



# Council of School Councils Sept. 30, 2014

learning | **as unique** | as every student



**Calgary Board  
of Education**



## Agenda

- Welcome
- Presentation: Overview of CBE School Councils
- Table Discussion & Sharing Back: Engaging Your School Community
- Two Presentations: The Year Ahead
- Table Discussion: Topics and Issues for School Councils
- Closing Remarks
- Connecting with Trustees



Welcome: Judy Hehr



## What are school councils?

- School councils exist to advise the principal and the Board of Trustees on school matters.
- Legislated advisory and decision-making authority in the School Act.
- Every CBE school is required to establish a school council.

## What are parent societies?

- Formal groups of parents, incorporated under the Societies Act for the purpose of raising funds for the school.
- Separate legal entity from the school council.



## School Councils and Parent Societies

- School councils and parent societies may have the same members.
- Two groups must be separate, with separate finances, meeting minutes and records.



## What School Councils Do

- Perform an important advisory role at schools.
- Ensure the parent and community perspective is represented in school decision-making.
- Share information about the school with the community.

## School Council Communications

- School councils operate under the Personal Information Protection Act (PIPA). PIPA governs the collection and use of personal information for organizations that are not public bodies.
- School councils can communicate with members of their school community using CBE communication channels as approved by the school principal.



## School Council Communications

- Communications sent through CBE channels should clearly state it is from school council and should not be on CBE letterhead.
- 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

## CBE Communication Channels Cannot Be Used For



- Government lobbying/advocacy
- Individuals or organizations doing business for financial gain

## School Council Annual Reports

- Submit one copy to school principal and one copy to Board of Trustees
- Preferred date to submit: June 15 for current school year
- Required date to submit: Sept. 30 for the previous school year
- Template in CBE School Council Handbook

# Insurance

- 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.
- 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 activity.

# Insurance

- 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.
- Any liabilities that may arise from such activity will be the responsibility of the parent group/society.
- The parent group/society must obtain their own insurance to protect themselves from potential claims or lawsuits in these situations.

## Staying Up-To-Date on System News

- COSC meetings
- Key Communiqué newsletter – subscribe by emailing [schoolcouncils@cbe.ab.ca](mailto:schoolcouncils@cbe.ab.ca)
- RSS Feed – located in top right hand corner of CBE website
- CBE website – [www.cbe.ab.ca](http://www.cbe.ab.ca)
- Attend public board meetings, held 12-3 p.m. two Tuesdays of the month. Schedule on CBE website.



## School Council Resources

- CBE School Council Handbook
- School Council Resource Manual
- Social Media Guidelines for School Councils
- AR5001: School Councils and School Parent Societies

[www.cbe.ab.ca/schoolcouncils](http://www.cbe.ab.ca/schoolcouncils) (resources)

## Questions About School Councils?

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Communications Advisor

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## Engaging your school community

- Discuss for approximately 20 minutes
- Assign one person to be the scribe/take notes for the table, to hand in after. Use paper at tables.
- Assign another person to be the spokesperson to share back with the whole group after discussion

## Engaging your school community

1. What are some of the things your school council is doing to try to connect with more members of your school community and bring them out to meetings?
2. Do you have opportunities outside of meetings for members/parents to share their thoughts and ideas? What are some ways you think would work well if you aren't doing anything already?
3. Do you have community members participating on school council in addition to parents from the school? Would there be value in having community members/non-parents participate?

# Engaging your school community

## Sharing back

- Each table shares one example of something a school council is doing to bring people out to meetings
- Two minutes per table



# Engaging your school community

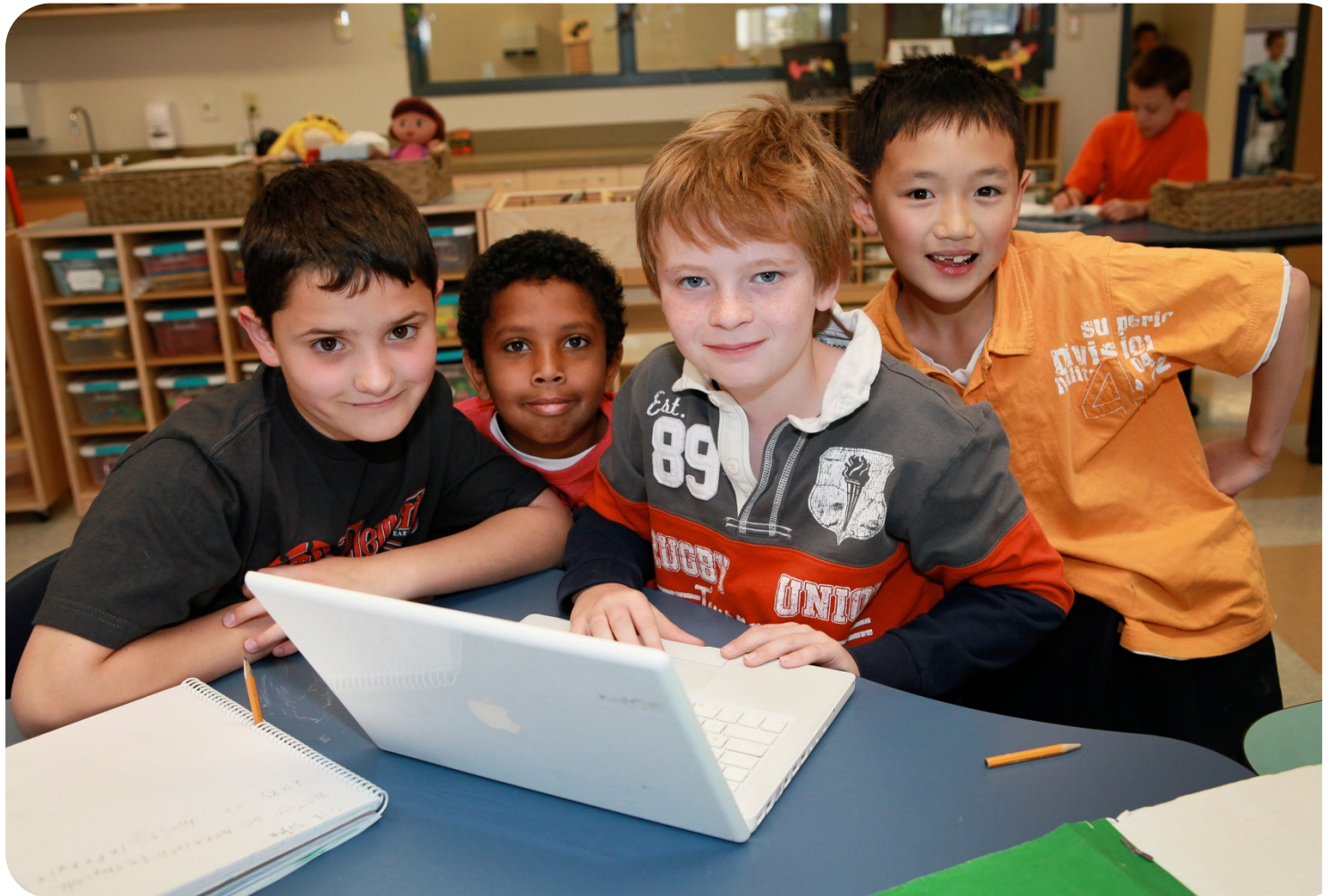


## Sharing back

- Tables share back ideas on ways to engage parents outside of meetings



## Year Ahead: David Stevenson



## Year Ahead: Joy Bowen-Eyre



## We Are CBE Video

<http://www.cbe.ab.ca/new/news2014-15/20140902-welcome-exciting-new-school-year.asp>



## Topics and Issues for School Councils

- What are the top three issues/topics of concern to your school council?
- Are there topics that you need more information about?

Each person takes notes on paper provided and hands it in at the end of discussion.

## Closing Remarks: Lynn Ferguson



## Final reminders

Interested in Alberta School Councils' Association (ASCA) membership?

Contact:

Karen Drummond

403-817-7951 or [kldrummond@cbe.ab.ca](mailto:kldrummond@cbe.ab.ca)

CBE School Councils Web Pages

[www.cbe.ab.ca/schoolcouncils](http://www.cbe.ab.ca/schoolcouncils)





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