

Administrative Procedures Manual	Administrative Procedure 110
	School Councils
	APPROVED: September 1, 2013
Page 1 of 8	AMENDED/REVIEWED: November 2021
LEGAL REFERENCE:	Section 52, 53, 55, 197, 222 Education Act Personal Information Protection Act (PIPA) School Councils Regulation 94/2019 School Councils Resources Manual (1995) School Councils Handbook (1999)

Background

School Councils are an important link between the Division and the school communities throughout the jurisdiction. School Councils can bring critical perspectives about education, the needs of the school, and concerns of the community to the Superintendent and/or the Board. Each School Council brings a distinct voice and broad representation to the dialogue on student learning.

Procedures

1. School Councils shall be formed in each Division school to meet the responsibilities set out in the School Act and the School Council Regulations.
 - 1.1 In the event a quorum is not available for a School Council at a Division school, and the meeting has been rescheduled on 2 or more occasions, the Board of Trustees will suspend the School Council for the Year. The Principal of the school will establish a Principal Advisory Committee to carry out the duties of the School Council until a new School Council is established the next year. See Attachment A for guidelines and procedures for Principal Advisory Committees.

2. Role of the School Council Relative to the Principal
 - 2.1 The Principal is responsible and accountable to the Superintendent and ultimately to the Board for all activities within the school. However, the Division requires the Principal to seek support and advice from the community through the School Council. The Division values School Council advice in the following areas:
 - 2.1.1 Creating an atmosphere in which community members are encouraged to share their ideas with school staff.
 - 2.1.2 Contributing to the curricular program by sharing their knowledge, expertise and skills with students and staff.
 - 2.1.3 Providing financial assistance to enhance student learning experience.
 - 2.1.4 Advocating the Division’s mission, universal guiding principles and operating guiding principles in the communities around the schools.
 - 2.1.5 Creating a school context for student learning such as providing input relative to:
 - 2.1.5.1 School philosophy.
 - 2.1.5.2 School climate.
 - 2.1.5.3 School policies.

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- 2.1.6 Identifying services in the community to enhance student learning including:
 - 2.1.6.1 Use of community resources (speakers, materials, sites for visits or partnerships);
 - 2.1.6.2 Counselling;
 - 2.1.6.3 Enhancement of programs; or
 - 2.1.6.4 Specialized services.
- 2.1.7 Interpreting the meaning, use and dissemination of test scores to parents and the community.
- 2.1.8 Identifying priorities for use of school facilities and equipment and offering suggestions for fees.
- 2.1.9 Offering suggestions for priorities for educational programs within the context of Division mission and mandate and meeting the minimum requirements of Alberta Education.
- 2.1.10 Offering suggestions on school budget priorities, expenditure allocations, instructional fees and other fees.
- 2.1.11 Identifying student fund-raising activities that would be acceptable to the community and making those recommendations to an appropriate fund-raising entity.
- 2.1.12 Reviewing and making recommendations relative to the local selection of learning materials.
- 2.1.13 Recruiting volunteers for activities in support of schools.
- 2.2 Financial Reporting Requirements
 - 2.2.1 The School Council may consult with the Principal so that the Principal may ensure that the fiscal management of the school is in accordance with the requirements of the Superintendent.
 - 2.2.2 The Superintendent requires the Principal to provide the School Council with periodic budget updates on a schedule of dates agreed to by the Principal and the School Council. The Principal shall ensure that all budget updates are made in accordance with any requirements imposed by the Superintendent.

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2.3 Educational Standards

- 2.3.1 The Principal is required to solicit input from the School Council regarding ways to improve programs and services at the school level.
- 2.3.2 The Principal shall make available to the Superintendent, a written report containing recommendations and feedback regarding the summary of local test results and any community concerns respecting the results.
- 2.3.3 The School Council may consult with the Principal so that the Principal may ensure that students in the school have the opportunity to meet the standards of education set by the Minister. The Superintendent requires the Principal to provide summaries of test data to the School Council within ten (10) days of a request.
- 2.3.4 The Principal shall provide the School Council with an opportunity to engage in a review of the school-based evidence used to inform the school's annual education plan and annual results report required by the Minister of Education.

3. Delegation of Specific Duties or Tasks to School Councils

- 3.1 The expectations within communities may require schools to respond in ways that are different from those employed in other schools in the Division. Therefore, the Superintendent may delegate specific duties to a School Council from time-to-time.
- 3.2 The Superintendent shall specify the parameters for delegation within the following framework:
 - 3.2.1 To consider and make recommendation regarding a particular subject to the Superintendent and/or Board;
 - 3.2.2 To investigate a certain matter and report the facts and the School Council's opinions regarding the matter to the Superintendent and/or Board;
 - 3.2.3 To take some specific action;
 - 3.2.4 To represent the Division in a certain manner; and
 - 3.2.5 To adhere to any particular Board policies or administrative procedures.
- 3.3 Timeline
 - 3.3.1 The Superintendent shall establish dates by which the School Council shall report to or complete the duty or task allocated to it.

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4. School Council Reporting Requirements

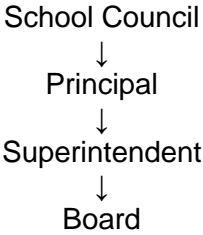
- 4.1 School Councils are required to submit to the Board by September 30 of each year, for the preceding school year, copies of:
 - 4.1.1 Financial statements of any money handled by the School Council.
 - 4.1.2 A report outlining the activities of the School Council.
- 4.2 School Councils are encouraged to contribute, through the Principal, to Division newsletters and the annual report by submitting articles outlining:
 - 4.2.1 Significant accomplishments of the school.
 - 4.2.2 Major events or projects at the school.
 - 4.2.3 Results of studies undertaken.
- 4.3 Minutes of School Council meetings are to be posted on the school website.

5. Communication between the Board and School Council

- 5.1 Board Initiated Meetings
 - 5.1.1 Opportunities for dialogue with School Councils shall be provided through meetings between the Board and School Council Chairs.
 - 5.1.2 The Board shall initiate meetings with all School Council Chairs.
 - 5.1.3 The schedule for these meetings shall be determined by the Board.
 - 5.1.4 School Councils shall be notified of the meeting schedule.
 - 5.1.5 School Councils shall be informed of the agenda items that the Board wishes to discuss one (1) month prior to the scheduled meeting date.
 - 5.1.6 School Councils shall submit their agenda items two (2) weeks prior to the scheduled meeting date.
 - 5.1.7 Following the meeting, the Superintendent shall ensure that an accurate summary of the discussion is provided to the Board, School Council Chairs and principals.
- 5.2 School Council Initiated Meetings
 - 5.2.1 School Councils may require a formal route to inform the Board of a concern on a specific matter.
 - 5.2.2 School Councils shall determine whether an issue can be resolved within the administrative structure or must, in their opinion, be discussed with the Board.

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5.2.3 The communication channel shall be:



5.2.4 If the School Council decides that an appearance before the Board is necessary, the School Council Chair shall request in writing, a time at which to appear before a scheduled meeting of the Board and provide an outline of the issue to be discussed.

5.2.5 The School Council request shall be included on the agenda of a regularly scheduled meeting and the School Council Chair will be invited to make a presentation to the Board.

5.2.6 The Board will hear the presentation, may ask questions for clarification, and may reserve its decision until the next regularly scheduled meeting of the Board.

5.2.7 In exceptional circumstances, the Board may waive the requirements of these procedures.

6. Appeal Procedures for Disputes on Policies Proposed or Adopted for a School Between a Principal and a School Council

6.1 The Principal and the School Council are encouraged to utilize the process established in this Administrative Procedure whenever a dispute arises between the Principal and the School Council regarding policies or procedures proposed or adopted for the school.

6.2 In accordance with Section 22 of the School Act, the Board delegates its ability to hear the appeal to the Superintendent.

6.2.1 Any appeal to the Superintendent shall be final and binding, avoiding any two-tiered appeal process.

6.2.2 The Secretary-Treasurer and/or designate may be present to assist the Superintendent, except in cases where it is their decision that is being appealed. In that circumstance, they shall attend to make representation to support their position.

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- 6.3 Either the School Council Chair or the Principal may submit a written appeal to the Superintendent regarding the dispute, within a reasonable time from which the dispute arose.
- 6.4 When the need to hear an appeal arises, the Superintendent shall establish a hearing date, time, and place which allows the parties to the appeal sufficient notice to prepare for the appeal. This may include arranging to be represented by legal counsel.
- 6.5 The Superintendent, in hearing the appeal, shall:
 - 6.5.1 Introduce the participants to the hearing.
 - 6.5.2 Explain the purpose of the appeal hearing, which is to:
 - 6.5.2.1 Provide an opportunity for both parties to make representations surrounding the disputed issues, and in support of their position before a decision on the appeal is made.
 - 6.5.2.2 Permit each party to hear the other party and to respond to statements as presented by the other party.
 - 6.5.2.3 Allow the Superintendent to know the facts and disputed issues, and to hear any evidence or information he deems relevant prior to making the decision in respect of the appeal.
- 6.6 The School Council Chair and the Principal will be given an opportunity to review their positions regarding the dispute on the policy proposed, or adopted for the school, and the issues surrounding the dispute.
 - 6.6.1 The party making application for the appeal shall proceed first and be given a full and ample opportunity to raise concerns before the Superintendent.
 - 6.6.2 The other party shall then be given ample opportunity to explain the party's position to the Superintendent regarding the disputed matter.
- 6.7 Each party to the dispute shall be given ample opportunity to respond to the concerns raised by themselves with respect to the dispute.
- 6.8 The Superintendent and executive staff may question the parties to clarify the facts.
- 6.9 The Superintendent will review the matter in the absence of the parties and executive staff.
- 6.10 The Superintendent will make a decision in respect of the appeal and advise the parties in writing regarding the decision and the reasons for that decision.

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7. Dissolution of School Council

- 7.1 The Board may request the Minister to dissolve a School Council if the Board is of the opinion that the School Council is not carrying out its responsibilities.
- 7.2 The Board may request the Minister to dissolve a School Council if one (1) or more of the following negative conditions prevail:
 - 7.2.1 Fraudulent, criminal or unethical behaviour;
 - 7.2.2 Internal dissension affecting morale;
 - 7.2.3 Adversarial relationships with staff;
 - 7.2.4 Refusal to follow the policies of the Board or to carry out its responsibilities in accordance with the School Act and Regulations;
 - 7.2.5 Disruption of the educational climate; or
 - 7.2.6 Unresolved disputes between the School Council and the Principal.

8. Requirements of Principal Relative to Dissolution or Suspension of School Council

- 8.1 The Principal is required to 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 Regulations.
- 8.2 Membership of the advisory committee shall include:
 - 8.2.1 Three (3) parent representatives.
 - 8.2.2 One (1) teacher representative.
 - 8.2.3 One (1) community representative.
 - 8.2.4 One (1) student representative in junior/senior high schools.
- 8.3 Appointments to the advisory committee will be made by the Principal in consultation with the Superintendent.
- 8.4 The Principal, in consultation with the advisory committee, shall establish:
 - 8.4.1 Meeting dates and locations.
 - 8.4.2 Meeting procedures.
 - 8.4.3 Officers.
- 8.5 The advisory committee shall assume duties and functions delegated by the Superintendent to School Councils.

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Appendix A

PRINCIPAL ADVISORY COMMITTEE GUIDELINES AND PROCEDURES

The Board of Trustees of the Grande Prairie Public School Division values the important role that School Councils play in the Division. The Board and Administration seeks feedback from parents and guardians, through the School Council, in several areas that impacts decision making within the Division.

Establishing a Principal Advisory Committee

The Principal of the School will distribute a specific communication to all parents/guardians of the school community informing them that the School Council has been suspended, and in that communication, will invite volunteers to participate on the **Principal Advisory Committee**.

Communication Between the School and the Principal Advisory Committee

The principal will, at regular intervals during the year, share items of importance to the school and the Board with the committee members by email and will invite them to reply with feedback on the information shared in return.

Items to be shared with the Principal Advisory Committee include, but are not limited to:

- School Start Up Information
- School Education Plans
- Information about the Student Code of Conduct
- Division Draft Calendar
- Division Budget Information
- Information About School Fees
- School Achievement Test Results and Interpretation
- School Satisfaction Survey Results
- School Satisfaction Survey Results
- Programming Changes
- School Attendance Boundary Reviews

Reporting on the Work of the Committee

The principal will, at regular intervals during the year, provide Division administration an update on the work of the Principal Advisory Committee so administration may provide updates to the Board of Trustees.