

Checklists

checklist for school council chair

- Have you discussed setting the date of the first school council meeting of the year with the school principal?
- Has an invitation been sent to all parents/community members to attend the first school council meeting of the year?
- Working with the school principal, has a schedule for regular meetings for the school council been identified?
- Have members of the community been identified who may be interested in sitting on the school council executive?
- Has a teacher been identified from the school staff to be part of the school council?
- High school only – has a student been identified to be part of the school council?
- Is there a mail slot in the school office that can be used by the school council?
- Does the school office have the contact information for the school council executive?
- Have the members of the school council executive been provided with a copy (or appropriate internet links) to information such as the school development plan, the Three-Year Education Plan, etc.
- Have bylaws for the school council been reviewed and revised as necessary for the current school year?
- There is a requirement to keep all records for seven years. Has a system for filing this information in the school office been established?
- Invite the local trustee to at least one school council meeting during the year.
- Local MLAs may be interested in contacting the school council chair. Have you provided your contact information to the local MLAs?
- June - Have you submitted your annual report? The school council chair is responsible for submitting the report to the Board of Trustees and the principal. Although the *School Act* states a Sept. 30 deadline, trustees would appreciate receiving the 2016-17 annual report prior to the end of June 2017. To send to the Board of Trustees, email to boardoftrustees@cbe.ab.ca or mail through the school to: Office of the Board of Trustees, Education Centre, 1221 - 8 Street S.W., Calgary, AB T2R 0L4.

checklist for principals

- September – does the school have a school council? If not, has an establishment meeting been scheduled in accordance with the School Councils Regulation?
- Have you met with the school council chair this year to discuss such items as membership on the school council (i.e. has a community member been selected) meeting notice for the first meeting, etc.
- Working with the school council chair, has a schedule for regular meetings for the school council been identified?

NOTE: Consideration should be given to avoiding the selection of Tuesday evening for school council meetings. This is the evening that is scheduled by the Board of Trustees for regular board meetings. Selecting a meeting time other than Tuesday evening provides school council members the option to attend public board meetings, as well as allows a trustee to attend a school council meeting if they are invited. School council meetings and meetings of a school society (where applicable) cannot be scheduled for the same time.

- September – Has a teacher been identified to be part of the school council?
- September – High school only – has a student been identified to be part of the school council?
- Is there a mail slot in the school office that can be used by the school council?
- There is a requirement to keep all records for seven years. Has a system for filing this information in the school office been established?
- Does the treasurer of the school council require any information regarding accounting practices/procedures that are used in the school?
- Does the school council understand the process to invite the ward trustee to a school council meeting during the year? Do they need any assistance or information regarding this?
- Does the school have the contact information for the school council executive?
- June – Have you received the school council's annual report? The school council chair is responsible for submitting the report to the Board of Trustees and the principal. Although the *School Act* states a Sept. 30 deadline, Trustees would appreciate receiving the 2016-17 annual report prior to the end of June 2017. To send to the Board of Trustees, email to boardoftrustees@cbe.ab.ca or mail through the school to: Office of the Board of Trustees, Education Centre, 1221 - 8 Street S.W., Calgary, AB T2R 0L4

checklist for overall school council operations

- Bylaws/operating procedures have been established (more information available in *School Councils Regulation* and *Alberta School Council Resource Manual*)
- Bylaws/operating procedures reviewed and updated as needed each year? How and when will the school council's bylaws/operating procedures be amended?
- Do you have a school council mission/purpose?
- Do you have school council goals (purpose made more specific)?
- What model of governance will you adopt?
- What will be your decision-making model? Who can vote? Does your school council need quorum? How will quorum be defined?
- What will be the meeting procedures for regular, annual and special meetings? How often will council meet? Will council use Roberts's? Who are members of school council? What will be the executive positions? What will the terms be? Does executive have authority beyond other council members? How will vacancies be filled?
- What are the roles and responsibilities of the members of the school council and the executive of the school council?
- What committees, if any, will the school council have? How will the school council create committees and their terms of reference?
- What will be the relationship of the school council with the fundraising society, if there is a society?
- To whom will the school council report? (more information available in *School Councils Regulation*)
- What will be the purpose of a fundraising activity? How will the school council's funds be managed? Who will manage the funds? Who will decide how the funds are distributed? What is the policy of the school district regarding school council funds?
- Will the school council develop policy in addition to the bylaws/operating procedures to assist it in its year to year operation? How will policy be created? (reference *School Act Section 22 (5)*)
- What will be your code of ethics?
- Who will be the school council member designated to ensure the Personal Information Protection Act (PIPA) and privacy issues are understood and implemented for the school council? Who will be the school council member responsible to manage the personal information of school council members and school community members involved with the school council?
- What will be the process to address an internal school council dispute?