



2019/20 School Council Resource Guide



Playing a vital role

School councils play a vital role in Rocky View Schools. At the school level, they help shape the delivery of educational services to their children through ongoing feedback to school administrators. They also contribute by providing feedback into the school's playbook, budget, mission, vision and philosophy, and locally developed policies.

A school council consists of:

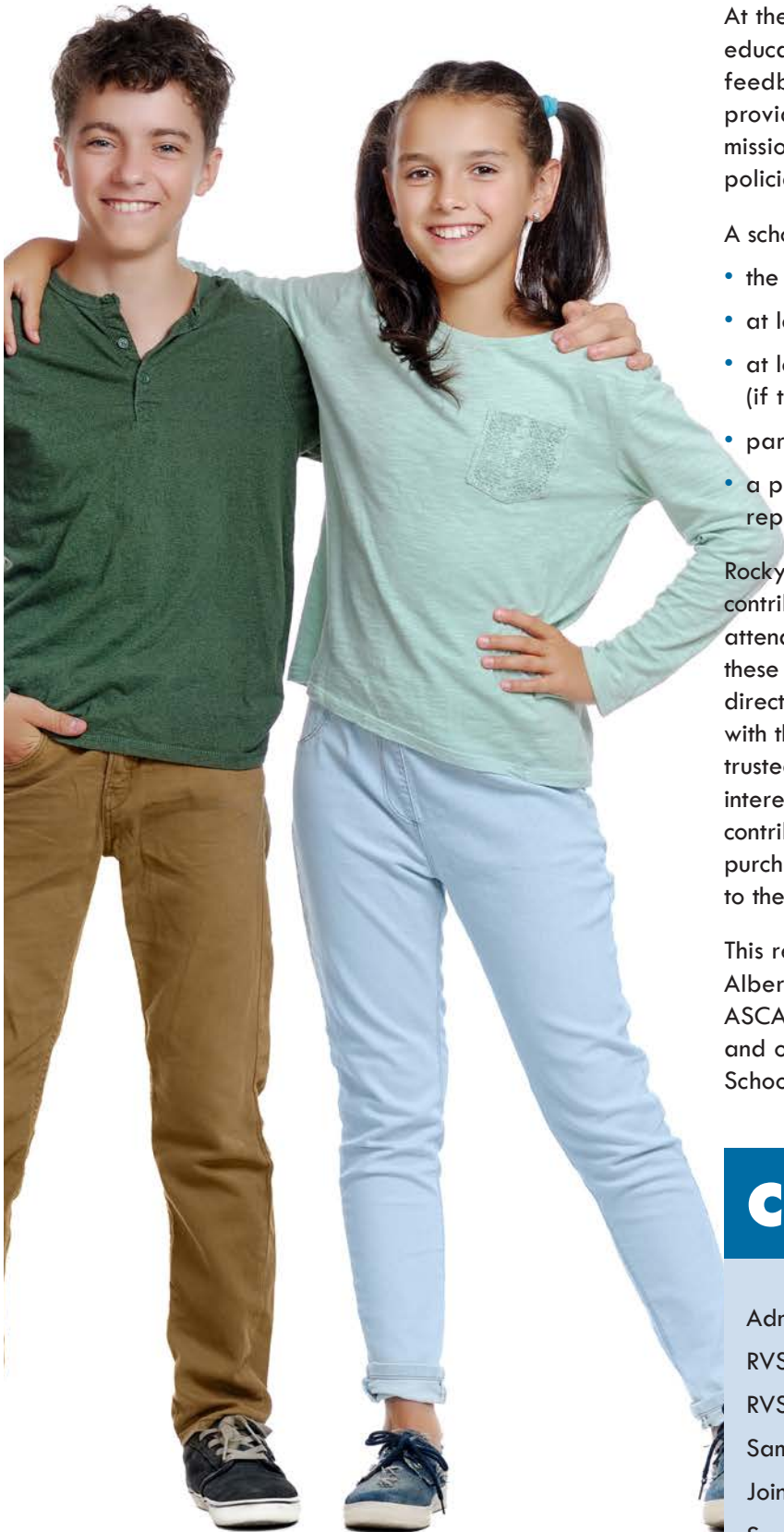
- the principal of the school;
- at least one teacher at the school;
- at least one high school student enrolled in the school (if the school includes a senior high school program);
- parents of students at the school; and
- a parent of a Kindergarten child or a community representative (optional).

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

This resource guide was developed to accompany the Alberta School Councils' Resource Manual produced by the ASCA. It will be updated annually and available at schools and online on the jurisdiction's website under Families/School Councils.

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Board of Trustees



Trustee Ward 1
Shali Baziuk



Trustee Ward 2
Patty Sproule



Trustee Ward 3
Melyssa Bowen



Trustee Ward 3
Todd Brand, Chair



Trustee Ward 3
Jim Forrest



Trustee Ward 4
Norma Lang



Trustee Ward 5
Judi Hunter



Trustee Ward 6
Fiona Gilbert,
Vice Chair

Senior Executive



Superintendent of Schools
Greg Luterbach



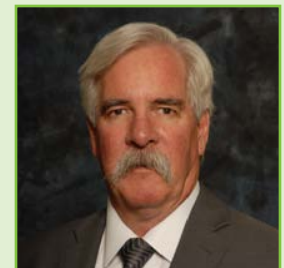
Associate Superintendent of Business & Operations
Larry Paul



Acting Associate Superintendent of Human Resources
Ragan Johnson



Associate Superintendent of Schools
Murray Besenski



Associate Superintendent of Learning
Dave Morris



AP110 – School Councils

School Councils can enhance student learning by engaging parents, staff and community members to advise the Principal and the Board on matters concerning school improvement planning. The Division views each School Council as a means for parents and community members to work together with the school to support and enhance student learning.

Procedures

1. The functions of School Councils are to include:
 - 1.1 Supporting school activities;
 - 1.2 Advising the Principal and the Board with respect to matters related to the school;
 - 1.3 Providing liaison between the school and the community;
 - 1.4 Consulting with the Principal so that the Principal may ensure that students in the school have the opportunity to meet the standards of education set by the minister;
 - 1.5 Consulting with the Principal so that the Principal may ensure that the financial management of the school is in accordance with the requirements of the Superintendent and the Board;
 - 1.6 Performing any function or duty required under the legislation or the regulations of the government; and
 - 1.7 Performing any function or duty delegated by the Board.
2. School personnel or individual student concerns shall not be discussed at School Council meetings.
3. School Council Membership:
 - 3.1 A School Council includes the following members:
 - 3.1.1 The Principal of the school;
 - 3.1.2 At least one person who is a teacher at the school, elected or appointed by the teachers at the school;
 - 3.1.3 If the school includes a senior high school program, at least one person who is a student enrolled in the high school, elected or appointed by the students enrolled in the high school;
 - 3.1.4 Subject to section 22(2) of the Act, parents of students enrolled in the school; and
 - 3.1.5 If an early childhood services program is offered at the school, all parents of children enrolled in an early childhood services program at the school.
- 3.2 The School Council executive:
 - 3.2.1 A school council must have a Chair and any other members of the executive determined by the persons attending an establishment meeting.
 - 3.2.2 A parent(s) of a student enrolled in the school or, if an early childhood services program is offered at the school, must be elected chair (co-chair) of the executive.
 - 3.2.3 To maintain separation of the two entities (whether actual or perceived), RVS staff should refrain from accepting an executive position with the council.
4. Responsibility of Board to School Council: The Principal is responsible and accountable to the Superintendent and ultimately to the Board for all activities within the school; the Principal is to seek support and advice from the community through the School Council.
 - 4.1 The School Council will have an opportunity to provide advice on the development of the school's:
 - 4.1.1 foundation statements, if any, respecting the school's vision, principles and beliefs;
 - 4.1.2 policies;
 - 4.1.3 school playbooks; and
 - 4.1.4 budget / school fee schedule.
 - 4.2 The School Council will have access to the results for the school from provincial assessments and any other provincial measures and a reasonable interpretation of those results and measures.
 - 4.3 The School Council will have free and full access to timely and accurate information that is publicly available, including Board policies, minutes of Board meetings and administrative procedures.
5. Establishment Meeting: School Councils must be established, or an establishment meeting held, in all schools within the Division.
 - 5.1 If a school has no school council, the school must, within 40 days after the start of the school year, hold a meeting for the purpose of establishing a school council.
 - 5.2 If there are fewer than 5 parents in attendance at an establishment meeting or if the meeting is not successful in establishing a school council, the principal may adjourn the meeting to a later date and establish an advisory committee to carry out one or more duties or functions of a school council in the interim until a school council is established. The advisory committee is dissolved on the establishment of a school council.
 - 5.3 A notice of the establishment meeting may be

- given by any means that the principal considers appropriate, including electronic means.
- 5.4 When notice of establishment meeting is provided the following individuals shall be provided notice of the meeting:
 - 5.4.1 a parent of each student enrolled in the school;
 - 5.4.2 a parent of each child enrolled in an Early Childhood Services program at the school, if applicable;
 - 5.4.3 the school staff; and
 - 5.4.4 other members of the school community who, in the principal's opinion, should be given notice.
 6. Opportunities for dialogue with the School Council will be provided through meetings between the Board and School Council Chairs.
 7. A formal communication process by which the School Council Chair can communicate with the Board will be established.
 8. A School Council shall submit an Annual Report of School Council activities to the Superintendent or designate by July 15 of each year. The School Council Annual Report shall include:
 - 8.1 a summary of the school council's activities over the school year including:
 - 8.1.1 Significant accomplishments at the School;
 - 8.1.2 Major events or projects; and
 - 8.1.3 Results of studies undertaken;
 - 8.2 a copy of the minutes from each meeting
 - 8.3 a financial statement (if applicable refer to section 9)
 9. Donations / Fundraising / Financial Reporting: A school council may receive donations on behalf of a Board but no school council shall raise funds or otherwise solicit donations in any manner that would require a gaming license under the Gaming and Liquor Act.
 - 9.1 Any funds raised by the School Council are considered School Generated Funds (SGF). These funds are subject to RVS' accounting and financial reporting requirements, including allowable carryover limits, management oversight and expenditure guidelines as outlined in Administrative Procedure 5119 - School Generated Funds.
 - 9.1.1 Funds raised by the school council must be held in an RVS bank account and tracked as part of RVS' accounting records for auditing and reporting purposes.
 - 9.1.2 The School shall provide the School Council financial transaction reports for review and decision-making purposes.
 - 9.1.3 The School Council shall include the annual School Council financial statement transaction report as part of the School Council Annual Report (refer to section 8). This must also be posted by August 15 (following the school year) to the School Website.
 - 9.2 School Councils cannot incorporate under the Societies Act or part 9 of the Companies Act. As a result, School Councils that choose to fundraise are limited in how they are able to do so. Certain types of fundraising (i.e. Casinos) require incorporation.
 10. Expectations within communities may require principals to respond in ways that are different from those employed in other schools in the Division; specific duties may be delegated to a School Council(s) from time-to-time.
 11. Dissolution of School Council: The Board may request the Minister to dissolve a School Council if the Minister is of the opinion that the School Council is not carrying out its responsibilities. The Board may request the Minister to dissolve a School Council if one of the following negative conditions prevails:
 - 11.1 Fraudulent, criminal or unethical behaviour;
 - 11.2 Internal dissension affecting morale;
 - 11.3 Adversarial relationships with staff;
 - 11.4 Refusal to follow the Board policies or administrative procedure or to carry out its responsibilities in accordance with the School Act and Alberta Education Regulations;
 - 11.5 Disruption of the educational climate; or
 - 11.6 Unresolved disputes between the School Council and the Principal.

Reference:

- Education Act Sections (TBA)
- Freedom of Information and Protection of Privacy
- Personal Information Protection Act
- School Councils Regulation (TBA)

2019/2020 RVS Service Directory

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

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

If you have any questions with regards to the service directory, contact Director of Communications Angela Spanier at 403.945.4012.

Accident Reports

Students403.945.4009
Employees403.945.4020

Accounting 403.945.4122

Accounts Payable 403.945.4122

Accounts Receivable 403.945.4122

Achievement Test Admin./Coord. 403.945.4018

Adult Learning 403.945.4116

Agreements 403.945.4008

Alternate Programs (e.g. Christian Program) 403.945.4015

Annual Education Results Report 403.945.4012

Assessment

Communication of Student Learning (CoSL)403.945.4018
Specialized403.945.4174

Attendance Areas

Annual Out-of-Attendance Area Application403.945.4015
Designated Schools403.945.4125

Benefits 403.945.4048

Bluebox 587.216.8225

Board of Trustee Agendas/Minutes 403.945.4004

Budget Services 403.945.4040

Building Operations 403.945.4064

Bus Enquiries

Airdrie Urban Routes, excluding Tri-Schools403.945.4102
Airdrie Rural Routes, Airdrie Tri-Schools, Crossfield, Kathryn,
Beiseker, Prince of Peace403.945.4103
Cochrane Urban and Rural Routes, including
Tri-Schools, Westbrook, Bears paw403.945.4139
Chestermere, Langdon, Indus403.945.4113
Springbank, Bragg Creek403.945.4104
Calgary Catholic School Division (CSSD)403.945.4101
General403.945.4100
Registration & Attendance Boundaries403.945.4125

Caretaking 403.945.4068

Communications

Community Publications403.945.4012
Crisis/Emergency Response403.880.2502
Media Inquiries403.945.4012
RVS Website403.945.4012
School Websites403.945.4012
Social Media403.945.4007

Concerns

Airdrie Schools, excluding Tri-Schools403.945.4014
North & East Area Schools,
Airdrie Tri-Schools403.945.4019
West Area Schools403.945.4023

Critical Response Team

Critical Response Team403.945.4174
Crisis Notification403.880.2502

Diploma Exam Admin./Coord. 403.945.4018

Early Childhood Services (also see PIP) 403.945.4026

Emergency Response Plan403.945.4012

English Language Learning (ELL) 403.945.4037

Equipment Purchases (Schools)

Capital Approval403.945.4015
Purchase403.945.4098/403.945.4093
.403.945.4095

Equipment

Disposal403.945.4090
Repairs403.945.4097/403.945.4098
.403.945.4090/403.945.4093

Exchange Students 403.945.4023

Expulsions 403.945.4015

Extended Field Trips 403.945.4015

Facilities (see Planning)

First Nations, Metis, and Inuit 403.554.6163

**FOIP - Freedom of Information/
Protection of Privacy** 403.945.4013

Forms 403.945.4004

Guidance and Counselling

Enquiries403.945.4033/403.945.4174

Health Related Services/Student Health Partnership/ Wrap Around Supports

Family School Liaison403.945.4033
Mental Health Therapists403.945.4174
Occupational Therapists403.945.4026
Speech Language Pathologists403.945.4026

Human Resources-General Enquiries 403.945.4126

Inclement Weather

Busing/Area Plans403.945.4106
School Closure Notification403.945.4012

International Students 403.945.4015

Insurance 403.945.4040

Joint/Reciprocal Use of Facilities

Agreements403.945.4008

Concerns	403.945.4068
ECS/PUF/Mild & Moderate	403.945.4026
Maintenance-General Enquiries	403.945.4076
Meeting Room Bookings	403.945.4000
Monitoring	
Accountability Reporting	403.945.4012
Research	403.945.4018
School Education Plan/ School Annual Results Reports	403.945.4012
RVS Satisfaction Survey	403.945.4012
Non-Promotion of Students	403.945.4015
Occupational Health	403.945.4020
Occupational Therapy	403.945.4026
Office Hours	403.945.4000
Online Learning	403.948.4360
Outreach	403.948.4360
Partnerships (Community)	403.945.4069
Planning (Facilities)	
Capital Planning	403.945.4010/945.4021
Enrolment Projections	403.945.4010/945.4021
Portables	403.945.4010/945.4021
School Attendance Areas	403.945.4125
Space Utilization/Accommodation ..	403.945.4010/945.4021
Policy and Regulations	403.945.4002
PowerSchool Help Line	403.945.4115
Preschool Intervention Program (PIP)	403.945.4026
Provincial Exams	403.945.4018
Programs	
Curriculum Information	403.945.4037
Second Languages	403.945.4037
Students with Complex Needs	403.945.4033
Technology Integration	403.945.4024
Adult Learning	403.945.4116
Reception	403.945.4000
Records Management	403.945.4013
RVS Sports	403.945.4054
Safety	
Building and Grounds	403.945.4065
Employee	403.945.4020
Transportation	403.945.4106
Satisfaction Surveys (See Monitoring)	403.945.4012
School Accounting	
SchoolCash.net/School Cash Online	403.945.4122
School Calendar	403.945.4015
School Closures	403.945.4002
School Council	403.945.4015
School Generated Funds	403.945.4122
Speech and Language Services	403.945.4026
Stepping Stones Project	403.945.4000 ext. 4245

Students with Complex Needs	
Program Consultation & Assessment	403.945.4033
Success in Schools	403.945.4033
Wrap Around Support	403.945.4033
Administrative Support	403.945.4120
Students	
Assessments	403.945.4018
International Students/Exchanges	403.945.4023
Records - Support Services	403.945.4033
Records - Report Cards	403.945.4115
Supply Management - Purchasing	403.945.4098
Purchase Orders	403.945.4097
Surplus Furniture/Equipment Pickup	403.945.4090
Suspensions	403.945.4015
Superintendent	403.945.4002
Technology Help Desk	403.945.4145
Technical/Website	403.945.4083
Technology Planning/Grants	403.945.4024
Vandalism/Loss & Damage Reports	403.945.4065
Warehouse	
Blue Box	587.216.8225
Shipping/Receiving Inventory	403.945.4090
Website Enquiries	403.945.4012
weConnect	403.945.4360



Sample work plan

September

- Review PATs and Diplomas Exam Results
- Review RVS Satisfaction Survey Results

October

- Attend School Council Professional Learning Session

November

Attend School Councils/Board of Trustees Liaison Meeting (Nov. 7, 2019)

December

- Review school playbook
- Consider nominating teacher(s) for Alberta Education Excellence in Teaching Award

January

- Review Draft School Calendars
- Review school's process for School Education Plan Development

March

- Submit Emergent Directives for Action to Alberta School Council Association

April

Attend School Councils/Board of Trustees Liaison Meeting (March 26, 2020)

- Attend Alberta School Councils' Association Annual Conference
- Review Draft School Education Plan
- Review Draft School Budget

July

- Submit School Council Annual Report/Minutes for Year (by July 15) to Superintendent

Submit School Council Financial Statement (by July 15) to Superintendent

August

- Post School Council Annual Report and Financial Statement to school website

Ongoing

- Attend regular Board meetings on the first and third Thursdays of the month at 10 a.m.

Joint board/school council meetings

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

Joint Board/School Council Meeting

Date: Thursday, November 7, 2019

Time: 5:30 - 7:30 p.m.

Location: RVS Education Centre - Airdrie

Agenda: TBA

Joint Board/School Council Meeting

Date: Thursday, March 26, 2020

Time: 5:30 - 7:30 p.m.

Location: RVS Education Centre - Airdrie

Agenda: TBA

Annual report template

School councils are required to submit a School Council Annual Report to the Superintendent of Schools by July 15 of each school year. Provided below is RVS' annual report template:

1. PROFILE – Recommended

School Name:

Principal Name:

School Council Chair/Co-Chair:

School Council Secretary:

School Council Treasurer:

Teacher Representative:

Kindergarten Representative:

2. MESSAGE FROM SCHOOL COUNCIL CHAIR – Optional

3. SCHOOL COUNCIL FOUNDATION STATEMENTS (Vision/Mission/Beliefs) – Optional

4. RECENT ACHIEVEMENTS – Recommended

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

5. CHALLENGES – Recommended

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

6. FINANCIAL STATEMENT – Recommended

7. APPENDIX – MINUTES OF SCHOOL COUNCIL – Recommended



Sample financial statement

School of Hard Knocks School Council

Annual Financial Statement for the Year Ending June 30, 2020

Balance Sheet

	2018/19	2019/20
Assets		
Bank Account	\$ 5,400	\$ 9,800
Total Assets	<u>\$ 5,400</u>	<u>\$ 9,800</u>
Liabilities		
Total Liabilities	<u>\$ 0</u>	<u>\$ 0</u>
Net Assets		
Reserve for Capital Equipment	\$ 5,000	\$ 9,000
Unrestricted Net Assets	\$ 400	\$ 800
Total Net Assets	<u>\$ 5,400</u>	<u>\$ 9,800</u>
Total Liabilities		
Net Assets	<u>\$ 5,400</u>	<u>\$ 9,800</u>

School of Hard Knocks School Council

Annual Financial Statement for the Year Ending June 30, 2020

Statement of Revenue and Expenditures

	Budget	Actual
Revenue		
Chocolate Bars	\$ 3,000	
Gross Sales		\$ 12,000
Cost of Sales		<u>\$ (5,000)</u>
Net Revenue		<u>\$ 7,000</u>
Expenses		
School Council Learning	\$ 100	\$ 200
Contribution to School for Library Materials	\$ 2,500	\$ 2,100
Meeting Expenses	<u>\$ 400</u>	<u>\$ 300</u>
Total Expenses	<u>\$ 3,000</u>	<u>\$ 2,600</u>
Net Revenue in Excess of Expenses	<u>\$ 0</u>	<u>\$ 4,400</u>

School of Hard Knocks School Council

Annual Financial Statement for the Year Ending June 30, 2020

Statement of Net Assets

Reserve for Playground		
Balance August 1, 2017	\$ 5,000	
Contribution 2016	<u>\$ 4,000</u>	
Balance July 31, 2018		<u>\$ 9,000</u>
Unrestricted Net Assets		
Balance August 1, 2017	\$ 400	
Net Revenue in Excess of Expenses	\$ 4,400	
Transfer to Reserve	<u>\$ 4,000</u>	
Balance July 31, 2018		<u>\$ 9,800</u>
Total Net Assets		<u>\$ 9,800</u>



Stay connected to what's happening in Rocky View Schools!

Website

Rocky View Schools (RVS) inspires a love of learning and community by engaging all learners through meaningful and challenging experiences, preparing them to understand, adapt and successfully contribute to the changing global community. Our goal is to offer stimulating, flexible programming that makes learning relevant and exciting to today's learner. Our foundation statements, school calendars, enrolments and Education Centre services can be found at <http://www.rockyview.ab.ca>.

APP

RVS' newest communication tool will provide quick and easy access to a wealth of information about the jurisdiction – What's New, Calendar, Careers, Schools, Replay and much more – all in the palm of your hand! 'Push notifications' allow immediate news updates to be communicated to users, especially useful for parents on school closure/inclement weather days. Available at the APP Store or Google Play for both iOS and Android devices!

Social Media

Connect with Rocky View Schools on Facebook, YouTube and Twitter @rvsed and #rvsed.

Volunteer

Parent and community volunteers are a staple in Rocky View Schools. Each year thousands of volunteer hours are logged in schools in the areas of classroom support, clerical assistance, fundraising and field trip activities, and special event planning and coordination. If you've thought about volunteering, but just don't know what you could do, here are a few ideas:

- As a mentor, you can help children and youth gain confidence, acquire new skills and develop better peer relationships.
- As a tutor, you can help students improve their grades, learn productive study skills and build their academic self-confidence.
- As a guest speaker, you can open the door for students to learn of an exciting career, a unique hobby or a community social cause.

Share your passion! Contact a school and find out how you can volunteer!



2019/20 School Council Resource Guide



Education Centre
2651 Chinook Winds Drive S.W.
Airdrie, AB T4B 0B4
Phone: 403.945.4000
Fax: 403.945.4001
www.rockyview.ab.ca