

**MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"**

SECTION 900 – School and Community Relations

ADMINISTRATIVE PROCEDURE: SCHOOL COUNCILS

<i>PROCEDURE CODE:</i>	<i>900 AP 001</i>
Policy Reference: 900 – School Councils	

PROCEDURE

1. School Councils will follow the policies, guidelines and procedures of the Board and, at its discretion, may perform any duty or function delegated to it by the Board.
2. Objectives
 - 2.1. Subject to Item No. 1, School Councils may establish their own goals and objectives. However, the School Division believes the purpose of School Councils is to:
 - 2.1.1. provide advice to the school and School Division on any matter which relates to school operations including the school's philosophy, plans, instructional programs, services and finances. The principal continues to hold the authority and responsibility for management of the school in accordance with established Board policy;
 - 2.1.2. enhance communication and collaboration between the school, the School Division, parents and the community; and
 - 2.1.3. provide a means by which parents, the school and community can work together for the benefit of School Division students.
 - 2.2. Matters of a confidential nature, including specific student or staff issues, are best resolved between the principal and the concerned individuals and should not be a subject for School Council consideration.
3. Communication
 - 3.1. The principal shall provide reports to the School Council including reports on the school program, general policies, student achievement, organization and finances of the school.
 - 3.2. Each school council is expected to name a representative to the Division Council of School Councils.

- 3.3. The School Council shall, under usual circumstances, communicate with the Superintendent and the Board through the school principal.
4. Establishment of a School Council
 - 4.1. The principal of a school shall establish a School Council in accordance with the Education Act and regulations. If a School Council is not successfully established, the principal shall establish an Advisory Committee for that year.
5. Membership of the School Council
 - 5.1. The School Council shall consist of a minimum of five members.
 - 5.2. Membership includes:
 - 5.2.1. The principal
 - 5.2.2. teacher(s) elected by the teachers at the school;
 - 5.2.3. student(s) elected by the students (in senior high);
 - and may include:
 - 5.2.4. at least one person who has an interest in the school (community member) appointed in a process established by the School Council;
 - 5.2.5. one person who is a parent of a student enrolled in a kindergarten program at the school [where applicable];
 - 5.2.6. parents of students enrolled in the school elected by parents at the general meeting;
 - 5.2.7. parents of students enrolled in the school who are not elected but whose membership may be defined by the School Council.
 - 5.3. The majority of members of the School Council must be parents of students attending the school.
6. Operation of the School Council
 - 6.1. Chairs - Each School Council shall have a Chair or Co-Chairs. It is recommended that the Chair be a parent of a student enrolled in the school.
 - 6.2. By-laws - The School Council shall make by-laws respecting:
 - 6.2.1. the purpose of the School Council;
 - 6.2.2. membership;
 - 6.2.3. the calling of meetings of the School Council;
 - 6.2.4. prescribing officers for the School Council, their duties and method of election; provided, however, that every member of the School Council shall be eligible to be elected as an officer of the School Council;
 - 6.2.5. the minimum number of times the School Council must meet and the location of meetings;
 - 6.2.6. the number of School Council members that constitute a quorum for meetings;
 - 6.2.7. a conflict resolution process for internal disputes;



- 6.2.8. the decision making model to be adopted by the School Council and/or the presentation and approval of motions;
- 6.2.9. the ability of the principal at a meeting of the School Council to table an issue to a future meeting.
- 6.3. By-laws shall be adopted or may be amended by a majority of parents of students enrolled in the school who are present at a special meeting of the School Council called for that purpose.
- 6.4. Minutes of the proceedings at each meeting of the School Council will be recorded and maintained. One copy shall be retained in the principal's office.
- 7. Suspension and Dissolution
 - 7.1. Suspension of School Council
 - 7.1.1. If a quorum is not available for a meeting of a School Council and the meeting has been re-scheduled on two or more occasions, the Board may suspend the operation of the School Council until the following year.
 - 7.1.2. The principal shall notify the Superintendent of the necessity to suspend a School Council.
 - 7.1.3. If the operation of a School Council is suspended, the principal shall take all reasonable steps to establish an Advisory Committee to carry out the duties of the School Council until a new School Council is established.
 - 7.1.4. A new School Council must be established not later than 60 days after the start of the next school year in accordance with the Education Act regulations.
 - 7.2. The Board may request the Minister to dissolve a School Council without notice at any time where the Board is of the opinion that the School Council is not carrying out its responsibilities in accordance with the Education Act and the regulations.
- 8. Finance
 - 8.1. A School Council shall establish records of its finances and may establish a bank account or may operate its finances in conjunction with the School Administration Account. The financial records of the School Council shall be open to audit by the Secretary Treasurer of the School Division.
 - 8.2. The signing authority for the School Council should be the Chair or treasurer countersigned by the principal or vice-principal of the school.
 - 8.3. No School Council shall incorporate under the Societies Act or the Companies Act.
 - 8.4. No member of a School Council shall receive any remuneration for acting as a member of the School Council.
- 9. Conflict Resolution

If concerns arise that cannot be resolved between the principal and School Council, either party may submit a request to the Superintendent for resolution of the issue. The Superintendent shall conduct the conflict resolution process or delegate the process. In the



event the conflict is not resolved, the decision of the Superintendent or, where the process has been delegated, the decision of the Superintendent is final and binding. The Superintendent has the discretion to determine the conflict resolution process to be used.

REFERENCES

Alberta Education – Education Act
Companies Act
Societies Act

Approved: June 27, 2006

Revised: September 8, 2009

