discover School Council Handbook

connect

contribute

learning as unique as every student

Calgary Board of Education
The Board of Trustees of the Calgary Board of Education (CBE) holds student success at the forefront of every decision. We know that our students have their own goals and aspirations and that is why, at the CBE, we offer learning as unique as every student.

Our students are among the best in the world and that is due, in part, to the active involvement of parents and community members. The Board of Trustees recognizes the rights and responsibilities of parents and the community to be involved in the education of their children and we are grateful for your outstanding contributions.

One of the most significant ways parents and community members can make a meaningful difference in the lives of our students is through school councils. By connecting students, schools and your community, school councils help nurture and inspire our students to achieve their full potential.

As a school council member you will discover new and exciting ways to contribute to the education of students in your school. It is important work, and we appreciate your commitment. We look forward to working with you in the year ahead to provide all students with a foundation of learning that will allow them to thrive in life, work and continued learning.

The CBE is one of the best public education systems in the world. Together, we will continue to achieve amazing results for our students.
Parents and community members are important partners in public education. Through school councils these important partners can make significant and meaningful contributions to the learning opportunities provided to CBE students.

Established in 1995 under the *School Act*, Alberta Education defines school councils as a collective association of parents, secondary students, the principal, teachers, and community representative(s) whose purpose is to advise the principal and the Board of Trustees respecting matters related to the school. School councils have legislated advisory and decision-making authority defined within the *School Act* and the *School Councils Regulation 113/2007*.

Every CBE school community is required to establish a school council. Working in collaboration with the principal and school community, school councils can help foster a supportive learning environment and create valuable opportunities for students to reach their full potential.

**How School Councils Differ from Other Parent Groups**

School councils exist to advise the principal and the Board of Trustees on school matters. The school principal and at least one teacher at the school must be members of the school council.

Parent societies are a formal group of parents, incorporated under the Societies Act for the purpose of raising funds for the school. A society is a separate legal entity from the school council. The school principal is not part of this group.

Other parent groups or associations may also exist at CBE schools, which are not incorporated and are not school councils.

School council meetings must be kept separate and distinct from the meetings of other parent groups. Meetings of parent groups can be held on the same date as long as the meeting of one group officially comes to an end before the other meeting begins (e.g., school council meeting 7-8 p.m. and parent society meeting 8-9 p.m.). Meeting minutes should also be recorded separately.
School councils perform an important advisory role at schools. They help ensure the parent and community perspective is represented in school decision-making. In addition, school councils share information about the school with the community.

The actions of the school council must reflect the expectations and beliefs of the school community. School council functions include:

- Helping to ensure students have the opportunity to meet the standards of education established by Alberta Education.
- Assisting in ensuring that the fiscal management of the school meets requirements.
- Advising the principal and the Board of Trustees on school matters.
- Performing any duty or function delegated by the Board of Trustees.
- Sharing ideas and information with other school councils and provincial organizations.
- Communicating information to the school community and other school councils.
- Setting policies or creating by-laws that relate to the operations of school council, including budget, fundraising, meeting procedures and more.
- Annual Report - under The School Act, school councils are responsible for submitting an annual report to the Board of Trustees. This report helps the Board of Trustees measure and be accountable for parent and community involvement. The school council chair is responsible for submitting the report to the Board of Trustees by the end of June. Although the School Act states a Sept. 30 deadline, Trustees would appreciate receiving the report prior to the end of June. A copy of the report should also be provided to the school principal. To send to the Board of Trustees, email to boardoftrustees@cbe.ab.ca or mail through school to Office of the Board of Trustees, Education Centre, 1221 – 8 Street S.W., Calgary, AB T2R 0L4.

What School Councils Are Not

School councils have self-governing authority related to the by-laws and operating procedures of the school council. Roles that are not to be taken on by a school council include: school governance, employment issues and school management. It is not the primary role of school councils to fundraise or to lobby.
Role | Creating a Culture of Respect & Collaboration

Fundraising
School council members must decide how much the school council’s purpose is likely to be enhanced or compromised as a result of fundraising activities. Fundraising is not an expected activity of school councils.

School councils cannot be incorporated under the Societies Act. Although a school council can decide they would like to undertake fundraising, it cannot be a program that would require a gaming license from the Alberta Gaming and Liquor Commission, such as bingos, casinos or raffles.

In the event that a school council undertakes a fundraising activity, consultation with the school principal should occur regarding appropriate accounting practices and procedures.

Responsibilities
School council members are responsible for creating a culture of respect and collaboration. Each school council must decide how to fulfill this responsibility in the school community through activities such as:

- Seeking the views of the school community (e.g., through questionnaires, informal discussions, topic-specific meetings) and then representing those views actively and accurately to the school principal and/or the Board of Trustees.
- Encouraging parent involvement at the school by informing the school community about school activities and opportunities to provide input into decision-making, including but not limited to school council meetings.
- Becoming well informed about what is happening at the school and throughout the system, and sharing information with the school community when appropriate.
- Focusing on the best interests of all students.
- Becoming familiar with the Board of Trustees’ Governance Policies and pertinent CBE administrative regulations, and understanding how they impact the school community.
- Maintaining high ethical standards and setting ground rules of respect for meetings.

Tip |
If a school council undertakes a fundraising activity, the school principal should be consulted about the appropriate accounting practices and procedures.

Tip |
On an annual basis, all groups raising money must meet to discuss plans and priorities for the year.
How School Councils Work

Each school council can develop in a manner that is meaningful for that particular school and community. For this reason, many different kinds of councils have evolved. Each one is designed to answer the particular needs of its school, but must be focused on creating a strong learning environment for students.

There are two common governance/operational models that are used by school councils:

- **Assembly/Town Hall Model** – Decisions are made at regular, open meetings of the entire school community. The executive members act only to carry out the wishes of the assembly.

  If this model is chosen, the school council may include all parents of students at the school who wish to be members.

- **Representative Model** – Acts like a board of directors to conduct the day-to-day business and reports back to the wider school community two or more times a year.

There are two common models frequently used by school councils to make decisions:

- **Consensus** – This model requires that each decision maker agrees to the final outcome, but not necessarily to all parts of it. Council members agree the total package best meets everyone’s needs and supports it on that basis.

- **Majority Vote** – Ample time is required for school council members to become informed on the issue and to discuss it thoroughly. Majority vote is effective when it is not likely that a compromise will be reached. This style of decision making can create a win/lose situation.

Every school council must be focused on creating a strong learning environment for students.
Communicating with Your School Community

- School councils operate under the *Personal Information Protection Act* (PIPA). PIPA legislation governs the collection and use of personal information for organizations that are not public bodies.
- School councils can communicate with parents and other members of their school community using CBE communication channels as approved by the school principal.
- School councils cannot use CBE communication channels to communicate:
  - Communications for the purpose of government lobbying/advocacy.
  - Content to be used for individuals or organizations to engage in their own business or financial transactions for personal financial gain.

Council can invite parents or community members to subscribe to a separate school council circulation list, which is not considered a CBE communication channel. Council can make parents aware of this opportunity using CBE communication channels.

School Websites

All school websites that have been migrated to our new platform have a page for the school council, and a separate page (or pages) for parent societies, as needed, under the “Get Involved” tab.

- The pages for the school council and society cannot be combined, even if many of the members are involved in both.
- The content can be updated by the school and can include:
  - Council or society officers
  - Council or society contact information (preferably a “generic” or non-personal email address e.g. abcschoolcouncil@gmail.com)
  - Council or society agendas and schedule for upcoming meetings (including start/end time and location), and minutes of past meetings
  - Links to external council or society website or social media presence
  - Society bylaws and certificate of incorporation
  - Fundraiser links and details
Membership in the school council is defined in regulation and in the *School Act*.

The majority of the members of a school council must be parents of children at the school. Common school council positions are listed here.

**Principal** – The principal is responsible for the school’s instructional leadership and day-to-day operations, promoting cooperation between the school and community.

Some typical duties:

- Hold an establishment meeting where no school council exists as outlined in the *School Councils Regulation*.
- Establish advisory committee if fewer than five parents at establishment meeting.
- Seek input from parents and community on major decisions that affect the school.
- Establish, facilitate and communicate opportunities for parent and community involvement.
- Provide information on school programs and the needs of students.

**School Council Chair** – The school council chair needs to be a parent of a student in the school. The chair actively encourages others to become involved in meaningful ways and organizes both programs and people.

Some typical duties:

- Ensure school council is represented at Council of School Councils meetings.
- Chair and organize meetings.
- Ensure responsibilities for council members are clearly defined.
- Strive to ensure the diversity of the school community is represented on council.
- Communicate regularly with the school principal.
- Ensure regular communication with the school community.
- Ensure annual report is submitted to the Board of Trustees.
- Stay informed about policies that impact school councils.
School Council Vice-Chair – This role may be shared with the chair through the creation of co-chairing positions. The vice-chair assists the chair and prepares to become the school council chair in the future.

Some typical duties:
- Chair meetings in the absence of the school council chair.
- Help prepare for school council meetings.
- Prepare to assume role of chair in the future.

Key Communicator – The Key Communicator works to build and enhance a connection between parents/school communities and Calgary Public Education System. Key Communicators liaise with school councils; enable more informed citizen input and share information, ideas and concerns as part of a system-wide network of involved parents.

Some typical duties:
- Attending Council of School Councils (COSC) meetings which are held several times throughout the year.
- Attending School Council and Executive meetings.
- Receiving the Key Communique newsletter and sharing the information back with the school council and community.

Secretary – The secretary acts as a recorder at each meeting and ensures meeting minutes are accurate.

Some typical duties:
- Act as recorder at meetings and ensure the minutes accurately reflect discussion.
- Keeps minutes, correspondence, and records (including copies of school council annual reports) filed in an orderly, publicly-accessible fashion, in accordance with the Personal Information Protection Act.
- Possess working knowledge of school council bylaws/operating procedures.
- Distribution of meeting and event notices.

Treasurer – If the school council is handling money, the treasurer keeps an accurate record of funds and financial transactions.

Some typical duties:
- Keep accurate records of all financial transactions.
- Report to school council on the receipt and expenditure of funds.
- Ensure records are available upon the request of the school district.
**Teacher** – Each school council must have at least one teacher who is elected or appointed by the teachers of the school. The teacher on school council works with the school principal to provide information to school council.

Some typical duties:

- Work with school principal to provide information to the school council

**Community Member** – The community member is an optional position that is strongly encouraged. A community member can provide a valuable perspective and connect the school to the larger community.

Some typical duties:

- Help the school and school council to build partnerships with the larger community.

Act as a resource to promote cooperative ventures between the community and the school that enhance student learning.

**High School Student** – The student shares a student perspective on issues and communicates information from the school council to fellow students. Obviously, this position would apply to high schools only.

Some typical duties:

- Present a student perspective on issues.
- Seek other students’ views to share with the school council.
- Communicate information from school council to fellow students.
The Board of Trustees is committed to working closely with parents and community members to ensure that the defined Results for all students are achieved.

During the 2012-13 school year, the Board of Trustees established a “Council of School Councils (COSC).” This committee is comprised of school council members, members of the Board of Trustees and representatives from CBE administration. The purpose of this committee is for CBE leaders and parents to have an opportunity to work together, to share information, to discuss concerns and to plan for the future.

COSC meetings take place three to four times during a school year and are held at the Education Centre, 1221 - 8 Street S.W., with free underground parking provided.

Dates are posted on the CBE website, School Councils meeting page, once they have been set and invitations are emailed to school councils prior to each meeting.

Information provided to school council members at these meetings will be available to share with their individual school council, parents and community members.

know |
The purpose of the council of school councils is for CBE leaders and parents to have an opportunity to work together, to share information, to discuss concerns and to plan for the future.
inform | Connecting School Councils to the System

E-newsletter for School Councils
The Key Communiqué, an electronic newsletter, is sent to school councils with information about CBE events and activities. At least one school council representative, other than the principal, should be on this circulation list. To ensure that you are included on this distribution list please email schoolcouncils@cbe.ab.ca.

Inviting Trustees to Schools
Trustees are interested in supporting schools, parents, students and stakeholders. Principals and school councils can invite a ward trustee to their school events and meetings when appropriate. Invitations can be e-mailed to a trustee directly or you can phone the Office of the Trustees at 403-817-7933.

Trustees attend school council meetings to enhance communications. A trustee can clarify board decisions as well as gather input from council members that is beneficial to the board.

Public Board Meetings
Everyone is welcome to attend public meetings from September to June. Meetings are held 12-3 p.m. on two Tuesdays of the month at the Education Centre, 1221 - 8 Street S.W.

Members of the public can verbally address the Board of Trustees on educational issues at some meetings. A schedule of meetings and information on how to participate can be found at http://cbe.ab.ca/about-us/board-of-trustees/Pages/Board-Meetings.aspx

CBE News
The CBE communicates system news in a variety of ways, a couple of which are noted below. We encourage school councils to take advantage of these opportunities to stay informed.

RSS feed – subscribe to the RSS feed at the bottom of the CBE home page. Click on ‘Subscribe to CBE News & Alerts’ or the symbol.

Website – Important updates will be posted on the CBE website throughout the year. When appropriate, that news will also be posted to school websites and sent to subscribers through the RSS feed. There is a school councils section on the website under the “Get Involved” tab as well.

tip |
School councils are encouraged to take advantage of the many opportunities to stay up to date on an ongoing basis about what is happening at the CBE. This information can be shared with your school community.
help | Resource to Support School Councils

This manual, developed by the Alberta School Councils’ Association in collaboration with Alberta Education, provides school councils in Alberta with information to get started.

https://www.albertaschoolcouncils.ca/public/download/documents/40732

CBE Board of Trustees’ Governance Policies
www.cbe.ab.ca/policies/governance.asp

CBE Board of Trustees’ Board Procedures
http://cbe.ab.ca/about-us/board-of-trustees/Pages/Board-Meetings.aspx

CBE Administrative Regulations
http://cbe.ab.ca/about-us/policies-and-regulations/Pages/Administrative-Regulations.aspx


Alberta School Councils’ Association – The Board of Trustees will support interested school councils by paying for their ASCA membership. Email schoolcouncils@cbe.ab.ca. www.albertaschoolcouncils.ca

Alberta Education – Provides information for parents, students and educators as well as contact information for school boards and schools throughout Alberta. www.education.alberta.ca

School Act and School Councils Regulation
www.education.alberta.ca/department/policy/legislation/regulations.aspx

Societies Act – www.servicealberta.ca/716.cfm

Alberta Gaming – www.aglc.ca

Freedom of Information and Protection of Privacy Act (FOIP)
www.servicealberta.ca/foip/legislation/foip-act.cfm

Personal Information Protection Act
http://servicealberta.ca/pipa-overview.cfm

Canada’s Anti-Spam Legislation
http://fightspam.gc.ca/eic/site/030.nsf/eng/h_00039.html
Citizens of Calgary elect trustees to govern the Calgary Board of Education, one of the best education systems in the world. Trustees are elected during the municipal election; the next election will be held in Oct. 2017.

The Board of Trustees provides leadership for the CBE by defining the Vision, Results and Operational Expectations for the organization on behalf of its community.

The Board’s job is to represent, lead and serve Calgarians and to govern the CBE. This is done by establishing expectations for organizational results and quality operational performance and then monitoring actual performance against those expectations. This monitoring takes place at public board meetings.

**Governance Model**

The CBE Board of Trustees uses the Coherent Governance® model to identify values and perspectives that must underlie all organizational decisions, activities, practices, budgets and goals. Policies can be found on our website at [www.cbe.ab.ca/policies/governance.asp](http://www.cbe.ab.ca/policies/governance.asp).

One of the sections contained in the Board of Trustees’ Governance Policies is a section entitled Results. This section identifies the expected outcomes for CBE students. The Board of Trustees annually monitors progress toward the Results and the performance of the CBE against stated expectations.
Every school council must be focused on creating a strong learning environment for students.
Trustee Marilyn Dennis, Wards 5 & 10  

madennis@cbe.ab.ca

Online biography:  

Abbeylea School  
Annie Foote School  
Annie Gale School  
Belfast School  
Bob Edwards School  
Cappy Smart School  
Cecil Swanson School  
Chief Justice Milvain School  
Chris Akkerman School  
Clarence Sansom School  
Colonel J. Fred Scott School  
Crossing Park School  
Discovering Choices II  
Douglas Harkness School  
Dr. Gladys McKelvie Egbert School  
Dr. Gordon Higgins School  
Falconridge School  
Grant MacEwan School  
Guy Weadick School  
Hugh A. Bennett School  
Lester B. Pearson High School  
Manmeet Singh Bhullar School  
Marlborough School  
Mayland Heights School  
Monterey Park School  
Nelson Mandela High School  
O.S. Geiger School  
Peter Lougheed School  
Pineridge School  
Roland Michener School  
Rundle School  
Saddle Ridge School  
Sir John Franklin School  
Taradale School  
Ted Harrison School  
Terry Fox School  
Vista Heights School

Trustee Lisa Davis, Wards 6 & 7  

didavis@cbe.ab.ca

Online biography:  

A.E. Cross School  
AADAC  
Balmoral School  
Battalion Park School  
Branton School  
Briar Hill School  
Capitol Hill School  
Crescent Heights High School  
Dr. Gordon Townsend School  
Dr. Roberta Bondar School  
Ernest Manning High School  
Georges P. Vanier School  
Glamorgan School  
Glenbrook School  
Glendale School  
Griffith Woods School  
Hillhurst School  
King George School  
Louise Dean School  
King George School  
Louise Dean School  
Mount View School  
National Sport School  
Olympic Heights School  
Queen Elizabeth High School  
Queen Elizabeth School  
Rosedale School  
Sunnyside School  
Terrace Road School  
Vincent Massey School  
University School  
West Ridge School  
West Springs School  
Westgate School  
William Aberhart High School  
Wood's Homes School  
Young Adult Program
Trustee Richard Hehr, Wards 8 & 9  rjhehr@cbe.ab.ca

Alexander Ferguson School
All Boys Program
Altadore School
Alternative High School
Banting and Best School
Children’s Village School
Colonel Macleod School
Colonel Walker School
Connaught School
Dr. Oakley School
Early Grey School
Erin Woods School
Ernest Morrow School
Fairview School
Forest Lawn High School
G. W. Skene School
Ian Baziak,  School
Jack James High School
James Short Memorial School
Keeler School
Langevin School
Le Roi Daniels School
Niitsitapi Learning Centre
Mount Royal School
Patrick Airlie School
Penbrooke Meadows School
Pitoyoasis Family School
Radisson Park School
Ramsay School
Richmond School
Rossinarro School
Sherwood School
Sir Wilfrid Laurier School
Stanley Jones School
Sunalta School
Valley View School
West Dover School
Westbrook Outreach
Western Canada High School
Wildwood School

Trustee Julie Hrdlicka, Wards 11 & 13  jrhrdlicka@cbe.ab.ca

Acadia School
Bishop Pinkham School
Braeside School
Bridlewood School
Canyon Meadows School
CBE Home Education
CBe-Learn
Cedarbrae School
Central Memorial High School
Chinook Park School
David Thompson School
Discovering Choices
Dr. E. P. Scarlett High School
Elbow Park School
Elboya School
Emily Follensbee School
Ethel M. Johnson School
Eugene Coote School
Evergreen School
Harold Panabaker School
Haysboro School
Henry Wise Wood High School
Janet Johnstone School
Jennie Elliott School
John Ware School
Lord Beaverbrook High School
Louis Riel School
Maple Ridge School
Marshall Springs School
Nellie McClung School
R.T. Alderman School
Rideau Park School
Robert Warren School
Ron Southern School
Samuel W. Shaw School
Somerset School
William Reid School
William Roper Hull School
Willow Park School
Woodbine School
Woodlands School
Woodman School
Trustee Mike Bradshaw, Wards 12 & 14  mibradshaw@cbe.ab.ca

Andrew Sibbald School  
Auburn Bay School  
Centennial High School  
Chaparral School  
Copperfield School  
Cranston School  
Deer Run School  
Dr. George Stanley School  
Dr. Martha Cohen School  
Douglasdale School  
Fish Creek School  
Haultain Memorial School  
Lake Bonavista School  
Joane Cardinal-Schubert High School  

McKenzie Highlands School  
McKenzie Lake School  
McKenzie Towne School  
Midnapore School  
MidSun School  
Mountain Park School  
New Brighton School  
Nickle School  
Prince of Wales School  
Riverbend School  
Sam Livingston School  
Sundance School  
Wilma Hansen School  

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tip |  
School council members should feel free to contact their trustee or the Office of the Trustees:  

CBE Office of the Trustees  
1221 - 8 Street S.W. Calgary, AB  T2R 0L4  
t | 403-817-7933  
f | 403-294-9282  
e-mail | [Boardoftrustees@cbe.ab.ca](mailto:Boardoftrustees@cbe.ab.ca)
success | CBE Mission, Results and Values

Mission
Each student, in keeping with their individual abilities and gifts, will complete high school with a foundation of learning necessary to thrive in life, work and continued learning.

Results
- Academic success
- Citizenship
- Personal development
- Character

Values
- Students come first.
- Learning is our central purpose.
- Public education serves the common good.

link | The Board of Trustees’ Results policies are their statements of outcomes for each student in the district. The Results policies form the basis for assessing the CBE’s performance. www.cbe.ab.ca/Trustees/results
Insurance

- In accordance with the School Act, the CBE carries a general liability policy to cover bodily injury and property damage claims against the CBE, its employees and school councils, while they are performing their duties.

- The insurance states “The term ‘school council’ means an unincorporated entity which operates within its school under the authority of the principal of the school.”

- The role of a school council is mostly one of an advisory capacity. Therefore, when a school council decides to independently organize an activity, such as a ski program or fundraiser, it cannot organize it in the name of the school council but as a parent group or a society (an entity incorporated under the Societies Act). Any liabilities that may arise from such activity will be the responsibility of the parent group/society. The CBE’s insurance will not respond to any claims under those circumstances. It is thus essential that the parent group/society obtain their own insurance to protect themselves from potential claims or lawsuits.

- When a parent group/society organizes activities, any announcements or notices sent out to parents must: not be written on the school’s letterhead, specifically state that the activity is not being organized by the school or the CBE, state that all costs or fees are to be made payable to the parent group/society.

- In order for the CBE’s insurance to respond to any potential claims or lawsuits, the principal needs to be actively involved in the planning, organizing and supervising of the activity rather than merely supporting or attending the parent group/society’s activity. As with all activities, it is the principal’s obligation to exercise the necessary duty of care including adherence to all applicable CBE policies and procedures.

- If the school council is following the definition of the School Act and is merely acting in an advisory role there is no need to purchase insurance. If, however, the school council is organizing extra activities (e.g., ski program, bake sale, etc.) it may do so only as a parent group or society and may wish to consider obtaining a liability policy to protect the individual members of the parent group/society from any losses or lawsuits.

- Marsh Canada Inc. Insurance Brokers have an insurance program available for parent groups and societies. The contacts for this program are Brooke Moll brooke.moll@marsh.com and Tina Cole tina.cole@marsh.com. The CBE provides this information merely as a means of reference and does not in any way endorse this program.
Privacy Legislation

Two separate statutes govern the use of personal information within schools:

1. FOIP – School boards and school employees operate under the Freedom of Information and Protection of Privacy Act (FOIP). FOIP legislation defines the amount and nature of personal information that can be shared and for what purposes. All staff in the jurisdiction are subject to FOIP regulations when handling personal information.

2. PIPA – School councils and fundraising societies operate under the Personal Information Protection Act (PIPA). PIPA legislation governs the collection and use of personal information for organizations that are not public bodies.

Remuneration

In accordance with the provincial School Councils Regulation, no school council member shall receive any remuneration for acting as a member of the council.

Additional Questions/Resources

If you have any additional questions, please visit this link for more information.


https://www.albertaschoolcouncils.ca/public/download/documents/40732

This manual was developed by the Alberta School Councils’ Association in collaboration with Alberta Education. It provides school councils in Alberta with all the information they need to get started, be organized, and operate effectively and efficiently.

If you still have questions after reviewing this document, please contact schoolcouncils@cbe.ab.ca or 403-817-7986.
Checklist for School Council Chair

☐ Have you discussed setting the date of the first school council meeting of the year with the school principal?

☐ Has an invitation been sent to all parents/community members to attend the first school council meeting of the year?

☐ Working with the school principal, has a schedule for regular meetings for the school council been identified?

☐ Have members of the community been identified who may be interested in sitting on the school council executive?

☐ Has a teacher been identified from the school staff to be part of the school council?

☐ High school only – has a student been identified to be part of the school council?

☐ Is there a mail slot in the school office that can be used by the school council?

☐ Does the school office have the contact information for the school council executive?

☐ Have the members of the school council executive been provided with a copy (or appropriate internet links) to information such as the school development plan, the Three-Year Education Plan, etc.

☐ Have bylaws for the school council been reviewed and revised as necessary for the current school year?

☐ There is a requirement to keep all records for seven years. Has a system for filing this information in the school office been established?

☐ Invite the local trustee to at least one school council meeting during the year.

☐ Local MLAs may be interested in contacting the school council chair. Have you provided your contact information to the local MLAs?

☐ June - Have you submitted your annual report? The school council chair is responsible for submitting the report to the Board of Trustees and the principal. Although the School Act states a Sept. 30 deadline, trustees would appreciate receiving annual reports prior to the end of June. To send to the Board of Trustees, email to boardoftrustees@cbe.ab.ca or mail through the school to: Office of the Board of Trustees, Education Centre, 1221 - 8 Street S.W., Calgary, AB T2R 0L4.
Checklist for Principals

☐ September – does the school have a school council? If not, has an establishment meeting been scheduled in accordance with the School Councils Regulation?

☐ Have you met with the school council chair this year to discuss such items as membership on the school council (i.e. has a community member been selected) meeting notice for the first meeting, etc.

☐ Working with the school council chair, has a schedule for regular meetings for the school council been identified?

   NOTE: Consideration should be given to avoiding the selection of Tuesday evening for school council meetings. This is the evening that is scheduled by the Board of Trustees for regular board meetings. Selecting a meeting time other than Tuesday evening provides school council members the option to attend public board meetings, as well as allows a trustee to attend a school council meeting if they are invited. School council meetings and meetings of a school society (where applicable) cannot be scheduled for the same time.

☐ September – Has a teacher been identified to be part of the school council?

☐ September – High school only – has a student been identified to be part of the school council?

☐ Is there a mail slot in the school office that can be used by the school council?

☐ There is a requirement to keep all records for seven years. Has a system for filing this information in the school office been established?

☐ Does the treasurer of the school council require any information regarding accounting practices/procedures that are used in the school?

☐ Does the school council understand the process to invite the ward trustee to a school council meeting during the year? Do they need any assistance or information regarding this?

☐ Does the school have the contact information for the school council executive?

   June – Have you received the school council’s annual report? The school council chair is responsible for submitting the report to the Board of Trustees and the principal. Although the School Act states a Sept. 30 deadline, Trustees would appreciate receiving annual reports prior to the end of June to send to the Board of Trustees, email to boardoftrustees@cbe.ab.ca or mail through the school to: Office of the Board of Trustees, Education Centre, 1221 - 8 Street S.W., Calgary, AB T2R 0L4
Checklist for Overall School Council Operations

☐ Bylaws/operating procedures have been established (more information available in *School Councils Regulation* and *Alberta School Council Resource Manual*).

☐ Bylaws/operating procedures reviewed and updated as needed each year? How and when will the school council’s bylaws/operating procedures be amended?

☐ Do you have a school council mission/purpose?

☐ Do you have school council goals (purpose made more specific)?

☐ What model of governance will you adopt?

☐ What will be your decision-making model? Who can vote? Does your school council need quorum? How will quorum be defined?

☐ What will be the meeting procedures for regular, annual and special meetings? How often will council meet? Will council use Roberts’s Who are the members of school council? What will be the executive positions? What will the terms be? Does executive have authority beyond other council members? How will vacancies be filled?

☐ What are the roles and responsibilities of the members of the school council and the executive of the school council?

☐ What committees, if any, will the school council have? How will the school council create committees and their terms of reference?

☐ What will be the relationship of the school council with the fundraising society, if there is a society?

☐ To whom will the school council report? (more information available in *School Councils Regulation*).

☐ What will be the purpose of a fundraising activity? How will the school council’s funds be managed? Who will manage the funds? Who will decide how the funds are distributed? What is the policy of the school district regarding school council funds?

☐ Will the school council develop policy in addition to the bylaws/operating procedures to assist it in its year to year operation? How will policy be created? (reference *School Act Section 22 (5)*)

☐ What will be your code of ethics?

☐ Who will be the school council member designated to ensure the Personal Information Protection Act (PIPA) and privacy issues are understood and implemented for the school council? Who will be the school council member responsible to manage the personal information of school council members and school community members involved with the school council?

☐ What will be the process to address an internal school council dispute?
Executive: List the members who held positions as officers in the past year

- Principal
- Chair
- Vice Chair
- Key Communicator
- Secretary
- Treasurer
- Teacher
- Community
- Student Rep (if applicable)
- Other

Meeting Dates  List the dates of regular school council meetings

- 
- 
- 
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Date of First School Council Meeting of the Year

School Council Activities – Summarize the major activities of the past year and provide an overview of activities or initiatives planned for the next year
Financial Statement (attached) – Summarizes the finances handled by the school council during the past year, if applicable.

Signature of School Council Chair:  

Date:  

_________________________________________  

_________________________________________
AGENDA

1. Call to Order

2. Welcome and Introductions 5 minutes

3. Approval of the Agenda 5 minutes
   (Members may request an item be added)

4. Approval of the Minutes from the Last Meeting 5 minutes

5. Business Arising from the Minutes 10 minutes
   5.1 ____________
   5.2 ____________
   5.3 ____________

6. New Business 30 minutes
   6.1 ____________
   6.2 ____________
   6.3 ____________
   6.4 ____________

7. Reports 20 minutes
   7.1 Principal’s Report
   7.2 Communication Committee Report
   7.3 Community Member Report
   7.4
   7.5

8. Next Meeting Date

9. Adjournment
(NAME) School Council Meeting

Date  Time

Location

MINUTES

Present: S. Smith, Chair Person
J. Jones, Principal
B. Black, Community Representative
W. White
G. Gray

1. Call to Order
   The regular meeting was called to order by S. Smith at 7:03 p.m. and a quorum was present.

2. Welcome and Introductions
   S. Smith, Chair, welcomed everyone to the meeting. Introductions were made and a special welcome was given to guest Ms. S. Smart.

3. Approval of the Agenda
   The agenda was approved as presented, or, as amended.

4. Approval of the Minutes
   The minutes of the meeting held on _______ were approved as presented. (The minutes should be copied and distributed before the meeting. They can then be approved as circulated and you don’t have to spend time reading them aloud at the meeting. If there were errors indicate the minutes were approved with corrections.)

5. Business Arising from Minutes
   5.1 In follow-up to the request to provide the school office with contact information for school council members, to date, there are some members who have not provided this information.
   5.2 The date for the upcoming concert, previously discussed, will be October 10, 2016.

6. New Business
   6.1 School Fees – This item was discussed at length. The following suggestions were provided to the school principal regarding options for collecting fees:
   6.2 Teacher Appreciation Luncheon – G. Gray volunteered to head the appreciation committee. It was decided that a continental breakfast for school staff would be provided instead of a luncheon.
6.3 Motion: That the School Council ask the School Fundraising Association to report on any fundraising activities that exist. Moved by W. White. Seconded by J. Jones CARRIED.

7. **Reports**
   
   7.1 *Principal’s Report* – J. Jones reported that the school has welcomed 650 students this year as well as five new teachers. Upcoming events for the next month include parent/teacher interviews, a pizza lunch for students and a special presentation to students by the Calgary police on safety.

   7.2 Communication Committee Report – W. White reported that the school newsletter will include information about the school council. In addition the local community newsletter will contain information about upcoming school events.

   7.3 Community Member Report – No report at this time.

7.4

7.5

8. **Next Meeting**

   The next meeting will be held on Date, at Time. The location will be

9. **Adjourned**

   Meeting was adjourned at 9:20 p.m.

Notes prepared by G. Gray: ________________________________ (Signature)

Approved by S. Smith, Chair: ____________________________ (Signature)
Name
1. The name of the school council shall be ABC School Council.

Mission
2. To foster the well-being and effectiveness of our school community and to enhance student learning

Goals
3. The goals of the school council, in keeping with the School Act and the School Councils Regulation, are to:
   a. provide advice (i.e., input) to the school principal and employees on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school improvement plans, programs and budget allocations to meet student needs
   b. stimulate continuous improvement through meaningful involvement by all members of the school community
   c. facilitate collaboration among concerned participants of the school community
   d. support the school in its efforts to focus teachers’ time and school resources on the essential tasks of teaching and learning

Governance – (Select one model only)
Representative Model
4. (1) The membership of the school council shall consist of:
   a. (x) number of parents of students enrolled in ABC School (one of the parents shall be a parent of a child in the kindergarten program), elected by parents at the annual general meeting
   b. the parents elected represent all of the school community
   c. the principal of ABC School
   d. one or more teachers from ABC School, appointed or elected by the teachers at ABC school
   e. a community member, selected by the council (optional)

Town Hall Model
4. (2) The membership of the school council shall consist of:
   a. the parents of students enrolled in ABC school
   b. the principal of ABC School
   c. employees of ABC School
Membership – (Select one model only)

Representative Governance Model

5. (1) The positions of the executive committee shall consist of:
   a. a chairperson, vice chairperson, secretary and treasurer (if required)
   b. all executive positions must be filled by parents of students enrolled at ABC School
   c. every member of the school council and/or parent of a student enrolled at ABC School are eligible to be elected to an executive position on the school council
   d. the terms of office are from the annual general meeting one year to the next annual general meeting the following year
   e. the executive of the school council can be elected by parents of students enrolled at ABC School attending the annual general meeting or at the first school council meeting by school council members

Town Hall Governance Model

5. (2) a. The executive committee will prepare the agenda for the general meetings and circulate minutes of the same.
   b. The executive committee will carry out the day-to-day operation of the school council.

Decision Making

6. a. Decisions at school council meetings will be made by consensus as much as possible. The decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
   b. If a decision is made by a vote, the motion must be moved, and seconded and passed by the majority of school council members.

Quorum

7. Quorum will be attained when the majority of voting members present at a meeting are parents of students enrolled in ABC School.

Duties of the Executive

8. (a) The Chair
   - The chair plans meetings and prepares agendas, facilitates school council meetings, acts as spokesperson for the school council (unless otherwise delegated) and supports the school council. The chair serves as the Board of Trustees’ Council of School Councils representative. The chair ensures the school board receives an annual report from school council.

(b) The Vice-Chair
   - The vice-chair assists the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair. The vice-chair is the designated Personal Information Protection Act (PIPA)/Privacy officer of the school council and manages personal information in compliance with PIPA. The vice-chair assumes responsibility in consultation with the school council, for communicating with the fundraising society.
(c) The Secretary

- The secretary keeps accurate minutes and records of school council meetings, documents and files all correspondence and communications. The secretary keeps an accurate list of names and addresses of school council members in compliance with the Personal Information Protection Act (PIPA). The secretary ensures all material relating to the ABC School Council including resources (School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in ABC School.

(d) The Treasurer (if required)

- The treasurer keeps financial transactions of the school council, reports to the school council and complies with the school council and the Calgary Board of Education policies.

Vacancies

9. With the exception of the school council position filled by the principal, the school council may appoint school council members and/or community members to fill vacancies until the election at the next annual general meeting.

Committees

10. A school council may appoint committees that consist of school council members and/or school community members. Committees report on their activities at school council meetings and meet outside of school council meetings to complete their assigned tasks.

Meetings

11. a. The first meeting of the school council is held within XX school days after the annual general meeting
   b. The school council will meet a minimum of seven times during the school year.
   c. Regular meetings will be determined by the school council members attending the first meeting and/or the executive of the school council.
   d. Meetings will take place at the school unless indicated with a 20 school day notice to change the location.
   e. Special meetings of the school council may be called by the executive or at the written request of (x) number of parents of students enrolled at ABC School.

Annual General Meeting (AGM)

12. a. The annual general meeting of the school council will be held within 20 days after the start of the school year or at an appropriate time during the school year determined by the school council.
   b. The meeting will be advertised throughout the school and the community at the beginning of the school year until the date of the AGM or within 20 school days of the AGM date.
   c. Election of school council members and/or executive positions will take place at the AGM.
   d. All parents of students attending ABC School are eligible for election.
   e. All parents of students attending the ABC School are eligible to vote at the AGM.
f. The business of the AGM shall include:

- election of school council members and/or executive members
- proposed bylaws/operating procedures amendments
- motion to accept a financial statement of the previous year
- plans and budget for the upcoming year
- discussion of any major issues in which parents should have input, such as:
  - changes to the vision or mission statement of the school
  - major changes in the school program or focus
  - formal evaluation of the school council.

Annual Report

13. a. In accordance with the School Councils Regulation, the school council, through the chair, prepares and provides the school board with an annual report submitted by June 15, 20XX that includes:

- a summary of the school council's activities of the year
- a financial statement
- a copy of the minutes of each meeting

b. The school council will make the annual report available to all members of the school community.

Amendments to the Bylaws/Operating Procedures

14. a. The bylaws remain in force from year to year, unless amended at the AGM.

b. The bylaws of the school council may be amended by a majority vote of the school council at an AGM

  c. Notice of proposed bylaw amendments must be circulated with the notice of the AGM.

Code of Ethics

15. All School Council members shall:

- Abide by the legislation that governs them
- Endeavour to be familiar with school policies and operating practices and act in accordance with them
- Practice the highest standards of honesty, accuracy, integrity and trust
- Recognize and respect the personal integrity of each member of the school community
- Declare any conflict of interest
- Encourage a positive atmosphere in which individual contributions are encouraged and valued
- Apply democratic principles
- Consider the best interests of all students
- Respect the confidential nature of some school business and respect limitations this may place on the operation of the school council
- Not disclose confidential information
- Limit discussions at school council meetings to matters of concern to the school community as a whole
- Use the appropriate communication channels when questions or concerns arise
- Promote high standards of ethical practice within the school community
- Accept accountability for decisions
- Not accept payment for school council activities
Privacy

16.  a. School council shall adhere to the Personal Information Protection Act (PIPA).
    b. School council shall not share personal information for purposes other than those of school council business.

Policies

17.  a. School council may develop policy for the duration of their term.
    b. The policies of school council will be reviewed at the beginning of every new school council term to decide if each policy will be implemented for the new school council and its term.

Fundraising Society

18.  a. School council will communicate regularly with the fundraising society to support their activities and to solicit support for school council activities.
    b. School council can develop policy to promote productive, open and transparent relations with the fundraising society.

School Council Fundraising

19.  a. School council, will, where possible, encourage the fundraising society to do the fundraising for the school and the school community.
    b. School council can fundraise and funds can be kept in a school council bank account or given to the school.
    c. School council’s funds given to the school will be subject to the Calgary Board of Education’s policy on school council fundraising.