

administrative  
regulation

Administrative  
Regulation No.  
5001

Classification:  
Schools

Effective Date:  
June 17, 2015

## School Councils and School/Parent Societies

### 1 | Purpose

The purpose of this Administrative Regulation is to:

- Provide clear direction to principals, school councils and school/parent societies on their relationship regarding school council and school/parent society finances, reporting and accountability for fundraising.
- Provide a forum for discussion of school philosophies, plans and operations recognizing that, under the *Alberta School Act* and Calgary Board of Education Administrative Regulations, the principal is responsible for the management of the school.
- Enhance communication between each school and its community.
- Provide a process for resolving differences between the school council, school/parent societies and the school principal.

### 2 | Scope

This Administrative Regulation applies to:

- All schools and CBE school councils and all school/parent societies.

### 3 | Principles

The following principles apply:

- The contributions of school councils and school/parent societies support success for each and all students.
- The CBE values and supports school councils and school/parent societies and their mandates.
- Support from school councils and school/parent societies furthers the work of principals and school staff to help ensure that students achieve CBE Results.
- School councils and school/parent societies allow for public engagement in learning.
- Clear and open communication is valued between the principal, school councils and school/parent societies.

### 4 | Definitions.

For the purpose of this Administrative Regulation:

**CBE:** means The Calgary Board of Education.

**School Council:** means a collective association of parents, principals, staff, secondary students (where applicable) and community representatives established under the *Alberta School Act* that seeks to work together to promote the well-being and effectiveness of the entire school community, to enhance student learning and to facilitate cooperation among the concerned participants in the local school.



**School/Parent Society:** means a group of five or more persons, incorporated under the *Alberta Societies Act* for any benevolent or charitable purpose in support of CBE students and the school.

## 5 | Regulation Statement

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| <b>Role of school council</b>       | 1) The role of a school council is set out in Section 22 of the <i>Alberta School Act</i> . Its main role is advisory and includes consulting with the principal regarding matters related to the school.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Formation of school councils</b> | <p>2) If a school council does not exist at a school, the principal must hold an annual meeting for the purpose of establishing a school council in accordance with the Alberta Government School Councils Regulation, A.R.113/2007.</p> <p>3) If a school council is not established at a school, through the establishment meeting, the principal may establish a school advisory committee for that school year.</p> <p>4) The school principal will provide advice, assistance and resources to assist those interested in forming a school council or in nurturing an ongoing council.</p>                                                                                                                                                    |
| <b>Use of school name</b>           | <p>5) A school council must use the name of the school in their name.</p> <p>6) If a school council or school/parent society wishes to use the name of the school for any reason other than in the name of the school council, prior approval of the principal is required.</p> <p>7) Requests to use a school name for fund raising must be in writing and must outline the purpose or reason for use of the school name and the date of an event, if applicable.</p> <p>8) If the stated purpose for the use of the school name is fundraising, the decision to allow the use of the name of the school is made by the principal on a case by case basis and must be communicated in writing to the school council or school/parent society.</p> |
| <b>School staff</b>                 | 9) The use of school staff and resources by a school council or a school/parent society must have the prior approval of the principal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Membership</b>                   | 10) The requirements for membership on a school council are set by the Alberta School Councils Regulation A.R. 113/2007.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |



- 11) Each school council must include the following members:
  - a) the principal of the school;
  - b) at least one person who is a teacher at the school, elected or appointed by the teachers at the school;
  - 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;
  - d) parents of students enrolled in the school.
- 12) The members of a school council may establish a process to appoint, as a member of the school council, one or more persons who are not parents of students enrolled in the school, but who have an interest in the school.
- 13) The majority of the members of a school council must be parents of students enrolled in the school.
- 14) Calgary Board of Education employees must not
  - a) be signing officers of the school council and school/parent societies for the school in which they work, unless they have received the approval in advance of the Area Director; and
  - b) form a majority of the members of a school council for the school in which they work.
- 15) If the Area Director approves Calgary Board of Education employees as school council signing officers for the school in which they work, the Area Director must
  - a) ensure that adequate supervision and financial controls are exercised to compensate for a potential conflict of interest, and
  - b) notify the Chief Financial Officer of the Calgary Board of Education or designate that Signing Officer approval has been given to a Calgary Board of Education employee.

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| <b>School council executive</b>                          | <p>16) A school council must have a chair and any other members of the executive determined by the persons attending an establishment meeting.</p> <p>17) A parent of a student enrolled in the school must be elected chair of the executive but if no parent is willing to be nominated as a chair, a member of the school council who is not a parent may be elected as chair of the school council executive.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Information to and advice from the school council</b> | <p>18) The school principal is responsible for</p> <ul style="list-style-type: none"> <li>a) policies;</li> <li>b) school development plan;</li> <li>c) annual education results report; and</li> <li>d) budget.</li> </ul> <p>19) In the process of creating or changing the above, the principal shall seek advice and input from the school council.</p> <p>20) The school principal shall present the information in section 18 as part of a regularly scheduled school council meeting.</p> <p>21) The school principal must provide the school council with the school's provincial testing program results and other provincial measures and a reasonable interpretation of those results and measures.</p>                                                                                                                                                                                                                                          |
| <b>Reports</b>                                           | <p>22) In order to comply with the Alberta School Councils Regulation 14(1) the chair of the school council must prepare and provide to the board by September 30 of each year a report</p> <ul style="list-style-type: none"> <li>a) summarizing the activities of the school council in the previous school year, and</li> <li>b) including a financial statement relating to money handled by the school council in the preceding year, if any, and how the funds were used.</li> </ul> <p>23) A copy of the annual report will be provided to the principal;</p> <p>24) The principal must include the school council report in the school's annual report.</p> <p>25) A school council must retain a copy of the following documents at the school, and make them available upon request:</p> <ul style="list-style-type: none"> <li>a) a copy of the bylaws of the school council;</li> <li>b) a copy of the school council annual report;</li> </ul> |

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|                                                                     | <ul style="list-style-type: none"> <li>c) the annual financial statement, if any; and</li> <li>d) the minutes of each meeting of the school council for at least seven years preceding the current year.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                     | 26) The Chief Financial Officer of the Calgary Board of Education or designate may request an audit of the accounts and financial affairs of a school council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Disputes between the school council and the school principal</b> | <p>27) If a dispute between the principal and the school council, or any of its members about school council operations cannot be resolved, either party may refer the matter to the Area Director who may meet with the parties either independently or together, as the Area Director determines, for the purpose of attempting to resolve the dispute in a timely manner.</p> <p>28) If the parties are not satisfied with the resolution of the Area Director, either party may ask the Chief Superintendent or designate for a review of the matter.</p>                                                                                                                                                                                                       |
| <b>Internal disputes among school council members</b>               | <p>29) It is expected that school councils will have an internal dispute resolution mechanism in their by-laws, and that school council members will make every effort to resolve any dispute that arises among its membership in a timely manner.</p> <p>30) If an internal school council dispute arises and if the school council has not established an internal dispute resolution mechanism, the following approaches may be considered by the school council at its own cost:</p> <ul style="list-style-type: none"> <li>a) assistance by a facilitator in dispute resolution techniques; or</li> <li>b) assistance by an outside trained facilitator; or</li> <li>c) any other dispute resolution method that the school council may agree upon.</li> </ul> |
| <b>School council communication</b>                                 | 31) The school council may communicate through CBE communication channels such as newsletters, websites or social media as long as the information complies with Calgary Board of Education policies and Administrative Regulations and has the prior approval of the school principal.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Fund-raising and school/parent societies</b>                     | <p>32) The following values form the basis for the development and support of all school/parent societies, as defined in section 4, within CBE schools:</p> <ul style="list-style-type: none"> <li>a) success for each and all students is the value that underpins the contribution of school/parent societies;</li> <li>b) The Calgary Board of Education values and supports school/parent societies and their mandates. Support from school/parent societies furthers the work of principals and</li> </ul>                                                                                                                                                                                                                                                     |

school staff to ensure that students achieve CBE Results;

- c) School/parent societies allow for public engagement in learning; and
- d) Clear and open communication is valued between the principal and the school/parent societies.

33) In preparation for the school year, the principal or designate, appropriate teacher(s), and the chair or designate of each school society, will meet to review and agree upon fundraising goals and events, and agree on donation of supplies, services and society expenses. A school council executive member is expected to attend this meeting. The documented consultation should take into account the needs and limitations of the school/parent societies imposed on them by law or by the scope of the fundraising activities (e.g. gaming regulations and licenses).

34) Funds raised, services and materials supplied by school/parent societies:

- a) will be raised for the school and donated in accordance with Section 33
- b) once donated to the school, fall under the legislative authority and accountability of the principal; and
- c) will become the property of The Calgary Board of Education.

35) When funds raised are donated to the school, the principal will ensure that the use of funds reflects the understandings developed through consultation, in accordance with section 33 and that an accurate accounting is provided to the school/parent societies as those funds are expended.

36) The school council will work with the registered school/parent societies' designate(s) in support of fund-raising activities.

**CBE employees  
and  
school/parent  
societies**

37) CBE employees are discouraged from becoming officers of school/parent societies:

- a) if CBE employees hold office or have signing authority for the school/parent society for the school in which they work; or
- b) if the number of CBE employees on the school/parent society of the school in which they work is considered sufficient to influence the independence of the decisions of the school/parent society.

**Purchasing and  
record keeping  
for donations**

- 38) If money is received by the school from the school council or the school/parent societies it is considered a donation in the hands of the school and must be recorded in an appropriate donation revenue account within the financial records of the school.
- 39) Official receipts for Income Tax may be issued in accordance with Administrative Regulation 7009 - Donations from the Community/Fund Development, as long as:
  - a) the money is forwarded to Finance & Supply Chain Services, Treasury Accountant for the CBE who will issue such receipts for income tax purposes; and
  - b) a budget transfer, in the amount of the donation, is made to the school's decentralized expense account(s) by Finance & Supply Chain Services department.
- 40) Purchases of supplies or equipment from donated money retained in the school must be recorded in the financial records of the school in accordance with Administrative Regulation 7004 - School Generated Funds.
- 41) Where purchases of supplies or equipment are made by the school:
  - a) such purchases must be in accordance with Administrative Regulation 7001 - Purchase of Goods and Services, and purchasing standards of the CBE; and
  - b) the school must claim the Goods and Services Tax (GST) rebate and the school principal or designate must inform the school council or school/parent society, as appropriate, of the GST claim to ensure that only one claim is made.
- 42) A principal or designate is expected to acknowledge a school council or school/parent society donation in an appropriate manner.
- 43) All assets purchased by the school out of monies provided by the school council or school/parent societies become the property of the CBE and will be for the use of the school.
- 44) All donations of money or assets become the property of the CBE to manage as it deems appropriate. It is understood that the CBE will not ordinarily remove monies or assets from the school to which they were donated.
- 45) Where the school council or school/parent societies request copies of documentation supporting purchases made from donated funds, the principal must ensure that the documentation is provided.

**Disposition of  
donated assets**

- 46) Documented review of the use of funds, supplies and services provided by the school/parent societies as per Section 13(a) will be provided annually by the principal or designate to the school/parent societies.
- 47) The decision to remove monies or assets from the school to which they were donated will be made by the principal, in consultation with the Area Director and relevant school/parent societies. Documentation on the decision would reside at the Area office.
- 48) In the case of a school closure, the relevant school/parent societies will be consulted by the Area Director prior to the movement of monies raised or assets donated.

**6 | History**

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| Approval                 | <i>May 13, 2003</i>                                                  |
| Next Review              | <i>December 2017</i>                                                 |
| Revision/Review<br>Dates | <i>June 1, 2005<br/>May 1, 2008<br/>May 17, 2013<br/>June , 2015</i> |

**7 | Related Information**

- AR 7001 Purchase of Goods and Services
- AR 7004 School Generated Funds
- AR 7009 Donations from the Community/Fund Development
- School Act of Alberta
- Societies Act of Alberta
- School Councils Regulation of Alberta 113/2007
- Alberta School Council Resource Manual
- CBE- Current Comprehensive School Council Handbook
- School Council Annual Report Form –located in the CBE Current Comprehensive School Council Handbook