



School Council Resource Guide

Welcome

Thank you for volunteering to serve your student's school.

RVS school councils play important roles in supporting and enhancing student learning while representing the parent voice in the school community. You are a valued part of our education system and an important member of the Rocky View Schools family. Your contributions are vital to our students, our schools, and our school division.

We would love to hear from you! Please find contact information for your trustee(s) on the [RVS website](#).

Thank you for your important voice in our schools.

Rocky View Schools Board of Trustees

Thank you for your time and commitment to our schools!

Council members help shape the culture, key priorities and future of each school, while serving as an important bridge between the community and the school. Your work helps provide important input and feedback to our school education plans and budgets. Your work also brings smiles to our students' faces!

I hope that our School Council Resource Guide is of value to you and your work. We are happy to hear your feedback: rvs@rockyview.ab.ca.

**Greg Luterbach,
Superintendent of Schools**

Board of Trustees



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Shelley Kinley



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Playing a Vital Role

School councils play a vital role in Rocky View Schools (RVS). At the school level, they help shape the delivery of educational services to students through ongoing feedback to school administrators. They also contribute by providing feedback into the school's education plan, budget, vision, principles, beliefs and policies.

A school council consists of:

- the principal of the school;
- at least one teacher at the school;
- at least one high school student enrolled in the school (if applicable);
- parents of students at the school; and
- a parent of a Kindergarten child or a community representative (optional and if applicable).

The RVS Board of Trustees (the Board) values the contributions of its school councils. Outside of regularly attending council meetings, trustees seek feedback from these groups on Board policies and new educational directions. Twice a year, school council representatives are invited to meet with the Board. The agenda is set collaboratively, so both trustees and council members can discuss common areas of interest and concern. Also, in recognition of the valuable contributions school councils make, the Board has purchased a jurisdictional membership for councils to belong to the Alberta School Councils' Association (ASCA).

The RVS School Council Resource Guide was developed to accompany the [School Councils Resource Guide](#) produced by the ASCA. It is updated annually and is available on the [RVS website](#).



Role of School Councils

The following is excerpted from Alberta School Councils' Association [School Council Resource Guide](#).

A school council should review its mission, vision and goals annually to ensure they reflect the views of the current membership.

School Council Functions May Include:

- consulting with the principal to ensure students have opportunities to meet Ministry standards, fiscal management is sound, and the community is taken into consideration during school-based planning
- advising the principal and the school board on topics as requested
- being involved in school-based planning
- sharing ideas and information with other school councils and provincial organizations
- communicating information to the school community and other school councils
- setting policies that relate to school council functions, such as:
 - location of school council meetings
 - mail, email address for school council correspondence
 - school council orientation and development
 - financial management and/or fundraising
 - communications
 - privacy
 - minutes of school council meetings
 - pertinent information unique to the school council

What School Councils Are Not:

As the primary role is advisory, school councils are not eligible to incorporate as societies. It is not the primary intent of school councils to fundraise or lobby.

Roles that are not to be taken on by a school council include:

- school governance
- employment issues
- school management
- listening to complaints

Service Directory

RVS' Service Directory is a listing of primary Education Centre contacts in relation to the role/functions staff play in the jurisdiction.

Although your child's teacher, school principal and school office remain your primary source of information, this listing aims to provide school council members with the ability to reach the right Education Centre staff the first time they pick up the phone.

Attendance Areas

- Annual Out-of-Attendance Area
- Application 403-945-4016
- Designated Schools 403-945-4125

Board of Trustee Agendas/Minutes 403-945-4004

Busing

- General Transportation Questions 403-945-4100
- Registration & Attendance Boundaries 403-945-4125

Communications

- Media Inquiries 403-945-4012
- Publications 403-945-4144

Indigenous Learning 403-945-4025/403-945-4183

Insurance 403-945-4009

Research 403-945-4031

Online Learning 403-948-4360/403-945-4031

PowerSchool Help Line 403-945-4115

Programs

- Curriculum Information 403-945-4031
- Second Languages 403-945-4183
- Students with Complex Needs 403-945-4025
- Technology Integration 403-945-4024
- Adult Learning 403-945-4114

Reception 403-945-4000

RVS Sports 403-945-4016

School Closures 403-945-4004

School Council 403-945-4016

School Education Plans 403-945-4018/403-945-4183

School Generated Funds 403-945-4122

School Specific Concerns 403-945-4016

Superintendent 403-945-4004

Technology Help Desk 403-945-4145

Technical/Website 403-945-4083

Technology Planning/Grants 403-945-4024



Resources

- **Alberta School Councils' Association**
 - [Checklist for School Council Effectiveness](#)
 - [School Council Resource Guide](#)
 - [Member Sign In](#)
- **RVS School Council supports**
 - Bylaws information
 - Orientation presentations
 - Materials from past joint Board School Council meetings
 - ASCA AGM financial support process
 - Templates
- **Connect with RVS:**
 - www.rockyview.ab.ca
 - Twitter: [@rvsed](#), [#rvsed](#)
 - Facebook: [@RockyViewSchools](#)
 - Instagram: [@rvs_ed](#), [#rvsed](#)
- **Connect with RVS Board of Trustees:**
 - [Board meeting schedule](#)
 - [Contact your trustee](#)
- **Alberta Education: School Councils**

AP110 – School Councils

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.

Procedure

1. The functions of School Councils are to include:
 - 1.1 Supporting school activities;
 - 1.2 Advising the Principal and the Board with respect to matters related to the school;
 - 1.3 Providing liaison between the school and the community;
 - 1.4 Consulting 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;
 - 1.5 Consulting with the Principal so that the Principal may ensure that the financial management of the school is in accordance with the requirements of the Superintendent and the Board;
 - 1.6 Performing any function or duty required under the legislation or the regulations of the government; and
 - 1.7 Performing any function or duty delegated by the Board.
2. School personnel or individual student concerns shall not be discussed at School Council meetings.
3. School Council Membership:
 - 3.1 A School Council includes the following members:
 - 3.1.1 The Principal of the school;
 - 3.1.2 At least one person who is a teacher at the school, elected or appointed by the teachers at the school;
 - 3.1.3 If the school includes a senior high school program, at least one person who is a student enrolled in the high school, elected or appointed by the students enrolled in the high school;
 - 3.1.4 Subject to section 55(2) of the Act, parents of students enrolled in the school; and
 - 3.1.5 If an early childhood services program is offered at the school, parents of children enrolled in the program at the school.
 - 3.2 The School Council executive:
 - 3.2.1 A school council must have a Chair and any other members of the executive determined by the persons attending an establishment meeting.
 - 3.2.2 A parent(s) of a student enrolled in the school or, if an early childhood services program is offered at the school, a parent of a child enrolled in the program must be elected chair (co-chair) of the executive.
 - 3.2.3 To maintain separation of the two entities (whether actual or perceived), RVS staff should refrain from accepting an executive position with the council.
 - 3.2.4 A member who is not a parent may be elected as chair of the executive if no such parent is willing to be nominated as chair.
4. Responsibility of Board to School Council: The Principal is responsible and accountable to the Superintendent and ultimately to the Board for all activities within the school; the Principal is to seek support and advice from the community through the School Council.
 - 4.1 The School Council will have an opportunity to provide advice on the development of the school's:
 - 4.1.1 foundation statements, if any, respecting the school's vision, principles and beliefs;
 - 4.1.2 policies;
 - 4.1.3 school playbook; and
 - 4.1.4 budget/school fee schedule.
 - 4.2 The School Council will have access to the results for the school from provincial assessments and any other provincial measures and a reasonable interpretation of those results and measures.
 - 4.3 The School Council will have access to any information in the reports and accounts produced under the reporting and accountability system.
 - 4.4 The School Council will have free and full access to timely and accurate information that is publicly available, including Board policies, minutes of Board meetings and administrative procedures.
5. Establishment Meeting: School Councils must be established, or an establishment meeting held, in all schools within the Division.
 - 5.1 If a school has no school council, the school must, within 40 days after the start of the school year, hold a meeting for the purpose of establishing a school council.
 - 5.2 If there are fewer than 5 parents in attendance at an establishment meeting or if the meeting is not successful in establishing a school council, the principal may adjourn the meeting to a later date and establish an advisory committee to carry out one or more duties or functions of a school council in the interim until a school council is established. The advisory committee is dissolved on the establishment of a school council.

- 5.3 A notice of the establishment meeting must describe the purpose of the meeting; set out the time, date and location of the meeting and be given at least 10 days before the date of the meeting.
- 5.4 A notice of the establishment meeting may be given by any means that the principal considers appropriate, including electronic means.
- 5.5 When notice of establishment meeting is provided the following individuals shall be provided notice of the meeting:
- 5.5.1 a parent of each student enrolled in the school;
 - 5.5.2 a parent of each child enrolled in an early childhood services program at the school;
 - 5.5.3 the school staff; and
 - 5.5.4 other members of the school community who, in the principal's opinion, should be given notice.
6. Opportunities for dialogue with the School Council will be provided through meetings between the Board and School Council Chairs.
7. A formal communication process by which the School Council Chair can communicate with the Board will be established.
8. A School Council shall submit an Annual Report of School Council activities to the Superintendent or designate by Sept 30 of each year. The School Council Annual Report shall include:
- 8.1 a summary of the school council's activities over the school year including:
 - 8.1.1 Significant accomplishments at the School;
 - 8.1.2 Major events or projects; and
 - 8.1.3 Results of studies undertaken; and
 - 8.2 a financial statement (if applicable refer to section 9).
9. Donations/Fundraising/Financial Reporting: A school council may receive donations on behalf of a Board but no school council shall raise funds or otherwise solicit donations in any manner that would require a gaming license under the *Gaming, Liquor and Cannabis Act*.
- 9.1 Any funds raised by the School Council are considered School Generated Funds (SGF). These funds are subject to RVS' accounting and financial reporting requirements, including allowable carryover limits, management oversight and expenditure guidelines as outlined in [Administrative Procedure 5119 – School Generated Funds](#).
 - 9.1.1 Funds raised by the school council must be held in an RVS bank account and tracked as part of RVS' accounting records for auditing and reporting purposes.
 - 9.1.2 The School shall provide the School Council financial transaction reports for review and decision-making purposes.
 - 9.1.3 The School Council shall include the annual School Council financial statement transaction report as part of the School Council Annual Report (refer to section 8). This must also be posted by August 15 (following the school year) to the School Website.
- 9.2 School Councils cannot incorporate under the Societies Act or part 9 of the Companies Act. As a result, School Councils that choose to fundraise are limited in how they are able to do so. Certain types of fundraising (i.e. Casinos) require incorporation.
10. In the event of a dispute between the School Council and the school principal with respect to policies proposed or adopted for a school, the School Council chair and the principal are encouraged to attempt to resolve the dispute at the school level.
- 10.1 When a dispute cannot be resolved at the school level, either the Chair of the School Council or the school principal may submit a written appeal to the Area Director regarding the dispute, within a reasonable amount of time.
 - 10.2 When a dispute cannot be resolved at the Area Director level, either the Chair of the School Council or the school principal may submit a written appeal to the Associate Superintendent of Schools regarding the dispute, within a reasonable amount of time.
 - 10.3 When a dispute cannot be resolved at the Associate Superintendent level, either the Chair of the School Council or the school principal may submit a written appeal to the Superintendent of Schools regarding the dispute, within a reasonable amount of time.
 - 10.4 When a dispute cannot be resolved at the Superintendent of Schools level, either the Chair of the School Council or the school principal may submit a written appeal to the Board of Trustees regarding the dispute, within a reasonable amount of time.
11. Expectations within communities may require principals to respond in ways that are different from those employed in other schools in the Division; specific duties may be delegated to a School Council(s) from time-to-time.
12. Dissolution of School Council: The Board may request the Minister to dissolve a School Council if the Minister is of the opinion that the School Council is not carrying out its responsibilities in accordance with the Education Act and the regulations.

Reference:

- Section 33, 52, 53, 55, 197, 222, 251 Education Act
- Freedom of Information and Protection of Privacy Act
- Personal Information Protection Act
- School Councils Regulation



About the Alberta School Councils' Association (ASCA)

We encourage all school council members to take advantage of membership in the [ASCA](#). The ASCA's mission is to engage and empower Alberta school councils while advocating for the parent voice in the education system.

The ASCA website contains important information for all school councils, including:

- [Checklist for School Council Effectiveness](#)
- [School Council Resource Guide](#)
- [Member Sign In](#)

Each school council has been assigned a login to the ASCA website. To access your login information, contact the ASCA.

ASCA mandate

As a province-wide organization of school councils, ASCA:

- Brings the parental perspective on education issues to government and others;
- Provides resources and support to enhance school council effectiveness;
- Promotes the involvement and engagement of parents in education, primarily through school councils;
- Works with other education organizations and government to promote excellence in public education;
- Provides well-researched and timely information on education to school councils.

Role of School Councils in Alberta's Assurance Framework

The following information is from [Alberta Education's website](#).

Alberta's [Assurance Framework](#) describes the approach to build public trust and confidence that the education system meets the needs of students and enables their success.

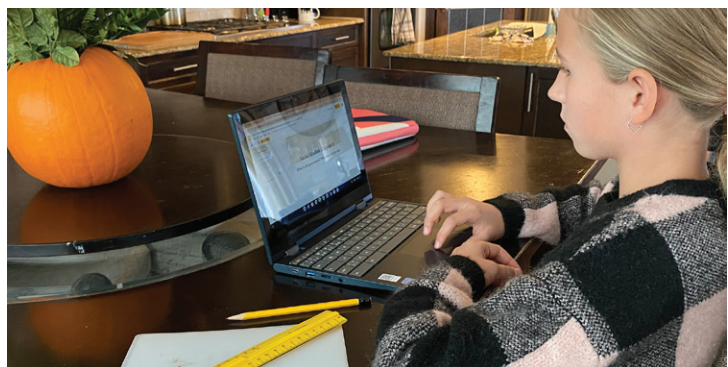
Through action and evidence, education partners throughout the system demonstrate that they are meeting their responsibilities across key areas or domains.

The framework reflects the importance of stakeholder engagement in its guiding principles, key enabling processes and requirements for school authority planning and results reporting.

One of the key ways that school authorities demonstrate accountability and provide assurance is through the development and publication of their education plans and Annual Education Results Reports (AERs)

School authorities engage key stakeholders, including parents and school councils, in the planning process to establish key priorities for their education plan and to share results and report on progress toward achieving those priorities in their AER. To that end, school authority education plans and AERs are expected to provide evidence and document that school authorities have engaged with stakeholders.

In their education plan and AER, school authorities also describe the actions they have taken to meet their obligations under Section 12 of the School Councils Regulation, to provide the opportunity for school councils to be involved in developing school education plans/ AERs and to share results from provincial assessments and information from its reporting and accountability system with school councils.



Supporting the Assurance Framework

School councils can play a role in supporting the Assurance Framework by:

- Becoming familiar with the Assurance Framework and the related school authority planning and reporting requirements
- Learning about the role your school council has in developing the school education plan
- Discussing at a school council meeting their school authority's education plan and annual education report that are posted annually on school authority website by Nov. 30 and May 31, respectively
- Discussing at a school council meeting their school's education plan and annual education report that are posted annually on school or school authority website.
- Participating in opportunities to engage around the development of school/school authority education plan priorities
- Participating in opportunities to learn about the results showing progress towards meeting the school authority's priorities
- Encouraging parents to complete the Alberta Education Assurance parent survey, if they are a parent of a student who is enrolled in Grade 4, 7 or 10

School councils have an important role in supporting public assurance and accountability at the local level including:

- Representing and informing parents
- Advising the principal and the board on matters relating to the school
- Participating in the development of school education plans, annual education results reports and budget
- Facilitating communication and supporting parent engagement within the school and school authority

RVS School Councils in Practice

Sample Work Plan

September

- Review Alberta Education Assurance Measure Results and any local survey data, finalize 2023/24 school education plan
- Submit previous year's Annual Report and Financial Statement to the superintendent

October

- Attend School Council Professional Learning Session
- Update on school education plan and contribute to parent insights
- Post School Council Annual Report and Financial Statement to school website
- Attend Joint Board/School Council Meeting (Oct. 26, 2023)

January

- Mid-year school education plan check-in

March

- Submit Emergent Directives for Action to Alberta School Council Association
- Attend Joint Board/School Council Meeting (March 14, 2024)
- Review proposed school fees

April

- Attend Alberta School Councils' Association Annual Conference
- Finalize contributions to school education plan
- Review Draft School Budget

May

- Late-year school education plan check-in

June

- Complete School Council Annual Report and share with council
- Hold School Council Annual General Meeting (if not held beginning of year)

Joint Board/School Council Meetings

In addition to trustees attending school council meetings at the schools within their Wards, the Board of Trustees hosts two Joint Board/School Council Meetings each school year.

Thursday, Oct. 26, 2023

5:30 – 7:30 p.m.
RVS Education Centre
Airdrie
Agenda: TBA

Thursday, March 14, 2024

5:30 – 7:30 p.m.
RVS Education Centre
Airdrie
Agenda: TBA

Annual Report Template

School councils are required to submit a School Council Annual Report to the Superintendent of Schools (suptoffice@rockyview.ab.ca) by Sept. 30 of each school year. Provided below is RVS' annual report template:

1. Profile – *recommended*

- School Name
- Principal Name
- School Council Chair/Co-Chair
- School Council Secretary
- School Council Treasurer
- Teacher Representative
- Kindergarten Representative

2. Message From School Council Chair – *optional*

3. School Council Foundation Statements – *optional*

Vision, principles, beliefs

4. Recent Achievements – *recommended*

Reflecting on the past school year, highlight up to five accomplishments – impact of school council's major activities/events/projects. Maximum length is 300 words.

5. Challenges – *recommended*

Identify up to five emerging trends or issues faced by your school council. Trends and issues help schools identify opportunities and challenges that may impact planning, budgeting, providing programs and achieving results. A trend shows a direction of data over time, e.g. enrolment growth. An issue is a condition that may affect the school's ability to fulfill its mandate or to achieve its goal. Maximum length is 300 words.

6. Financial Statement – *recommended*

Sample Financial Statement

School of Schools School Council

Annual Financial Statement for the Year Ending Aug. 31, 2023

Year Starting Balance \$3,247.75

Revenue

add 1 line for each activity/event/method you generated revenue

| | Actual |
|--|------------|
| Oct Food Sales | \$3,542.25 |
| Alberta School Council Engagement (ASCE) Grant | \$500.00 |
| RVS Grant for every school council | \$260.00 |
| Family Dance | \$587.50 |

Net Revenue **\$4,889.75**

Expenses

add 1 line for each activity/event/method you spent money

| | Actual |
|----------------------------------|------------|
| School Council Learning | \$550.00 |
| Contribution to School For iPads | \$1,500.00 |
| Meeting Expenses | \$125.00 |
| DJ for family dance | \$275.00 |
| Cookies for Oct Food Sales | \$2,109.00 |

Total Expenses **\$4,559.00**





Year ending balance (A+B-C) \$3,578.50





School Council Resource Guide

Rocky View Schools
Education Centre
2651 Chinook Winds Dr. SW
Airdrie, AB T4B 0B4
403-945-4000

-  rockyview.ab.ca
-  [@rvsed](#), [#rvsed](#),
-  [@RockyViewSchools](#)
-  [@rvs_ed](#), [#rvsed](#)