

OSS School Council

Wednesday November 20, 2024 / 6:30 PM to 7:30 PM / Ohpaho Secondary School

Agenda

1. Welcome & Call To Order

2. Agenda Approval

3. Approval of Meeting Minutes - [October 9, 2024 Meeting Minutes](#)

4. Reports

a. Chair's Report

- i. Operating Procedures - Approval
- ii. October 2024 Black Gold Council of School Councils - Update
- iii. Alberta School Council \$500 Engagement Grant
 1. ASCA Course: The Work of School Council: It's NOT About the Meeting : [ASCA Learning Opportunities](#)

b. Principal's Report

5. New Business

a. Goal Setting for 2024-25

- i. School Council's Role in Setting School Vision, Beliefs & Principles
- ii. Engagement with the Community
- iii. Community Special Events
 1. Fundraiser - April 2025
 2. Other ideas - career night, gym drop-in sports, movie/sport night

6. Old Business

- a. No Cell Phones in Class Policy
- b. Parent Fundraising Society
- c. Graduation 2025 - Update

7. Upcoming Events

a. Upcoming Meetings

- i. January 8, February 12, March 12, April 9

OSS School Council Meeting Minutes Oct 9, 2024

Attendees: Sandra Jory, Leanne Martin, Karen Stiles, Amanda Saunders, Shannon Caul, Kim Terry, Chantelle Riddel, Joanna Stokes, Aisha Syed, Shelley Hamilton, Dan Lake, Matt Hill April L'Heurex, Taofeek Tijani

- 1.) Welcome and Call to Order at 6:31pm
- 2.) Agenda: There are no additions to the agenda. Approved as submitted
- 3.) Approval of Meeting Minutes: Approved as Submitted (corrections made to attendee names) 4.) Reports

a) Chair's Report:

-Reviewed Summary of "What is School Council"

<https://www.albertaschoolcouncils.ca/public/download/files/224757>

- Presented on Draft Opening Procedures Copy attached to minutes

Action Item: Revisit and finalize same at the next meeting in 1 month. Executive and parents to review and provide feedback to school council email: oss.council@gshare.blackgold.ca.

b) Principle Report:

- a. Population of school is at 869 students.
- b. Operating Budget \$175,000 with \$100,000 additional budget for start up costs. Staff were provided with funds to help cover set up costs in the classroom (\$100 per teacher). Still outfitting school with furniture which will be an ongoing task. Additional round café tables are expected for the common area, waiting for bases to come.
- c. Cafeteria: There have been ventilation glitches that are being solved to ensure it is functioning properly opening TBD on resolution of same.
- d. Jr CTF program will roll Friday for 2nd quarter. Including instrumental band for 2nd and 3rd quarter.
- e. Core Improvement activities will commence for students who would benefit from extra support
- f. Presentations: Cadmus Delorme, U of A, Macewan
- g. Athletics: 6 teams for volleyball. Intramurals provided at lunch. Cross country is ongoing, and golf has wrapped up
- h. Greenhouse project: Received a \$20,000 grant to get a greenhouse up and running
- i. New Extracurricular including: ESports(online gaming) High School and junior high through CTF.
- j. Bathrooms: Looking at strategies to address vaping in bathroom Supervision has been increased. Urinal have been enclosed and this has helped a bit but they are also seeing vandalism to the bathroom sink. Proposed strategy presented by Dan Lake of installing cameras

to monitor proper use of washroom. Discussion of same included a review of privacy concerns with camera set-up and ensuring student interest and wellbeing is preserved. Reassurance that camera set would provide same site line that is already visible to anyone supervising, it would not be in stalls or infringe on student privacy. Parents did not object to cameras being installed as long as they respect the privacy of the students and agreed it would create accountability and a supervisory tool to help aid in detection of unwanted behaviours.

- k. Student Communications: Low risk communication(texts), that are violent in nature, are being fielded by staff since the start of school. They are all taken seriously and processed, and students interviewed to see and understand intent. Students seem to be cavalier in making comments about “having guns” or tick tock trends. Black gold process of the VTRA (Violent threat risk assessment) was utilized in these incidents and that is how risk was assigned as low.

Review of School Communication regarding

- Shelter in Place: communication to parents is by discretion of staff as it relates to event. Each event is can range in severity.
- Hold and Secure or Lockdown: The school will always communicate same to parents. Drills included.
- OSS will hold an evacuation drill tomorrow Oct 9 and kids are aware. In the future OSS will be doing drills without prior notice to replicate live.

c) Formation of Committees

Grad Committee: The student Grad council had a meeting Oct 1st. Leadership roles have been assigned to students and roles reviewed. The next meeting will be November 5th. The staff committee will reach out to parents once the grad has formulated their direction. The school will plan the ceremony and the grad committee with participate in formulating and planning the celebration activities.

5.) New Business

- a. Parent Fundraising Society: Discussion on the creation of same.

Options discussed:

- 1.) Creation of a separate Fundraising Society: Would enable getting on Casino List ASAP, if delay society delay getting on Casino list.
- 2.) Informal ad hoc fundraising utilizing and funneling funds through school account: Limitations include that can not do AGLC fundraisers

Fundraising Item Ideas: Grad, Chrome Books,(will need more at some point)

Action: Topic to be discussed at next meeting and next steps determined. Shannon was approached about looking into process.

b.) Other Questions or Comments:

Announcements: Could they be put these on social media for the students? They are not heard in the gym and so some students are missing them. OSS is looking at using Carousal in the future to which enables announcements to scroll on TV screens throughout school. Ideas brought forward, were including students involved with same in the future.

Broadcasting: Is this an option? They are trying to run as a junior high option but there is low interest in same.

6.) Old Business

- a. No Cell Phones in Class Policy: Update provided by Dan Lake.
 - i. Details are still be sorted out re: device types being used, with airpods being the trickiest to navigate. They are communicating with other high schools regarding enforcement strategies and what is working or not working. Currently there is no wifi and no device allowed during class time. There are no phone garage's, the device is to be put away in either locker or bags. They are seeing a significant reduction in cell phone usage. A draft policy from Black Gold school division was just released today.

7.) Upcoming Events

- a. Black Gold School Division Council of School Councils
- b. Upcoming Meetings-Second Wednesday of the month
 - 1. November 20
 - 2. December 11
 - 3. January 8

Meeting Adjourned at 7:57pm

Chair - Sandra Jory

Secretary - Karen Stiles

**Ohpaho Secondary School – School Council
Operating Procedures
FOR APPROVAL – November 20, 2024**

DEFINITIONS

1. In these Operating Procedures, the following definitions apply:
 - a. “School” means Ohpaho Secondary School;
 - b. “Council” means the School Council for the School;
 - c. “Division” or “Board” means Black Gold School Division;
 - d. “Parent” means any parent, guardian, or primary caregiver of any student attending an educational program at the School;
 - e. “Regulation” means the *School Councils Regulation* under the *Education Act*; and
 - f. “School Community” means parents, principals, teachers, students, and any other persons other than members (as defined in 1.d above) who have, in the opinion of the majority of the members of the School Council, an interest in the well-being of the School.

AUTHORITY

2. The School Council derives its authority to participate in the education of students through Alberta Provincial Legislation, specifically *Section 55 of the Education Act*, and the *School Councils Regulation* which supports it and *Black Gold Administrative Procedure 110*.
3. The decision making authority of the school council is limited to:
 - a. determining the School Council’s operating procedures;
 - b. setting policies, goals and plans to govern school council activities, as described in the *Education Act*;
 - c. planning School Community engagement activities that align with the school council’s legislated purpose;
 - d. providing advice to the principal, the Division and Alberta Education or other provincial organizations on education issues to enhance student learning and well-being.

ROLE & PHILOSOPHY

4. The Council will undertake discussions and activities that support and enhance student learning and foster the well-being and effectiveness of the School Community.
5. The Council will act in an advisory capacity to the Principal and Division, through meaningful involvement in planning and decision making including but not limited to the following:
 - a. School and Division long-term plan;
 - b. School foundation statements regarding vision, beliefs and principles;
 - c. School policies and procedures;
 - d. School budget;
 - e. School provincial assessment results.

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6. As the Council's primary role is advisory, the School is not eligible to incorporate as a Society and it is not the Council's primary role to either fundraise or lobby. Further, the School Council will not take on any roles that include school governance, employment issues, school management or listening to complaints.
7. The Council will create a positive atmosphere where individual contributions are encouraged and valued. Members will participate in a respectful and collaborative manner, adhering to the School Council's Code of Ethics (see section below).

SCHOOL COUNCIL FUNDRAISING

8. As the primary role of Council is advisory, the School Council will, where possible and applicable, encourage the fundraising society to do the fundraising for the School, the School Council, and the School Community.
9. Subject to any provincially or board-mandated policies and/or regulations, the School Council may raise funds that do not require incorporation to obtain (i.e., not casinos, bingos, raffles, etc.).
10. Should the School Council choose to fundraise, the Council will be subject to the *Division's Administrative Procedure 110*, whereby all funds raised belong to the School Community, but it is the responsibility of the Division to monitor and account for those school generated funds. The Council may not have its own bank accounts, and any funds raised are to be tracked through School Generated Funds.
11. School Council funds given to the School will be subject to the school board's policy on School Council fundraising and/or School Generated Funds.

CORE ACTIVITIES

12. The core activities of the School Council, in keeping with the *Education Act* and the *School Councils Regulation*, are:
 - a. Facilitating regular meetings with the School Community on topics and issues affecting the School;
 - b. Communicating and consulting regularly with the School Community;
 - c. Establishing and reviewing the School Council's policies, goals, objectives, and action plans;
 - d. Participate in the Division's Council of School Councils;
 - e. Comply with School Councils Regulations by providing the Division with an annual report, summarizing the School Council's activities for the previous school year, including a financial statement related to any fundraising activities, if any, handled by the School Council no later than September 30th of each year.

GOVERNANCE, MEMBERSHIP and DECISION MAKING

13. The School Council uses a Town Hall Model of Governance.

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14. The membership of the School Council shall consist of the following:
 - a. Voting Members - parents as defined in 1.d. above;
 - b. Advisory Members – will participate in an advisory capacity only and are not entitled to vote, where decisions are made by vote.
 - A minimum of two advisory members being the Principal and one Teacher or the Principal's designated representative
 - School Staff
 - Student
 - Any other community members as decided by Members.
15. Decisions at School Council meetings, including the Annual General Meeting, will be made by consensus as much as possible.
16. A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
17. If a decision is made by a vote, the motion must be moved and passed by a simple majority of School Council voting members present at the meeting.

QUORUM

18. A Quorum at any meeting will consist of five (5) Voting Members.
 - a. In the absence of a quorum, no motions may be considered or approved, however, the School Council may continue the meeting for purposes of discussion of issues.

EXECUTIVE COMMITTEE AND TERMS OF OFFICE

19. The positions of the Executive Committee shall consist of a Chair, Vice Chair, and Secretary.
20. Every Voting Member is eligible to be elected to an Executive Committee position on the School Council.
21. All Executive Committee positions must be filled by Voting Members as defined in 1.d. above.
22. The terms of office are from the Annual General Meeting to the following Annual General Meeting. Any elected member may serve four (4) consecutive terms in the same position.
23. The Executive Committee of the School Council will be elected by Voting Members attending the Annual General Meeting or, in the event of vacancies after the Annual General Meeting, appointed at the first School Council meeting after the Annual General Meeting.
24. The Executive Committee, through the Chair and in consultation with the Principal, will provide the agenda for all meetings and circulate minutes of the same.
25. The Executive Committee will carry out the day-to-day operation of the School Council.

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DUTIES OF THE EXECUTIVE COMMITTEE AND SCHOOL COUNCIL MEMBERS

26. Chair

- a. Unless otherwise delegated, the Chair of the School Council will perform the following:
 - i. Chair all meetings of the School Council;
 - ii. Coordinate with the Principal to establish meeting agendas;
 - iii. Communicate with the Principal on a regular basis;
 - iv. Call regular, special and annual School Council meetings;
 - v. Decide all matters relating to rules of order at the meetings;
 - vi. Follow existing School Council operating procedures;
 - vii. Ensure that minutes are recorded and maintained;
 - viii. Have general supervision of all activities of the School Council;
 - ix. Be the official spokesperson of the School Council;
 - x. Assume responsibility, in consultation with the School Council, for communicating with the fundraising society or other parent groups within the School;
 - xi. Ensure there is regular communication with the School Community, beyond those who attend meetings;
 - xii. Stay informed about Division policy that impacts School Council;
 - xiii. Have signing authority, if required, on any financial accounts;
 - xiv. Submit an annual report in conformance with the Regulations.

27. Vice Chair

- a. Unless otherwise delegated, the Vice-Chair of the School Council will perform the following:
 - i. In the event of resignation, incapacity, or leave of absence of the Chair, fulfill the Chair's responsibilities;
 - ii. In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
 - iii. Work with and support the Chair in agenda preparation;
 - iv. Ensure the appropriate management, in compliance with *Personal Information Protection Act (PIPA)*, of any personal information collected on behalf of the School Council;
 - v. Promote teamwork and assist the Chair in the smooth running of the meetings;
 - vi. Keep informed of relevant School and school board policies;
 - vii. Prepare to assume the position of Chair in the future;
 - viii. Have signing authority on any financial accounts and
 - ix. Aid the Chair and undertake tasks assigned by the Chair.

28. Secretary

- a. Unless otherwise delegated, the Secretary of the School Council will do all of the following:
 - i. Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting;
 - ii. Keep minutes, correspondence, records, and other School Council documents;

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- iii. Maintain a dated record of all the members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
 - iv. Distribute notices of meetings and other School Council events as required; and
 - v. Ensure all materials relating to the School Council—including resources (such as the *Alberta School Council Resource Manual*), all meeting minutes, and any relevant documents—are available to the public in an accessible location in the School;
- b. In the absence of the Secretary, the School Council shall choose a recording secretary for the meeting.

EXECUTIVE COMMITTEE VACANCIES

29. Where required, the School Council may appoint School Council members to fill executive community vacancies until the election at the next Annual General Meeting.

MEETINGS

30. Regular Meetings

- a. A minimum of six (6) regular School Council meetings will be held per school year or as called by the Executive Committee, with the preference is for regular School Council meetings to occur monthly during the school year.
- b. The meetings will take place at the School, unless otherwise advertised.

31. Special Meetings

- a. The School Council Executive Committee may at any time call a Special Meeting of the School Council by providing at least ten (10) days' notice in writing in the School newsletter or website or three (3) days' notice by telephone or email to all members.
- b. The notice will state the time, date, and place of the meeting and describe the matters to be dealt with.
- c. At any Special Meeting, all School Council Members in attendance shall have the right to vote.

32. Annual General Meetings ("AGM")

- a. The AGM will be held each at a minimum 14 months from the last AGM, as determined by the Executive Committee. The meeting will be advertised throughout the School Community for at least ten (10) days in writing in the school newsletter or website or three (3) days by telephone or email and will state the business to take place at the Annual General Meeting. The business of the Annual General Meeting shall include the following:
 - i. Election of School Council Executive Members;
- b. The business of the Annual General Meeting may also include the following:
 - i. Any proposed operating procedure amendments;
 - ii. Any formal evaluation of the School Council.

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MEETING AGENDAS

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

COMMITTEES

34. The School Council may appoint committees that consist of School Community members.
35. Committees may meet outside of School Council meetings to complete their assigned tasks and present a report of their activities at School Council meetings.

POLICIES

36. Subject to any provincially or board-mandated policies and/or regulations, the School Council may make and implement policies in the School that the School Council considers necessary to carry out its functions.
37. The School Council may develop policy for the duration of its term.
38. The policies of the School Council will be reviewed at the beginning of every new School Council term to decide if each policy will be implemented for the new School Council and its term.
39. Topics on which the School Council may wish to develop guiding policies include, but are not limited to, communication (internal and external), record keeping, fundraising, privacy, location of meetings, new member orientation, school council evaluation, and social media.

CODE OF ETHICS

40. All School Council Members shall do all of the following:
- a. Adhere to the Personal Information Protection Act (PIPA);
 - b. Abide by the legislation that governs them;
 - c. Be guided by the foundation statements of the School and the role and philosophy of the School Council;
 - d. Endeavour to be familiar with the School's policies and operating practices and act in accordance with them;
 - e. Practice the highest standards of ethical practice including but not limited to acting with honesty, accuracy, integrity, and truth;
 - f. Recognize and respect the personal integrity of each member of the School Community;
 - g. Declare any conflict of interest;
 - h. Consider the best interests of all students;
 - i. Respect the confidential nature of some School business and respect limitations this may place on the operation of the School Council;

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- j. Not disclose confidential information;
- k. Limit discussions at School Council meetings to matters of concern to the School Community as a whole;
- l. Use the appropriate communication channels when questions or concerns arise, following the School Policies regarding communication of these concerns.

CONFLICT RESOLUTION

- 41. The School Council shall abide by the Conflict Resolution Procedures outlined in the Division's policies and regulations. If none exist, the School Council shall apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures.
- 42. If, at any time, ten (10) Members, or fifty percent (50%) of the Executive Committee members of the School Council, are of the opinion that the School Council is in a state of conflict such that its operation is significantly impaired, they may deliver a written request signed by them to all School Council members, and the following will apply:
 - a. The Chair will call a Special Meeting of the School Council.
 - b. The Secretary will provide at least ten (10) days' notice in writing in the school newsletter or website or three (3) days' notice by telephone or email to the School Community of the date, time, place, and purpose of the Special Meeting.
 - c. At the Special Meeting, all Parents and School Council members present will have an opportunity to hear and discuss the issues causing conflict.
 - d. On motion, seconded by any Parent or School Council member present at the Special Meeting, a vote shall be held respecting a proposed resolution to the conflict.
 - e. If the combined majority of Parents and School Council members present vote in favour of the resolution proposed, the School Council will immediately act upon the resolution.

PRIVACY

- 43. The School Council shall adhere to the *Personal Information Protection Act (PIPA)* and shall not use or share personal information for purposes other than those of School Council business.

LIABILITY

- 44. Members of the School Council are covered by the District's liability insurance while they are acting under the direction of an authorized school employee.

DISSOLUTION

- 45. As per Alberta Provincial Legislation, only the Minister of Education has the authority to dissolve a School Council.

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REVIEWS and AMENDMENTS

46. Subject to any provincially or board-mandated policies and/or regulations, the School Council may make any changes to these Operating Procedures deemed necessary to carry out its functions.
47. The Operating Procedures will be reviewed for their relevance and effectiveness annually, by the School Council Executive Committee or a committee established expressly for that purpose.
48. The School Community will be given at least ten (10) days' notice in writing in the School newsletter or website or three (3) days' notice by telephone or email of proposed changes to the Operating Procedures.
49. The Operating Procedures of the School Council may be amended by a majority vote of the Voting Members present at any scheduled meeting of the School Council.

These Operating Procedures have been accepted by a majority of the voting members at a meeting of the School Council on November 20, 2024.

Chair

Principal

Vice Chair

Secretary



Learning Opportunities

Audience	Foundation (Level 1)	Enhancement (Level 2)
School Councils	School Council Introduction & Establishment* School Council Purpose The Work of School Council: <i>It's NOT About the Meeting</i> The Assurance Framework and School Councils The School Council-Trustee Relationship Tools for Effective School Councils Fundraising Association Partnership Purpose Chair Basics: Not Just for Chairs! Masterful Minutes	Effective Engagement in Your School Community Managing School Council Meetings Operating Procedures* Policies and Practices* Creating School Council Plans*
	*NOT suitable for <u>Division Wide Learning</u>	* Only available by individual request
School Division Administration Principals School Boards	School Council Purpose The Assurance Framework and School Leaders The School Council-Trustee Relationship Partnering with Fundraising Associations School Councils: What Every Principal Needs to Know A Principal's Guide to a Functional Fundraising Association	Effective Principal Engagement and Collaboration with School Councils Creating and Managing Productive School Council Meetings
Fundraising Associations	Fundraising Association Introduction* Fundraising Association Fundamental Principles	Fundraising Association Bylaws* Fundraising Association Policies and Practices* Fundraising Association Financial Practices

Learning opportunities designed to empower school councils and promote diverse and inclusive parent engagement in public education.

Learning platforms for school councils, division administration, school boards and fundraising associations.

Presented in two focus areas of foundation and enhancement levels.

*indicates only available by individual request – not through Scheduled Learning Opportunities or through Division Wide Learning Opportunities

School Councils Foundation Learning Opportunities

Price per SCHOOL COUNCIL: \$400 +GST

ASCA Member School Councils are eligible for a 25% discount when registering to attend a Scheduled Learning Opportunity, and when requesting a Learning Opportunity not available on the Scheduled Learning Opportunities Calendar.

Foundation	1.5 hour each	Audience	Requirements
School Council Introduction* (\$250.00) & School Council Establishment* (\$250.00) NOTE: 2.5 hours Understanding language in the education community, legislation that mandates the rights, responsibilities and choices of school councils, as well as their value and importance, is the first step to creating a meaningful, vibrant school council and school community. School council establishment must follow legislated requirements. Provided those requirements are met, school councils are permitted flexibility and choice in how they operate. Parents will make decisions regarding membership, governance and elect the executive resulting in the official establishment of their school council.		The community of a newly opened school or the community of an established school where no school council exists.	Invitation from principal or Division. Legislation requires a minimum five parents or guardians plus principal and one other school staff member.
School Council Purpose Understanding the advisory role of school councils through a review of the legislation, exploring rights, responsibilities and choices including which topics/areas are open for discussion helps to guide school council and its work in the school community. Learning how to identify the work of school councils, how to frame a “personal issue” from a school council perspective and how to broach sensitive topics is essential for new and returning members.		A newly established school council, an existing school council with a majority of new members or a parent group struggling to separate a school council and fundraising association.	Invitation from principal or School Council Chair. Recommended minimum five participants including School Council Chair and principal.
<i>This is the recommended pre-requisite for all other School Council Learning Opportunities.</i>			

For the following ✧ **FOUR workshops – it is strongly recommended to have taken “School Council Purpose” within the previous two years.**

✧ The Work of School Council: It's NOT About the Meeting School Councils often struggle with identifying the types of activities and work they should be doing in order to truly fulfil their legislated role. In this workshop, school councils are encouraged to examine what they are doing in relation to the Assurance Framework, their intended purpose and the intended result of their work, and then consider strategies to enhance school council's role in the school community, supporting the expectations of legislation and the Assurance Framework.		A school council aware of its legislated role seeking to extend its positive influence beyond the school council meeting and into the school community.	Invitation from principal or School Council Chair. Recommended minimum five participants including School Council Chair and principal.
✧ The Assurance Framework and School Councils The Assurance Framework, introduced with the <i>Weighted Moving Average Funding Model</i> in February 2020 and implemented provincially in September 2020, is designed to demonstrate to Albertans that the education system is meeting student needs and that students are successful. The Assurance Framework is based on the importance of stakeholder engagement (i.e., parents on school councils) in a more meaningful planning process. School boards are responsible for the engagement of the parents of their students, and to provide the opportunity for school council engagement in developing the education plan, results report, and other items critical to student success. Principals are expected to create similar opportunities specific to the local context of their own school communities. All education partners share the responsibility for student growth - including parents and school councils!		A school council aware of its legislated role wishing to better understand the concepts and intended outcomes of the Assurance Framework, the expectations of the Leadership Quality Standard and Superintendent Leadership Quality Standard, and how/where school councils are expected to be engaged and supportive.	Invitation from principal or School Council Chair. Recommended minimum five participants including School Council Chair and principal.
✧ The School Council-Trustee Relationship Understanding this relationship is vital to assist you in successfully furthering your role in the school community. School councils should understand the role of the school board Trustee, and the Trustee should be aware of their role with school council. A Trustee is a valued partner who can share school board information with parents they represent, and school councils can provide valuable parent perspectives to aid in division planning and decisions.		A school council aware of its legislated role seeking to build meaningful relationships with its Trustee and School board.	Invitation from principal or School Council Chair. Recommended minimum five participants including School Council Chair, principal, and local school board Trustee.
✧ Tools for Effective School Councils Resources, tips, templates and tools will be provided to help participants to understand the culture of their local community and basic volunteer psychology. An exploration of school community culture/barriers, volunteer motivation, and strategies to increase the effectiveness of school councils will be offered.		A school council with a clear understanding of its legislated role, seeking to obtain strategies and tools related to fulfilling the role.	Invitation from principal or School Council Chair. Recommended minimum five participants including School Council Chair and principal.
Fundraising Association Partnership Purpose Fundraising Associations (FRAs) are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. Positive, collaborative, mutually respectful relationships with the principal and school council are integral to the success of each and in the best interests of students. Clarity of who has authority for what, is essential.		A school community recognizing the need for two distinct groups and seeking to form a society for the purposes of fundraising, or with one in place needing assistance to understand their boundaries and role.	Invitation from principal or School Council Chair. Recommended minimum five participants including School Council Chair, principal, and (potential) fundraising association President.

Chair Basics: Not Just for Chairs!

Chairing a school council meeting can be exciting, confusing or down-right scary! Having confidence with a clear understanding of Chair responsibilities and processes will help to keep meetings focused, productive and fun! Overview of the roles of the Chair, agenda preparation, duties of other members, communication, meeting management tools and skills.

School Council Chairs (new or experienced, current, or aspiring) with or without their principals, and any other interested parties.

Masterful Minutes

Minutes are among the most important documents used to conduct business in a transparent and accountable manner. However, taking minutes can be daunting. Minute-takers are often expected to produce minutes out of chaotic and disorganized meetings. Understanding how much is too much, and what format is best in a school council setting will reduce stress and minimize conflict. Participants will learn about the various types of minutes, the ideal format for school councils, and how to create and use templates efficiently.

School Council Secretaries (new or experienced, current, or aspiring) and any other interested parties.

For the following ✨ **FIVE workshops – it is strongly recommended to have taken “School Council Purpose” within the previous two years.**

*indicates only available by individual request – not through Scheduled Learning Opportunities or through Division Wide Learning Opportunities

School Councils Enhancement Learning Opportunities

Price per SCHOOL COUNCIL: \$500 +GST per

Enhancement	2 - 2.5 hours each	Audience	Requirements
✨ Effective Engagement in Your School Community	School councils would like their school community to be dynamic, exciting places, where parents feel authentically engaged in supporting and enhancing student learning. Using local context, define effective engagement, identify existing challenges, explore possible solutions and create goals and plans focused on creating engagement opportunities for the school community which align with the expectations of the Assurance Framework.	A school council seeking to involve and engage the school community in supporting and enhancing student learning.	Invitation from principal or School Council Chair. Recommended minimum five participants including School Council Chair and principal.
✨ Managing School Council Meetings	Meaningful school council meetings require strong leadership and clear, easy to follow processes for all participants. Having a solid <i>Agenda</i> , some simple <i>Rules of Order</i> and learning how to <i>Direct Discussion</i> will help to ensure the school council meetings are not a waste of anyone's valuable time. Exploration of some common challenges for school council meetings and introduction of important solution-oriented tools are provided. Every meeting participant will benefit from this workshop!	A school council aware of its legislated role seeking to increase the efficiency and effectiveness of its meetings.	Invitation from principal or School Council Chair. Recommended minimum five participants including School Council Chair and principal.
✨ School Council Operating Procedures*	A school council has discretion to decide what works best for them, within the context of legislation and their community. Topics include model of governance, membership, decision making, terms of office, conflict resolution. Create Draft Operating Procedures with wording of clauses relevant to the school community for review and feedback.	A school council with a clear understanding of its legislated role, seeking to create operating procedures for the first time, or replace existing bylaws.	Invitation from principal or School Council Chair. Recommended minimum five participants including School Council Chair and principal.
✨ School Council Policies and Practices*	School council policies should reflect legislation, the context of their communities, and the work their members choose to do. Topics include communication - internal and external, record-keeping, fundraising and accounting, privacy, location of meetings, official mailing address, new member orientation, group evaluation, social media and conflict resolution. Create Draft Policies with wording of clauses relevant to the school community for review and feedback.	A school council with a clear understanding of its legislated role, seeking to create policies which will help to guide and define its processes and work.	Invitation from principal or School Council Chair. Recommended minimum five participants including School Council Chair and principal.
✨ Creating School Council Plans*	Meaningful involvement, recruitment and effective engagement require planning and goal setting. A plan should be simple to communicate and achievable - given the time and resources available. Exploration of the value of goal setting, planning, idea sharing, open discussion, consensus building. Aligning with the Assurance Framework, evaluation and potential modification are vital to the creation of ongoing plans. Overview of the school's Annual Education Plan, identifying areas where school council may assist in achieving identified targets, as well as ongoing school council professional development. Create Draft 1 Year Plan specifying actions, resources, outcomes and evaluation methods.	A school council with a clear understanding of its legislated role, seeking to identify and create goals that can be achieved within the current school year, in collaboration with the principal.	Invitation from principal or School Council Chair. Recommended minimum five participants including School Council Chair and principal. Principal is prepared to present summary of <i>Annual Education Plan</i> and identify areas where school council may choose to assist.

School Divisions renewing or requesting ASCA Membership for **all their school councils on or before August 31, 2024** are eligible for a 25% discount on any Division Wide Learning Opportunity requested for their school councils during the 2024-2025 year.

72 hour CANCELLATION notice is required for all bookings.

School Division Administration, Principals, School Boards **Foundation** Learning Opportunities

Price per WORKSHOP: \$750 +GST

Foundation	1.5 hour each	Audience	Requirements
School Council Purpose Understanding the advisory role of school councils, from an administrative perspective, through a review of the legislation, exploring rights, responsibilities and choices including which topics/areas are open for discussion helps to guide school council and its work in the school community. Learning to identify the work of school councils, the role of the principal and Trustee, and how to frame a “personal issue” from a school council perspective are all important to building relationships in your school community. <i>This is the recommended pre-requisite for other Admin workshops.</i>		A division group of principals, assistant or aspiring principals, and/or administrators and Trustees seeking to better understand the role of the school council in the school community, and the principal’s role on school council.	Invitation from Division.
For the following ✦ FIVE workshops – it is strongly recommended to have taken “School Council Purpose” within the previous two years.			
✦ The Assurance Framework and School Leaders The Assurance Framework, introduced with the <i>Weighted Moving Average Funding Model</i> in February 2020 and implemented provincially in September 2020, is designed to demonstrate to Albertans that the education system is meeting student needs and that students are successful. The Assurance Framework is based on the importance of stakeholder engagement (i.e., parents on school councils) in a more meaningful planning process. School boards are responsible for the engagement of the parents of their students, and to provide the opportunity for school council engagement in developing the education plan, results report, and other items critical to student success. Principals are expected to create similar opportunities specific to the local context of their own school communities. All education partners share the responsibility for student growth - including parents and School Councils working alongside principals, division administration and Trustees!		A division group of principals, assistant or aspiring principals, and/or administrators, and Trustees wishing to better understand how to engage school councils in achieving the expectations of the Assurance Framework, Leadership Quality Standard, and Superintendent Leadership Quality Standard.	Invitation from Division. A mix of principals, administrators, and Trustees in attendance.
✦ The School Council-Trustee Relationship A Trustee is a valued partner who can share school board information with parents they represent and gather valuable parent perspectives from division school councils. Understanding the relationship between the Trustee and the school council is vital to assist you in successfully furthering your role in the school community. Trustees should be aware of their role with school council, and the school councils should understand the role of the school board Trustee.		A division group of principals, assistant or aspiring principals, and/or administrators and Trustees seeking clarity on the role of the Trustee with the school council and how to foster this important relationship.	Invitation from Division. A mix of principals, administrators, and Trustees in attendance.
✦ Partnering with Fundraising Associations Fundraising Associations (FRAs) are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. Positive, collaborative, mutually respectful relationships with the principal and school council are integral to the success of each and in the best interests of students. Clarity of the Principal’s role and who has authority for what, is essential for a successful year. <i>Recommended attendance by a member of the administration or Board.</i>		A division group of principals, assistant or aspiring principals, and/or administrators and Trustees seeking to understand the two distinct parent groups (School Council and FRA) and their boundaries and roles in the school community.	Invitation from Division.
School Councils: What Every Principal Needs to Know Principals occasionally struggle with identifying the activities and work they should encourage their school council to engage in, aligning with provincial legislation (Section 55 <i>Education Act</i> and School Council Regulation), and the Leadership Quality Standards (LQS). A school council is most effective when it is guided by a knowledgeable and supportive principal who can confidently answer these key questions: 1) What is the intended purpose of a school council? 2) How does a school council differ from a fundraising association? 3) What is the work of a school council? 4) What is the principal’s role with a school council? ASCA invites new, seasoned, and aspiring principals to explore these questions, their answers, and their applicability to the expectations of the Assurance Framework and LQS through this high-level introduction to the often-complex world of parent engagement in school communities. Eligible for 25% discount – email parents@albertaschoolcouncils.ca to discover how!		A division group of principals and/or school administrators seeking tools and knowledge to empower them to keep their school councils focused on their legislative roles.	
A Principal’s Guide to a Functional Fundraising Association Well-meaning parents in school communities are often eager to contribute to the success of students through much-appreciated fundraising initiatives providing funds intended to enhance students’ educational experiences. Principals and those well-meaning parents are sometimes not aware of their legal responsibilities, and potential liabilities that may result from their efforts. Join ASCA to discover more about the parent’s, and the principal’s, roles, responsibilities, and authority with a registered, incorporated fundraising association. This interactive session will also introduce how to identify, and mitigate, financial, functional, and relational, risks. Eligible for 25% discount – email parents@albertaschoolcouncils.ca to discover how!		A division group of principals and/or school administrators seeking tools and knowledge to empower them to keep their registered fundraising associations focused on their mandated roles.	

School Division Administration, Principals, School Boards **Enhancement** Learning Opportunities

Price per WORKSHOP: \$1000 +GST

Enhancement	2 hours each	Audience	Requirements
✧ Effective Principal Engagement and Collaboration with School Councils			
The principal is the key figure in creating an environment conducive to authentic parental participation and engagement. Review of Education Act and Regulations relevant to what opportunities are mandated for discretionary school council participation. Identifying school community culture/barriers, volunteer motivation, engagement activities and case studies.		A division group of principals, assistant or aspiring principals, and/or administrators, Trustees seeking to explore how administrators can work effectively with school councils.	Invitation from Division. A mix of principals, administrators, and Trustees in attendance.
✧ Creating and Managing Productive School Council Meetings			
Legislation mandates that school councils exist, but cannot tell them how to function effectively. Strong leadership of the principal plays a key role in defining the discussions and the level of engagement of a school council. Having knowledge, tools, and strategies for running a productive meeting will ensure your school council meetings are welcoming, meaningful and a good use of everyone's time.		A division group of principals, assistant or aspiring principals, and/or administrators and Trustees seeking to understand the processes involved in planning and managing school council meetings appropriately.	Invitation from Division. A mix of principals, administrators, and Trustees in attendance.

72 hour CANCELLATION notice is required for all bookings.

**indicates only available by individual request – not through Scheduled Learning Opportunities or through Division Wide Learning Opportunities*

Fundraising Associations **Foundation** Learning Opportunities

Price per WORKSHOP: \$400 +GST per FUNDRAISING ASSOCIATION

Foundation	1.5 hour each	Audience	Requirements
Fundraising Association Introduction*			
Incorporation of a legal society in Alberta requires specific steps. It is vital that individuals considering this action have clear understanding and knowledge relating to the society's operations and role within the school community, prior to creating this legal entity.		A new or existing school community seeking basic "start-up" information related to incorporating a registered fundraising association/society.	Invitation from one parent or principal. Recommended minimum five parents and principal in attendance.
Fundraising Association Fundamental Principles			
Fundraising Associations operate as legal entities with distinct rules to follow. This workshop will review the legislation and purpose of a Fundraising Association, its role and relationships with the school community, the role of the Board, and how decisions are made. This workshop is designed to guide new and existing Boards and Association members with a review of principles and some operations best practices. Recommended: Participants to have taken "School Council Purpose" workshop within previous two years.		A school community or group of parents seeking to incorporate a registered society for the purposes of fundraising, or that has one in place and needs assistance understanding the role and/or authority with the school council/school.	Invitation from principal or one parent. Recommended minimum five participants including fundraising association president, executive and principal in attendance.

Fundraising Associations **Enhancement** Learning Opportunities

Price per WORKSHOP: \$550 +GST per FUNDRAISING ASSOCIATION

Enhancement	2 - 2.5 hours each	Audience	Requirements
Fundraising Association Bylaws*			
An incorporated fundraising association/society has the discretion to decide what bylaws work best for them, in keeping with the Societies Act, and within the context of their community. Topics include model of governance, membership, decision making, terms of office, conflict resolution, bylaw changes, and dissolution. Create complete or partial drafting Bylaws ready to complete to present for review and/or approval to individuals seeking to form the fundraising association, or the members of the existing association/society. Previous workshop "Fundraising Association Introduction" or "Fundraising Association Fundamental Principles" within previous school year.		A new or existing school community intending to incorporate a society for the purposes of fundraising, seeking to clearly define their bylaws in keeping with their Objects of Incorporation and the Societies Act. Also, an existing incorporated society seeking to re-examine or revise their current bylaws.	Invitation from principal or one parent of those forming the Board of Directors of the association/society. Recommended minimum five parents from those forming the Board of Directors of the association/society in attendance. Highly recommended: Principal in attendance.

Fundraising Association Policies and Practices*

Fundraising association policies should reflect legislation, the context of their communities, and the work their members choose to do. Topics include communication - internal and external, record-keeping, fundraising and accounting, privacy, location of meetings, official mailing address, new member orientation, group evaluation and social media. Create draft Policies and Procedures (up to five), using a common format to follow in the future, ready to share with members of the association/society.

Previous workshop "Fundraising Association Bylaws" within previous school year.

A new, or established, incorporated fundraising association/society with a majority of members having a clear understanding of its legislated role, seeking to create policies that will help guide and define its processes and work.

Invitation from principal or one parent of those forming the Board of Directors of the association/society. Recommended minimum five parents from those forming the Board of Directors of the association/society.
Highly recommended: Principal in attendance.

Fundraising Association Financial Practices

Fundraising associations are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. Following sound financial management and proven business practices are critical for continued success in the school community. Topics include identifying financial risks, managing risk, basic financial practices, and how to make spending decisions. Discussion of resource documents, templates and sample financial documents and reports to assist the association in creating a sound financial management plan.

A new, or established, incorporated fundraising association/society seeking to create, or revise, their financial practices.

Invitation from principal or one parent of those forming the Board of Directors of the association/society. Recommended minimum five parents from those forming the Board of Directors of the association, particularly the Treasurer.
Highly recommended: Principal in attendance.

ASCA Associate Members are eligible for a 25% discount when registering to attend a Scheduled Learning Opportunity and when requesting a Learning Opportunity not available on the Scheduled Learning Opportunities Calendar.

72 hour CANCELLATION notice is required for all bookings.