



Date: April 24, 2024 **Agenda Item:** 7.3

To: Board of Trustees

From: Shawna Warren, Superintendent

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

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

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

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Supporting Effective Governance

Subject: **Board Policy 305: School Councils**

Purpose:

For approval. Motion required.

Recommended Motion:

THAT the Board of Trustees rescind *Board Policy 305: School Councils* as recommended at the April 24, 2024, Public Board meeting.

Background:

The Board of Trustees is responsible for reviewing Board Policies on an ongoing basis in order to adhere to the requirements necessary to provide excellence in public education and comply with the Education Act and provincial, as well as federal, legislation. The Board, as elected officials of the community, provides overall direction and leadership to the Division.

Policies provide direction and signal the major intentions and priorities of the board of trustees. Directional policy is expressed in the board goals and strategic directions and is clearly aligned with government priorities. Directional policies signal long-term institutional commitments to student achievement and well-being, to values and to fairness.

The content of *Policy 305: School Councils* is captured in the legislation that governs the responsibilities of the Board through the Education Act and the School Councils Regulation and is captured in three current Board policies; Policy 221, 225 and Policy 700.

Policy 305: School Councils was brought to the March 6, March 20 and April 10, 2024, Committee of the Whole meetings for review.

A new Administrative Procedure, *AP211 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.

Administration has reviewed and recommends rescinding *Board Policy 305: School Councils*.

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

Attachment(s):

1. Policy 305: School Councils
2. Administrative Procedure 211: School Councils

Policy 305

School Councils - Recommend to rescind and create a new AP.

This policy is captured in legislation and current policy.

Education Act Section 55

School Councils Regulation Section 14

Board Policy 225: Role of the Board - Section on Stakeholder Engagement and Communication, specifically #9

Board Policy 700: Superintendent of Schools

Exercising Effective Governance: Policies provide direction and signal the major intentions and priorities of the board of trustees. Directional policy is expressed in the board goals and strategic directions and is clearly aligned with government priorities. Directional policies signal long-term institutional commitments to student achievement and well-being, to values, and to fairness.

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. Clearly outlined in Policy 225 Stakeholder Engagement (#9).

2.0 GUIDELINES

2.1 For each school, operated by a board, a school council must be established in accordance with 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 matters relating to the school;

2.3.2 perform any duty or function delegated to it by the board 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; and

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. **Verbatim Section 55 Education Act.**

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. **This is through Board Motion. Not every Board motion needs a policy.**

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. **School Councils Regulation.**

2.9 School Council Reports

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; **School Councils Regulation.**

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; and **School Councils Regulation.**

2.9.5 The Board shall refer the school council's report to the Superintendent of Schools for consideration and recommendation to the Board. **Policy 700: Superintendent of Schools.**

The Superintendent of Schools provides the Board with information, advice, and support required for the fulfillment of its governance role. The Superintendent plays a critical and collaborative role in supporting the leadership of the Board by advising, informing, and supporting the Board to address current and emerging issues. Specific Areas of Responsibility:

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 **Education Act Section 55 (8)**

References:

[Policy 245 - Appeals](#)

[Education Act: Section 55](#)

[School Councils Regulation 94/2019](#)

[Alberta School Council Resource Guide](#)

History

2019 Mar 27 Initial Approval

2020 Jan 29 Amended
2021 Oct 27 Reviewed
2021 Nov 24 Amended

211: School Councils

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

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

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

ASSETS	Cash/Bank Account/Common Shares	\$	
	List any other Assets:		
	•	\$	
	•	\$	
	•	\$	
	TOTAL ASSETS	\$	
LIABILITIES	TOTAL LIABILITIES	\$	
INCOME	List Income:		
	•	\$	
	•	\$	
	•	\$	
	TOTAL INCOME	\$	
DISBURSEMENTS	List Disbursements:		
	•	\$	
	•	\$	
	•	\$	
	TOTAL DISBURSEMENTS	\$	
PROFIT/LOSS	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.