

Administrative Procedure 110

SCHOOL COUNCILS

Background

School Councils can enhance student learning by engaging parents, staff and community members to advise the Principal and the Board on matters concerning school improvement planning. The Division views each School Council as a means for parents and community members to work together with the school to support and enhance student learning.

Procedures

1. School Councils will be formed in each Division school to meet the responsibilities set out in the Education Act and the School Councils Regulations. In September, the Executive Assistant to the Superintendent will share the previous year's School Council Chair document for Principals to update the following information:
 - 1.1 Once the School Council for the new school year has been elected, the following information will be updated in the shared document:
 - 1.1.1 Name of the Chair;
 - 1.1.2 Phone number
 - 1.2 Board Highlights, policy updates, letters and notices are forwarded electronically to the School Council Chair. A BGSD email account has been created for each School Council Chair. The login information and password is to be shared with the current position holder.
2. School Councils are encouraged to develop operating procedures or bylaws as outlined in the Alberta School Councils Resource Manual.
3. School Councils may advise and consult with Principals on matters specified by School Councils Regulation.
4. Funds raised by the School Council belong to the school community and it is the Division's responsibility to monitor and account for those school-generated funds. School Councils may fundraise but cannot undertake fundraising endeavours that require a gaming license from the Alberta Gaming and Liquor Commission such as: bingos, casinos, or raffles. Other fundraising activities are permitted. School Councils may not have their own bank accounts; any funds raised are to be tracked through School Generated Funds.
5. School Councils are invited to participate in the Division Council of School Councils.
 - 5.1 The Board hosts an annual Council of School Councils meeting.
 - 5.2 All School Council Chairs and Principals are invited to attend. Invitational letters are distributed electronically from the Superintendent's office.

6. As per the regulation, each School Council will provide a written annual report to the Superintendent.
 - 6.1 The School Council Chair must prepare and provide to the Superintendent via the Executive Assistant to the Superintendent, by September 30 of each year a report:
 - 6.1.1 Summarizing the activities of the School Council in the previous school year, and
 - 6.1.2 Including a financial statement relating to money handled by the School Council in the previous school year, if any, and how the funds were used.
 - 6.2 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 Superintendent or the public on request.
 - 6.2.1 A School Council must retain the minutes for each meeting of the School Council for at least seven (7) years.
7. School councils are an important forum through which members of school communities play key advisory roles in school improvement planning. School Councils will be provided with relevant information and encouraged to provide input related to a variety of school and school system initiatives, including, but not limited to, the following:
 - 7.1 School and Division Three Year Education Plans/ Annual Education Results Reports;
 - 7.2 School and Division policies and procedures;
 - 7.3 Foundation statements regarding the school's vision, beliefs, principles;
 - 7.4 School budget;
 - 7.5 Provincial Assessment Results.
8. School Councils must adhere to the Personal Information Protection Act (PIPA).
9. Members of the School Council are covered by the Division's liability insurance while they are acting under the direction of an authorized school employee.
10. If necessary, a School Council may access dispute resolution processes available through the Associate Superintendent, Human Resources and Administration office.
11. School Councils will be dissolved in accordance with the procedures in the School Councils Regulation or in the event that the disputes resolution process results in the Board recommending to the Minister of Education that a School Council be dissolved.
12. In the event that a School Council cannot be sustained in a school, an Advisory Committee will be established by the Principal upon approval by the Superintendent.
13. For further information on School Councils, read the Alberta School Councils Resource Manual posted to the Alberta School Councils' Association website and School Councils Regulations.
14. For further information on fundraising, refer to Administrative Procedure 520 – Fundraising.

Reference: Section 33, 52, 53, 55, 197, 222, 251 Education Act
Personal Information Protection Act (PIPA)
School Councils Regulation 113/2007
School Councils Resources Manual (1995)
School Councils Handbook (1999)
Administrative Procedure 520 - Fundraising