

**BOARD**  
MEMORANDUM

**Date:** December 8, 2021  
**To:** Board of Trustees  
**From:** Shawna Walter, Acting Superintendent  
**Originator(s):** Jonathan Konrad, Acting Deputy Superintendent, Education Services  
**Subject:** Alberta School Council Engagement (ASCE) Grant 2021-2022

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**Purpose:**  
For information.

**Background:**

For the 2021-2022 school year, the Alberta government provided more than \$1 million dollars to support school councils through the Alberta School Council Engagement (ASCE) Grant. This grant enhances collaboration between parents and schools on education priorities, and Sturgeon Public Schools received \$500 for each School Council in the Division.

To help facilitate accessing this grant, Alberta School Councils' Association (ASCA) created Division Services Packages to enable school divisions to provide support to school councils at discounted prices. Sturgeon Public Schools used a portion of the ASCE grant to purchase 3 *Foundational Workshops* (zoom presentations) and made them available to current school council members, prospective school council members and any Sturgeon Public parent/guardian or community member interested in learning more about school councils. The following workshops were purchased and made available during the month of November:

- Session 1: School Council Purpose
  - 29 Parents Registered for November 16
- Session 2: The Work of the School Council: It's NOT about the Meeting
  - 22 Parents Registered for November 23
- Session 3: Fundraising Association Partnership Purpose
  - 31 Parents Registered for November 30

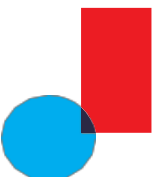
Each School Council has access to a remaining balance of \$428.57 to support their work for the remainder of the year.

Administration is prepared to respond to questions at the December 8, 2021 Committee of the Whole meeting.

Sincerely,

Shawna Walter, M. Ed.  
Acting Superintendent

Attachment



2. The agent will document the following for each consortia and in addition provide a consolidated statement to the Ministry of Education annually by September 30, reflecting the previous **school year's** spending:
  - Statement of Revenues and Expenses,
  - Statement of Financial Position.

NEW

## G2 - Alberta School Council Engagement (ASCE) Grant

This grant provides funding to school authorities for each school in order to support school councils fulfilling their legislated responsibilities in the education system and enhancing parent involvement and engagement.

### Allocation Formula

\$500/school council

### Allocation Criteria

1. Only schools required by the *Education Act* to have a school council will be eligible for this grant (i.e. public, separate, Francophone and charter schools). Note: A school council must be established for each school operated by the board as per the *Education Act*, section 55(1).
2. Of the eligible schools, only those with an active school council will receive the grant.

### Guidelines

1. By the end of October, school authorities will provide Alberta Education with the number of active school councils in their jurisdiction and any other relevant information requested. Grant funds will be allocated to school authorities through the usual funding processes.
2. School authorities are responsible for ensuring that the funds are disbursed to their schools and made available to the school councils. Funds must not be directed to registered fundraising societies. The decisions for the use of the funds must be made by the school councils.
3. The ASCE Grant form is available in **section L** and also from the Alberta Education Stakeholder File Exchange site.
4. Funds are to be used to support school councils in fulfilling their legislated responsibilities and for parent involvement and engagement activities.
  - a. School council responsibilities are outlined in the *Education Act* and *School Council Regulation* including:
    - advising the principal and the board respecting any matter relating to the school;
    - consulting 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;
    - consulting 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;
    - establishing and implementing policies in the school that the school council considers necessary to carry out its functions;
    - making bylaws governing its meetings and the conduct of its affairs;
    - advising on the development of school education plans, annual education results reports and budget; and

- completing and providing an annual report to the school board summarizing its activities and detailing the receipt, handling and use of any money in the previous school year.
  - b. Parent involvement and engagement activities that:
    - broaden the number of school events that include parents;
    - diversify the communication tools used to reach parents; and
    - seek out the advice and ideas of other parents.
5. Annually, school councils should establish local priorities aligned with the grant purpose that the funds will support.
  6. Examples of parent engagement activities and projects that funds can be used for include:
    - workshops for parents to increase capacity for school council members;
    - information sessions on how parents can support student learning at home and at school;
    - parent resources and workshops on important topics such as, mental health and well-being, cyber bullying, healthy living, etc.;
    - programs to support multi-cultural and Indigenous families including, English language learners and First Nations, Metis and Inuit learners;
    - parent resources and tools in multiple languages;
    - events to engage parents on important local issues;
    - parent engagement in promoting the value of arts;
    - trainer/facilitator costs for the professional development, workshops or sessions associated with the above.
  7. Examples of non-allowable expenses include:
    - entertainment costs, meals, snacks, other food
    - no capital asset purchases
    - activities that have already taken place
    - organization memberships or conference fees
    - fundraising events
    - prizes or incentives to parents and/or students
    - payment to school board staff including honoraria, gifts
    - entertainment activities such as barbeques, volunteer teas, movie nights, dances, concerts or performances, etc.
  8. All funds provided must be spent in the school year in which they are allocated. Any unused funds must be returned to Alberta Education.
  9. School authorities are expected to support their school councils to ensure funds are spent appropriately.
  10. As per section 13(2) and 14 (1) of the *School Councils Regulation*, school councils must annually report to the board on the receipt, handling and use of the ASCE Grant.

# Schedule for ASCE Grant Workshops – November 2021

## **School Council Purpose**

Time: Tuesday, November 16, 2021 7:00pm to 8:00pm

*Number of Registrants: 29*

*Understanding the legislated role of school councils including which topics/areas are open for discussion, and which require caution, helps to prevent tension and dysfunction within school councils and the school communities. Learning how to identify the work of school councils, how to frame a “personal issue” from a school council perspective, and how to broach sensitive topics is essential to new and returning members.*

## **The Work of the School Council: It’s NOT about the Meeting**

Time: Tuesday, November 23, 2021 7:00pm to 8:00pm

*Number of Registrants: 22*

*School councils often struggle with identifying the types of activities and work they should be doing in order to truly fulfill their legislated role. In this workshop, school councils are encouraged to examine what they are doing in relation to their intended purpose and the intended result of their work, and then consider how to connect with their school*

## **Fundraising Association Partnership Purpose**

Time: Tuesday, November 30, 2021 7:00pm to 8:00pm

*Number of Registrants: 31*

*Fundraising Associations (FRAs) are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. Positive, collaborative, mutually respectful relationships with the principal and school council are integral to the success of each, and in the best interests of students. Clarity of who has authority for what, is essential.*



# Workshops

Audience	Foundation	Enhancement
<p><b>School Councils</b></p> <p><b>Groups of School Councils</b></p>	<p>School Council Introduction</p> <p>School Council Establishment</p> <p>School Council Purpose</p> <p>Fundraising Association Partnership Purpose</p> <p>Tools for Effective School Councils</p> <p>The Work of School Council: <i>It's NOT About the Meeting</i></p> <p>The School Council-Trustee Relationship</p>	<p>Operating Procedures</p> <p>Policies and Practices</p> <p>Effective Engagement in Your School Community</p> <p>Creating School Council Plans</p> <p>Building Positive Partnerships</p> <p>Managing School Council Meetings</p>
<p><b>School Division Administration</b></p> <p><b>Principals</b></p> <p><b>School Boards</b></p>	<p>School Council Purpose</p> <p>Partnering with Fundraising Associations</p> <p>The School Council-Trustee Relationship</p>	<p>Effective Principal Engagement and Collaboration with School Councils</p> <p>Creating and Managing Productive School Council Meetings</p>
<p><b>Fundraising Associations</b></p>	<p>Fundraising Association Introduction</p> <p>Fundraising Association Fundamental Principles</p>	<p>Fundraising Association Bylaws</p> <p>Fundraising Association Policies and Practices</p> <p>Fundraising Association Financial Practices</p>

*Workshops designed to empower school councils and promote diverse and inclusive parent engagement in public education.*

*Learning platforms for school councils, groups of school councils, division administration, school boards and fundraising associations.*

*Presented in two focus areas of foundation and enhancement levels.*



## School Councils, Groups of School Councils, Foundation Workshops

Foundation	1.5 hour each	Audience	Requirements	FEE \$
<b>School Council Introduction</b>	Understanding language in the education community, legislation that mandates the rights, responsibilities and choices of school councils, as well as their value and importance, is the first step to creating a meaningful, vibrant school council and school community.	The community of a newly opened school or the community of an established school where no school council exists.	Invitation from principal or Division. Participants: minimum five parents (ideally) plus principal and one other school staff member.	<b>Price Per Workshop:</b>
<b>School Council Establishment</b>	School council establishment must follow legislated requirements. Provided those requirements are met, school councils are permitted flexibility and choice in how they operate. Parents will make decisions regarding membership, governance and elect the executive resulting in the official establishment of their school council.	The community of a newly opened school or the community of an established school where no school council exists.	Invitation from principal or Division. Participants: minimum five parents or guardians plus principal and one other school staff member.	
<b>School Council Purpose</b>	Understanding the advisory role of school councils through a review of the legislation, exploring rights, responsibilities and choices including which topics/areas are open for discussion helps to guide school council and its work in the school community. Learning how to identify the work of school councils, how to frame a “personal issue” from a school council perspective and how to broach sensitive topics is essential for new and returning members.	A newly established school council, an existing school council with a majority of new members or a parent group struggling to separate a school council and fundraising association.	Invitation from principal or parent. Minimum five participants including school council Chair and principal.	<b>\$100 For 1 School Council in attendance.</b>
<b>Fundraising Association Partnership Purpose</b>	Fundraising Associations (FRAs) are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. Positive, collaborative, mutually respectful relationships with the principal and school council are integral to the success of each and in the best interests of students. Clarity of who has authority for what, is essential.	A school community recognizing the need for two distinct groups and seeking to form a society for the purposes of fundraising, or with one in place needing assistance to understand their boundaries and role.	Invitation from principal and one parent. Minimum five participants including school council Chair and (potential) fundraising association President and principal.	
<b>Tools for Effective School Councils</b>	Resources, tips, templates and tools will be provided to help participants to understand the culture of their local community and basic volunteer psychology. An exploration of school community culture/barriers, volunteer motivation, and strategies to increase the effectiveness of school councils will be offered.	A school council with a clear understanding of its legislated role, seeking to obtain strategies and tools related to fulfilling the role.	Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken “School Council Purpose” workshop within previous two years.	<b>\$250 For 3 - 5 School Councils in attendance.</b>
<b>The Work of School Council: <i>It's NOT About the Meeting</i></b>	School Councils often struggle with identifying the types of activities and work they should be doing in order to truly fulfil their legislated role. In this workshop, school councils are encouraged to examine what they are doing in relation to the Assurance Framework, their intended purpose and the intended result of their work, and then consider strategies to enhance school council’s role in the school community, supporting expectations of the Assurance Framework.	A school council aware of its legislated role seeking to extend their positive influence beyond the school council meeting and into the school community.	Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken “School Council Purpose” workshop within previous two years.	
<b>The School Council-Trustee Relationship</b>	Understanding the relationship is vital to assist you in successfully furthering your role in the school community. School councils should understand the role of the school board Trustee, and the Trustee should be aware of their role with school council. A Trustee is a valued partner who can share school board information with parents they represent, and gather valuable parent perspectives from division school councils.	A school council aware of its legislated role seeking to build relationships AND/OR school board Trustees and senior division administration seeking clarity on the role of the Trustee with the school council.	Invitation from principal and one parent OR invitation from Trustee or the school board or senior administration. Minimum five participants including school council Chair and principal, and local school board Trustee OR school board Trustees and senior administration. Participants need to have taken “School Council Purpose” workshop within previous two years.	<b>\$500 For 6 or more School Councils in attendance.</b>

**72 hour CANCELLATION notice is required for all workshop bookings.**



## School Councils, Groups of School Councils, Enhancement Workshops

Enhancement	2-2.5 hours each	Audience	Requirements	FEE \$
<p><b>Operating Procedures</b> A school council has discretion to decide what works best for them, within the context of legislation and their community. Topics include; model of governance, membership, decision making, terms of office, conflict resolution. Create Draft Operating Procedures with wording of clauses relevant to the school community for review and feedback.</p>		<p>A school council with a clear understanding of its legislated role, seeking to create operating procedures for the first time, or replace existing bylaws.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years.</p>	<p><b>Price Per Workshop:</b></p>
<p><b>Policies and Practices</b> School council policies should reflect legislation, the context of their communities, and the work their members choose to do. Topics include; communication - internal and external, record-keeping, fundraising and accounting, privacy, location of meetings, official mailing address, new member orientation, group evaluation, social media and conflict resolution. Create Draft Policies with wording of clauses relevant to the school community for review and feedback.</p>		<p>A school council with a clear understanding of its legislated role, seeking to create policies which will help to guide and define its processes and work.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years.</p>	<p><b>\$200 For 1 School Council in attendance.</b></p>
<p><b>Effective Engagement in Your School Community</b> School councils would like their school community to be dynamic, exciting places, where parents feel authentically engaged in supporting and enhancing student learning. Using local context, define effective engagement, identify existing challenges, explore possible solutions and create goals and plans focused on creating engagement opportunities for the school community which align with the expectations of the Assurance Framework.</p>		<p>A school council seeking to involve and engage the school community in supporting and enhancing student learning.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years.</p>	<p><b>\$500 For 3 - 5 School Councils in attendance.</b></p>
<p><b>Creating School Council Plans</b> Meaningful involvement, recruitment and effective engagement require planning and goal setting. A plan should be simple to communicate and achievable - given the time and resources available. Exploration of the value of goal setting, planning, idea sharing, open discussion, consensus building. Aligning with the Assurance Framework, evaluation and potential modification are vital to the creation of ongoing plans. Overview of the school's Annual Education Plan, identifying areas where school council may assist in achieving identified targets, as well as ongoing school council progressive learning. Create Draft 1 Year Plan specifying actions, resources, outcomes and evaluation methods.</p>		<p>A school council with a clear understanding of its legislated role, seeking to identify and create goals that can be achieved within the current school year, in collaboration with the principal.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years. Principal is prepared to present summary of <i>Annual Education Plan</i> and identify areas where school council may choose to assist.</p>	<p><b>\$1000 For 6 or more School Councils in attendance.</b></p>
<p><b>Building Positive Partnerships</b> Building positive partnerships within the Education and general community can help school councils to be more effective in their advisory role. With a focus of supporting and enhancing student learning, Positive Partnerships are informative, collaborative, and respectful of boundaries and authorities. Discussion includes an examination of relationships, expectations, and protocols.</p>		<p>A school council aware of its legislated role seeking to identify and build relationships within, or outside of, the Education Community.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years.</p>	
<p><b>Managing School Council Meetings</b> Meaningful school council meetings require strong leadership and clear, easy to follow processes for all participants. Having a solid <i>Agenda</i>, some simple <i>Rules of Order</i> and learning how to <i>Direct Discussion</i> will help to ensure the school council meetings are not a waste of anyone's valuable time. Exploration of some common challenges for school council meetings and introduction of important solution-oriented tools are provided. Every meeting participant will benefit from this workshop!</p>		<p>A school council aware of its legislated role seeking to increase the efficiency and effectiveness of its meetings.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years.</p>	

**72 hour CANCELLATION notice is required for all workshop bookings.**



## School Division Administration, Principals, School Boards Foundation Workshops

Foundation	1.5 hour each	Audience	Requirements	FEE \$
<p><b>School Council Purpose</b></p> <p>Understanding the advisory role of school councils, from an administrative perspective, through a review of the legislation, exploring rights, responsibilities and choices including which topics/areas are open for discussion helps to guide school council and its work in the school community. Learning to identify the work of school councils, the role of the principal and Trustee, and how to frame a “personal issue” from a school council perspective are all important to building relationships in your school community.</p>		<p>A division group of principals, administrators and trustees seeking to better understand the role of the school council in the school community, and the principal’s role on school council. <i>Note - intended for principals and senior administrative team members.</i></p>	<p>Invitation from Division. Minimum ten principals/administrators/trustees in attendance. Recommended attendance by a member of the administration or Board. This workshop is the pre-requisite for other Admin workshops.</p>	<p><b>Price Per Workshop:</b></p> <p><b>\$500</b></p>
<p><b>Partnering with Fundraising Associations</b></p> <p>Fundraising Associations (FRAs) are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. Positive, collaborative, mutually respectful relationships with the principal and school council are integral to the success of each and in the best interests of students. Clarity of the Principal’s role and who has authority for what, is essential for a successful year.</p>	<p>A division group of principals, administrators and trustees seeking to understand the two distinct parent groups (School Council and FRA) and their boundaries and role in the school community.</p>	<p>Invitation from Division. Minimum ten principals/administrators/trustees in attendance. Recommended attendance by a member of the administration or Board. Pre-requisite: Participants need to have taken “School Council Purpose” workshop within previous two years.</p>		
<p><b>The School Council-Trustee Relationship</b></p> <p>A Trustee is a valued partner who can share school board information with parents they represent and gather valuable parent perspectives from division school councils. Understanding the relationship between the Trustee and the school council is vital to assist you in successfully furthering your role in the school community. Trustees should be aware of their role with school council, and the school councils should understand the role of the school board Trustee.</p>	<p>A division group of principals, administrators and Trustees seeking clarity on the role of the Trustee on the school council and how to foster this important relationship.</p>	<p>Invitation from school board Trustees and senior administration. Pre-requisite: Participants need to have taken “School Council Purpose” workshop within previous two years.</p>		

## School Division Administration, Principals, School Boards Enhancement Workshops

Enhancement	2-2.5 hours each	Audience	Requirements	FEE \$
<p><b>Effective Principal Engagement and Collaboration with School Councils</b></p> <p>The principal is the key figure in creating an environment conducive to authentic parental participation and engagement. Review of Education Act and Regulations relevant to what opportunities are mandated for discretionary school council participation. Identifying school community culture/barriers, volunteer motivation, engagement activities and case studies.</p>		<p>A division group of principals, administrators, trustees and school council reps (optional) seeking to explore how administrators can work effectively with school councils. <i>Note - intended for principals and senior administrative team members.</i></p>	<p>Invitation from Division. Minimum ten principals/administrators/trustees in attendance. Recommended attendance by a member of the administration or Board. Participants need to have taken “School Council Purpose” workshop within previous two years.</p>	<p><b>Price Per Workshop:</b></p> <p><b>\$1000</b></p>
<p><b>Creating and Managing Productive School Council Meetings</b></p> <p>Legislation mandates that school councils exist, but cannot tell them how to function effectively. Strong leadership of the principal plays a key role in defining the discussions and the level of engagement of a school council. Having knowledge, tools, and strategies for running a productive meeting will ensure your school council meetings are welcoming, meaningful and a good use of everyone’s time, are vital to the success of any school council.</p>	<p>A division group of principals, administrators and trustees seeking to understand the processes involved in planning and managing school council meetings appropriately. <i>Note - intended for principals and senior administrative team members.</i></p>	<p>Invitation from Division. Minimum ten principals/administrators/trustees in attendance. Participants need to have taken “School Council Purpose” workshop within previous two years.</p>		

**72 hour CANCELLATION notice is required for all workshop bookings.**





## Fundraising Associations Foundation Workshops

Foundation	1.5 hour each	Audience	Requirements	FEE \$
<p><b>Fundraising Association Introduction</b> Incorporation of a legal society in Alberta requires specific steps. It is vital that individuals considering this action have clear understanding and knowledge relating to the society's operations and role within the school community, prior to creating this legal entity.</p>		A new or existing school community seeking basic "start-up" information related to incorporating a registered fundraising association/society.	Invitation from one parent and principal. Minimum five parents and principal in attendance.	<p><b>Price Per Workshop:</b></p> <p><b>\$200</b> For 1 Association in attendance.</p> <p><b>\$550</b> For 3 - 5 Associations in attendance.</p> <p><b>\$700</b> For 6 or more Associations in attendance.</p>
<p><b>Fundraising Association Fundamental Principles</b> Fundraising Associations operate as legal entities with distinct rules to follow. This workshop will review the legislation and purpose of a Fundraising Association, it's role and relationships with the school community, the role of the Board, and how decisions are made. This workshop is designed to guide new and existing Boards and Association members with a review of principles and some operations best practices.</p>		A school community or group of parents seeking to incorporate a registered society for the purposes of fundraising, or that has one in place and needs assistance understanding the role and/or authority with the school council/school.	Invitation from principal and one parent. Minimum five participants including fundraising association president, executive and principal in attendance. <i>Recommended:</i> Participants to have taken "School Council Purpose" workshop within previous two years.	

## Fundraising Associations Enhancement Workshops

Enhancement	2.5 hours each	Audience	Requirements	FEE \$
<p><b>Fundraising Association Bylaws</b> An incorporated fundraising association/society has the discretion to decide what bylaws work best for them, in keeping with the Societies Act, and within the context of their community. Topics include; model of governance, membership, decision making, terms of office, conflict resolution, bylaw changes, and dissolution. Create complete or partial drafting Bylaws ready to complete to present for review and/or approval to individuals seeking to form the fundraising association, or the members of the existing association/society.</p>		A new or existing school community intending to incorporate a society for the purposes of fundraising, seeking to clearly define their bylaws in keeping with their Objects of Incorporation and the Societies Act. Also, an existing incorporated society seeking to re-examine or revise their current bylaws.	Invitation from one parent of those forming the Board of Directors of the association/society. Minimum five parents from those forming the Board of Directors of the association/society in attendance. <i>Highly recommended:</i> Principal in attendance. Previous workshop "Fundraising Association Introduction" or "Fundraising Association Fundamental Principles" within previous school year.	<p><b>Price Per Workshop:</b></p> <p><b>\$325</b> For 1 Association in attendance.</p> <p><b>\$900</b> For 3 - 5 Associations in attendance.</p> <p><b>\$1200</b> For 6 or more Associations in attendance.</p>
<p><b>Fundraising Association Policies and Practices</b> Fundraising association policies should reflect legislation, the context of their communities, and the work their members choose to do. Topics include; communication - internal and external, record-keeping, fundraising and accounting, privacy, location of meetings, official mailing address, new member orientation, group evaluation and social media. Create draft Policies and Procedures (up to five), using a common format to follow in the future, ready to share with members of the association/society.</p>		A new, or established, incorporated fundraising association/society with a majority of members having a clear understanding of its legislated role, seeking to create policies that will help guide and define its processes and work.	Invitation from one parent of those forming the Board of Directors of the association/society. Minimum five parents from those forming the Board of Directors of the association/society. <i>Highly recommended:</i> Principal in attendance. Previous workshop "Fundraising Association Bylaws" within previous school year.	
<p><b>Fundraising Association Financial Practices</b> Fundraising associations are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. Following sound financial management and proven business practices are critical for continued success in the school community. Topics include – identifying financial risks, managing risk, basic financial practices, and how to make spending decisions. Discussion of resource documents, templates and sample financial documents and reports to assist the association in creating a sound financial management plan.</p>		A new, or established, incorporated fundraising association/society seeking to create, or revise, their financial practices.	Invitation from one parent of those forming the Board of Directors of the association/society. Minimum five parents from those forming the Board of Directors of the association, particularly the Treasurer. <i>Highly recommended:</i> Principal in attendance.	

**72 hour CANCELLATION notice is required for all workshop bookings.**