



**Date:** April 24, 2024 **Agenda Item:** 8.6

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Jonathan Konrad, Deputy Superintendent, Education Services

**Governance Policy:** [Board Policy 225: Role of the Board](#)

**Additional Reference:** [Board Policy 221: Role of the Trustee](#)  
[Board Policy 700: Superintendent of Schools](#)  
[AP243: School Education Plans and Annual Results Report](#)  
Education Act Section 55  
School Councils Regulation  
Alberta School Councils' Association School Council Resource Guide

**Assurance Domain:** Learning Supports  
Governance  
Local & Societal

**Superintendent Leadership Quality Standard (SLQS)**  
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):  
Building Effective Relationships  
Visionary Leadership  
Leading Learning  
Supporting Effective Governance

**Subject:** **Administrative Procedure 211: School Councils**

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**Purpose:**  
For information.

**Background:**

A new Administrative Procedure, *Administrative Procedure 211: School Councils* was created to outline the legislative operational requirements, responsibilities and role of school councils. School Councils are an important link between the Division and school communities. School Councils bring forward critical perspectives about education, the needs of schools and concerns of the community.

The Superintendent recognizes that community support of schools enhances the quality of learning outcomes for students and School Councils have the potential to foster such community support. The Superintendent supports the required establishment of school councils in a manner consistent with the Education Act, the School Councils Regulation and the Alberta School Councils Resource Guide.



The Deputy Superintendent, Education Services is responsible for maintaining this Administrative Procedure.

*Administrative Procedure 211: School Councils* was brought to the March 6, March 20 and April 10, 2024 Committee of the Whole meetings for review.

Administration is prepared to respond to questions at the April 24, 2024, Public Board meeting.

**Attachment(s):**

1. Administrative Procedure 211: School Councils



## 211: School Councils

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**Responsible Administrator: Deputy Superintendent, Education Services**

### **Background**

The Education Act states that, for each school operated by a Board, a school council must be established in accordance with the regulations.

School Councils are an important link between the Division and school communities. School Councils bring forward critical perspectives about education, the needs of schools and concerns of the community.

The Superintendent recognizes that community support of schools enhances the quality of learning outcomes for students in the classrooms and School Councils have the potential to foster such community support. The Superintendent supports and encourages the formation of School Councils for each of its schools in accordance with the Education Act and the School Councils Regulation.

### **Procedures**

1. Each School Council is guided by section 55 of the *Education Act*, School Councils Regulation and the Alberta School Councils' Association School Council Resource Guide.
2. The School Council may, at its discretion, advise the Principal on matters relating to the school's:
  - 2.1 Overall mission, philosophy, policies, rules and goals
  - 2.2 Education Plan
  - 2.3 Budget

2.4 Annual Education Reporting Results (AERR)

2.5 The delivery of instructional and support programs

2.6 Fundraising activities

3. The Principal is responsible for reporting the following to the School Council:

3.1 Budget (quarterly)

3.2 Education Plan (annually)

3.3 Annual Education Results Report (AERR) (annually)

3.3 Counselling and Wellness Plans (annually)

4. Opportunity for Communication between School Councils and the Board of Trustees is extremely important. As per *Board Policy 221: Role of the Trustee*, the designated Trustee may attend School Council meetings as a non-advisory, non-voting member.

4.1 A School Council may request an appointment to meet with the Board at a meeting of the Board regarding one or more issues specified in the request;

4.1.1 The request shall be in writing to the Superintendent.

5. A Council of School Councils (COSC) provides an opportunity for the Division's school council membership to meet and share strategies and experiences. COSC enables effective communication among the School Councils, the Division, the Superintendent and the community. As per *Board Policy 225: Role of the Board*, COSC will meet at least once annually.

### **Conflict resolution**

School Councils and principals are encouraged to make every effort to work together constructively and positively to resolve issues. When an impasse occurs between the School Council and the school's Principal regarding policies proposed or adopted for the school, the following procedures to determine a final and binding decision shall apply.

6. As per the Education Act 55(8), procedures for Conflict Resolution between School Council and the Principal include but are not limited to the following:

6.1 In the event of such a dispute, either the Chair of the School Council or the Principal may request the Superintendent to act as, or to appoint a designate to assist in the resolution of the impasse.

6.2 If reasonable mediation efforts by the Superintendent fail to bring about a successful resolution, then the Superintendent shall make a decision regarding the matter and inform the parties in writing of that decision in a timely manner.

6.3 Either the School Council Chair or the Principal may submit a written appeal to the Board regarding the Superintendent's decision within ten (10) days from the date of receipt of that decision under the Board's policy on appeals.

6.4 The decision of the Board or its committee making such a decision on appeal will be final and binding on all parties concerned with the matter under appeal.

### **School Council Reporting Requirements**

7. 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:

7.1 Summarizing the activities of the school council in the previous school year; The template will be provided. Template can be seen in Appendix A.

7.1.1 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;

7.2 School Councils are to maintain, at the school, an official record book containing minutes of each meeting of the School Council for at least 7 years, signed by the Chair and the person preparing the minutes, and to make such record available to the Superintendent on request.

7.3 School Councils shall communicate results of any studies undertaken and/or articles outlining significant accomplishments, major school events or projects to the Division as prudent to do so;

7.3.1 Submissions shall be coordinated by the School Council Chair through the principal to the Deputy Superintendent Education Services.

## **Dissolution**

The Division accepts its responsibility to ensure that the best interests of its students and their community are being served by the presence of a School Council. Circumstances may occur where the Board may determine it is advisable and necessary to move to dissolve a School Council

8. As per the Education Act 55(9), The Board may request that the Minister of Education dissolves a School Council if the Minister is of the opinion that the School Council is not carrying out its responsibilities.

9. The Board may request the Minister to dissolve or suspend a School Council if, in the opinion of the Board, such negative conditions exist (e.g. fraudulent, criminal or unethical behaviour; internal dissension or adversarial relationships; disruption to the tone or climate of a school; or ongoing, unresolved disputes between council and Principal) that the interests of the students are not being well served.

10. Where the Board determines that it will submit a request for such dissolution to the Minister, it will provide written notice to that School Council and provide opportunity for the School Council to meet with the Board to discuss the concerns, before asking the Minister to proceed.

11. Where the Minister dissolves a School Council or where establishment is unsuccessful, the Principal is required to take all reasonable steps to establish an interim advisory committee for the school to serve as a School Council for the remainder of the school year. Such a committee is to include several parents, a teaching staff member and a minimum of one (1) community member.

**References:**

Appendix A: Reporting Template

Board Policies:

221: Role of the Trustee

225: Role of the Board

Education Act Sections: 33, 52, 53, 55, 197, 222, 251

School Councils Regulation 94/2019

Alberta School Councils' Association School Council Resource Guide

AP243: School Education Plans and Annual Results Report

**History**

2024 Mar 06 Procedure Established

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**Administrative Procedures II. School Board Governance and Operations**

**Name of School**

**School Council**

**Year in Review 20xx – 20xx**

**Written by:**

**Chairperson**

**Enter Name:**



**SCHOOL COUNCIL YEAR IN REVIEW**

**20xx – 20xx**

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Include a comprehensive summary of each meeting – i.e. Executive elections, COSC, Names/Titles of presentations or reports and name of each presenter (i.e. Principal, PFA, outside organizations).

**September 20xx**

*Sample information/update/presentation to include in report:*

- Election of Executive
- School Code of Conduct
- Open House/Meet the Staff Event
- Upcoming Events
- PFA Report
- Report from Principal

**October 20xx**

*Sample information/update/presentation to include in report:*

- Enrollment update from Principal
- Upcoming Events
- PFA Report
- Report from Principal

**November 20xx**

*Sample information/update/presentation to include in report:*

- Accountability Pillar Results from Principal
- Information from Council of School Council's Meeting
- Remembrance Day Ceremony
- Upcoming Events
- PFA Report
- Report from Principal

**December 20xx**

*Sample information/update/presentation to include in report:*

- Sturgeon Public Schools Annual Education Results Report from Principal
- Upcoming Events
- PFA Report
- Report from Principal

**January 20xx**

*Sample information/update/presentation to include in report:*

- School Education Plan from Principal

- Upcoming Events
- PFA Report
- Report from Principal

#### **February 20xx**

*Sample information/update/presentation to include in report:*

- Review School Supply List for upcoming school year
- Review Code of Conduct for upcoming school year
- PFA Report
- Report from Principal

#### **March 20xx**

*Sample information/update/presentation to include in report:*

- Upcoming Events
- PFA Report
- Report from Principal

#### **April 20xx**

*Sample information/update/presentation to include in report:*

- Upcoming Events
- PFA Report
- Report from Principal

#### **May 20xx**

*Sample information/update/presentation to include in report:*

- Upcoming Events
- PFA Report
- Report from Principal

#### **June 20xx**

*Sample information/update/presentation to include in report:*

- Sturgeon Public Schools Education Plan
- Upcoming Events
- PFA Report
- Report from Principal

Name of School  
**School Council - Financial Statement**  
**REPORTING PERIOD: September 1, 20xx - August 31, 20xx**

<b>ASSETS</b>	Cash/Bank Account/Common Shares	\$	
	List any other Assets:		
	•	\$	
	•	\$	
	•	\$	
	<b>TOTAL ASSETS</b>	\$	
<b>LIABILITIES</b>	<b>TOTAL LIABILITIES</b>	\$	
<b>INCOME</b>	List Income:		
	•	\$	
	•	\$	
	•	\$	
	<b>TOTAL INCOME</b>	\$	
<b>DISBURSEMENTS</b>	List Disbursements:		
	•	\$	
	•	\$	
	•	\$	
	<b>TOTAL DISBURSEMENTS</b>	\$	
<b>PROFIT/LOSS</b>	Bank Balance Sept 1, 20xx	\$	
	Withdrawals	\$	
	Deposits	\$	
	Bank Balance August 31, 20xx	\$	

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name:	
Position:	
Date:	

**NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.**