



## Key Communiqué

### News for School Councils

#### Issue | Sept. 21, 2018

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 communities, school councils help nurture and inspire our students to achieve their full potential.

#### Contact |

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**Feel free to contact us with any suggestions or comments.**

#### Quick links |

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### Welcome back!

The Calgary Board of Education is delighted to be starting another exciting new year of teaching and learning.

The start of a new school year is an exciting time with a fresh start for students and schools. Welcome back to all our returning students and welcome to many new students who are joining us this year.

We are also pleased to welcome back returning school council members and welcome new school council members. We look forward to working together throughout this school year.

[About the CBE](#)

### The Next COSC Meeting is Oct. 3, 2018

The Council of School Councils (COSC) is comprised of school council chairs and/or designates (usually Key Communicators) from all CBE schools.

Please mark your calendar with the next Council of School Councils (COSC) meeting which will be held on Wednesday, Oct. 3, 2018. The meeting will take place in the multipurpose room of the Education Centre, 1221 – 8 Street SW from 7 – 9 p.m.

This meeting will feature a number of system updates from our Board of Trustees chair and system leaders. There will also be time for you to discuss your school council's plans with other attendees and to ask questions of trustees and other system leaders.

Free parking is available for attendees in the building parkade accessible from 12 Avenue.

An [invitation](#) for this meeting was sent on Monday, Sept. 17. To help us plan for the meetings, we appreciate an [RSVP](#) to meeting invitations.

## Update Your School Council Information

When you have established your school council for **2018-19** please send the updated School Council contact information to [schoolcouncils@cbe.ab.ca](mailto:schoolcouncils@cbe.ab.ca).

Please include the following information for your Chair, Co-Chair/Vice Chair and Key Communicator.

- First and last name
- School council title/role
- Name of school
- Email address
- Phone number (only to be used if we need to change meeting dates or locations on short notice)

Even if your school council executive is not changing for the 2018-19 school year, we would appreciate a confirmation of the contact information. Thank you.

## Dates for 2018-19 COSC meetings

Please mark your calendar with the following dates for COSC meetings for the rest of the 2018-19 school year.

- Thursday, Dec. 6, 2018
- Wednesday, Feb. 6, 2019
- Thursday, Apr. 11, 2019

All COSC meetings will be at the Education Centre, 1221 – 8 Street SW.

Invitations will be sent out prior to each meeting and will include the topics for that evening.

Updated details and information will be posted on the [CBE website](#) as they are made available.

## ASCA School Council Award of Merit

Alberta School Councils' Association (ASCA) is proud to present awards of recognition in support of school council efforts in Alberta.

Congratulations to **Eric Harvie School**, who received The School Council Award of Merit. This award recognizes effective school council practices that have an identifiable impact on supporting student learning and school improvement at the school level, the district level or the provincial level.

For a full list of all the 2018 recipients please visit the ASCA [website](#).

## School Councils Regulation

In the past year, government has made several legislative and regulatory changes to support Alberta's education system. The [School Councils Regulation](#) outlines the requirements for the establishment and operation of school councils. This includes the membership of a council, the development of bylaws and responsibilities related to the management of money. Recent [amendments](#) to the regulation will:

1. Expand automatic school council membership to parents of children attending an ECS program that is in the school and is operated by the school board; and
2. Clarify responsibilities related to the management of money and fundraising activities.

## Using School Spaces for Your Events

For those of you who may be new to School Councils this year we wanted to provide you with information about the use of school spaces for various activities.

**School Sponsored activities:** Activities where the school principal or their teacher-certificated designate is involved in the planning, organizing and active supervision for the benefit of the school. These events are usually supported by the school council and volunteers and follow CBE policies and procedures. The school can book the space and the event is covered by CBE insurance. Examples of school-sponsored events include: Sports Day, School Celebration, Fun Lunches etc. usually held during school hours.

**School Council or Parent Society Activities:** Those activities where the school council or parent society takes the lead in planning, organizing and actively supervising the event for the benefit of the school. These activities do not require the participation of the school principal or teachers. For these types of events, space needs to be booked through the City of Calgary and the fee covers insurance for the event. Examples include fundraising activities like a Family Dance, Fair or Carnival usually held after school hours.

For additional information, please read our [Administrative Regulation 8004](#) Use of School Spaces outside of Instructional Hours. The school council [handbook](#) also has information on insurance requirements for School Council/Parent Societies. Talk to your principal if you have any questions.

## Northwest and North Central French Immersion Engagement Update

We are beginning the third phase of the northwest and north central French Immersion Programs engagement process. This phase involves reviewing input and feedback gathered on scenarios and developing proposed plans; sharing proposed plans online; and hosting an open house and online opportunity to gather input and feedback on proposed plans.

The proposed plan will be posted by end of day Nov. 6, 2018. We invite you to discuss proposed plans at a Nov. 13, 2018 open house or through an online engagement opportunity to be launched the week of Nov. 5-9, 2018.

Please visit our website at [www.cbe.ab.ca/dialogue](http://www.cbe.ab.ca/dialogue) for more information.

## Reminder - Year-End Reports

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.

If you have not yet submitted your 2017-18 year-end report please do so before the end of September.

The [report template](#) can be found on the school council [website](#). Please send the completed report to the Board of Trustees via email at [boardoftrustees@cbe.ab.ca](mailto:boardoftrustees@cbe.ab.ca) or mail through your school to: Office of the Board of Trustees, Education Centre, 1221 – 8 Street S. W., Calgary, AB T2R 0L4

## Transportation update

Coming in October, watch for confirmation emails for yellow school bus registration and transit pass rebate eligibility. See more on our [Busing and Transportation](#) pages.

## ASCA Membership

If your school council does not have an Alberta School Councils' Association (ASCA) 2018-19 membership, please fill out [this form](#). ASCA memberships are paid for by the Board of Trustees and need to be renewed, by the school council, each school year (July 1 – June 30).

The benefits of an ASCA membership can be found on their [website](#).

## CBE School Council Handbook

The CBE School Council Handbook was updated in the spring and is available online [here](#). Other helpful resources for school councils are also available on our [school council page](#)

If you have trouble seeing this publication please [click here](#).