

**Governing Law**

1. All school council activities are governed by and subject to the provisions of the School Councils Regulation, A.R. 113/2007, and the School Act, R.S.A. 2000, c. S-3. The regulation governs the establishment of a school council or advisory committee in circumstances where one is not already in existence, membership of the council and executive, responsibilities, operations and duties. School council executives must all times be familiar with the regulations and other applicable legislation.

Membership

2. In circumstances where no school council has been established and one is required to be in existence, the school shall provide for the establishment of a school council in accordance with the *School Councils Regulation, A.R. 113/2007*.
3. The majority of members of a school council must be either parents of student enrolled in the school or parents of children enrolled in an Early Childhood Services program at the school. A school council must include the following members:
 - a. the principal of the school;
 - b. a least one person who is a teacher at the school, and who is elected or appointed by the teachers of the school; and,
 - c. if the school includes a senior high school program, at least one person who is a student enrolled in the high school, elected or appointed by the students enrolled in the high school.
4. It is also expected that there be an opportunity for representation in the membership from the parish and broader community, and the school council must establish a process allowing for the appointment of these persons as members of the school council.

Focus and Role

5. The central focus of the school council must be the desire to create a strong learning environment for all students enrolled in the school, recognizing that the foundation of what we have today has been built upon the characters of community, hospitality, justice, tradition, sacramentality, humanness, rationality, and spirituality. The school council itself should welcome and accommodate diversity in its membership, and strive to embody the District's core values of dignity and respect, honesty, loyalty, fairness, and personal and communal growth in all its actions, endeavors and goals.
6. The school council may advise the principal and the board respecting any matter relating to the school. Areas that a council will typically address are school planning, budgeting, communications, community relations, programming, the school plan for continuous growth and the three year strategic education plan.

**Council Governance**

7. Once established, the council must make bylaws respecting the conduct of its business and affairs including but not limited to:
 - a. the number, location, and calling of regular, special and organizational meetings;
 - b. the election or appointment of members of the school council and the executive;
 - c. prescribing the offices of the executive, the roles of the offices and the process by which a member is nominated and elected to office; and,
 - d. respecting the number of members required to be present at a meeting in order to constitute a quorum.
8. Bylaws proposed pursuant to Article 5 of this Regulation do not come into force unless approved by a majority of:
 - a. the parents of student enrolled in the school, and,
 - b. the parents of children enrolled in Early Childhood Services programs at the school, who vote at a special meeting of the school council called for that purpose.
9. Bylaws shall continue in force from year to year unless they are amended at a special meeting of the school council called for that purpose, and approved in accordance with the voting requirements set out in Article 6 of this Regulation.
10. The school council must hold its first meeting of any school within twenty (20) school days following the start of that school year, unless otherwise specified in the bylaws of the school council.
11. The school council must provide to the school a copy of the minutes for each meeting of the school council. The school may then make them available to the board or public on request. Once the minutes are provided to the school, they become of the property of the district. The school council shall also maintain a copy of the minutes for each meeting of the school, the custody and control of which shall be with the chairperson of the school council. The school council and the school shall independently retain the minutes for each meeting for at least seven years.

Reporting Requirements

12. The school council shall annually receive reports from the school principal which shall include the following information:
 - a. five years of achievement test and/or diploma examination results based on those writing in relation to local targets and provincial standards;
 - b. percentage of students in grades 3, 6, and 9 who write provincial achievement tests and/or student participation in diploma examinations;
 - c. a description of the school budgeting process and the school budget by no later than November 30 of any school year;
 - d. a copy of the three year strategic education plan; and,
 - e. a copy of the school's current plan for continuous growth.




13. The chair of a school council must prepare and provide to the board by September 30 of each year a report that
- a. summarizes the activities of the school council in the previous school year; and,
 - b. includes a financial statement relating to money handled by the school council in the previous school year, if any, and how funds were used.

The chair of a school council may also prepare and provide to the board advice regarding the development of the school’s mission, vision, philosophy, policies, annual education plan, annual results report and budget.

Fundraising

14. School councils may fundraise, but may not engage in any activities that require a gaming license provided that:
- a. Fundraising must be for predetermined purposes decided upon in consultation with the school principal. Funds must be expended as agreed to by both the school council and principal.
 - b. Any funds raised by the school council must be deposited in the accounts of the district, and accounting of which will be provided to the executive of the school council from time to time upon request;
15. A school council must not incorporate under the *Societies Act* or part 9 of the *Companies Act*. Parents wishing to incorporate as a society or non-profit corporation for the purpose of holding a gaming license may do so under the *Societies Act* or part 9 of the *Companies Act* provided that:
- a. the society or non-profit company is identified at all times as a separate legal entity from the school council; and,
 - b. If the proposed society or non-profit company bears a direct relationship to the school community in name or in function, a copy of the proposed charter must be approved, in writing, by the Treasurer of Edmonton Catholic Separate School District No. 7.

Reference:	School Act Section 22,60(2)(c) Alberta Education Policy 1.8.3 School Councils Regulation A.R. 133/2007	Approved:	
		Date Approved:	April 3, 2000
Cross-reference:	AP 102, 115, 130, 502, 601	Date(s) Reviewed/Revised:	June 13, 2000, June 12, 2002, March 15, 2005; November 6, 2007; June 28, 2013