

B O A R D
MEMORANDUM

Date: November 24, 2021
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Shawna Walter, Acting Superintendent
Subject: Policy 305 – School Councils



Background:

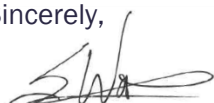
Attached for Trustee review and consideration is the revised draft of *Policy 305 – School Councils*. This policy has been condensed by removing the repetition of provincial regulations outlined in Section 55 of the Education Act and the School Councils Regulation 94/2019.

Administration is prepared to respond to questions at the November 24, 2021, Public Board meeting.

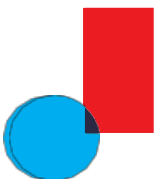
Recommendation:

That the Board of Trustees approve *Policy 305 – School Councils* as presented at the November 24, 2021, Public Board meeting.

Sincerely,


Shawna Walter, M.Ed
Acting Superintendent

Attachment



School Councils

EFFECTIVE: March 27, 2019

REVISED: February 23, 2021

REVIEW: 2024-2025

1.0 POLICY

The Board of Trustees believes that school councils provide valuable advisory assistance to the school principal and to the Board. The Board of Trustees supports the required establishment of school councils in a manner consistent with Section 55 of the Education Act, the School Councils Regulation, and the Alberta School Councils Resource Guide.

2.0 GUIDELINE

- 2.1 For each school operated by a board, a school council must be established in accordance with the regulations.
- 2.2 The majority of the members of a school council must be parents of students enrolled in the school.
- 2.3 A school council may, at its discretion:
 - 2.3.1 advise the principal and the board respecting any matter relating to the school,
 - 2.3.2 perform any duty or function delegated to it by the Board in accordance with the delegation,
 - 2.3.3 consult with the principal so that the principal may ensure that students in the school have the opportunity to meet the standards of education set by the Minister,
 - 2.3.4 consult with the principal so that the principal may ensure that the fiscal management of the school is in accordance with the requirements of the board and the superintendent.
- 2.4 Subject to regulations, a school council may establish and implement policies in the school that the council considers necessary to carry out its functions.
- 2.5 A school council may make bylaws governing its meetings and the conduct of its affairs.
- 2.6 Subject to the regulations, a Board may establish and implement policies respecting school councils.
- 2.7 The Board of Trustees supports the reimbursement of registration fees for the equivalent of one registration fee per school for the Alberta School Councils' Association Conference, as an ongoing sponsorship.

References: [Education Act: Section 55](#)
[School Councils Regulation 94/2019](#)
[Alberta School Council Resource Guide](#)
[Policy 245 - Appeals](#)

School Councils

EFFECTIVE: March 27, 2019

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2.8 Rules for Continuance of School Councils

2.8.1 A general organizational meeting shall be called annually by the Principal not later than forty (40) days after the start of the school year or as specified in the by-laws of the school council.

2.9 School Council Report

Pursuant to School Councils Regulation, the Chair of the school council must prepare and provide to the Board annually, by September 30 of each year. a written report:

2.9.1 summarizing the activities of the school council in the previous school year,

2.9.2 A financial statement relating to money handled by the school council in the school year, detailing the receipt, handling and use of any money by the school council in the previous school year,

2.9.3 A school council must retain at the school a copy of the minutes for each meeting of the school council and make them available to the Board or public on request,

2.9.4 A school council must retain the minutes for each meeting of the school council for at least 7 years,

2.9.5 The Board shall refer the school council's report to the Superintendent of Schools/CEO for consideration and recommendation to the Board.

2.10 Dispute Resolution

The Board shall establish a dispute resolution process to address disputes between the principal and the school council with respect to policies proposed or adopted for a school.

References: [Education Act: Section 55](#)
[School Councils Regulation 94/2019](#)
[Alberta School Council Resource Guide](#)
[Policy 245 - Appeals](#)