

## SCHOOL COUNCILS

### Background

The Division believes that parents who are informed and committed to their child's education can and do make a difference in the quality of learning - both at home and at school. The Division encourages and promotes parent and community participation in making informed decisions to ensure the best possible education for the students in the Division. School Councils provide valuable advisory assistance to the Principal, the Superintendent and the Board. The Division, therefore, supports the establishment of School Councils.

### Procedures

1. The School Council shall be formed and shall operate following the policies and procedures set out by the Division.
2. The Principal is responsible for the management and operation of the school, as assigned by the School Act, Board policy and administrative procedures. The Principal's action(s) are to be in compliance with legislative statutes, Board policies and administrative procedures.
3. Purposes of the School Council shall consist of some or all of the following:
  - 3.1 Offer advice to the Principal and the Board about any matter which relates to school operations;
  - 3.2 Offer advice to the school staff about the delivery of instructional and support programs and services to children;
  - 3.3 Encourage greater parent participation in student education;
  - 3.4 Promote parent understanding of the education system and the teaching/learning process;
  - 3.5 Provide parents an organization through which they can express support for education;
  - 3.6 Enhance communication between home and school;
  - 3.7 Provide input from parents in the development of the mission of the school and in the attainment of that mission;
  - 3.8 Receive reports and suggestions from parents and community groups on school related matters;
  - 3.9 Receive reports from the Principal regarding the school program, general rules and organization of the school; and
  - 3.10 Perform any additional duty or function which may be delegated to it, through the Principal, by the Superintendent.
4. The School Council shall:
  - 4.1 Deliver annually to the Superintendent or designate a written report of the School Council's activities for the previous school year, due September 30 of each year (see *SAMPLE*).
  - 4.2 Prepare and provide ( to the Superintendent or designate annually a written report of its financial statement by September 30 of each year relating to money handled by the School Council in the previous school year, if any, and how the funds were used (see

*SAMPLE*). The financial records of the School Council shall be open to audit by the Assistant Superintendent - Business. Funds shall not be raised through loans from banks, financial institutions or other security requirements.

- 4.3 Observe the protocol of Division-adopted channels of communication.
  - 4.4 May make rules with respect to the operation of the council. A copy of these rules is to be filed with the Superintendent.
  - 4.5 Not receive any remuneration for acting as a member of the School Council.
5. Retain at the school a copy of the minutes for each meeting of the school council (for at least seven years) and make them available to the Board or the public on request.
  6. No School Council shall incorporate under the Societies Act or Part 9 of the Companies Act.
  7. The School Council shall not be charged a fee for the use of schools or school facilities for holding its meetings.
  8. The School Council shall be established in accordance with Alberta Regulation 113/2007.
  9. Appeal Procedure: Where the School Council and/or Principal disagree relative to policies proposed or adopted for a school, the following appeal procedure shall apply.
    - 9.1 A copy of the complaint shall be forwarded to the Superintendent, in writing, giving full particulars.
    - 9.2 A second copy shall be given to the other party (School Council or Principal).
    - 9.3 Complaints filed on behalf of the School Council shall only be accepted if they represent the views of the School Council voted on at a regular meeting of the Council at which a quorum is present.
    - 9.4 The Superintendent will adjudicate the complaint as (s)he sees fit, within fourteen calendar days of receiving it, and advise both parties of his/her decision, in writing.

Reference: Section 20, 22, 60, 61, School Act  
School Councils Regulation 113/2007  
School Councils Policy 1.8.3  
School Councils Resources Guide  
School Councils Handbook (1999)  
Alberta School Councils' Association ([www.albertaschoolcouncils.ca](http://www.albertaschoolcouncils.ca))

Sample: School Council Annual Report / Financial Statement

Amended July 2018