



## ADMINISTRATION 20 – School Councils

Original Date: Jan. 9, 2012    Revised Date: Mar. 13, 2013    Responsible Administrator: Superintendent

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### 1.0 RATIONALE

The Board of Trustees believes that school councils provide valuable advisory assistance to the school principal and to the Board.

### 2.0 PROCESS

The school principal is responsible for ensuring that the following guidelines are adhered to.

### 3.0 GUIDELINES

- 3.1 In each school, parents/guardians and the school community shall be provided with the opportunity to establish a school council.
- 3.2 The majority of the members of the council shall be parents/guardians of students enrolled in the school
- 3.3 School councils may act in an advisory and consultative capacity to the school principal and to the Board.
- 3.4 The school council meetings shall provide an opportunity for members to learn about their school and to be given ample opportunity to participate in discussion of issues at the school level; provide advice on development of the school's mission, vision and philosophy; policies; annual education plans; and budget; and receive for information annual results reports including provincial testing program results.
- 3.5 The Board of Trustees may delegate items to the school council; request representatives to sit on Board committees; and request input on various issues that the Board is discussing at any given point in time.
- 3.6 Subject to regulations, a school council can make and implement a policy in the school that the council considers necessary to carry out the school council's functions.

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References:     *Board Policy C/3 – School Councils*  
                    *School Acts: AB Ed. Regulation 112/2007*  
   *Alberta School Council Resource Manual (2007)*

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### 4.0 PROCEDURES

#### Rules for Establishment of School Councils

- 4.1 If a school has no school council, or has a parent/guardian advisory council, the principal must, in accordance with the School Act and section 2 of Alberta Regulation 113/2007, hold an establishment meeting within 40 school days after the start of the school year.
  - 4.1.1 If the school has a parent/guardian advisory council, the principal must, after consulting with that council, decide who is to act as the chair and who is to act as the secretary at the establishment meeting.
  - 4.1.2 The meeting agenda will include a decision as to the size of the council and executive, the term of office of each member of the council and executive, and the election of the initial members of the school council and executive.
    - 4.1.2.1 Pursuant to section 6(2) of the Regulation, the school council may include all parents of students enrolled in the school who wish to be members.
    - 4.1.2.2 Pursuant to section 9(3) of the Regulation, a member who is not a parent may be elected chair of the executive if no parent is willing to be nominated as chair.
  - 4.1.3 Only persons who attend the establishment meeting and are parents/guardians of students enrolled in the school or of children enrolled in an Early Childhood Services program at the school are entitled to vote on matters raised in this meeting.
- 4.2 It is recommended that a school council consist of a minimum of seven (7) members if the school is an elementary or junior high or nine (9) members if the school is a senior high.
- 4.3 Membership of the school council shall be as specified in subsection 8 of the Alberta Education School Councils Regulation.
- 4.4 It shall be the responsibility of the school council to establish bylaws governing its meetings and the conduct of its affairs in accordance with this policy, Alberta Education Regulations and the School Act.

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- 4.5 If there are fewer than five (5) parents/guardians in attendance at the establishment meeting or if the meeting is not successful in establishing a school council, the principal may establish an advisory council for that year.
- 4.6 No members of a school council shall receive any remuneration for acting as a member of the council.
- 4.7 No school council shall incorporate under the Societies Act or part 9 of the Companies Act.

### Rules for Continuance of School Councils

- 4.8 A general organizational meeting shall be called annually by the principal not later than twenty (20) days after the start of the school year or as specified in the by-laws of the school council.

### School Council Reports

- 4.9 Pursuant to Alberta Education Regulations, the chair of the school council must prepare and submit to the Board annually a written report
  - 4.9.1 summarizing the activities of the school council in the school year,
  - 4.9.2 including a financial statement relating to money handled by the school council in the school year, and
  - 4.9.3 including a copy of the minutes for each meeting of the school council held in the school year.
- 4.10 The school council report shall be submitted to the Board of Trustees by September 30 of each year.
- 4.11 The Board shall refer the school council's report to the Superintendent of Schools for consideration and recommendation to the Board.

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### Suspension of School Councils

- 4.12 The principal shall inform the Board if a quorum is not available for a meeting of a council and the meeting has been rescheduled on two or more occasions. In this event, the Board may suspend the operation of the council until the following year.
- 4.13 In the event that the school council is suspended, the principal may establish an advisory committee to carry out the duties of the council until a new council is established.

### Appeal Procedure

- 4.14 The School Council, or principal, or parents of a local school may appeal to the Board of Trustees any dispute with respect to policies proposed or adopted for a school. The appellant shall forward any request for an appeal hearing before the Board of Trustees, along with written rationale and background concerning the policy dispute, to the Superintendent of Schools, who will arrange for such a hearing within thirty days of receipt of the request. The decision of the Board of Trustees is final and response of the Board shall be provided within seven (7) working days.

### Relationship Between School Council and ECS Local Advisory Committee (ECS-LAC)

- 4.15 ECS-LAC's are established in the agreement between the Board and the Minister of Education for each approved Early Childhood Services Program. Their function is to advise the principal with regard to the Early Childhood Services Program at his/her school. The principal, or designate, and ECS teacher are "ex-officio" members and willing service personnel such as Physical/Occupational/Speech Therapists may also be members. However, representative parents/guardians of children registered in the program should constitute the majority of the Committee. The Committee selects its own Chair and reports directly to the principal and through him/her to the ECS Director for the school system.

School councils will determine the relationship between the school council and ECS Local Advisory Committee.

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