

**Authority:** FOOTPRINTS FOR LEARNING SOCIETY  
**School:** FOOTPRINTS FOR LEARNING CHARTER ACADEMY

**HOLISTIC AUTHENTIC PURPOSE DRIVEN ENTREPRENEURIAL GLOBAL**

---

## **SCHOOL COUNCIL POLICY**

*The School Council is the advisory body composed of parents, administrators, teachers, secondary students, and community representatives at each campus. It provides the campus community a means to participate in ways that impact student learning success.*

The POLICY framework and its regulations in this document take their authority from specific sections of the [EDUCATION ACT](#) and describe additional legal requirements that must be met by the Government of Alberta, school boards, charter schools, private schools, teachers and parents. The regulations further take their direction from specific items of the [SCHOOL COUNCILS REGULATION](#) (2019).

### **I. BACKGROUND FOUNDATIONS - In Reference to Education Act Section 55**

*(1) For each school operated by a board, a school council must be established in accordance with the regulations.*

*(2) The majority of the members of a school council must be parents of students enrolled in the school.*

*(3) Not applicable to FLCA in regards to faith based compliance. FLCA Parents of the FLCA School Council may be of any faith (School Councils Regulation 2019).*

*(4) A school council may, at its discretion,*

- *advise the principal and the board respecting any matter relating to the school,*
- *perform any duty or function delegated to it by the board in accordance with the delegation,*
- *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,*

- *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 board and the superintendent, and*
- *do anything it is authorized under the regulations to do.*

*(5) Subject to the regulations, a school council may establish and implement policies in the school that the school council considers necessary to carry out its functions.*

*(6) A school council may make bylaws governing its meetings and the conduct of its affairs.*

*(7) Subject to the regulations, a board may establish and implement policies respecting school councils.*

*(8) A board shall establish a dispute resolution process to address disputes between the principal and the school council with respect to policies proposed or adopted for a school.*

*(9) The Minister, on the request of the board, may dissolve a school council without notice at any time if the Minister is of the opinion that the school council is not carrying out its responsibilities in accordance with this Act and the regulations.*

*(10) Where a school council has been dissolved by the Minister pursuant to subsection (9), a school council must, in accordance with the regulations, be established after the start of the school year immediately following the year in which the school council was dissolved.*

*(11) The Minister may make regulations*

- *respecting the establishment of school councils, the election or appointment of the members of a school council, the term or other conditions of election or appointment and the dissolution of a school council;*
- *respecting the roles of the principal and the school council of a school and their respective powers, duties and responsibilities;*
- *respecting the re-establishment of school councils that have been dissolved by the Minister pursuant to subsection (9);*
- *respecting any other matter the Minister considers necessary respecting school councils;*
- *exempting a school or class of schools from the application of this section.*

## II. THE FFLS POLICY for an FLCA SCHOOL COUNCIL

### 1 | Purpose

The purpose of this Administrative Regulation and Policy is to:

Provide advisory direction to the Board, Superintendent, Principals, School Councils on their relationship regarding their school council and school/parent society finances, reporting and accountability for fundraising.

Provide a forum for discussion of school philosophies, plans and operations recognizing that, under the Alberta Education Act and Alberta School Council Regulations, the Board, Superintendent, and Principals have defined roles.

Enhance communication between the school and its local and greater community.

Provide a process for resolving differences between the School Council and the School Administration or Board.

### 2 | Principles

The following principles apply:

The contributions of School Councils support success for each and all students. FLCA values and supports its School Council and their mandates. Support from School Councils furthers the work of the FLCA Board, Superintendent, Principals, and school staff to help ensure that all students achieve with wellness.

School Councils allow for public engagement in learning. Clear and constructive communication is expected between the Principal and School Councils.

### 3 | Definitions. For the purpose of this Administrative Regulation and Policy:

FFLS: means the Public Charter Authority, Footprints for Learning Society with the Public Charter School, Footprints for Learning Charter Academy (FLCA).

School Council: means a collective association of parents, principals, staff, secondary students (where applicable) and community representatives established under the Alberta Education Act that seeks to work together to promote the well-being and effectiveness of the entire school community, to enhance student learning and to facilitate cooperation among the concerned participants in the local school.

### 4 | Role

The role of a school council is set out in the [Education Act Section 55](#) and the [SCHOOL COUNCILS REGULATION](#) (2019). Its main role is ADVISORY and includes consulting with the administration regarding matters related to the school. In such:

- To provide advice (input) to the Principal, Superintendent, or Board, though not on the staffing or management of the school;
- To nurture and enhance the school's vision, mission and values, on the Assurance Framework and the Charter; ;
- To stimulate continuous improvement through meaningful involvement by all members of the campus community;
- To facilitate collaboration and enhance communication among all members of the community;
- To develop and enhance working relationships with school councils of other campuses;
- To support an educational approach in which decisions are made in the spirit of honesty, clarity, transparency and impact on all children;
- To work in cooperation with the Board and Administration in addressing the needs of the school, inclusive of input on fundraising initiatives, and as established for those initiatives under the school's Charitable Society Status;
- To encourage and actively pursue parental involvement in the campus community;
- To perform any duty or function delegated to it by the Board in accordance with the Education Act and School Council Regulations (2019).

## 5 | Use of School Name

A School Council must use the name of the school in their name.

- If a school council wishes to use the name of the school for any reason other than in the name of the school council, prior approval of the Principal in consultation with the Board and Superintendent is required.
- Requests to use a school name for fundraising must be in writing and must outline the purpose or reason for use of the school name and the date of an event, if applicable.
- If the stated purpose for the use of the school name is fundraising, the decision to allow the use of the name of the school is made by the Principal in consultation with the Superintendent and Board on a case by case basis and must be communicated in writing to the school council.

## 6 | Formation, Meetings and Vacancies

Formation of a School Council:

- If a school council does not exist at a school, the principal must hold an annual public meeting to establish a school council in accordance with the Alberta Government School Councils Regulation.
- If a school council is not established through the annual meeting, the principal may establish a school advisory committee for that school year.
- The principal will provide advice, assistance, and resources to support those interested in forming a school council or maintaining an ongoing council.

Meetings:

(a) Meeting Notice: Meeting dates and times should be publicly available on the school's website before the start of the school year. Changes to any meeting should only be made if absolutely necessary, with at

least 14 days' notice by email to all members. For the School Council Annual General Meeting (AGM), at least 21 days' advance notice by email to all members is required.

(b) Annual General Meetings:

- An Annual General Meeting of the School Council will take place once in the fall each school year.
- The AGM will be announced to the school community at least 21 days in advance.
- All parents/guardians of enrolled students are eligible for election.
- All parents/guardians of enrolled students are eligible to vote at the AGM.
- The business of the AGM shall include:
  1. Election of School Council Executive Members
  2. Any proposed amendments to the Operating Procedures
  3. Presentation of financial statements
  4. Presentation of School Council activities
  5. Any other approved agenda items

(c) General Meetings:

- The School Council Executive may give notice of a General Meeting at any time, with at least 14 days' notice before the meeting.
- The notice will state the time, date, place, and matters to be discussed.
- At any General Meeting, all Voting Members have the right to vote.

**Meeting Agendas:** The Chair will work in partnership with the Principal to establish the agendas for all meetings. Agenda item requests must be made through the Chair, who will, if necessary, consult with the Executive and Principal regarding the appropriateness of the requested item.

**Vacancies:** With the exception of the School Council position filled by the Principal, the School Council may appoint School Council Members and/or School Community Members to fill vacancies until the election at the next Annual General Meeting.

## 7 |School Council Executive

### Executive Membership

The requirements for membership on a School Council are set by the Alberta School Councils Regulation document.

Each School Council must include the following members at a minimum:

- a) the Principal(s) of the school;
- b) at least one person who is a Teacher at the school, elected or appointed by the Teachers at the school;
- c) 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;
- d) parents of students enrolled in the school.

Note also:

- The members of a School Council may establish a process to appoint, as a member of the school council, one or more persons who are not parents of students enrolled in the school, but who have an interest in the school.
- The majority of the members of a school council must be parents of students enrolled in the school.
- FLCA employees must not be signing officers of the school council and school/parent societies for the school in which they work or form a majority of the members of a school council for the school in which they work.

### Executive Roles

A school council must have a chair and any other executive members determined by the attendees of the establishment meeting.

A parent of a student enrolled in the school must be elected chair of the executive. If no parent is willing to be nominated as chair, a member of the school council who is not a parent may be elected as chair of the school council executive.

**Role of the Executive:** Each member of the School Council Executive is expected to: i. Attend and be prepared for School Council and Executive meetings; ii. Understand the Council's objectives and role; iii. Encourage feedback and participation from the School Community; iv. Work collaboratively with the School Council.

(a) **Chair:** It is expected that the School Council Chair will be a Parent. Unless otherwise delegated, the Chair of the School Council will: i. Chair all meetings of the School Council; ii. Coordinate with the Principals and Superintendent to establish meeting agendas; iii. Communicate regularly with the Principals and Superintendent; iv. Decide all matters relating to rules of order at meetings; v. Ensure that the School Council Operating Procedures are current and followed; vi. Act as the official spokesperson of the School Council; vii. Ensure regular communication with the whole School Community; viii. Review any communication to the School Community before distribution, including the Principals; ix. Stay informed about Charter Board policy that impacts School Council; x. Have signing authority, if required, on any financial accounts with the Vice-Chair and/or the Treasurer; xi. Comply with the School Councils Regulation by providing the Charter Board with an annual report summarizing the School Council's activities for the previous school year, including a financial statement, by September 30th; xii. Have general responsibility for all activities of the School Council.

(b) **Secretary:** Unless otherwise delegated, the Secretary of the School Council will: i. Act as a recorder at each meeting and ensure minutes accurately reflect the directions agreed to; ii. Keep minutes and ensure that all relevant documents, as per legislation, are available to the public in an accessible location in the School for seven years; iii. Maintain dated lists of School Council meeting attendees, in compliance with applicable privacy and communication legislation; iv. Ensure necessary documents are distributed to the community effectively, in coordination with the Communications Director and Chair; v. In the absence of the Secretary, a recording Secretary will be chosen for the meeting.

(c) **Treasurer:** Unless otherwise delegated, the Treasurer of the School Council will: i. Keep accurate records of all financial transactions; ii. Ensure records are available upon request of the Charter Board or School Community; iii. Be responsible for depositing all monies paid to the School Council in the designated bank, trust company, credit union, or treasury branch; iv. Have signing authority on any financial accounts with the Chair and/or Vice-Chair; v. Prepare a budget for each school year in consultation with the School Council and Administration, and present it for approval; vi. Present a detailed account of receipts and disbursements as required and prepare the financial statements for the annual report; vii. Supervise the financial committee and preside at its meetings; viii. Coordinate an annual detailed financial review of School Council's finances by at least two (non-Executive) members of the School Community; ix. Approve any Council expenses.

(d) **Communications Director:** Unless otherwise delegated, the Communications Director of the School Council will: i. Coordinate with all Executive Members to relay pertinent information to the School Council; ii. Coordinate with the School on all communications related to School Council activities; iii. Maintain a list of all subscribers to School Council communications who have explicitly opted in; iv. Organize sessions to provide Parents with information and education, especially on gifted topics or those deemed important by the Council; v. Arrange opportunities for Parents to interact with School Administration; vi. Work with the School Council and Administration to ensure a positive experience for all Parents; vii. Welcome new Parents into the School Community.

(e) **Fundraising Director:** Unless otherwise delegated, the Fundraising Director of the School Council will: i. Coordinate fundraising activities for the School Council; ii. Serve as liaison between the School Council and other fundraising groups within the School Community.

(f) **Social Events Director:** Unless otherwise delegated, the Social Events Director of the School Council will: i. Coordinate social activities organized by the School Council to foster community; ii. Provide expertise and advice for other events run by the School Council.

(g) **Principal(s):** Will facilitate communication and represent the interest and perspectives of the administration of the school.

The School Principal is also responsible for communicating FLCA a) policies; b) development plans; c) annual education results reports; and d) budgets.

The school principal will provide the school council with the school's provincial testing program results and other provincial measures and a reasonable interpretation of those results and measures.

(h) **Teacher Representative:** Will facilitate communication and represent the interests and perspectives of the teaching staff of the school.

(i) **Student Sr. High Representative(s):** Will facilitate communication and represent the interests and perspectives of the students of the school.

(j) **Other Directors:** These Members will: i. Share their professional knowledge, expertise, and life experience; ii. Share information from School Council meetings with the community; iii. Serve as a liaison between the School Council and their area of responsibility.

The School Council may appoint committees comprising School Council members and/or Community Members. These committees will meet outside of regular School Council meetings to complete their assigned tasks as directed by the School Council. Each committee will have a clearly defined mandate and objectives, and will report back to the School Council on their progress and outcomes. The formation and dissolution of committees will be at the discretion of the School Council, and each committee will operate in accordance with the guidelines and timelines established by the School Council.

#### 9 | Bylaws, Policies, Reviews, and Amendments:

Subject to provincially or Charter Board-mandated policies and/or regulations, and the approval of proposed policies by the Charter Board, the School Council may create, amend, and implement its own bylaws and policies deemed necessary to carry out its functions. All policies of the School Council will be reviewed by the School Council at the beginning of each new School Council term to determine if they will be implemented for the new term. The Board reserves the right to strike down any policies it deems to be in conflict with Board policies or provincial regulations.

#### 10 | Decision Making

Decisions at School Council meetings will be made by consensus whenever possible. A decision made by consensus must be clearly stated and recorded in the minutes of the meeting. If consensus cannot be reached, decisions will be made by vote. The motion must be moved, seconded, and passed by the majority of School Council Voting Members present at the meeting. A quorum is attained when at least 50% of the Council Executive, along with the Superintendent and Principals or their designates, are present, and the majority of Voting Members present are Parents. No business may be conducted at any meeting without a quorum.

#### 11 | Disputes between the School Council and the School Principals

If a dispute between the Principal(s) and the School Council, or any of its members about School Council operations cannot be resolved, either party may refer the matter to the Superintendent who may meet with the parties either independently or together, as the Superintendent determines, for the purpose of attempting to resolve the dispute in a timely manner.

If the parties are not satisfied with the resolution of the Superintendent, either party may ask the Board to review the matter.

It is mandatory that school councils will have an internal dispute resolution mechanism in their by-laws, and that school council members will make every effort to resolve any dispute that arises among its membership in a timely manner. All by-laws are to be reviewed by the Board and Superintendent for approval and must align with this School Council policy.

#### 12 | Fund-raising by School Council

The School Council is allowed to raise funds, subject to any policies or regulations set by provincial authorities or the Charter Board. If the School Council chooses to fundraise, the funds will be deposited into a bank account jointly managed by the Charter Board and the School Council. Together with the



Board, Superintendent, and Treasurer, the School Council will develop regulations and guidelines to ensure proper fiscal management and security. These protocols will align with the requirements of the Charitable Society status, if applicable. The use of these funds must be approved by the Charter Board, School Council, and Principals.

### 13 | School Council Communication

The School Council may communicate through FLCA communication channels such as newsletters, websites or social media as long as the information complies with FLCA policies and Administrative Regulations and has the prior approval of the school Principal.

### 14 | Reports and Documentation

In order to comply with the Alberta School Councils Regulation 14(1) the chair of the school council must prepare and provide to the FLCA Board, Superintendent, and Principal by September 30 of each year a report

- a) summarizing the activities of the school council in the previous school year, and
- b) including a financial statement relating to money handled by the school council in the preceding year, if any, and how the funds were used.

The Principal must include the School Council Report in the School's Annual Report.

A school council must digitally store on the FLCA Shared Drive with the Board, Superintendent, and Principal:

- a) a copy of the bylaws of the school council;
- b) a copy of the school council annual report;
- c) the annual financial statement, if any; and
- d) the minutes of each meeting of the school council for at least seven years preceding the current year.

The Treasurer of the FLCA or designate may request an audit of the accounts and financial affairs of a school council.

### 15 | School Staff and Resources

The use of school staff and resources by a school council must have the prior approval of the Principal in consultation with the FLCA Board and Superintendent.

### 16 | Privacy

The School Council will adhere to applicable privacy legislation to the best of its ability and will not use or share personal information for purposes other than School Council business.

**A REFERENCE GUIDE FOR AB SCHOOL COUNCILS:**

<https://www.albertaschoolcouncils.ca/public/download/files/181387>