

## Administrative Procedure 110

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### SCHOOL COUNCILS

#### Background

The Division believes that parents and guardians are to be provided the opportunity to establish a School Council to facilitate a successful home and school partnership that supports student learning.

#### Procedures

1. Primary Responsibilities of the School Council
  - 1.1 Offer advice to the Principal and the Board on the development of the school's mission, vision, philosophy, policies, annual education plan, annual results report, and budget as it relates to school operations.
  - 1.2 Help foster a total Catholic community.
  - 1.3 Work together to ensure the best possible Catholic education for students in the school and the broader school community.
  - 1.4 Enhance communication between home and school.
  - 1.5 Receive reports from the Principal on the school program, school budget, student achievement, general policies and organization of the school.
  - 1.6 Receive reports and suggestions from parents and community groups on school-related matters.
  - 1.7 Contribute, through the Principal, to Division newsletters and the Division annual report by submitting articles outlining significant accomplishments, major projects and initiatives at the school.
  - 1.8 Plan in-service activities for its members.
  - 1.9 Determine its internal by-laws, finances and operations.
  - 1.10 Perform any additional duty or function that may be delegated to it, through the Principal, by the Superintendent.
2. Initial Establishment
  - 2.1 Where a School Council does not exist, the Principal shall give notice of a meeting to be held for the purpose of establishing a School Council in accordance with provincial requirements.
  - 2.2 The Principal shall advise those in attendance at the establishment meeting of current requirements in the School Act, Alberta Education Regulations, and Alberta Education Policy.

- 2.3 The Principal shall take all reasonable steps to establish an advisory committee for the school if the School Council is dissolved, suspended or if establishment is unsuccessful, in accordance with Alberta Education Regulations.
  - 2.3.1 The advisory committee shall assume the responsibilities of a School Council as outlined in section 1.
  - 2.3.2 Advisory committee membership shall include teacher representation selected by the teachers, student representation selected by the students, and parents who volunteer to participate.
  - 2.3.3 The Principal, in consultation with the advisory committee, shall establish:
    - 2.3.3.1 Meeting dates and locations.
    - 2.3.3.2 Meeting procedures.
    - 2.3.3.3 Officers.
- 2.4 If a school has no School Council or advisory committee, the Principal, after consultation with staff, shall make the decisions required of a School Council.

### 3. Membership

- 3.1 The School Council shall be composed of:
  - 3.1.1 The Principal.
  - 3.1.2 A minimum of four (4) parents, elected by parents at the annual general meeting of the School Council.
  - 3.1.3 A minimum of one (1) teacher elected or appointed by the teachers at the school.
  - 3.1.4 One (1) member from the parish community, appointed by the School Council.
  - 3.1.5 One (1) student (optional) elected by the students at the school.
  - 3.1.6 If the school includes a senior high program, at least one (1) student who is a student enrolled in the high school elected or appointed by the students enrolled in the high school.
- 3.2 The members of the School Council will elect a two to four (2 to 4) member executive comprised of these officers: a Chair to be a parent; a Vice-Chair, a Secretary, a Treasurer or a combination of these executive officers deemed suitable by the membership.
- 3.3 Employees of the Division are discouraged from serving as executive officers.
- 3.4 The School Council shall ensure that the majority of members are parents of students attending the school.
- 3.5 All parents/guardians of students, including Kindergarten attending the school are eligible members of the School Council.
- 3.6 All eligible members have voting rights to be exercised through attendance or as outlined in the School Council by-laws.
- 3.7 The term of membership on the School Council extends from the time of election/appointment until another election at the next annual general meeting.

- 3.8 No member of a School Council shall receive any remuneration for acting as a member of the Council.
- 3.9 Division employees who are members of a School Council shall declare a conflict of interest, to refrain from discussion, and to abstain from voting on any issue which has the potential to provide themselves or members of their immediate family with monetary gain.

#### 4. Constitution and By-Laws

- 4.1 The School Council shall adopt a constitution and/or bylaws containing the following provisions:
  - 4.1.1 Function and purpose of the School Council.
  - 4.1.2 Call of meetings.
  - 4.1.3 Membership.
  - 4.1.4 Election and appointment of executive officers and other members.
  - 4.1.5 Role and responsibilities of executive officers and members.
  - 4.1.6 Frequency of meetings.
  - 4.1.7 Time and location of meetings.
  - 4.1.8 Quorum.
  - 4.1.9 Conflict resolution process.
  - 4.1.10 Operational procedures.
  - 4.1.11 Presentation of motions.
  - 4.1.12 Working relationship with school fund-raising societies and School Council.
  - 4.1.13 Other as required.

#### 5. Operations

- 5.1 For any school year, the first School Council meeting must be held within twenty (20) school days after the start of the school year or as specified in the by-laws.
  - 5.1.1 A “school day” means a day scheduled for the purpose of instruction, examinations or other student activities where student teacher interaction and supervision are maintained.
- 5.2 The School Council may make rules with respect to its operation.
- 5.3 The School Council shall vote upon issues under consideration according to the Council by-laws.
- 5.4 The School Council shall observe Administrative Procedure 151 – Channels of Communication.
- 5.5 A copy of the rules and by-laws of the School Council are to be kept on file at the school.
- 5.6 The time, date and venue of School Council meetings will be advertised in the school newsletter and meetings will be open to all members of the School Council and parents of students attending the school.

## 6. School Councils and School Fund-Raising Societies

- 6.1 No School Council shall incorporate under the Societies Act or Part 9 of the Companies Act.
- 6.2 School fund-raising societies and parent advisory councils will function independently of a School Council.
- 6.3 The School Council and the society executive may be comprised of the same members, however, distinct and separate sets of by-laws and minutes shall be maintained.
- 6.4 The financial records of School Councils, parent advisory committees and school fund-raising societies will be maintained in accordance with generally accepted standards and audited annually by the Secretary Treasurer or designate.
- 6.5 The Secretary Treasurer shall be responsible for assisting and/or training individuals responsible for maintaining such financial records.
- 6.6 The financial records of the School Council shall be open to audit by the Secretary Treasurer. Funds shall not be raised through loans from banks, financial institutions or other security requirements.

## 7. Reporting Requirements

- 7.1 The School Council shall submit to the Superintendent by June 30:
  - 7.1.1 A summary of the School Council's activities for the past year.
  - 7.1.2 Financial statements relating to money handled by the School Council in the past year.
  - 7.1.3 The official minutes for each meeting of the School Council in the past year.

## 8. Communication between the Board and School Council

- 8.1 Opportunities to meet with the Board will be provided in accordance with Board Policy 16 – School Councils.
- 8.2 The Board must provide the School Council with the schools' provincial testing program results and other provincial measures and a reasonable interpretation of those results and measures.

## 9. Conflict Resolution and Appeal

The following steps are to be followed when conflicts involving School Council members arise.

- 9.1 School Councils will first attempt to solve the conflict at the local level.
  - 9.1.1 If the conflict is among School Council members, and the Principal is not directly involved, the Principal shall attempt to have the School Council focus on resolving the conflict among them.
  - 9.1.2 If the conflict is between the School Council and the wider school community, the Principal, in consultation with the parties, shall establish a committee to develop recommendations for the resolution of the conflict.

- 9.1.2.1 The committee shall consist of three or five (3 or 5) persons including parents, at least one (1) teacher and/or a member of the school administration.
- 9.1.3 If the conflict is between the School Council and the school staff, proceed to the next step.
- 9.2 If a conflict fails to be resolved at the local level, the parties may appeal in writing to the Superintendent for a resolution.
  - 9.2.1 Within ten (10) school days of the official referral, the Superintendent will render a decision that resolves the conflict, or a decision on a plan for resolving the conflict, including timelines and defined outcomes. The plan may involve appointing a mediator.
  - 9.2.2 The Superintendent's decision is final. For the purpose of review, the Superintendent may refer the situation under consideration to the Board.

## 10. Dissolution of School Council

- 10.1 The Superintendent will recommend to the Minister that a School Council be dissolved if one (1) or more of the following conditions prevail:
  - 10.1.1 Fraudulent, criminal or unethical behaviour.
  - 10.1.2 Internal dissension.
  - 10.1.3 Adversarial relationships with staff.
  - 10.1.4 Refusal to follow the administrative procedures of the Division or to carry out its responsibilities in accordance with the School Act and Alberta Education Regulations.
  - 10.1.5 Disruption of the educational climate.
  - 10.1.6 Unresolved conflict between the School Council and the school staff.

Reference: Section 33, 52, 53, 55, 197, 222, 251 Education Act  
School Councils Regulation 94/2019  
Alberta School Councils Resources Manual