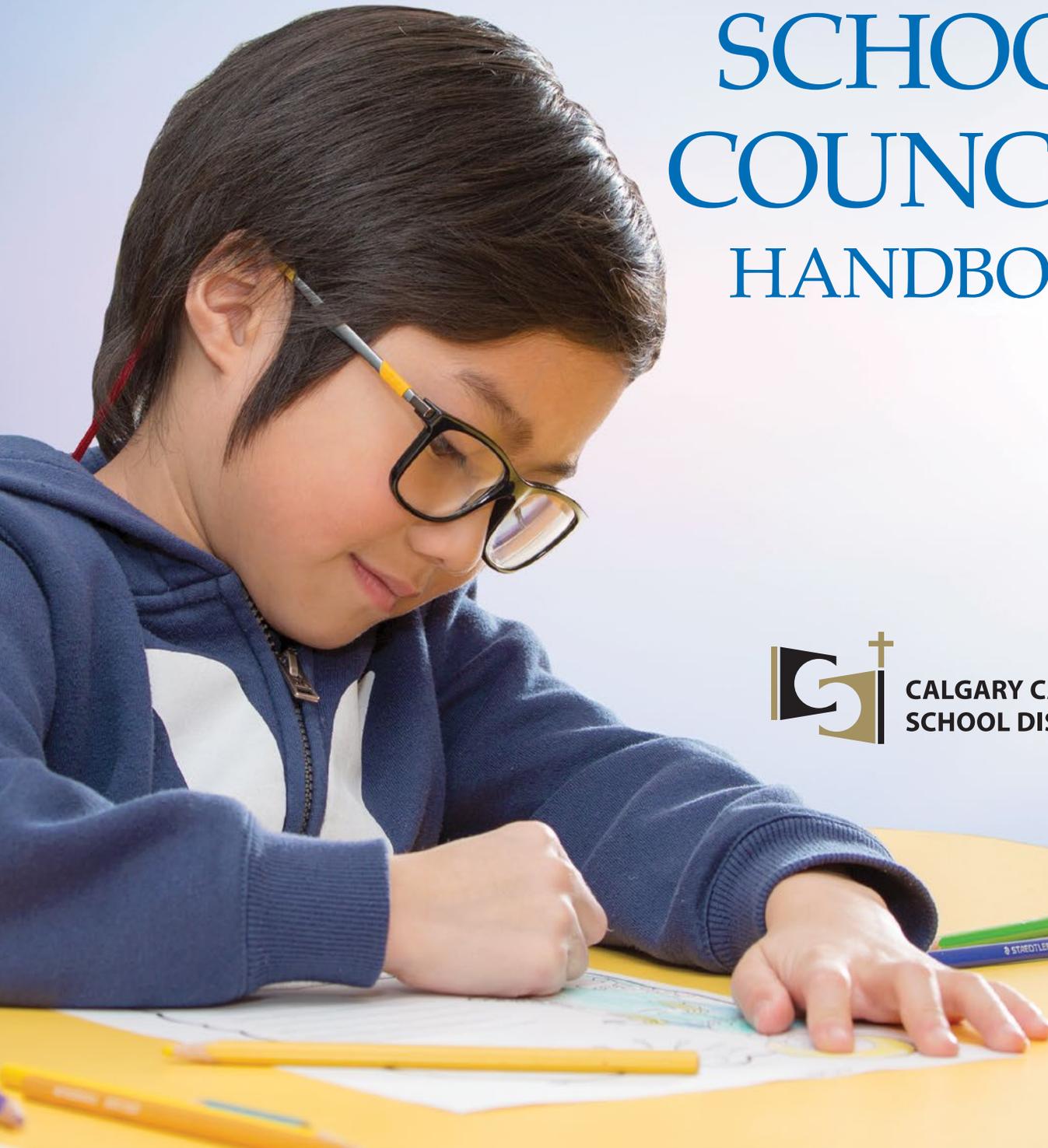


CALGARY CATHOLIC SCHOOL DISTRICT



# SCHOOL COUNCIL HANDBOOK



CALGARY CATHOLIC  
SCHOOL DISTRICT

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## SECTION A

# Getting Started

### **Mission statement**

Living and Learning in our Catholic Faith

### **Value statement**

All members of our community are sacred and must be treated with dignity and respect. We value excellence in Catholic education, guided by shared responsibility and the moral authority of the Church.

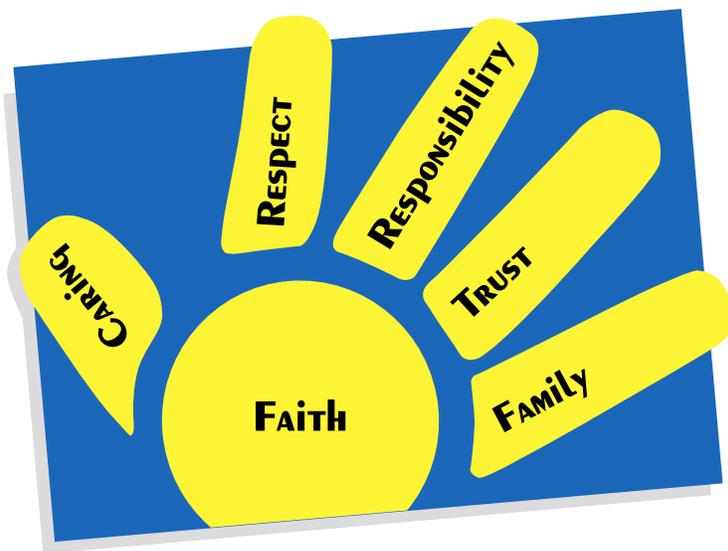
### **Vision statements**

- Faith - Our Catholic schools demonstrate their constitutional right to provide and support the development, permeation and modeling of our faith.
- Relationships - Our Catholic schools promote shared responsibility for stewardship of resources, transparency and the success of the students in our care.
- Excellence in Teaching and Learning - Our Catholic schools develop students who reflect the image of God and are successful contributors to a global society.

## CATHOLIC COMMUNITY OF CARING

Faith is the foundation of everything we do. It permeates every aspect of children’s education experience—what they learn and how they live. All schools have an active Catholic Community of Caring based on the values of:

- Faith
- Caring
- Respect
- Responsibility
- Trust
- Family



# SCHOOL COUNCIL

## What are school councils?

School councils have an advisory role to the principals, which is based on a collaborative approach between parents and school administration and results in a more vibrant and effective school community. School councils consist of parents and community members who work together with principals to support and enhance the culture and climate of a school that positively impacts student learning.

School councils:

- Focus on what is best for all students
- Develop, maintain and reflect schools' culture
- Represent parents' voices in the school community
- Consider all stakeholders' interests.

## Alberta Education Act

School councils are legislated under Section 22 of the *Alberta Education Act*, which mandates parents have an advisory role within the district. Section 22 (4) stipulates that school councils may, at their discretion:

- Advise principals and boards respecting any matter relating to schools
- Perform any duty or function delegated to it by boards in accordance with delegations
- Consult with principals so principals ensure schools meet the standards of education set by the minister
- Consult with principals so that the principal may ensure that the fiscal management of the board is in accordance with the boards' and superintendents' requirements
- Do anything it is authorized under regulations to do.

### ***Alberta Education Act, RSA 2012, Chapter S-3***

Link: [alberta.ca/K-12-education-legislation-and-regulations](http://alberta.ca/K-12-education-legislation-and-regulations)

### **School Councils Regulation/Alberta Regulation 94/2019**

Link: [alberta.ca/K-12-education-legislation-and-regulations](http://alberta.ca/K-12-education-legislation-and-regulations)

## PLANNING THE YEAR

### Membership in school councils

Link: [www.qp.alberta.ca/documents/Regs/2019\\_094.pdf](http://www.qp.alberta.ca/documents/Regs/2019_094.pdf)

The Alberta School Council Regulation, section 7 (1) requires councils to have the following members:

- a) Principal
- b) At least one teacher from the school who other teachers appoint or elect
- c) At least one student enrolled in the high school who other students appoint or elect (if applicable)
- d) Parents of students who are enrolled in the school
- e) Parents of children who are enrolled in the school's early childhood programs (if applicable).

School council members may establish a process to appoint one or more people who are not parents of enrolled students and who have an interest in the school.

## ESTABLISHING A SCHOOL COUNCIL

### Establishment meetings

New schools or those without councils must hold an establishment meeting within 40 school days after the start of the year. Councils must notify stakeholders at least 10 school days before the meeting date and include the purpose, time, date and location.

Agendas include:

- Philosophy, mission, goals and objectives
- Bylaws and operating procedures
- Membership and executive positions (including terms)
- Governance and decision-making model
- Frequency of meetings
- Any other pertinent matters
- Election of executives.

### Advisory committees

If there are fewer than five parents in attendance at an establishment meeting, principals may establish advisory committees for that year to carry out one or more of the duties or functions of school councils.

## Annual General Meeting (AGM)

Councils must hold an AGM within 40 school days after the start of the school year or at another appropriate time. Councils must notify communities at least 10 days in advance.

Councils must:

- Review meeting dates for local and district meetings
- Review the bylaws and operating procedures and revise as needed
- Review the agreed upon voting procedures
- Review and accept previous year financial statements
- Plan and budget for the upcoming year
- Discuss any major issues that parents must provide input
- Submit the activity and financial reports of the previous year to the Board of Trustees (through administration) by Sept. 30.

## SCHOOL COUNCIL COMMUNITY INVOLVEMENT

School councils act as advisors and can offer valuable input on:

- Plans, such as school three-year plans
- Communications and community relations, such as how-to promote schools in their communities
- Programs, such as schools' environmental and safety programs
- Support for Catholic education, through involvement in religious celebrations or organizations that are supported by the Board of Trustees, like GrACE
- District and province-wide initiatives, such as parent district meetings, parent/trustee meetings and ASCA
- Fundraising, using approved activities (in compliance with district policy and administrative procedures).

### Planning school council meetings

Effective school council meetings are well organized, discuss specific agenda items, promote equitable involvement from all participants and start and end on time.

Councils do not:

1. Undertake work that deviates from district policies
2. Take on the roles of teachers, principals or district employees
3. Discuss the performance or conduct of individual students, teachers, employees, parents or community members
4. Comment on employment contracts
5. Discuss matters designated to others

## Meeting topics

When you set agendas, topics can include:

- Reports from administrators, treasurers, volunteers, parish liaisons, social or fundraising committees, etc.
- NB Sub-Committee meetings take place outside of council meetings
- Feedback from Parent and Trustee meetings
- Faith themes, liturgical events and sacramental recognition
- New curriculum, achievement results and three-year plans
- Special, cultural and sporting events
- Volunteer opportunities, fundraising activities and projects such as playgrounds
- Guest presentations.

## Agendas

Principals and Chairs set agendas (see Appendix A). Agendas must:

- Make the process clear for parents to identify agenda items; include this information on agendas and post on school websites and/or send on school messenger
- Assign an amount of time to each item; typical meetings are one-hour long
- Be finalized prior to council meetings
- Be public well in advance of the meeting
- Defer new topics that arise in meetings to future executive meetings.

Principals and Chairs must review and edit meeting minutes before the next meeting. We recommended using a DRAFT watermark on minutes until final.

## Consensus building and voting

Consensus building is the preferred way of making decisions at a school council meeting. Consensus encourages participants to reach solutions that everyone supports or at least can live with. This method of reaching agreement ensures that all opinions, ideas and concerns are considered.

Voting is another way of deciding at a school council meeting but must be restricted to items on the agenda that are within the scope of the members to vote on.

## ROLES AND RESPONSIBILITIES

### Executive positions and roles

Most school councils have four executive positions. We recommend parents only assume one executive position to ensure parents have equitable involvement. Councils' bylaws determine voting procedures for elections which take place at AGMs.

Role	Responsibility
<b>Principal</b>	<ul style="list-style-type: none"> <li>• Accountable to senior admin and Board of Trustees for school activities and budgets</li> <li>• Set meeting dates and agenda items with Chairs</li> <li>• Provide administrative support and advice</li> <li>• Receive and review monthly bank statements</li> <li>• Must be familiar with PIPA legislation</li> <li>• Retain hard copies of agendas, minutes and financial statements for seven years.</li> </ul>
<b>Chair</b>	<ul style="list-style-type: none"> <li>• Is familiar with the council, its roles and handbook</li> <li>• Consult with principals to set agenda items and meeting dates</li> <li>• Ensure clear guidelines for respectful participation is in place</li> <li>• Call and run meetings and solicit input; use clear language to handle difficult situations</li> <li>• Ensure that minutes and financial records are recorded and maintained</li> <li>• Oversee all committees</li> <li>• Follow existing council bylaws and procedures; provide information to members</li> <li>• Attend parent-trustee forums (or send delegates) and report on meeting for councils</li> <li>• Mentor vice-chairs to become chairs</li> <li>• Complete and submit year-end reports to the board by Sept. 30</li> <li>• Must be familiar with PIPA legislation</li> <li>• Perform other duties as principals request.</li> </ul>
<b>Vice-Chair</b>	<ul style="list-style-type: none"> <li>• Run meetings in chairs' absence</li> <li>• Assist chairs with duties</li> <li>• Oversee and monitor sub-committees</li> <li>• Consult with chairs and principals to review bylaws and operating procedures</li> <li>• Promote teamwork and help run meetings</li> <li>• Perform other duties upon the request of principals and chair</li> <li>• Must be familiar with PIPA legislation.</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Record and distribute minutes to chairs and principals before the next meeting for review, approval and inclusion in agendas</li> <li>• Through principals:               <ul style="list-style-type: none"> <li>• Notify school communities of meetings and activities</li> <li>• Post minutes for upcoming meetings on websites or email to parents</li> </ul> </li> <li>• Maintain files and minutes in a binder for archives and audits</li> <li>• Transfer annual files and year-end reports to new executives</li> <li>• Must be familiar with PIPA legislation</li> <li>• Perform other duties on the request of principals and chairs.</li> </ul>

<b>Treasurer</b>	<ul style="list-style-type: none"> <li>• Manage all financial transactions (write, hold, deposit and reconcile cheques, etc.)</li> <li>• Maintain records of councils' bank accounts and expenses</li> <li>• Follow accurate accounting procedures</li> <li>• Prepare financial reports for year end meetings</li> <li>• Arrange new signatures on bank accounts as required</li> <li>• Prepare reports for year-end reports (due Sept. 30)</li> <li>• Must be familiar with PIPA legislation</li> <li>• Perform other duties that relate to finances.</li> </ul>
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### **Role of teachers**

Councils must include at least one teacher. Teacher representatives may not vote in council elections or decisions. More than one teacher can share this responsibility on a rotational basis. Teachers may:

1. Share classroom best practices
2. Highlight special or significant learning opportunities/events in the school
3. Give presentations or have students present to the council
4. Provide an instructional perspective in discussions
5. Support the principal in matters related to teaching and learning.

### **Role of the Board of Trustees**

To follow Alberta Education procedures, boards must provide councils:

- Liability insurance
- Opportunities for meaningful input on decisions about education
- Appeal and conflict resolution procedures
- Support for councils' work
- Accurate and timely information.

### **Alberta School Councils' Association (ASCA)**

A board motion on June 26, 2013 granted all Calgary Catholic schools ASCA membership. With it, councils can access resources, workshops, material on individual sessions at their schools and conferences. We encourage councils to visit the ASCA website and determine which resources are most beneficial to their councils and solicit further ASCA support.

Link: [albertaschoolcouncils.ca](http://albertaschoolcouncils.ca)

## Increasing council meeting participation

To increase participation, councils can:

- Publicize agendas at least 10 days in advance
- Maintain consistent dates and times, such as the third Tuesday of each month at 6 p.m., and meeting length
  - Alternate days and evenings if appropriate
  - Consult with communities before you make changes
- Include parent workshops, education and student or teacher presentations
- Provide snacks and door prizes
- Educate parents about councils' roles and importance at kindergarten orientations
- Share council, district and provincial information at meetings, through school newsletters and on school websites.

School council meetings can be held over video conference.

## ANNUAL SCHOOL COUNCIL RESPONSIBILITIES

### School Council Year-End Report

Chairs must submit reports of council activities and financial statements for the previous year by September 30 to the Board of Trustees (through administration). Make these reports available to school communities through newsletters, websites or e-mail distribution lists. (See examples in Appendix A.)

### Records

Keep records of council proceedings and activities at the end of the handbook. Councils can electronically store records in Google Doc Storage at [www.cssd.ab.ca](http://www.cssd.ab.ca) > Parents > School Council > Google Drive for School Council Chairs.

This must include:

- Minutes (include actions taken and expenditures approved)
- Summary financial statements.

Councils must make this information available to community members upon request and make plans for this in their annual report. Principals must keep councils' records and minutes at schools for seven years.

## ANNUAL PRINCIPAL RESPONSIBILITIES

Alberta Education requires principals to consult with councils to:

- Develop annual School Three-Year Plans
- Complete Annual Education Results Reports and make them available to communities in a variety of formats.

## SCHOOL FEES

Every year, the government requires an audit of the money schools generate through fees. Fees are set through a strict process:

- Principals share the fee form with councils
- Councils endorse fees and Chairs sign the form each year in the spring
- The District Fee Committee approves all fees.

School fees must:

- Reflect the cost of the resources, activities or service
- Not generate a profit
- Be spent on the intended and publicized purpose within the school year
- Have a provision to be reduced or waived in cases of hardship.

## LIABILITY AND INSURANCE

In general, events that principals authorize are district events and qualify for district insurance coverage. They are subject to all district policies, Admin procedures, and practices regarding supervision, facility use, safety, etc.

Activities undertaken without principals' authorization may result in personal liability for council members.

(See Section D: Finances for further information on Registered Societies.)

Registered (Education) Societies are separate legal entities from the Calgary Catholic School District and are therefore NOT provided with insurance coverage by the district for any activities.

## DISSOLUTION OF SCHOOL COUNCILS

Section 55 of the Education Act states: “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.”

Dissolution could result from:

- Fraudulent, criminal or unethical behaviour
- Internal dissention that affects school morale
- Adversarial relationships with principals or staff
- Refusal to follow the district mission statement or priorities, the *Alberta Education Act* or Alberta Education School Councils Regulation
- Disruption of the education climate.



## APPENDIX A

### A 1.1: Sample Agenda

**Divine Mercy School**  
SCHOOL COUNCIL MEETING  
AGENDA

**7:00-8:30 p.m. Wednesday, October 17th**

1. Opening Prayer, Territorial Acknowledgement and Introductions: 5 minutes
2. Staff Report: 5 minutes
3. BDI Playground Presentation: 20 min
4. Report from School Administration: 10 min
5. Chairperson's Report: 10 min
6. Blessing and Dedication shirts: 5 min
7. Treasurer's Report: 10 min
8. Yearbook: 5 min
9. Playground Report: 5 min
10. Fundraising Report: 10 min
11. Next Meeting (Tuesday, November 21st, 2018 at 7 p.m.)
12. Closing Prayer and Adjournment

The Purpose of School Council Meetings is to advise the principal on matters pertaining to the school, as well as bring all members of the community together in a setting that will promote effective dialogue, creative thinking and transparent sharing of information.

All parents of the school are considered Members at Large and therefore have a vote when gathering input.

This meeting has a closed agenda. Should you wish to have an item considered for a future school council meeting, please approach the Chair or Principal with the item.

## A 1.2: Sample Set-Up for Meetings

1. Fold a 5x8 inch cardstock in half to form a tented card.
2. On one side of the card print a set of three or four rules to remember during the meeting (face inwards toward each person).

**Examples:**

- i. Contribute to meeting goal
  - ii. Listen with an open mind
  - iii. Let everyone participate
  - iv. Stay on point and on time
  - v. Attack the problem, not the person.
3. On the other side, print your name facing out so that participants may address you by name.

**[Insert Name]**

**[Meeting Rules]**

## A 2.1: Sample Annual Report 1

### Sample Annual Report template

School: \_\_\_\_\_ Reporting Year: \_\_\_\_\_

**Executive:** *List the members who held positions as officers in the past year.*

Name	Position

**Meeting Dates:** *List the dates of regular school council meetings.*

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**Introductory Remarks (Optional):**

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**Date of First School Council Meeting of the Year:** \_\_\_\_\_

**School Council Activities:** *Summarize the major activities of the past year and provide an overview of activities or initiatives planned for the next year.*

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**Closing Comments (Optional):**

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**Financial Statement (attached):** *Summarizes the finances handled by the school council during the past year, if applicable.*

\_\_\_\_\_  
School Council Chair

\_\_\_\_\_  
Date

*Adapted from: Alberta School Council Resource Manual, Alberta School Councils' Association © 2006, revised 2007*

## A 2.2: Sample Annual Report 2

### (Name of) School Council Annual Report

September \_\_\_\_\_ to June \_\_\_\_\_

#### September:

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- Elections held
- Discussion of Cultural Society
- Fundraising letter from Bishop
- Closed school store

#### October:

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- Achievement Test results
- New fundraising chairperson
- Further Education
- New School District policies
- Confirmation reception

#### November:

---

- Discipline policy
- Advent Liturgy
- Bake Sale and raffle
- Girls' Senior Volleyball Team in finals

#### December:

---

- No meeting

#### January:

---

- After bake sale and raffle, \$277.99 in School Council Account
- Period Nine concerns
- Restructuring in School district discussed
- Math curriculum
- Communion banners
- Volleyball tournament

#### February:

- Peer support
- Math curriculum
- Upcoming World Day of Prayer–March 7
- Period Nine update

#### March:

---

- Forms for volleyball tournament sent out
- Peer support group to go ahead
- Presentation by Instructional Support Team
- Reconciliation–March 12

**April:**

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- First Communion to be held May 31
- Report on Blue Ribbon program
- School Liaison officer
- Information on CCSTA Conference
- Staff Appreciation Night–May 29
- Grade 9 Graduation discussed

**May:**

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- New principal introduced
- Painting of elementary playground to take place in June
- Fundraising idea
- Grade 9 Farewell Mass–June 11
- Volunteers needed for First Communion
- Play day–June 24

**June:**

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- Youth Liaison Officers (Letter from Police Chief)
- Grade 9 Farewell is organized

Financial Statement (attached)

---

School Council Chair

---

Date

# A 2.3: Sample Annual Report 3

**(School Name) School Council Annual Report**  
**Summary of \_\_\_\_\_ School Year**  
**September 30, \_\_\_\_\_**

**Introduction:**

The school council has run very smoothly this year, thanks to the hard work of all involved. Despite a few cancellations due to weather, our commitment to the parents of \_\_\_\_\_ School has been more than adequately met.

**School Council Executive:**

- Chairperson:
- Vice-Chair:
- Secretary:
- Treasurer:

**Meetings:**

<b>September 20</b>	<b>Elections, Achievement Test Results, Review of School Council Handbook, Progressive Discipline Policy</b>
<b>October 15</b>	School Council business; discussion topic: Homework
<b>November 19</b>	Cancelled due to weather
<b>November 25</b>	Committee meeting; Discussion topic: School-based decision-making; Rel. Ed.; Student Services, Instruction; Human Resources; Report from Chair & Trustee General Meeting and Parent & Trustee Forum
<b>January 21</b>	School Council Business; Presentation: Math
<b>February 18</b>	School Council Business; Presentation: Lang Arts
<b>March 18</b>	Cancelled due to Penitential Service Conflict
<b>April 15</b>	School Council Business; Elections
<b>May 13</b>	School Council Business; Presentation: Planning; Round Table Discussions: Year-End Evaluations

*In addition to our monthly meetings, an executive meeting and/or committee information package was conducted each month for all executive members, committee members and room representatives.*

## **Committee Reports**

### **Communication**

- Monthly news in school newsletter
- Information packages were sent to all School Council directors and Room Reps throughout the year
- Executive meetings were held approximately one week before School Council Meeting

### **Fundraising**

- Committee elected
- Magazine sale
- Raffle in Spring
- Set up Parent Resource Library

### **Playground**

- Completed grant forms for the playground
- Managed incoming money and programs for the playground and curriculum

### **Special Events**

- School Barbeque
- Special Food Days one per month

### **Spirit Committee**

- Artistic designs of the front bulletin board during the year

### **Volunteer Committee**

- Organized Room Reps for the year
- Organized volunteers for teachers and special events
- Setting up Grandparent Program for next year
- New volunteer forms sent out at the beginning of the year

Financial Statement (attached)

School Council Chair \_\_\_\_\_ Date \_\_\_\_\_

## A 3.1: Sample Financial Report

### (School Name) School Council Financial Statement for the year ended \_\_\_\_\_

Opening Bank Balance, Sep 1, 2013	19,319
Ending Bank Balance, Aug 31, 2014	13,399
Net increase (decrease)	-5,919

	Prior Year Actuals	Current Year Budget	Current Year Actuals	Notes:
<b>Income</b>				<b><sup>1</sup>Craft Fair (Nov 2013)</b>
Major Fundraiser (Nov 2013)	0	2,500	1,620	Table Rentals 1,928
Spring Fundraiser	0	2,800	0	Raffle Craft Fair 567
Special Lunch Fundraiser (Oct to May 2014)	0	1,800	734	Less: Debit machine -50
Craft Fair (Nov 2013) <sup>1</sup>	0	1,500	1,719	Less: Sign Rental -209
School Supplies Commission	0	0	503	Less: Caretaker OT -517
Welcome Back BBQ (Sept 2013)	0	0	366	Net Profit 1,719
Personal Donations	0	0	0	
Corporate Donations	0	0	0	
Grants	0	0	5,600	<b><sup>2</sup>Technology Upgrade Project</b>
<b>Total Revenue</b>	<b>0</b>	<b>8,600</b>	<b>10,542</b>	Smartboards Gr. 6 June 2013 8,924
<b>Expenditures</b>				CIP Gov't grant received June 2013 5,600
Phys. Ed. Enhancements	3,510	6,500	5,534	School Council Portion 3,324
Fine Arts	780	3,600	780	8,924
Programs	0	3,600	285	
Council Events	0	2,600	884	
Smartboards (Gr. 6) <sup>2</sup>	0	0	8,924	
Bank Charges	5	0	54	
<b>Total Expenses</b>	<b>4,295</b>	<b>16,300</b>	<b>16,461</b>	
<b>Surplus / (Deficit)</b>	<b>-4,295</b>	<b>-7,700</b>	<b>-5,919</b>	

**Approved:**

\_\_\_\_\_  
*Chair, (School Name) School Council*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Treasurer, (School Name) School Council*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Principal, (School Name) School*

\_\_\_\_\_  
*Date*

## A 4.1: Sample By-Laws

### **DIVINE MERCY SCHOOL COUNCIL BY-LAWS**

#### **1.0 Goals and Objectives**

The School Council acts in an advisory role to the Principal by doing the following:

- 1.1 Provides support for the programs at the school
- 1.2 Helps with special events
- 1.3 Provides the means through which to recognize and find a solution in matters concerning the school community
- 1.4 provides the avenue to raise necessary funds for school related materials or needs.

#### **2.0 Membership**

Each parent/legal guardian having a child registered at the school is entitled to be a member of the School Council and is entitled to a vote on School Council matters.

#### **3.0 Election of Officers**

- 3.1 At least three months before the Annual General Meeting, the Council will solicit candidates for executive positions. The Council will present a slate of at least one candidate for each office to be filled (by either nomination or self-nomination). No candidate for office shall be proposed unless he/she has consented thereto.
- 3.2 The slate shall be presented at least 2 weeks prior to the Election Meeting (two months before the Annual General Meeting) of each year.
- 3.3 The positions shall be elected by a majority of votes cast at the meeting.
- 3.4 The term of office shall be for two years. Existing members may seek re-election.
- 3.5 The Annual General Meeting will be a joint meeting of the new and outgoing Councils.

#### **4.0 Roles/Job Descriptions of Executive**

##### **4.1 Principal**

The Principal is the official contact between the School Council and the school and will support and advise the Council from the administrative perspective. The Principal shall have final responsibility over and if necessary, veto all school activities. Meeting dates and agenda items shall be set in collaboration with the Chairperson.

##### **4.2 Chairperson**

The Chairperson shall set the meeting dates and agenda items in collaboration with the Principal. The Chairperson will call meetings and act as Chair. The Chairperson will be responsible for the overall functioning of the School Council, provide liaison with the School Board and represent School Council at external functions.

#### 4.3 Vice Chairperson

The Vice Chairperson shall assist the Chairperson with a variety of duties as required and agreed and stand in for the Chairperson at meetings or other functions when and if the Chairperson is not available. The Vice Chairperson can assume the role of Chairperson the following year, if duly elected (see 3.3. above)

#### 4.4 Secretary

The Secretary shall record the Minutes of all School Council meetings, provide a summary of the minutes for the monthly newsletter and maintain School Council files. The Secretary shall be responsible for School Council correspondences as necessary. Copies of all Council matters shall be kept on file at the school.

#### 4.5 Treasurer

The Treasurer shall provide the School Council and Principal with current bank balances indicating funds available and prepare an annual financial statement for the School District. They shall be responsible for all financial matters relevant to the School Council and for the proper saving, dispensation and balancing of School Council funds. Copies of all Council finances shall be kept on file at the school.

#### 4.6 Member(s)-at-Large

Members-at-Large may be elected to the Executive Committee in order to provide skills, advice, experience etcetera as deemed necessary by the Committee for its more effective operation.

#### 4.7 Volunteer Coordinator

The Volunteer Coordinator is responsible for spearheading the volunteer initiative and for ensuring its continuing usefulness to the school and all its members throughout the year.

### **5.0 Meetings**

5.1 There should be monthly meetings from September through to June.

5.2 An Annual General Meeting will be held in June to report the year's activities.

5.3 An Election Meeting will be held two months prior to the Annual General Meeting for the primary purpose of electing the new Executive Committee and to get ready for transference purposes. (See 3.5 above)

5.4 One week prior to a meeting the school will post a copy of the agenda.

5.5 Meetings will be chaired by the Chairperson of the School Council, or as per 4.6 above.

5.6 Meetings will address only general concerns. Individual or specific concerns (i.e: concerns with your child and/or teacher, etc.) should be dealt with individually with school administration and not with School Council.

5.7 Meetings will follow Robert's Rules.

5.8 In case of an emergency meeting, three (3) executive members and the Principal must be in attendance by phone or email. Voting via phone or email is permitted. The chairperson will not vote unless required to break ties in voting.

5.9 Generally, expenditures are agreed upon by a council motion and corresponding vote. However, an emergency expenditure decision of up to three hundred (300) dollars may be made by the principal and one other signing officer. Emergency expenditures will be ratified at a subsequent council meeting.

## **6.0 Attendance**

All members of the School Council are encouraged to attend the meetings regularly. Teachers, support staff, and other interested individuals, observers are also welcome to attend. The latter's contribution to council matters shall be defined by School Council's and Robert's Rules.

## **7.0 Other Committees**

Other committees may be formed by the Council to perform particular non-continuing functions and they may be dissolved when the task is completed or continued if required and agreed by all concerned. Other committees may be appointed by the Chairperson who, with the approval of the Executive Committee, shall designate the powers and terms of such committees appointed.

## **8.0 Quorum**

8.1 A majority of the Executive shall constitute a quorum for the Executive meetings.

8.2 A Quorum for a general meeting shall be 4 people including the Executive. 8.3 A majority of a committee shall constitute a quorum.

## **9.0 Voting**

Voting and/or voting rights shall be as per Robert's Rules or as specified in this Constitution.

## **10.0 Dissolution**

School Council may be dissolved in any of the following situations:

10.1 Fraudulent,

criminal or unethical behavior

10.2 Internal dissension affecting school morale

10.3 Adversarial relationship with the staff

10.4 Refusal to follow Mission Statement, Board priorities or Alberta Learning Guidelines

10.5 Disruption of the education climate

10.6 Continued non-attendance at meetings.

## **11.0 Donations**

If donations are required for a school event or fundraiser, certain standards and procedures have been set up in regard to approaching merchants or donors and recording donations.

11.1 All requests for donations must be approved by the principal or vice-principal

11.2 All letters of requests are to be made on school letterhead

11.3 All letters of request must be copied and placed in donation binder; this binder will be stored in the school office

11.4 All donation requests and responses, whether there is a donation or Rejection must be recorded in the donation binder

11.5 No merchant can be approached more than once in a school year without permission from the principal or vice-principal

11.6 A thank-you card will be sent from the person requesting the donation to each merchant who donates an item; this will also be recorded in the donation binder

11.7 All unused donations will be returned to the treasurer and stored in the school office

11.8 A request to use unused donation cards by committees must be approved by the treasurer and principal

**12.0 Privacy**

Council shall adhere to the Personal Information Protection Act (PIPA). Council shall not share personal information for purposes other than those of Divine Mercy school. Council members will always consult the principal prior to sharing any personal information. Bylaws are to be made available at every meeting for members to read through. Bylaws should be reviewed every year and presented to the Principal for approval and then Council. Bylaws may be amended, if a quorum is present, by a simple majority vote of the members in attendance at a council meeting. These Constitution and Bylaws were amended and adopted by a majority of the members on the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_ Principal Name Principal

Signature

\_\_\_\_\_ Chairperson Name

Chairperson Signature

## A 4.2: Sample By-Laws

1. The name of the association shall be (School Name) School Council.

### ARTICLE II. PURPOSE

- 2.1 To provide advice and suggestions for improvement of school programmes.
- 2.2 To involve parents and community members working together with the school to support and enhance student learning.
- 2.3 To strengthen and promote communication between the school, the community and the parish in matters of general interest. (Note: the role of council is not to replace nor interfere with traditional direct communication between parents and principal or teacher.)
- 2.4 To strengthen and promote communication between parents and the Board of Trustees on Calgary Catholic School District (“the District”) issues related to the education of children in school.
- 2.5 To assist the school financially and socially in such a manner as passed by council and in alignment with the school’s Three-Year Plan.

### ARTICLE III. MEMBERSHIP

- 3.1 Each parent, guardian, or legal custodian of a child registered at the school is a voting general member of council.
- 3.2 All executive members shall be elected from the membership of council.
- 3.3 By virtue of the *School Act*, the principal of the school shall be an executive member of council without necessity of election or qualification of any kind.
- 3.4 The past chair of council shall be an officer of council without the necessity of election of other qualification for one (1) term immediately following his/her term as chair.
- 3.5 There is no remuneration for acting as a member of the council.
- 3.6 Executive members shall consist of:
  - Principal
  - Chair Vice-Chair
  - Secretary
  - Treasurer
  - Teacher Representative
  - Past Chair
- 3.7 A quorum is defined as a total of 8 members including the executive.

## **ARTICLE IV. NOMINATIONS AND ELECTIONS**

### **4.1 NOMINATIONS**

4.1.1 Council shall appoint a committee of at least three (3) council members six (6) weeks prior to the annual general meeting for the purpose of finding one or more candidates willing to stand for each elected executive position for the following year. Although each executive position is elected for a one (1) year term, these members are encouraged to remain in their positions for two (2) years whenever possible to maintain consistent and continuous planning within council.

4.1.2 The nominating committee will prepare communication to be distributed to the general membership which will include a description of all positions as stated in the constitution, for the purpose of recruiting candidates. The nominating committee will be responsible for contacting identified potential candidates to confirm their interest in the position and a slate shall be prepared prior to the annual general meeting. The nominating committee will be responsible for securing at least one (1) nomination for each position but will allow all nominations to stand for election.

4.1.3 At the annual general meeting, a motion will be made to accept the slate of nominees. Nominations for office will also be accepted from the floor at this meeting.

### **4.2 ELECTIONS**

4.2.1 Executive members shall be elected by a majority of votes cast, providing there is a quorum present.

4.2.2 It is specifically prohibited for any elected executive member to assume the responsibilities of the same office for more than two (2) consecutive terms.

4.2.3 Votes shall be cast by a show of hands unless otherwise specified.

### **4.3 VACANT POSITIONS**

4.3.1 When an elected officer resigns or is unable to continue the duties of office, nominations will be requested from the floor at the next regular meeting, followed by a vote.

4.3.2 Under extraordinary circumstances the principal may appoint an interim member to fill a vacant position until a by-election can be held.

4.3.2 The term of office shall be until the next general election.

## **ARTICLE V. MEETINGS**

### **5.1 ANNUAL GENERAL MEETING**

5.1.1 An annual general meeting of council shall be held in May of each year for the purpose of electing executive officers, selecting committee chairs and members, and drafting the council's budget for the following year.

5.1.2 A notice of the annual general meeting shall be sent to all members of council a minimum of four (4) weeks prior to the date set for that meeting.

## **5.2 REGULAR MEETINGS**

5.2.1 Regular meetings to carry out the normal business of council shall be called by the chair at intervals not exceeding eight (8) weeks, or upon request of the principal. The exception being the first council meeting in September, which is to be held within 20 school days of the start of the new school year.

5.2.2 Notice of regular meetings shall be sent to all members of council a minimum of 21 school days prior to the date of such meeting.

5.2.3 An agenda for each regular meeting will be distributed to all parents at least one week prior to each meeting and also be posted on the school website.

5.2.4 Agenda items will be determined by the chair, executive and principal. Items for consideration should be presented no later than four (4) school days prior to the meeting date.

5.2.5 Executive committee meetings shall be held a minimum of two (2) times per year with agenda items decided upon as necessary. Suggestions include budget discussions, business plan formation and constitutional amendment discussions.

5.2.6 The principal or his/her designate and one member of the executive must be present at all council and executive meetings.

## **5.3 CONDUCT OF MEETINGS**

5.3.1 The chair shall normally chair meetings. In the absence of the chair, the vice-chair shall chair the meeting. If neither is present, a member of the executive will appoint a chair for that meeting.

5.3.2 The chair will inform council as to whether a quorum is present.

5.3.3 If there is no quorum present at the scheduled time of the meeting, there shall be a 15-minute recess. If at the end of that time there is still no quorum, the meeting stands adjourned. If a quorum is lost during the meeting, the meeting shall continue but no voting shall take place.

5.3.4 Meetings shall be conducted in accordance with Robert's Rules of Order.

## **5.4 VOTING**

5.4.1 Any voting general member of council shall be entitled to one (1) vote on a motion brought before any meeting of council.

5.4.2 A motion duly brought at any meeting shall pass with a simple majority of those members entitled to vote.

5.4.3 Voting on any motion at any meeting shall be by a show of hands unless otherwise moved.

5.4.4. In the case of a tie vote, the principal who also does not vote holds the right to veto and make the final decision.

5.4.5 Any member may bring a motion to direct a vote be held by secret ballot. Any such motion, once brought, shall be heard prior to the motion then on the floor.

5.4.6 In the case where a motion to vote by secret ballot is carried, the principal and another member of council will tally the votes.

## **ARTICLE VI. FINANCIAL**

6.1.1 Generally, expenditures are agreed to by a vote on a motion at a council meeting. Expenditures itemized in an approved budget are considered approved and do not require a separate vote.

6.1.2 Notwithstanding Article 6.1.1, the executive committee may approve the expenditures of no more than \$250.00 of council funds by a simple majority vote. Larger amounts must be approved by the general membership.

6.1.3 Cheques must be signed by any two (2) signatories: the principal, chair or treasurer.

6.1.4 Money raised by council during a school year shall be spent in that year unless money is allocated for a major expenditure as agreed upon by council, or unless allocated as required in Article 6.1.5.

6.1.5 Council shall maintain a minimum bank balance of five hundred dollars (\$500) to be passed on to the following year's council at the end of each fiscal year.

6.1.6 A percentage of net proceeds raised from council fundraising activities will be donated to (name of school) each year. The actual donation amount will be finalized and approved at council's annual general meeting.

6.1.7 At the April council meeting, members shall discuss ideas regarding activities that council may undertake during the following school year. The treasurer will prepare a budget for review and vote at the annual general meeting in May.

6.1.8 This approved budget shall become the council's business plan for the following school year. It is expected that the activities outlined in the plan shall be the major focus for that school year. It is also recognized that the executive committee may have to make changes due to extenuating circumstances or opportunities. Council members shall be advised of any significant changes.

## **ARTICLE VII. DUTIES OF OFFICE**

7.1 The principal is an executive member of council and all committees and ensures that these same conduct business in accordance with the philosophy and guidelines set out by the district.

7.2 Specific job descriptions are to be kept on file by the vice-chair and updated by outgoing executive members when required. The duties of executive officers, and other designated members shall be as follows:

- a. Past Chair – After his/her term of office, the past chair will remain on council in an advisory capacity to the current chair and will lead the nominating committee.

- b. Chair – The chair shall be the executive officer of council, responsible for the overall functioning of council. The chair is responsible for working with the principal in scheduling regular council meetings and setting the agenda. The chair presides at meetings of council and executive committees and shall be a member ex-officio of all committees. The chair shall be a non-voting position. In the event of a tie vote, the principal who also does not vote holds the right to veto and make the final decision. In the absence of the treasurer, the chair is also authorized to transact the banking activity of council. The chair will also act as liaison with the district, and represent council as required. The chair shall present a written report of activities of the executive committee at the May regular meeting. The chair shall also be responsible for submitting, in September, a written report to the district. This report shall summarize the activities of the council and must include the complete financial information of the council.
- c. Vice-Chair – The vice-chair shall assist the chair and assume the duties of the chair in his/her absence. The vice-chair shall also review the Constitution annually, and provide any recommendations for amendment to the executive committee. The vice-chair is responsible for ensuring specific council job descriptions are up-to-date.
- d. Secretary – The secretary shall record and be custodian of the minutes of council and executive committee meetings. The secretary shall submit the written copy of the minutes within ten (10) school days to the principal and chair, and for distribution to all parents upon review and approval. The secretary is also responsible for maintaining the files of council in a space provided by the school.
- e. Treasurer – The treasurer is responsible for administering and recording all financial information regarding council. The treasurer maintains the council bank accounts, manages all financial transactions, and is the custodian of all council funds in accordance with the district’s accepted accounting principles. It is the treasurer’s responsibility to count (with another council member) and deposit all money collected by the school for the council. The treasurer will reconcile the bank statements monthly and prepare a monthly financial statement to be submitted at each council meeting. At the end of his/her term, the treasurer will prepare an annual financial statement to be presented upon fiscal year end (August 31st) to be included along with the chair’s report to the district.
- f. Committee Chairpersons – The committee chairperson will be responsible for coordinating the functions of that specific committee, and providing informal progress reports at regular meetings. In addition, the committee chairperson will be required to keep a written account of activities of that committee which will be submitted to the principal and chair prior to the annual general meeting and filed for the information of committee members going forward. The report will include the general description of the activity and recommendations.
- g. Teacher Representative – The teacher representative will provide programming information and support student presentations to parents.

## **7.3 COMMITTEES AND REPRESENTATIVES**

7.3.1 The members of standing committees and representatives will be obtained on a voluntary basis at the May and September meetings. Other (Ad Hoc) committees may be formed to perform particular non-continuing functions. Ad hoc committees may be formed at any council meeting and are dissolved when the task is completed. The purpose of and terms of reference for an ad hoc committee shall be defined at the meeting of its formation.

7.3.2 All major initiatives undertaken by committee members and representatives require council approval.

7.3.3 Committee chairs and representatives are encouraged to remain in said positions for a term of two (2) years. Committee chairs and representatives will be succeeded in a rotating fashion whenever possible, to maintain consistent and continuous planning within council.

7.3.4 The Standing Committees are:

- a. Fundraising Committee – The fundraising committee is responsible for the organization and execution of all fundraisers of the council, with the exception of fundraisers organized by the (School Name) School Council Society. The fundraising committee is required to provide the treasurer with information relating to fundraising proceeds and expenditures as required by the treasurer.
- b. Social Committee – The function of the social committee is to organize social activities of the school such as the Welcome BBQ, Family Dance and Shrove Tuesday.
- c. Fun Lunch Committee – The function of the fun/nutritional lunch committee is to coordinate the fun lunches that are provided at the school several times per year. Coordination includes recruiting volunteers for serving, collecting orders, organizing the supplies required and serving the meals on the designated dates.
- d. Jubilee Garden Committee – The function of the jubilee garden committee is to work with the principal, teachers and parent volunteers to ensuring proper use and maintenance of the natural learning garden located on school-yard property.
- e. Caring Community Committee – The caring community chair is responsible for the anonymous coordination of food preparation and delivery, and additional helping services as necessary, for members of the school community who are in need. The chair liaises with the needing family and the teacher representative to coordinate requested help and support, as well as the committee members responsible for the anonymous preparation of food.
- f. Staff Appreciation Committee – The staff appreciation committee is responsible for the coordination and preparation of food made available to staff during parent/teacher interview days and other special occasions

7.4.1 The Standing Representatives are:

- a. Volunteer Coordinator – The function of the volunteer coordinator is to accumulate information on and maintain the records of school council volunteers and disburse that information to required committees in accordance with FOIP.
- b. Parish Liaison – The parish liaison helps ensure that there is an adequate ongoing exchange of information between the parish and the school community. The parish liaison helps coordinate the activities regarding the reception of the sacraments and assists in the coordination of food drives, in conjunction with the principal.
- c. Community Liaison – The community liaison communicates between the community association and the school council to share information on school and community activities/events or concerns. This volunteer should be able to attend both regular council meetings and the community board meetings.

#### **ARTICLE VIII. CONFLICT OF INTEREST**

8.1 Any member of council who, either directly or indirectly, has a financial interest in any matter brought before the council shall disclose such interest and shall not be entitled to vote upon any motion pertaining to the matter

#### **ARTICLE IX. CONFLICT RESOLUTION PROCEDURES**

9.1 In the event of an unresolved conflict between council and school administration, council will abide by the conflict resolution procedures prescribed by the district in the School Council Handbook (Section F-1) Conflict Management Procedures.

#### **ARTICLE X. AMENDMENT**

10.1 The bylaws/operating procedures may be amended by two thirds (2/3) majority vote at the annual general meeting OR

10.2 The bylaws/operating procedures may be amended by a two-thirds (2/3) majority vote at an extraordinary meeting called specifically to amend the bylaws/operating procedures.

10.3 A notice of the intent to amend the bylaws/operating procedures and the proposed amendment shall be sent to all members of council a minimum of four (4) weeks prior to the date set for the amendment meeting.

Originally written: March 12, 1996

Amended: May 24, 2005

Amended: May 23, 2012

*Adapted from bylaws of Msgr. Doyle, August 11, 2014*

## A 4.3: Sample By-Laws

**NAME** The name of the school council shall be (School Name) School Council.

**VISION** The vision of (School Name) School Council is to foster academic success, personal development and good citizenship by enhancing a positive learning environment through effective communication and parental participation within the (School Name) school community.

**VALUES** (School Name) School Council shall:

1. encourage respect, participation, inclusion, and collaboration
2. make decisions based on the good of the (School Name) School community as a whole
3. respect the confidential nature of (School Name) school business
4. value all opinions
5. maintain positive interactions.

### **OBJECTIVES**

The objectives of the (School Name) School Council are in keeping with the School Act, and the District School Council Handbook. School council:

1. provides advice, consultation and support to the principal on issues of importance to meet student needs
2. provides a forum for parents to learn about important issues that affect the (School Name) School community.
3. gives parents a voice in important educational decisions.

### **MEMBERSHIP**

In accordance with Alberta Education Regulation and District School Council Handbook policies, the membership of the (School Name) School Council shall consist of:

1. voting members: all parents and/or legal guardians of students enrolled in (School Name) School
2. non-voting members: the principal and teachers of (School Name) School, may include members of the greater community
3. (School Name) School Council may appoint committees that consist of school council members and/or school community members. Committees report to (School Name) School Council.

### **GOVERNANCE**

In addition to the principal and a teacher representative, the positions of the executive committee of the (School Name) School Council shall consist of a minimum of a Chair, Vice-Chair, Secretary (if there is no Secretary, then a Secretary will be appointed for each meeting to take minutes), Treasurer and Volunteer Coordinator, Community Coordinator, Members at Large.

All executive positions must be filled by, and elected by, parents and/or legal guardians of students enrolled at (School Name) School. The terms of office shall run from the Annual General Meeting (AGM) to the end of that school year if the member is not returning, or until election at the AGM of the following school year.

The executive committee will carry out the day-to-day operation of the [school name] School Council. Except for the school council position filled by the principal, the [school name] School Council may appoint members to fill vacancies if the position remains unfilled after being advertised.

## **DUTIES OF THE EXECUTIVE**

1. **The Chair**, in consultation with the principal, plans meetings and prepares agendas, facilitates (School Name) School Council meetings, acts as spokesperson for the (School Name) School Council (unless otherwise delegated) and supports the (School Name) School Council. The chair attends all Parent and Trustee meetings and reports back to council on information received. The chair ensures the Board of Trustees receives an annual report by September 30 of each year from (School Name) School Council.
2. **The (School Name) Band Parents Association (XBPA) Representative** shall liaise with and report to school council regarding activities and finances based on shared fundraising efforts.
3. **The (School Name) School Enhancement Society (XSES) Representative** shall liaise with and report to (School Name) School Council regarding activities and finances based on shared fundraising efforts.
4. **The Vice-Chair** assists the chair with duties, as assigned, and in the absence of the chair, assumes the duties of the chair.
5. **The Secretary** keeps accurate minutes and records of (School Name) School Council meetings, documents and files all correspondence and communications and keeps accurate contact information of the executive committee members. The secretary ensures all materials relating to the (School Name) School Council, including resources, all meeting minutes, and any relevant documents are available to the public in an accessible location in (School Name) School.
6. **The Treasurer** shall receive all monies paid to school council, maintain the school council bank account, properly account for the funds of the school council in accordance with the district's accepted accounting principles, provide a detailed account of receipts and disbursements when requested, transfer school council files to the new treasurer at the end of his/her term of office, prepare a financial report for every school council meeting, and prepare a final report, including a statement of the financial position of the school council, by the end of September of each year. In the absence of the Treasurer, his/her duties shall be discharged by another officer of the school council.

7. **The Volunteer Coordinator** fills volunteer requests from teachers and school staff throughout the year.
8. **The Community Coordinator**, in consultation with the principal, keeps the school communities informed of (School Name) School activities through newsletters or similar communications.
9. **Members at Large** may take on roles or duties as required, such as committee members or as assigned by the chair and/or executive committee, to support (School Name) School Council initiatives.
10. No member may hold more than one executive position at any time.

## **DECISION MAKING**

1. Decisions at (School Name) School Council meetings must meet quorum and will be put to motion and the decision then made by a vote. Quorum is defined as a minimum of two members of the executive council and six parents/legal guardians.
2. For each decision, a motion must be put forward, moved, seconded and passed by the majority of (School Name) School Council members present by a show of hands or ballot.
3. At any meeting of the (School Name) School Council, the chair may, without a vote by the (School Name) School Council, table to the next regular meeting any motion that he or she determines be delayed permitting adequate consultation by the members.

## **MEETINGS**

1. (School Name) School Council meetings will be conducted as follows: the chair, in collaboration with the principal, will prepare an agenda for the meeting. It is the responsibility of the chair to manage the meeting in accordance with (School Name) School Council values.
2. Regular meeting dates will be determined by the principal and chair and/or the (School Name) School Council executive.
3. The (School Name) School Council will meet a minimum of six times during the school year, with the first meeting being held in September.
4. Meetings will take place at (School Name) School.

## **ANNUAL GENERAL MEETING (AGM)**

1. An AGM or specially called meeting of the (School Name) School Council will be held within 20 days after the start of the school year, or at an appropriate time during the school year, as determined by the (School Name) School Council.
2. The meeting will be advertised throughout the school community at the beginning of the school year until the date of the AGM, or within 20 days prior to the AGM.
3. The business of the AGM shall include, but not be limited to:
  - a) Election of executive positions
  - b) Proposed operating procedure amendments
  - c) Summary of school council activities and/or accomplishments from the previous year

## **MINUTES and ANNUAL REPORT REQUIREMENTS**

1. In accordance with School Councils Regulation, the (School Name) School Council, through the chair, prepares and provides the school board with an annual report submitted by September 30 that includes:
  - a. a summary of (School Name) school council's activities of the previous year.
  - b. a copy of the minutes of each meeting.
2. The minutes and annual report will be made available to all members of the (School Name) school community.

## **AMENDMENTS TO THE OPERATING PROCEDURES**

1. The operating procedures remain in force from year to year unless amended by a majority vote of (School Name) School Council.
2. Notice of proposed operating procedures amendments must be circulated with at least 14 days' notice.

## **PRIVACY**

1. (School Name) School Council shall adhere to the Personal Information Protection Act (PIPA).
2. (School Name) School Council shall not share personal information for purposes other than those of (School Name) School Council business.

These bylaws/Operating Procedures have been accepted by a majority of the members entitled to vote at a meeting of the School Council.

Signed this: \_\_\_\_\_ (day) of \_\_\_\_\_ (month),  
\_\_\_\_\_ (year)

\_\_\_\_\_  
Chairperson's Name

\_\_\_\_\_  
Chairperson's Signature

\_\_\_\_\_  
Secretary's Name

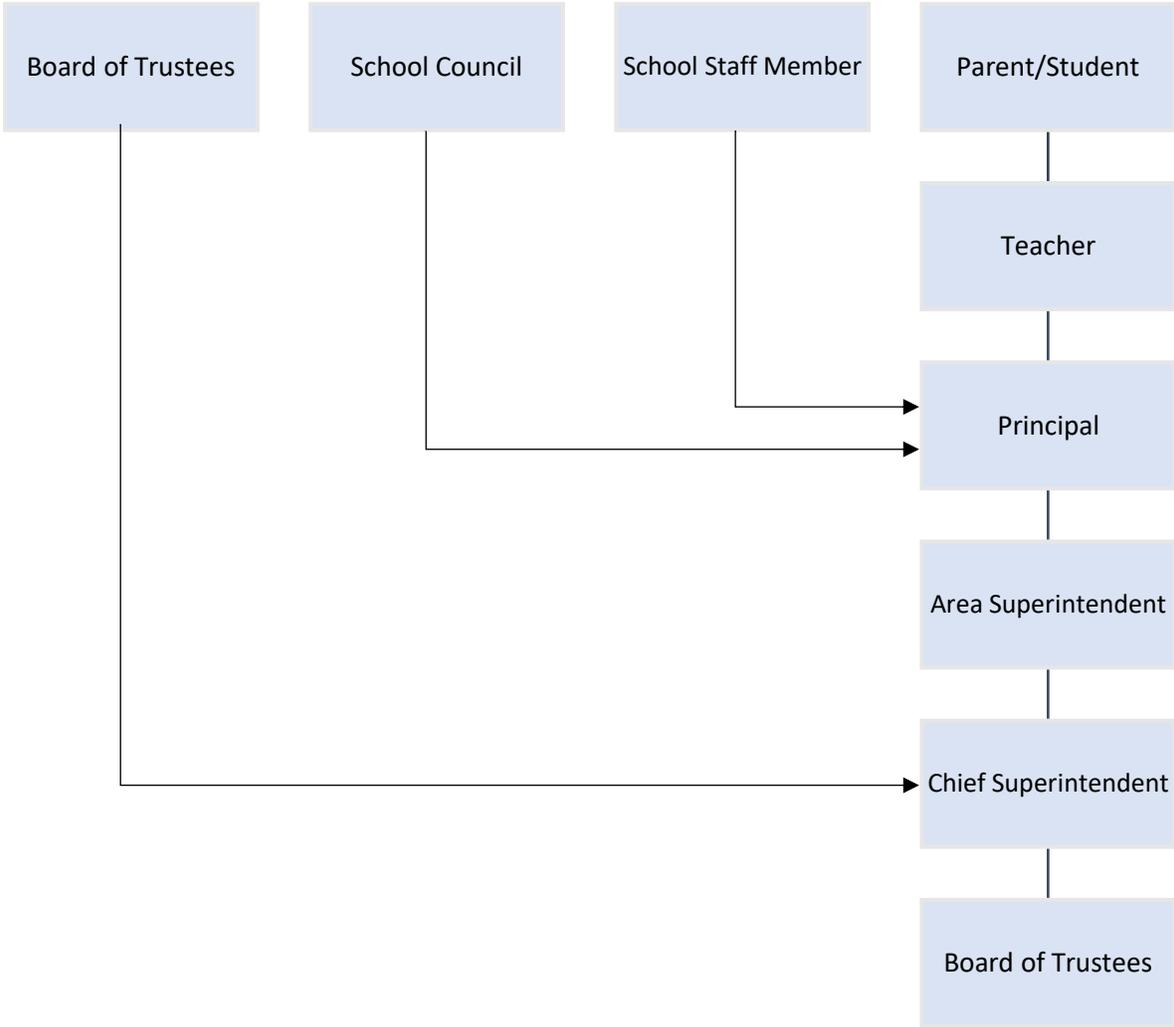
\_\_\_\_\_  
Secretary's Signature

\_\_\_\_\_  
Principal's Name

\_\_\_\_\_  
Principal's Signature

**SECTION B**

# Communication Protocol



Note: This chart illustrates the typical, expected flow of requests, concerns, suggestions and appeals within the district.

# SCHOOL COUNCIL COMMUNICATION

## School council requests for personal information from schools

There are two ways schools, which are governed by the Freedom of Information and Protection of Privacy Act (FOIP Act) can provide personal contact information of students and parents to their school council, which is governed by the Personal Information Protection Act (PIPA).

1. A school can facilitate the collection of personal contact information by school council directly from parents.

Note: The school would facilitate sending a form home on behalf of school council and provide returned forms to school council. Alternatively, the school may allow school council to obtain personal information directly from parents at school events such as meet the teacher night or parent teacher conferences.

2. A school can obtain the consent of parents to disclose personal contact information from its records to school council.

Note: The school provides the information, normally collected as part of the student registration process, to school council after obtaining the consent of parents. Consent can be obtained either by a form sent home or by SchoolMessenger (or BCC email) to parents seeking their explicit consent to share their personal contact information with school council.

Both options are acceptable. The important thing is parent consent. In order to remain in compliance with the FOIP Act, schools require consent to collect, use, or disclose personal information for purposes other than the reasons it was originally collected.

School council must follow the privacy rules set out in the Personal Information Protection Act (PIPA) whenever it collects, uses, discloses, stores, or disposes of any personal information it collects.

**Both options are acceptable.**

The important thing is parent consent. In order to remain in compliance with the FOIP Act, schools require consent to collect, use, or disclose personal information for purposes other than the reasons it was originally collected.

## Requests for information

If a school receives a request for information from an individual regarding school council matters, under the FOIP Act the school can provide school council minutes because the school has custody and control of the minutes as required under the School Councils Regulation. All other school council records are in the custody and control of school council and governed by PIPA.

If school council receives a request for information from an individual, under PIPA school council can only provide that individual's own personal information. A request cannot be made under PIPA for non-personal information, and school councils are not governed by the FOIP Act.

This FAQ for School Councils and School Fundraising Societies information sheet, prepared by Service Alberta, includes tips on school council responsibilities under PIPA when collecting, using and disclosing personal information.

Visit: [www.albertaschoolcouncils.ca/public/download/documents/40913](http://www.albertaschoolcouncils.ca/public/download/documents/40913)

## Communication with other schools, school communities and councils

We ask that school council members:

- Communicate with the community through the school newsletter, website or email, in consultation with the principal; councils do not have a separate newsletter or email
- Have all communication for parents approved and co-signed by the principal
- School council communication to parents goes out from principals and school council Chairs on school letterhead; councils do not have their own letterhead
- Use the district's internal mail system, school fax machine or other school resources with the principal's approval

Communication between school council Chairs must be done through the approved district email address. In September of 2018, all school council Chairs were given a dedicated Google district email account.

## COMMUNICATION WITH THE BOARD OF TRUSTEES

A trustee election is held every four years in conjunction with the municipal election. The seven trustees set policy and oversee the district's operations. The Board of Trustees' primary responsibility is to advocate on behalf of parents. Their work is vital to address issues in education and government in Alberta.

In their elected roles, trustees:

- Advocate on parents' behalf
- Set all policies
- Maintain relationships with all levels of government
- Approve the district's budget and direct how money will be spent
- Ensure the overall welfare of the district and each school.

We encourage school councils to invite trustees to their meetings and school celebrations. There are two ways to arrange a trustees' attendance:

1. After consultation with the principal, the school council Chair may directly invite the trustee, OR;
2. The principal may invite the trustee on behalf of the school council Chair.

When a trustee indicates they will attend, council must provide trustee with a date, time and agenda for the meeting as well as a list of items council would like trustee to address.

### Protocol for trustees at special events

We encourage principals and school councils to invite trustees to special school functions and events. These events offer a great opportunity for trustees to:

- Meet students, teachers and parents
- Celebrate school accomplishments
- Listen to parents' concerns about education
- Address community concerns and address them at higher levels.

Trustees are special guests and councils need to extend the opportunity for them to actively participate in the event and address participants. Councils should also reserve seating for trustees.

School councils are a valuable link between the school community and the Board of Trustees.

It is important for trustees and school council Chairs to foster and enhance open communication.

School councils are encouraged to invite trustees to special school functions and events.

## Presenting school matters to the Board of Trustees

We advise school councils to use the communication flowchart to determine if they can resolve an issue before they present it to the board. When school councils decide to request a formal presentation, the procedure is to:

- Send a written request for the board to clarify if they will hear the presentation and if they will hear it at a public, closed or in-camera meeting
- Provide a written summary or letter that outlines the situation and school council's points of interest and recommendations
- Wait for the board to receive the request at an official board meeting and decide if they will hear the presentation; the board will determine if board policy or administration can address the subject
- Wait for the trustees' secretary to contact the council Chair/principal with an official date for the presentation; councils must also provide content of the presentation five days in advance
- Wait for the board to provide a timely response to presentation; a response may come after the meeting.

### 3 tips to give a successful board presentation

1. Limit your presentation to 20 minutes
2. Choose a maximum of two representatives to give the presentation
3. Answer questions from the board to the best of your ability.

## ENCOURAGING COMMUNITY INVOLVEMENT

To engage with parents who are unable to regularly attend meetings councils may use:

- School newsletters
- Council meetings
- Personal phone calls
- Booths at social events and parent-teacher conferences
- Opportunities through volunteer work
- School celebrations/performances
- Parent education sessions
- Parish bulletins
- Video conferences.

## COMMUNICATION WITH PARISHES

It is vital for school councils to help create a Catholic community of faith.

Parish representation on school councils helps to strengthen the school-home-parish partnership that benefits students and their families. It is recommended that school councils encourage parish representation to meetings. When schools and parishes work together, it can create a vibrant and welcoming Catholic community.

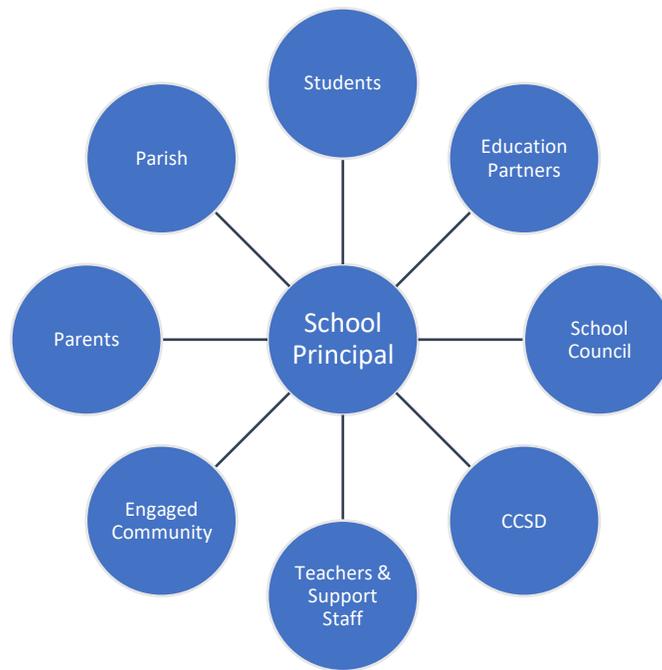
When schools and parishes work together, a vibrant and welcoming Catholic community is created.

## COMMUNICATION WITH THE WIDER COMMUNITY

When school councils build relationships with their neighbours, they help to improve the community's awareness of the benefits of Catholic education. Strong relationships can also help neighbours feel like they are valuable partners in the school community.

Welcome members of the wider community. As good neighbours, school councils need to let their community know of school activities that may affect them, such as extra noise from events or construction. To reach this group, councils may use:

- Newsletters
- Invitations to special events
- Work experience and volunteer programs
- Information in community newsletters or updates
- News and radio ads
- TV public service announcements and event coverage
- Information in multi-lingual newsletters or newspapers
- Personal contact with staff, students and their families.



When school councils engage with the wider community they should consider:

1. The benefits for students
2. Provide clear agendas or objectives that you create with the principal before the meeting
3. Contact principals and consult with them before Chairs or members communicate with external agencies, businesses and groups, representatives of Alberta Education, elected officials, city councilors and individuals
4. Keep in mind that council Chairs do not represent the interests of the entire council.

### **Tips for communicating with elected officials**

We encourage open and direct communication between elected officials, school councils, administration and trustees. If an elected official wishes to meet with school council Chairs and/or members, they must inform their principals. School council Chairs alone do not represent the interests of the entire council.

## OPPORTUNITIES FOR PARENT INPUT AND FEEDBACK

All Calgary Catholic School District stakeholders, either individually or through their elected or appointed representatives, are provided opportunities to have input and feedback in the following ways:

### **School Council Chair and Trustee General Meetings**

Visit: [cssd.ab.ca/parents/school-council](https://cssd.ab.ca/parents/school-council)

### **Parent and Trustee Forums**

Visit: [cssd.ab.ca/parents/school-council](https://cssd.ab.ca/parents/school-council)

### **District-Wide Meetings**

In addition to forums and fall general meetings, trustees can call a meeting with school council chairs, senior and school administration.

### **Staff and School Council Budget Discussions**

Principals consult with staff and school councils on the district budget and provide the feedback to central office.

### **Regularly Scheduled School Council Meetings**

At each local school, Trustees are invited to attend School Council meetings.

### **Annual Parent Satisfaction Survey**

The survey is done by the district and schools.

### **Annual Student Satisfaction Survey**

Students in grades 4, 7 and 10 complete the provincial Accountability Pillar Survey, teachers complete online surveys and parents complete a mail copy. The district analyzes jurisdiction and individual school data to identify successes and needs to plan and improve policy.

### **Feedback from parents**

Principals formally invite parents to provide feedback in a section of schools' monthly newsletters, and informally in daily school operations.

### **Code of Conduct**

To develop a student Code of Conduct, schools include feedback from parents and staff.

### **Administration profiles**

Every year, the district invites parents from each school to create a profile of characteristics they would like to see in their school administration.

In December, this information goes to council Chairs who take the lead to review, update and submit revisions of the profile to Human Resources by the end of January. Principals and staff are not present at this meeting. District administration considers the profile when they place appoint.

### **Safe and Caring Schools**

Alberta Education provides several resources for safe and caring schools, available on their website:

[education.alberta.ca/teachers/safeschools/resources.aspx](http://education.alberta.ca/teachers/safeschools/resources.aspx)

### **Annual Education Results Report (AERR)**

Every November, the district provides a mandated report on its' identified goals, evaluative criteria and results to the provincial government. CCSD's goals and priorities are set and evaluated against input from stakeholders throughout the year.

### **Annual Three-Year Plans**

School councils invite parents to provide input to develop their school's Three-Year Plan and identify goals to improve learning.

### **School calendar**

School councils provide feedback on the district's proposed annual calendar to principals. The district creates the calendar with this feedback and constraints from the School Act, Alberta Education and district policy.

### **Area Superintendents**

Principals and area superintendents work together to fulfill the communication expectations in the *School Opening Bulletin*. Principals must communicate their expectations for programs and student achievement, behaviour and homework to their school community.

### **District newsletter**

Connections highlights and shares district news with all employees and parents. Visit: [cssd.ab.ca/News/NewsUpdates](http://cssd.ab.ca/News/NewsUpdates)

## CODE OF ETHICS FOR SCHOOL COUNCIL MEMBERS

A Code of Ethics guides councils' behaviour and protects the integrity of their position of trust. Members who act on behalf of a school council, must:

- Abide by the legislation that governs school councils
- Live by the school's, council's and district's mission
- Become familiar and act in accordance with school and district policies
- Practice the highest standard of honesty, accuracy, integrity and truth
- Recognize and respect the personal integrity of each member of the school community
- Declare any conflict of interest
- Encourage a positive atmosphere in which others value and encourage individual contributions
- Apply democratic principles
- Consider the best interests of all students
- Respect the confidential nature of some school business and the limitations this may place on the operation of a school council
- Not disclose confidential information
- Limit discussion at meetings to matters of concern to the school community as a whole
- Use the appropriate communication channels when questions or concerns arise
- Promote high standards of ethical practice within the school community
- Respect decisions made collectively
- Not accept payments for council activities.

### Resources

#### **Education Act, RSA 2012, Chapter S-3**

Link: [alberta.ca/K-12-education-legislation-and-regulations](https://alberta.ca/K-12-education-legislation-and-regulations)

#### **School Councils Regulation /Alberta Regulation 94/2019**

Link: [alberta.ca/K-12-education-legislation-and-regulations](https://alberta.ca/K-12-education-legislation-and-regulations)

# CONFLICT MANAGEMENT IN SCHOOL COUNCILS

## Council meetings

If conflict happens during a school council meeting, the Chair and principal will:

- Intercede
- Determine the nature of the conflict
- Schedule a meeting with individual member(s) to address the conflict
- Schedule a meeting with the council to address the conflict
- Guide discussion, redirect concerns, or address the issue in the meeting.

## Outside council meetings

If conflict happens outside a school council meeting, the Chair will:

- Address and review the roles and responsibilities of school council members at the next meeting
- Direct the parent concern(s) to the principal.

## Between council members

If conflict happens between members of the school council executive and members, the principal must be made aware. The principal will:

- Sit down with executive members and attempt to resolve the conflict before the next regularly scheduled meeting
- Draft a letter of concern, if necessary, and distribute it to council executive or members or
- Provide support to resolve issues.

## Parent concerns

If a parent has a concern about a classroom or teacher, the principal and teacher must be made aware. The principal will:

- Sit down with the parent and teacher and attempt to resolve the conflict
- Provide support to resolve the issue
- Should the issue escalate further, refer to AP 110 – School Councils.

If a parent has a concern with a school or district, the principal and area superintendent must be made aware. The principal and area superintendent will:

- Sit down with the parent and attempt to resolve the issue
- Provide support to resolve the issue
- Should the concern escalate further, refer to AP 110 – School Councils

### **Executive members' concerns**

Executives and other members must not pursue personal issues or matters in school council meetings. Members and principals can discuss these concerns in private; it is important to provide a unified voice on all school council matters.

### **Conflict management**

If principals and school councils are unable to solve a conflict, principals must refer to AP 110 – School Councils.

## APPENDIX B

### B 1.1 Form: Permission for School Council to Contact Parents/Guardian Directly (ASCA)

#### PERMISSION FOR SCHOOL COUNCIL TO CONTACT PARENTS AND GUARDIANS DIRECTLY

School Council Name: \_\_\_\_\_ [School logo]

School Year: \_\_\_\_\_

Principal \_\_\_\_\_

School councils have an advisory role to the principal, which is based on a collaborative approach between parents and school administration and results in a more vibrant and effective school community. School councils consist of parents and community members who work together with principals to support and enhance the culture and climate of a school that positively impacts student learning.

With the principal's approval, school council may contact parents and guardians regarding information about meetings, special events, and other activities sponsored by the school council.

School council must obtain consent to collect, use, or disclose any personal information of members of the school community. School council must follow privacy rules from the *Personal Information Protection Act* (PIPA), and use the information only for the purpose it was collected.

Providing your contact information to school council is optional. **Your permission to use your information to contact you in relation to school council activities is valid for this school year only.** You can withdraw your permission at any time by informing school council in writing.

School council will keep your contact information confidential and make it available only to members acting on behalf of school council for the purpose of school council activities.

**If you give permission for members of your school council to contact you directly in relation to school council activities, please complete this form and return it to the school:**

Student name and grade level: \_\_\_\_\_

Parent or Guardian name: \_\_\_\_\_

Parent or Guardian phone number: \_\_\_\_\_

Parent or Guardian email address: \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Parent or Guardian Name (Please print)

\_\_\_\_\_  
Date (MM/DD/YYYY)

If you have questions about the collection of your personal information by school council, please contact the school council chair at [school council email address]. Information received from your school council will come from this address.

# B 1.2 Form: Permission for school to release personal information to school councils

## For School Letterhead and Principal's Signature

[Date]

Dear Parent/Guardian:

School councils have an advisory role to the principal, which is based on a collaborative approach between parents and school administration and results in a more vibrant and effective school community. School councils consist of parents and community members who work together with principals to support and enhance the culture and climate of a school that positively impacts student learning.

[Name of school council] has requested the following personal information from the school in order to communicate with parents about school council activities, including volunteer opportunities:

- 1. student name and grade level;
- 2. parent or guardian name; and
- 3. parent or guardian phone number and email address.

Information received from your school council will come from this address \_\_\_\_\_

The school will only make this information available to school council with your permission. If you give permission for us to share your personal information described above with school council, please sign this letter as set out below and return it to the school.

If you have any questions, please contact me at 403-500-xxxx.

Sincerely,

[Name]  
Principal, [School]

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### Consent

If you give [name of school] your permission to disclose your and your child's personal information described above to [name of school council] please sign below. **Your consent is optional. It is valid for this school year only.** You can withdraw your consent at any time by writing to the principal.

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Student Name (Please print)

\_\_\_\_\_  
Parent or Guardian Name (Please print)

## B 1.3 Form: EM consent for schools to release personal information to school councils

### *For SchoolMessenger or BCC Email from Principal*

Dear Parent/Guardian:

School councils have an advisory role to the principal, which is based on a collaborative approach between parents and school administration and results in a more vibrant and effective school community. School councils consist of parents and community members who work together with principals to support and enhance the culture and climate of a school that positively impacts student learning.

[Name of school council] has requested the following personal information from the school in order to communicate with parents about school council activities, including volunteer opportunities.

1. student name and grade level;
2. parent or guardian name; and
3. parent or guardian phone number and email address.

The school will only make this information available to school council with your permission.

Information received from your school council will come from this address: \_\_\_\_\_

**If you give permission for us to share your personal information described above with school council, please reply “Yes” to this email.**

**Please note, your permission is optional and is valid for this school year only.** You can withdraw your permission at any time by informing me in writing.

If you have any questions, please contact me at 403-500-xxxx.

Sincerely,

[Principal’s standard email signature]



## SECTION C

# Parent and Trustee Meetings

Catholic ratepayers elect seven individuals who form the Board of Trustees to set policy, oversee the district's operations and advocate on parents' behalf. Trustees are elected every four years in conjunction with municipal elections.

School councils are a valuable link between school communities and the board; trustees rely on councils to bring forward community concerns and offer critical perspectives on education. The board is eager to meet with councils and advocate for parents; they welcome and encourage open and direct communication.

Throughout the year, Trustees facilitate district-wide meetings for council members and trustees to meet.

### Purpose of Meetings

Parent and Trustee meetings serve several purposes, including to:

- Update parents on district and provincial information
- Consult, discuss and request parent input and feedback
- Provide education sessions (as needed and/or requested)
- Create opportunities for trustees and council members to network.

### Scheduled Meetings

- SC Chair/Executive Orientation in September
- SC Chair and Trustee General Meeting in October
- Parent and Trustee Forums held three times during the year and typically scheduled during the months of November, January and March. A schedule of these meeting dates is published each year.

### Unscheduled Meetings

Trustees may request council Chairs attend additional meetings when:

- There are special circumstances
- Trustees need parents' input or response to emerging issues

## Sharing Meeting Information with School Councils

Council Chairs share information from meetings to update their communities on district and provincial work, direction and initiatives.

### Accessing meeting information

#### Email

Council Chairs and principals receive an email with meeting agendas and background information for conversation and consultation a week before the next meeting, at minimum. If there is an opportunity to solicit input from school councils regarding upcoming topics, this would enhance the school chair's ability to share as wide a view of the topic as possible

#### Principals

Principals need to ensure council Chairs receive the email and provide any additional information so they can have meaningful participation with their communities at meetings.

#### District website

Councils can access information on the district's website ([www.cssd.ab.ca](http://www.cssd.ab.ca)), including:

- Agendas and information to facilitate conversation
- A summary of feedback and input from meetings.

## Who attends Parent & Trustee Meetings?

### School Council Chair and Trustee General Meeting

The annual general meeting in October is attended by:

- School council chairs or vice-chairs
- All trustees
- All principals
- Chief Superintendent and other superintendents.

### Parent & Trustee Forums

The Parent & Trustee Forums are attended by:

- School council chairs, vice-chairs, and any interested school council parent
- The trustees
- Principals representing each division
- Senior administration.

**School Council & Trustee Meetings**

**Orientation**

Audience: SC Chair, SC Vice-Chair, Treasurer, Secretary, School Admin

- Attendance is optional
- Registration is required

The Orientation is an opportunity for the audience to become familiar with role and responsibilities of their specific executive positions, meet with the Board of Trustees, district personnel and with each other and prepare for the work with their school councils.

September

**General Meeting**

Audience: SC Chair, Principals

- Attendance in mandatory

This meeting is an opportunity for the Board of Trustees and the Chief Superintendent to share district priorities and direction for the new school year with SC Chairs and principals.

As leaders, principals, senior administration, and School Council Chairs come together to hear the tone/direction for the year.

Both the SC Chair and principal attend together and bring back district messaging and direction to their school community.

October

**Parent & Trustee Forums**

**Parent & Trustee Forums**

Audience: All Parents, School Community Members

- Attendance is optional
- Registration is required

These Forums are opportunities for parents to come together with the Board of Trustees and administration to discuss priorities shared during the October General Meeting. These meetings could take place in quadrants of the city or as a combined Forum.

November  
January  
March



## SECTION D

# Finances

Principals direct and manage their school’s finances; school councils manage their finances in accordance with district and Alberta Education requirements.

## FUNDRAISING

### Principals

Principals are responsible for approving all fundraising activities and denying those that don’t align with their Three-Year Plan or with district regulations. They must also:

- Be aware of how many and how often fundraising activities happen. Overlapping campaigns—especially during high-stress times such as back-to-school and Christmas—can overwhelm families and their financial resources
- Create an annual plan (which is flexible to change, if necessary) of fundraising activities and benefiting charities that align with schools’ Three-Year Plans
- Spend funds on their intended purpose in the same year schools raise them, within an approved timeline. Principals can carry forward money for major, future expenditures such as playgrounds
- Follow the district’s purchase guidelines for all resources.

### School councils

School councils are responsible for determining their goals and priorities which may include raising money. They must also:

- Have extensive conversations with administration, parents and community members before they fundraise and only with principals’ approval
- Plan initiatives that include all community members and positively affect students’ self-esteem
- Share financial objectives with administration and the community to ensure transparency and clarity.

Fundraising activities must have financial objectives that follow the directives in AP 520. Councils must also clearly document and share these objectives with the school community to ensure transparency and avoid confusion.

### Sample list of charities, fundraising and timetables

Use the chart below as a template for the annual frequency of schools' fundraising and charitable activities.

<b>MONTH</b>	<b>CHARITY/FUNDRAISER</b>
<b>September</b>	Terry Fox Foundation
<b>October</b>	Cheque writing campaign (fundraiser)
	Holy Childhood
	St. Vincent Food Drive
<b>November</b>	Angel Tree
<b>December</b>	Hampers
<b>January</b>	
<b>February</b>	Family dance (fundraiser)
<b>March</b>	"We Create Change" Build a School Brick by Brick (global project)
<b>April</b>	
<b>May</b>	Mission Mexico-Donation Monetary and/or School Supplies
<b>June</b>	

## Ideas to keep in mind

### Raffles

A raffle is a lottery, done with a license, where ticket purchasers pay for a chance to win a prize. Schools and councils are ineligible to apply for a raffle license, although education societies—including separate parent societies—may be eligible.

### Councils don't need a raffle license or Alberta Gaming Liquor and Cannabis (AGLC) approval for:

- Silent and live auctions
- Bottle drives
- Donations
- Free-giveaway contests
- Sales from almonds, popcorn, meat, etc.

### Councils need a license for:

- 50/50
- Grey Cup, NHL and sports-draft pools
- Chase the Ace
- Wine survivor
- Gift basket draws
- Wine basket draws (no liquor license required)
- Table draws
- Poker rallies
- Squares boards.

Additional information is available at the AGLC website [aglc.ca](http://aglc.ca).

### Contests

A contest that uses skill rather than chance to win doesn't require a gaming license. For example, a 'guess the number of jelly beans in the jar' contest.

### Grants

Many grants are available to schools and projects. Schools must always review eligibility criteria to determine which organizations—such as schools, councils or charitable societies—can apply for grants. For example: [albertalotteryfund.ca](http://albertalotteryfund.ca).

It may be beneficial to involve an education society to seek applicable grants.

## BUDGETING

Councils prepare budgets after they share their written annual plan with all parents. Budgets clearly reflect council objectives and keep projects on target.

### Fiscal management

Treasurers ensure councils follow appropriate accounting requirements and responsibly manage fundraising dollars.

### Bank accounts

#### Councils

Councils must create separate bank accounts when they plan to handle money and use:

- An Alberta credit union
- ATB Financial
- A major financial institution that is a member of the Canadian Deposit Insurance Corporation.

#### Financial institutions

Councils must:

- Send monthly statements to principals who provide copies to council chairs and treasurers
- Ensure business cheques are numbered and have the councils' name visible
- Provide detailed cheque books and stubs to ensure adequate documentation to facilitate an audit.

#### Treasurers

Treasurers give a report to councils at each meeting. They also prepare monthly bank reconciliations which:

- Compare balances of accounts and ledgers and itemize the differences between the balances
- Ensure proper records for all transactions and no bank errors
- Have principals' approval.

For help with the budget, reach out to councils who've undertaken similar projects for advice or budget documents.

The bank must send monthly statements to principals who provide copies to council Chairs and treasurers

## Signing authorities

Councils must open a business chequing account to:

- Issue cheques with two signatures—one from council treasurers or Chairs and one from principals, vice principals or designated administrators
- Ensure the two signing authorities are accountable for all expenditures.

## Financial reporting

Councils must keep financial ledgers or electronic accounting records to track financial transactions. To meet report standards, councils must:

- Use a columnar format
- Record council receipts and disbursements
- Separate funds into categories to help treasurers quickly analyze revenues and expenses
- Provide financial-report records to principals, who will store at schools for seven years
- Monitor accounts monthly, at minimum, to identify areas that require action
- Follow up on unusual items, correct if necessary and document in ledgers
- Have principals review, approve and sign monthly ledgers and review cheques and receipt sequences.

Councils must include their year-end financial statements in their annual year-end report for the Board of Trustees.

## ACCOUNTING PROCEDURES

School councils must establish adequate audit trails and safeguard funds. To adhere to accounting procedures, councils must:

- Have two people sign every cheque—one from treasurers or Chairs and one from principals, vice principals or designated administrators
- Quickly deposit all cash and cheques to reduce the risk of loss or theft. If a bank deposit cannot be made quickly, cash and cheques must be locked in schools' safes
- Never pay themselves or cash personal cheques from money they raise
- Count fundraising dollars as soon as possible following collection at events and:
  - Have two people present
  - Count funds in a secure place where others can't easily observe the process.

### Cash receipts

#### Endorsement of cheques held for deposit

Treasurers immediately stamp cheques they receive as follows:

“FOR DEPOSIT ONLY”

Account number

(School council name)

#### Receipt books and class lists

Councils support all money they collect with appropriate documentation including the person who gave the money, the amount and type of money and its purpose. When councils don't issue receipts, and parents or students fund activities, councils need to create class lists. Councils must:

- Record details on class lists
- Include the total amount that teachers or organizers of the event submit
- Have treasurers verify the totals of each list, initial their validity and note any discrepancies
- Get principals to follow up with staff who submit the list.

The previous information and the following “Accounting Procedures” are the minimum effort in maintaining school council funds in a responsible manner.

These procedures will provide an audit trail which will ensure an accountability of funds received and disbursed during the year. They may also assist the following year's council with budgeting and other financial decisions.

## Cash disbursements

### Dual signatures on cheques

Councils must:

- Have two people sign every cheque; one from principals or designated administrators and one from Chairs or treasurers; cheques need to be pre-numbered
- Never pre-sign blank cheques, which the district prohibits.

Blank cheques must never be pre-signed.

### Limit access to blank cheques and petty cash

Councils must ensure blank cheques and petty cash are only accessible to authorized people. They must also:

- Secure blank cheques
- Separate and secure petty cash from other funds
- Monitor petty cash and reconcile regularly
- Use petty-cash-chit forms to document individual purchases.

### Supporting documentation

To provide adequate documentation, councils must:

- Substantiate payments with suppliers' original invoices or receipts
- Have second signing authorities review and determine if purchases are an appropriate use of funds and make payments
- Mark invoices or receipts paid and note cheque numbers and dates on invoices
- Keep and file by one of the following:
  - Cheque number
  - Supplier
  - Account code.

## Education societies

Societies are separate legal entities whose fundraising is separate and distinct from schools and councils. They must work in conjunction with principals and when applicable, councils. They can support schools through:

- Financial support such as donations or fundraising
- Access to funds or revenues that are unavailable to the district, schools or councils
- Applications for grants and raffle licenses.

Societies must maintain their own records, bylaws, meetings, etc., separate from school councils.

Society members can also be council members. To avoid confusion, members must:

- Make school communities aware of the separate groups and their membership in each organization
- Visit Alberta School Councils Regulation at [www.qp.alberta.ca/documents/Regs/2019\\_094.pdf](http://www.qp.alberta.ca/documents/Regs/2019_094.pdf) for more information
- Review AP 520-School Community Fundraising Activities which outlines school communities' responsibilities and processes for fundraising.

### Creating a separate organization or society

Alberta's School Council Regulation 113/2007 prohibits councils from incorporating under the *Societies Act* or Part 9 of the *Companies Act*. If school communities want, they must separately create charitable or non-profit societies.

To register charitable or non-profit societies, use the Corporate Registry at <https://www.alberta.ca/incorporate-a-society.aspx> or call Service Alberta toll-free service at 403-310-0000.

### Tax receipts

Education societies must be registered charitable organizations to issue Official Donation Tax Receipts. Be aware that the Canada Revenue Agency (CRA) requires charities to provide significant documentation, strictly adhere to their guidelines, maintain adequate books and records and complete an annual tax form.

The district is a registered charity and issues official tax receipts for gifts that individuals and corporations, including schools, make to the district. It can't issue tax receipts for gifts that people make to councils' or schools' fundraising societies.

### Insurance requirements for schools and societies

Societies within school communities are responsible for determining their own insurance needs and obtaining appropriate insurance; the district's insurance broker offers an insurance program.

The district's insurance covers approved fundraising—school-sponsored activities. When schools are unsure if an activity is safe or ethical, they must ask the Business Services department to verify.

Organizations such as educational fundraising societies are separate legal entities and are not governed by the *School Act*.

The district's insurance will not cover any fundraising activities undertaken by members of school communities without principals' involvement and approval.

## Federal Goods and Services Tax (GST)

People who use goods and services pay GST; vendors collect and remit the GST to the CRA. Councils and societies need to be aware of GST implications and use the guideline below to understand their obligations.

### Registration

The government classifies parent groups as non-profit organizations or registered charities if they are registered accordingly under the *Income Tax Act*.

### Non-profit organizations

For GST, non-profits must:

- Register a GST number only when taxable sales exceed \$50,000 in the last four consecutive calendar quarters
- Collect GST on taxable sales
- Claim input tax credits (full refunds) for GST paid on related purchases (when eligible)
- Remit excess GST you collect over the input tax credits to CRA.

Unregistered non-profit organizations don't need to collect GST on their sales and can't claim input tax-credits for the GST they pay. If GST is significant, they can consider registering under GST legislation.

### Registered charities

For GST, registered charities must:

- Register for a GST number when taxable sales exceed \$50,000 in the last four consecutive calendar quarters
- Collect GST on taxable sales
- Claim input tax credits (full refunds) for GST they pay on purchases that relate to providing the taxable supply
- Remit excess GST over the input tax credits and rebates to CRA
- Registered charities are eligible for a rebate (partial refund) of 50 per cent of the GST they pay on all eligible purchases that they can't claim an input tax-credit.

### **Exempt activities of non-profit organizations (School Councils)**

Do not charge GST on the sale of exempt goods and services below.

#### **Donations and Grants**

Donations and grants are not supplies. Donations-in-kind (goods and services) are supplies because there is no exchange of money and do not attract GST.

#### **Sponsorships**

Sponsorships are exempt when the money isn't reasonably considered for radio, TV, newspaper or magazine advertising.

#### **Goods and services supplied at cost**

Taxable supplies and services become exempt when the consideration for them does not exceed the direct cost.

#### **Amateur performances**

Admission is exempt when at least 90 per cent of the performers are amateurs.

#### **Membership fees**

Membership fees for non-profit organizations are generally exempt when they don't grant members special benefits.

#### **Taxable activities**

Non-profit organizations' other activities are considered taxable for GST purposes.

#### **Activities of registered charities**

Activities are generally considered exempt unless they are specifically listed as taxable supplies. Relevant, taxable items may include sales of new goods you purchase for resale when the resale price is more than the direct cost and short-term rentals.



Marsh Canada Limited's School Council, Societies and Parent Groups Insurance Program Application

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Date of Event: From: \_\_\_\_\_ To: \_\_\_\_\_

**Additional Crime Coverage (available for Options 1, 2 and 3. Add to above premium)**

\$50,000 Limit	\$ _____	Premium: \$35.02 (per \$100,000)
\$100,000 Limit	\$ _____	Premium: \$50.03 (per \$100,000)

**Blanket Contents Coverage (Included for Options 1, 2 with a \$10,000 limit.) For higher limits please contact our office.**

\$10,000 Limit (Contents) Included	\$0	Premium: \$0 (included)
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**Total Premium:** Please note Alberta Premiums are not subject to Provincial Sales Tax Saskatchewan Premiums are subject to 6% Provincial Sales Tax.

(premium for coverage option + premium for Additional Crime Broker Fee(s), Marsh Canada Limited brokerage fees are included in coverage + Optional Contents coverage, if applicable) = Total Premium. Please make your cheque payable to Marsh Canada Limited. Please make your cheque or money order payable to Marsh Canada Limited and mail your cheque and application to the below listed address:

Marsh Canada Limited  
P.O. Box 8991  
Postal Station "A"  
Toronto, ON M9W 2C3

**Signature and Verification**

It is agreed by all concerned that if there is knowledge of any such fact as stated in section (a) above, circumstance or situation, any claim or action subsequently emanating there from shall be excluded from coverage under the policy. Signing of the proposal does not bind the undersigned to complete the insurance but it is agreed that this form shall be the basis of the contract should a policy be issued, and this form will be attached to and become part of the policy.

**MATERIAL CHANGE:** In the event that there is any material change in the answers given to the questions contained in this application prior to the inception of the policy, the Applicant must notify the Underwriters in writing and the Underwriters may revoke, or affect changes to, the quotation provided. **COVERAGE CANNOT BE BOUND UNLESS THIS APPLICATION HAS BEEN FULLY COMPLETED AND DULY SIGNED AND DATED AND IS ACCEPTED BY THE INSURER.**

**PRIVACY:** Have you read Marsh's Privacy Policy which is available at www.marsh.ca? Do you consent to the collection, use, disclosure and retention of your Personal Information as set out in the Privacy Policy, and do you understand that you may (subject to certain restrictions and consequences) later withdraw your consent as to any or all of the purposes identified in that Policy? By signing this form you are consenting to the statements above.

Dated	Name and Title of Signing Officer (Please print)	Signature of Authorized Signing Officer

**To Issue Insurance**

To issue insurance and to signify your acceptance of the above terms and premium, please sign this application and include your cheque or money order. Coverage will be bound on the day we receive payment.

Dated	Authorized Contact Name of Applicant (Please print)	Signature

MARSH For purposes of the Insurance Companies Act (ACT), this document was issued in the course of Ecclesiastical Insurance Office plc's insurance business in Canada.

MARSH

Marsh Canada Limited's School Council, Societies and Parent Groups Insurance Program Application

Risk Profile:

School Councils, Societies, Parent Groups and similar entities that:

- Are affiliated with a school that is a member of a Board of Education in the provinces of MB, SK, AB and BC,
- Are authorized to operate as such by the relevant Board of Education,
- Majority of members / volunteers of the insured entity are either parents of students currently attending the affiliated school or staff members of the school.

**Included Events:**

- Meetings, rallies, fundraisers, soliciting donations, selling of books / food / magazine subscriptions, playground build (subject to WCB coverage in place for volunteers and playground equipment manufacturer providing a CSA certified inspection report), volunteering at licensed bingo / casino to perform low hazard activities such as distributing cards and chips to gaming tables, assisting in the secured counting room.

**Excluded Events: (event insurance may be required depending on the nature of the event)**

- Any sports or athletic events including baseball tournaments, soccer, curling, marathons/walks, golf, spa days, paintball, carnivals, parades, circuses, fairs, events with bouncy castles, school dances, auctions, any event outside the province where the school is located, events with more than 250 attendees, etc.

1. a. School Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

b. Name of school board currently affiliated with: \_\_\_\_\_

2. a. School Society Association or Parent Group name: \_\_\_\_\_  
If applicable, name of second Additional Insured: \_\_\_\_\_

b. Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

3. In your organization incorporated? (under The Alberta Societies Act or Associations Act)  Yes  No  
Any other incorporations (please describe)?  Yes  No

d. How is the school principal involved with your group? \_\_\_\_\_

3. Forward formal correspondence and documentation to:  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_

4. Outline of Annual Activities (add a separate sheet to describe further): \_\_\_\_\_

MARSH 6 McLENNAN COMPANIES

SOLUTIONS...DEFINED, DESIGNED, AND DELIVERED.

Marsh Canada Limited's School Council, Societies and Parent Groups Insurance Program Application

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For information requests please contact Chris Hamel or Brook Moll:

Telephone: 1.888.725.5137  
Fax: 416.725.1188  
Email: chris.hamel@marsh.com or brook.moll@marsh.com

the Organization which, if insurance had been in force similar to that now proposed, would have fallen within the scope of such insurance.

2. I declare that in the past five (5) years, no insurer has declined, cancelled or non-renewed similar insurance.  Yes  No

3. I declare that the corporation has not at any time during the past five (5) years been in breach of its debts, covenants or loan agreements.  Yes  No

4. I declare that no person proposed for this insurance is cognizant of any wrongful act or circumstance which, before this reason to suppose might afford grounds for any future claim which would fall within the scope of the proposed insurance.  Yes  No

5. I declare that no fact, circumstance or situation indicating the possibility of a claim or action against which indemnification is or would be afforded by the proposed insurance is now known to any Officer of this organization.  Yes  No

**Policy Period October 1, 2016 to October 1, 2017**

**Option 1: CGL and Crime Only for Annual Revenues less than \$50,000**

\$8,000,000 Limit / \$25,000 Crime Limit	\$ _____	Premium: \$480 (plus GST as per in BC)
\$10,000,000 Limit / 25,000 Crime Limit	\$ _____	Premium: \$632 (plus GST as per in BC)

**Option 1: CGL and Crime Only for Annual Revenues greater than \$50,000, less than \$100,000**

\$9,000,000 Limit / \$25,000 Crime Limit	\$ _____	Premium: \$915 (plus GST as per in BC)
\$10,000,000 Limit / 25,000 Crime Limit	\$ _____	Premium: \$959 (plus GST as per in BC)

**Option 1: CGL and Crime Only for Annual Revenues greater than \$100,000**

\$6,000,000 Limit / \$25,000 Crime Limit	\$ _____	Premium: Please call for quote(s)
\$10,000,000 Limit / 25,000 Crime Limit	\$ _____	Premium: Please call for quote(s)

- OR -

**Option 2: CGL, Crime and D&O for Annual Revenues less than \$50,000**

Please complete optional coverage section in our application - Directors & Officers

\$6,000,000 Limit / \$2,000,000 D&O / \$25,000 Crime Limit	\$ _____	Premium: \$700 (plus GST as per in BC)
\$10,000,000 Limit / \$3,000,000 D&O / \$25,000 Crime Limit	\$ _____	Premium: \$982 (plus GST as per in BC)

**Option 2: CGL, Crime and D&O for Annual Revenues greater than \$50,000, less than \$100,000**

Please complete optional coverage section in our application - Directors & Officers

\$9,000,000 Limit / \$2,000,000 D&O / \$25,000 Crime Limit	\$ _____	Premium: \$915 (plus GST as per in BC)
\$10,000,000 Limit / \$3,000,000 D&O / \$25,000 Crime Limit	\$ _____	Premium: \$959 (plus GST as per in BC)

**Option 2: CGL, Crime and D&O for Annual Revenues greater than \$100,000**

\$6,000,000 Limit / \$25,000 Crime Limit	\$ _____	Premium: Please call for quote(s)
\$10,000,000 Limit / 25,000 Crime Limit	\$ _____	Premium: Please call for quote(s)

**AND/OR**

**Option 3: Time-On Risk Policy (Per Event)**

\$8,000,000 Limit / \$2,000,000	\$ _____	Please call for quote(s)
\$10,000,000 Limit / \$3,000,000	\$ _____	Please call for quote(s)

Description of Event: \_\_\_\_\_

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Marsh Canada Limited's School Council, Societies and Parent Groups Insurance Program Application

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For information requests please contact Chris Hamel or Brook Moll:

Telephone: 1.888.725.5137  
Fax: 416.725.1188  
Email: chris.hamel@marsh.com or brook.moll@marsh.com

5. At any of the functions, is alcohol being served? Please contact our office, as alcohol is not covered under this Policy.  Yes  No

6. Are any sports activities hosted as a fundraiser or social event?  Yes  No

7. Please provide a summary of events planned

Location: \_\_\_\_\_

Date of program: \_\_\_\_\_

Estimated # of students: \_\_\_\_\_

If applicable, how will students be transported? (e.g., charter buses, parents and volunteer, rental vehicles)

Description of events: \_\_\_\_\_

8. Please include any additional information that may be of assistance: \_\_\_\_\_

9. Please provide details of vehicles, vans, buses or any other rented or chartered vehicle that IS NOT currently providing transportation for your school board.

Number of days per year for rental vehicles: \_\_\_\_\_ days per year

Types of vehicles rented: \_\_\_\_\_

10. Have you had any claims within the past 5 years?  Yes  No  
If yes, please provide details: \_\_\_\_\_

11. Are cash and other securities kept in a money-safe with a combination lock?  Yes  No  
If no, what provisions are made for safekeeping securities?  
What is maximum amount of cash stored? \_\_\_\_\_

12. For fundraising events:

- How is cash handled at fundraising events? \_\_\_\_\_
- What is the maximum amount held at any one time? \_\_\_\_\_
- What controls are in place? \_\_\_\_\_
- Are two people assigned to count cash?  Yes  No

13. How many members are in the Society / Association? \_\_\_\_\_

14. What is your annual revenue? \$ \_\_\_\_\_

**OPTIONAL COVERAGE - Directors & Officers Liability**  
(only complete this section if you wish to apply for coverage for Directors & Officers Liability)

1. I declare that there are no pending or past claims against the Organization, or any "person" proposed for insurance in the capacity of director, officer, employee or committee member of  Yes  No

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