculum, such as evolution, teachers ensure that students have a sound understanding of the subject matter. They may acquaint students with alternative views as how life developed on earth.
  - While the Logos Christian Program holds to the firm conviction that God is the ultimate source or the why of creation, the Bible is not used as a scientific text to explain the how of creation. Teachers do not become involved in the “Creationist” controversy which has caused dissension over the years.

## **Health**

In health, students will:

- ▶ Examine the whole person with a focus on the spiritual self.
- ▶ Understand and be guided by the word of God as the foundation on which they make decisions on such things as drugs, alcohol, smoking, dating, etc.
- ▶ Examine their role as Christians in their relationships with others.
- ▶ Understand that they are charged by God to respect and care for their physical bodies.

## **Goals of the Logos Christian Program**

### **1. Spiritual Growth and Discipleship**

- **Goal:** To systematically integrate biblical principles into all areas of the curriculum and school life, fostering an environment where students can grow in their faith and understanding of Christian teachings.

### **2. Academic Excellence within a Christian Framework**

- **Goal:** Achieve high academic standards through a Christian worldview, preparing students for success in higher education and beyond.

### **3. Character and Leadership Development**

- **Goal:** Encourage the development of moral and ethical leaders who exemplify Christian virtues in all aspects of their lives.

### **4. Family and Church Partnership**

- **Goal:** Strengthen the partnership between the school, families, and the wider Christian community to support students' spiritual and academic growth.

### **5. Inclusive and Supportive Environment**

- **Goal:** Create an inclusive, nurturing environment where students feel valued, respected, and supported in their learning and spiritual journey.

## **Operational Guidelines for the Logos Christian Program**

1. The Logos Christian Program operates under the jurisdiction and authority of the Elk Island School Board and is subject to such rules and regulations as the Board shall determine.
2. The Elk Island Logos Society operates separate from the Elk Island Logos Christian Program. The Society serves as an advisory board to Elk Island Public Schools with regard to the Logos Christian Program direction and resources.
3. Logos parents are members of the School Council. One Logos parent representative per school sits on the Elk Island Logos Society Board.
4. The Logos Christian Program serves the Elementary (including Kindergarten) and Junior High grades providing there are sufficient student registrations at each level.



## Frequently Asked Questions



**Q. Is religion taught as a formal subject in the Logos Christian Program?**

A. There is no separate religion class as Christian principles are incorporated into the curriculum whenever possible. A daily devotional time is an important part of the Logos Christian Program.

**Q. Are Logos teachers Christians?**

A. Teachers are chosen with consideration of their support for the Logos Christian Program and their sincere commitment to its mission, principles, and objectives. Logos teachers strive to exemplify Christian beliefs.

**Q. What does non-denominational mean?**

A. There are many Christian denominations that share a belief in the fundamentals of Christianity (see Principles on page 2), but differ slightly doctrinal practices. This program is intended to focus on the foundations of Christian belief, to nurture spiritual growth and to provide continuity between home and school.

**Q. Are students in the Logos Christian Program segregated from other students in the school?**

A. Logos classrooms are interspersed throughout the school. Students in the Logos Christian Program are part of the school community and that community spirit is highly encouraged through shared activities such as assemblies and field trips. Logos students are integrated with the rest of the school for option classes in Junior High. There are some “Logos only” activities such as chapel time and other activities of a religious nature.

**Q. Is transportation provided?**

A. Inquiries should be directed to Student Transportation at Elk Island Public Schools.

**Q. Is the Alberta curriculum taught in the Logos Christian Program?**

A. Provincial curriculum is taught for all mandated programs.



**Q. Is learning assistance provided and can special need students access this program?**

A. Learning assistance is provided to the same extent as in the regular classroom program. Special needs students are assessed on an individual basis and decisions are made in accordance with current regulations set out by Elk Island Public Schools.

**Q. Do students participate with regular students in Halloween and Christmas celebrations?**

A. Student celebrations are planned and organized by Logos teachers who work in conjunction with the Logos Society.

**Q. Will materials that are objectionable or potentially offensive to Logos parents be removed from the Learning Commons?**

A. No. Parents and teachers in Elk Island Public Schools work together in educating children on how to make responsible decisions regarding Learning Commons materials. Additional reading materials emphasizing the Christian Worldview may be added through the allocated school budget and/or through the efforts of the parents in Logos Society.

**Q. What is the Elk Island Logos Society?**

A. The Elk Island Logos Society represents parents of students enrolled in the Logos program. The Society works in cooperation with Elk Island Public Schools in an advisory role.

The Society communicates regularly through email and social media platforms and provides opportunities for parents and students to come together and share experiences. Several fundraising activities have greatly enhanced Christian materials within the classroom.

More information about the Elk Island Logos Society can be obtained at [www.elkislandlogos.ca](http://www.elkislandlogos.ca) or by contacting the Logos school for a contact name.



# ELK ISLAND LOGOS SOCIETY

## JOB DESCRIPTION

### POSITION: PRESIDENT

#### **Authority and Responsibility**

The Board of Directors is the legal authority for the Elk Island Logos Society. As a member of the Board, the President acts in a position of trust for the society and is responsible for the effective governance of the organization.

#### **Requirements**

##### **Requirements of the President include:**

- 1) Agree with the Purpose Statements and the Principles of the Elk Island Logos Society.
- 2) Commit to the work of the organization.
- 3) Ex-officio member of all committees.
- 4) Attendance at Board meetings, meetings of assigned committees and the Annual General Meeting.
- 5) Support of any special events.
- 6) Support of, and participation in, fundraising events.

#### **Term**

The President is elected by the membership at the Annual General Meeting and serves for a two-year term. In the case of an incoming President who has not previously served on the Board, the outgoing President shall remain as an ex-officio member of the Board for a term of one year, mentoring and assisting the incoming President.

#### **General Duties**

The President is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, program and advocacy and acts as spokesperson for the Elk Island Logos Society

##### **In addition to the General Duties of Board Members (Directors), the President must:**

- 1) Chair the meetings of the Board and all meetings of the general memberships, and will not vote except to break a tie.
- 2) Pray for and support all Board Members with their duties and keep the board accountable.
- 3) Oversee all aspects of the Elk Island Logos Society.
- 4) Review all by-laws policies and procedures.
- 5) Demonstrate leadership by listening to and seeking input from Board Members
- 6) Address any conflicts that may arise.

#### **Evaluation**

A President's performance is evaluated annually based on the performance of assigned Board and Presidential requirements and duties.

Last Approved: October 8, 2019  
Next Review: October 2021



# ELK ISLAND LOGOS SOCIETY

## JOB DESCRIPTION

### POSITION: VICE PRESIDENT

#### **Authority and Responsibility**

The Board of Directors is the legal authority for the Elk Island Logos Society. As a member of the Board, the Vice President acts in a position of trust for the society and is responsible for the effective governance of the organization.

#### **Requirements**

##### **Requirements of the Vice President include:**

- 1) Agree with the Purpose Statements and the Principles of the Elk Island Logos Society.
- 2) Commit to the work of the organization.
- 3) Attendance at Board meetings, meetings of assigned committees and the Annual General Meeting.
- 4) Support of any special events.
- 5) Support of and participation in fundraising events.

#### **Term**

The Vice President is elected by the membership at the Annual General Meeting and serves for a two-year term. The Vice President may be released at the end of the elected term, by resigning, or according to the Elk Island Logos Society's bylaws.

#### **General Duties**

The Vice President is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, program and advocacy for the Elk Island Logos Society

##### **In addition to the General Duties of Board Members (Directors), the Vice President must:**

- 1) In the absence of the President, chair the meetings of the Board and all meetings of the general memberships, and will not vote except to break a tie.
- 2) In the absence of the President, exercise all powers and prerogatives of the President. Oversee all aspects of the Elk Island Logos Society.
- 3) Take on, as part of their regular duties, other duties delegated by the President.
- 4) Pray for and support all Board Members with their duties and keep the board accountable.

#### **Evaluation**

A Vice President's performance is evaluated annually based on the performance of assigned Board and Vice Presidential requirements and duties.

Last Approved: October 8, 2019

Next Review: October 2021



# ELK ISLAND LOGOS SOCIETY

## JOB DESCRIPTION

### POSITION: SECRETARY

#### Authority and Responsibility

The Board of Directors is the legal authority for the Elk Island Logos Society. As a member of the Board, the Secretary acts in a position of trust for the society and is responsible for the effective governance of the organization.

#### Requirements

##### **Requirements of the Secretary include:**

- 1) Agree with the Purpose Statements and the Principles of the Elk Island Logos Society.
- 2) Commit to the work of the organization.
- 3) Attendance at Board meetings, meetings of assigned committees and the Annual General Meeting.
- 4) Support of any special events.
- 5) Support of and participation in fundraising events.

#### Term

The Secretary is elected by the membership at the Annual General Meeting and serves for a two-year term. The Secretary may be released at the end of the elected term, by resigning, or according to the Elk Island Logos Society's bylaws.

#### General Duties

The Secretary is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, program and advocacy for the Elk Island Logos Society

##### **In addition to the General Duties of Board Members (Directors), the Secretary must:**

- 1) Keep accurate minutes and a record of attendance of Board Meetings and the Annual General Meeting.
- 2) Revise the format of minutes as needed to make them most accessible, understandable and actionable by the Board.
- 3) Distribute the minutes in a timely fashion allowing time for follow up on actions resulting from the meeting.
- 4) Make copies of the previous meeting's minutes available to be approved by the Board.
- 5) The Secretary must appoint a delegate from the Board if they cannot be present at a meeting.
- 6) Help Prepare Annual Forms of Society and Non-profit organizations to Provincial Government.

#### Evaluation

A Vice President's performance is evaluated annually based on the performance of assigned Board and Secretary's requirements and duties.

Last Approved: October 8, 2019

Next Review: October 2021



# ELK ISLAND LOGOS SOCIETY

## JOB DESCRIPTION

### POSITION: TREASURER

#### **Authority and Responsibility**

The Board of Directors is the legal authority for the Elk Island Logos Society. As a member of the Board, the Treasurer acts in a position of trust for the society and is responsible for the effective governance of the organization.

#### **Requirements**

**Requirements of the Treasurer include:**

- 1) Agree with the Purpose Statements and the Principles of the Elk Island Logos Society.
- 2) Commit to the work of the organization.
- 3) Attendance at Board meetings, meetings of assigned committees and the Annual General Meeting.
- 4) Support of any special events.
- 5) Support of and participation in fundraising events.

#### **Term**

The Treasurer is elected by the membership at the Annual General Meeting and serves for a two-year term. The Treasurer may be released at the end of the elected term, by resigning, or according to the Elk Island Logos Society's bylaws.

#### **General Duties**

The Treasurer is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, program and advocacy for the Elk Island Logos Society

**In addition to the General Duties of Board Members (Directors), the Treasurer must:**

- 1) Collect monies, prepare and make bank deposits.
- 2) Manage Paypal account.
- 3) Collect expense forms and receipts.
- 4) Make dispersals of funds as necessary for the Elk Island Logos Society.
- 5) Keep up to date and accurate records of financial transactions.
- 6) Retain financial records according to local governance requirements.
- 7) Prepare and participate in yearend audit.
- 8) Help Prepare Annual Forms of Society and Non-profit organizations to Provincial Government.

#### **Evaluation**

A Treasurer's performance is evaluated annually based on the performance of assigned Board and Treasurer's requirements and duties.

Last Approved: October 8, 2019

Next Review: October 2021



# ELK ISLAND LOGOS SOCIETY

## JOB DESCRIPTION

### POSITION: BOARD MEMBER (DIRECTOR)

#### **Authority and Responsibility**

The Board of Directors is the legal authority for the Elk Island Logos Society. As a member of the Board, a Director acts in a position of trust for the society and is responsible for the effective governance of the organization.

#### **Requirements**

##### **Requirements of Board membership include:**

- 1) Agree with the Purpose Statements and the Principles of the Elk Island Logos Society.
- 2) Commit to the work of the organization.
- 3) Have knowledge and skills in one or more areas to support board decisions and effectiveness: prayer, resources, fundraising, communications, etc.
- 4) Willingness to serve on committees.
- 5) Attendance at Board meetings, meetings of assigned committees and the Annual General Meeting.
- 6) Support of any special events.
- 7) Support of, and participation in, fundraising events.

#### **Term**

Directors are elected by the membership at the Annual General Meeting. Directors serve for a two-year term. Directors may be released at the end of the elected term, by resigning, or according to the Elk Island Logos Society's bylaws. To keep some continuity, some Directors are elected on odd years, and some on even ones.

#### **General Duties**

The Director is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, program and advocacy.

##### **The Director must:**

- 1) Approve, where appropriate, policy and other recommendations received from the Board, or committees.
- 2) Monitor all Board policies.
- 3) Review the bylaws and policy manual and recommend bylaw changes to the membership.
- 4) Review the Board's structure, approve changes, and prepare necessary bylaw amendments.
- 5) Prepare any reports or recommendations in advance of meetings and distribute to Board members.
- 6) Approve the Elk Island Logos Society's budget.
- 7) Assist in developing and maintaining positive relations among the Board, committees, staff members, and our community to enhance the Elk Island Logos Society's mission.

#### **Evaluation**

A director's performance is evaluated annually based on the performance of assigned Board requirements and duties.

Last Approved: October 8, 2019  
Next Review: October 2021



# ELK ISLAND LOGOS SOCIETY

## JOB DESCRIPTION

### POSITION: SCHOOL REPRESENTATIVE

#### **Authority and Responsibility**

The Board of Directors is the legal authority for the Elk Island Logos Society. As a member of the Board, a School Representative acts in a position of trust for the society and is responsible for the effective governance of the organization.

#### **Requirements**

##### **Requirements of Board membership include:**

- 1) Agree with the Purpose Statements and the Principles of the Elk Island Logos Society.
- 2) Commit to the work of the organization.
- 3) Willingness to serve on committees.
- 4) Attendance at Board meetings, meetings of assigned committees and the Annual General Meeting.
- 5) Support of any special events.
- 6) Support of and participation in fundraising events.

#### **Term**

School Representatives are appointed by the board and affirmed by the membership at the Annual General Meeting. School Representatives serve for a one-year term. The role at any individual school may be shared.

#### **General Duties**

A School Representative is fully informed on organizational matters and participates in the Board's deliberations and decisions in matters of policy, finance, program and advocacy.

##### **The School Representative must:**

- 1) Serve as the liaison between the school, the school's Parent Council, and the Board. They will be the school Administration's and the Parent Council's main contact person for all Society related details.
- 2) Represent the Society meetings of the Parent Council and within the school.
- 3) Ensure Society information is distributed within their school in a timely fashion.
- 4) Recruit parent volunteers from their school to assist with Society events.
- 5) Provide a monthly school report at Board meetings.
- 6) Be a regular presence with the school administration and teachers.

#### **Evaluation**

A School Representative's performance is evaluated annually based on the performance of assigned requirements and duties.

Last Approved: October 8, 2019

Next Review: October 2021



## **School Representative Supplemental**

Beyond the official job description of duties to the board and position, it's important to note that this role is "the face of the Society" to most teachers and parents. In that light, the real job is to make sure people know the Society in interested and actively involved in supporting and resourcing our alternative program's distinctive. We want to make their jobs easier!

This Supplement includes suggestions from past job descriptions and may serve as a guide to how to best interact in this role in your school. It is neither exhaustive nor all required.

### **Liaison with teachers, school admin and parents**

- Communicate to the school about what is happening in Logos, such as dates & a blurb in the school's newsletter if they have one.
- Obtaining and filing student/parent commitment forms.
- Forming relationships with people to understand perspectives and needs
- Identifying different opportunities and resources required to bless the teachers
  - resources in class/library; teacher's wish list or prayer requests

### **Liaison with Logos Society Board**

- Bringing opportunities to support or bless the school & members
  - specific fundraising needs, care and condolences
- Input into budget and overall programs which impact the respective school

### **Liaison with School Council Meetings**

- provide monthly school report at School Council meetings
- provide input and encouragement to the council and admin while being present as an ambassador for Christ

### **Planning and execution of activities within the school**

- examples of activities
  - Bless the Teachers
  - Chapels (determine degree of participation)
  - Fundraising events
- Design and admin of various notices to classes (occasional)
- Printing and distribution of all notices or forms to classes
- Gathering and coordinating parent volunteers (email, phone calls)
- Communication to teachers and school admin about event details and progress
  - appreciation cards / tokens
  - gathering of feedback from teachers





# ELK ISLAND LOGOS SOCIETY

## JOB DESCRIPTION

### POSITION: SOCIAL MEDIA COORDINATOR

#### **Authority and Responsibility**

Social Media Coordinator will be a role taken on by one of the Directors of the Board of the Elk Island Logos Society. Social Media engagements will be reported to the Board on a regular basis.

#### **Requirements**

##### **Requirements of the Social Media Coordinator:**

- 1) Agree with the Purpose Statements and the Principles of the Elk Island Logos Society.
- 2) Be a Director on the Board of the Elk Island Logos Society

#### **Term**

Specific roles can be assigned or changed without any specific term based on the direction of the Board of Directors.

#### **General Duties**

The Social Media Coordinator is responsible for planning and implementing Social Media for the Elk Island Logos Society.

##### **The social media Director must:**

- 1) Comply with any legal requirements for posting to social media.
- 2) Be aware of all policies and procedures of the Elk Island Public Schools for posting to social media.
- 3) Create social media posts on Instagram and Facebook, keeping parents up to date on events, communication and meetings.
- 4) Keep board members informed of messages brought in by social media platforms.
- 5) Work closely with school representatives to ensure photos, videos and communication is up to date from events and chapels to post on social media platforms.
- 6) Create graphics for social media communication.
- 7) Take pictures and videos at events, chapels and any other Logos function to ensure up to date media is available.

#### **Evaluation**

A director's performance is evaluated annually based on the performance of assigned Board requirements and duties.

Last Approved:

Next Review: October 2026

EILS BOARD MEETING: NOV 5, 2024

# BOARD MEETING

## ROLE OF THE ELK ISLAND LOGOS SOCIETY



The Elk Island Logos Society exists to support and advance the mission of the Logos Christian Alternative Program within Elk Island Public Schools. As an advisory body to the program, our primary role is to provide counsel, insights, and recommendations to aid the program in achieving its educational and spiritual objectives. This advisory role is consultative and non-binding, meaning that the final decision-making authority for the program lies with Elk Island Public Schools. We work closely with Elk Island Public Schools to foster an environment that aligns with the Logos Christian Alternative Program mission and values, while respecting the boundaries of our advisory capacity.

In addition to our advisory role, the Elk Island Logos Society also serves as a governing board and a development board for the internal operations of the Society itself. In this capacity, we provide governance, overseeing the Society's strategic direction, policies, and compliance, ensuring that our organization operates in alignment with our mission. As a development board, we also actively engage in initiatives that promote growth, financial support, and community engagement to sustain and strengthen the impact of the Logos Christian Alternative Program.

By maintaining these distinct roles, the Elk Island Logos Society aims to provide valuable support and resources to the Logos Christian Alternative Program while also ensuring responsible governance and sustainability for the Society.

# BOARD MEETING REPORT

## VICE PRESEIDENT REPORT

### Website

I have been reaching out to Heartland who agreed to work on the website since July. I have not received any communicate back after the first agreement in June. We will probably have to look at other options for updating and maintaining the website. Pastor Wade connected with me on October 30<sup>th</sup>. He apologized for the lack of contact. We are setting a meeting for the end of November to discuss items going forward.

### Media Refresh

I have gotten all the information about the new Logo from Krystel and it has been uploaded to the SharePoint site. I have reached out to Laura McNabb and Brenda Fortin, at EIPS district office and going to work with them on updating all the media that they created for us with the new Logo and colors. I am waiting on a list from them on what they have so I can provide what we want updated and the priority to get that done.

### Information Night

I contacted the City of Sherwood Park to see if it would be legal for us to put out signs for an information night. They came back saying that yes, as it can be considered a Special Event. There are some regulations that we will need to follow.

- Shall only be an A-Frame sign or a post sign

- Maximum sign area is 0.55 sq.m and maximum height is 0.9m

- Be located 5m from all other signs within the right-of-way

- Be removed within 24 hours after the conclusion of the event

Michael and I chatted with the Admin at Brentwood, and they are willing to look at an information night again. Need to follow up with them to set a date and connect with Admin at Sherwood Heights if we can get representation from them. Need to find somebody to make the graphic for the night. I will probably reach out to Krystel to see if she would be willing to do it. EPIS will hopefully be busy with getting all of our other media updated they will not have time to create that sign. I have reached out to some sign places to get cost for creating the signs.

November follow up. Email's with Cherum indicated the starting this year schools can now have Open Houses. Brentwood has planning on an open house on January 28<sup>th</sup>. The Open House will be from 4:30 to 6:30. They are thinking of having a Logos session between 6-6:30pm. She reached out to Sherwood Heights and they will have a representative there for that session. Got a quote from Minuteman Press for 10 double sided signs 35x 24 inches with stands for \$386.93

### Church Assistance at the School

Got feedback from Steph last year that going through the Logo's society to get connected into churches to assist in Chapels etc was cumbersome and not effective. In talking with her a list of churches and contact points with those churches and the services they can help with she thinks would be effective. This made me thing of the Spiritual Adviser role that was worked out previously. Want to engage with the churches again to have them signed that document for who is willing to assist and what they would like to assist with Chapels, Classroom, etc. Then build a list to supply to the teachers from there. Thinking it might be good to have a hidden form on the website that the church can go fill out.

# BOARD MEETING REPORT

## SHERWOOD HEIGHTS SCHOOL REP REPORT

### School Council Meeting

I was unable to attend the school council meeting on Oct 15 and the minutes have not been posted. I will follow up at the next meeting to see if anything that pertains to the Logos program was discussed.

### Chapel/Clubs

First Crossroads (lunch club) was run by Ethan Findlay (Trinity Baptist) on Oct 15. Snack provided by a parent. Approximately 30-35 students were in attendance.


I am still on the hunt to have one or two other youth pastors to support Ethan at the next club.

### Other

A new teacher has been hired to replace Mrs. Burton on maternity leave, Brittany Zoerb.

Sherwood Heights school website updated with 2024-2025 Logos meeting times and days.

I am planning ahead for a farewell for our Grade 9 students, again with Case for a Creator: Student Edition, hopefully I can find a good deal over the next month of holiday sales!



EILS BOARD MEETING: NOV 5, 2024

# BOARD MEETING REPORT

## TREASURER REPORT



### Current Financial State

There is **\$5418.84** in the LOGOS BMO bank account as of October 30, 2024.

The most up to date balance sheet and profit/loss reports are loaded into the Officers Share Point folder, Financials folder. I have provided the links below to each report.

Balance Sheet report [BalanceSheet as of Oct 30, 2024.pdf](#)

Profit and Loss report [ProfitandLoss as of Oct 30, 2024.pdf](#)

There is approximately \$250.00 in expenses that will be coming due in the next week (Meet the teacher BBQ event, bank fees)

### Suggested Donation

As of October 30, 2024 there has been **\$1796.00** given. Praise God!

### How to fill out an Expense Form

I have made a how to document regarding the expense form. The file is located in the Executive Share Point Folder, titled EILS Expense.

I have provided a link to the form.

[How to fill out an Expense form.docx](#)



# Elk Island Logos Society

## Balance Sheet

As of October 30, 2024

	TOTAL
<b>Assets</b>	
Current Assets	
Cash and Cash Equivalent	
Chequing	3,677.02
<b>Total Cash and Cash Equivalent</b>	<b>\$3,677.02</b>
Uncategorized Asset	-80.00
<b>Total Current Assets</b>	<b>\$3,597.02</b>
<b>Total Assets</b>	<b>\$3,597.02</b>
<b>Liabilities and Equity</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	18,928.47
Retained Earnings	-15,206.68
Profit for the year	-124.77
<b>Total Equity</b>	<b>\$3,597.02</b>
<b>Total Liabilities and Equity</b>	<b>\$3,597.02</b>

# Elk Island Logos Society

## Profit and Loss

June 1 - October 30, 2024

	TOTAL
<b>INCOME</b>	
Donations	120.00
Fundraisers	0.00
Apple Fundraiser	2,531.00
Bottle Drive Fundraiser	237.45
Merch Fundraiser	448.10
Suggested Donation Income	1,796.00
<b>Total Fundraisers</b>	<b>5,012.55</b>
Membership Fees	90.00
<b>Total Income</b>	<b>\$5,222.55</b>
<b>COST OF GOODS SOLD</b>	
Fundraiser Costs	0.00
Apple Fundraiser	3,299.69
Merch Fundraiser	746.29
Suggested Donation Credit Card Fees	996.00
<b>Total Fundraiser Costs</b>	<b>5,041.98</b>
<b>Total Cost of Goods Sold</b>	<b>\$5,041.98</b>
<b>GROSS PROFIT</b>	<b>\$180.57</b>
<b>EXPENSES</b>	
Administrative Expenses	0.00
Bank charges	15.00
<b>Total Administrative Expenses</b>	<b>15.00</b>
Events	96.15
School Driven Funding	0.00
Brentwood	194.19
<b>Total School Driven Funding</b>	<b>194.19</b>
<b>Total Expenses</b>	<b>\$305.34</b>
<b>PROFIT</b>	<b>\$ -124.77</b>