

DIVISION SCHOOL COUNCIL GUIDELINES

RATIONALE

The school council and school-based decision-making impact education at the site. However, issues that arise at school council meetings may be regional, provincial or affected by Division decision. According to the Education Act, “a school council may advise the school board respecting any matter relating to the school”. While a trustee might attend a school council meeting and the principal can bring Division news to the school, school councils can seem isolated. Forming a Division School Council with representatives from each of the school councils, the school board and the Superintendent of Lethbridge School Division will improve communication and promote cooperative action among our school councils.

FUNCTIONS OF THE DIVISION SCHOOL COUNCIL

- a) Share information among school councils
- b) Consult with other school councils on wider education issues
- c) Communicate information both ways between the Division/school board and the school councils
- d) Provide input to the school board and central office on broader education issues, including the Division budget
- e) Inform the community about education concerns
- f) Promote school council in-service and training
- g) Assist in providing parent representatives for standing and ad hoc school board committees

STRUCTURE OF DIVISION SCHOOL COUNCIL

Membership shall include:

- A minimum of 1 representative from each school council; if more than one representative from a school council is present, it is understood that each school has one vote should any decision be decided by Division School Council;
- 1 ATA Representative – if available (who is a non-voting member);
- 1 Administrative Committee Representative (who is a non-voting member);
- the Superintendent (who is a non-voting member); and
- 1 Board of Trustee Representative (who is non-voting member), meetings are open for all Trustees to attend.

Because the Division School Council is not intended to detract from the legislated powers of the School Council, any formal actions of the Division School Council require consensus of all School Councils attending the meeting.

A Division School Council executive consisting of a chairperson, vice-chair, and secretary will be elected annually.

Below is a brief summary of the primary duties of each of the executive roles (there may be other duties involved with these roles)

- **Chairperson** – Set the agenda for Division School Council meetings with the Superintendent and Vice Chair. Chair Division School Council meetings.

- **Vice Chair** - Set the agenda for Division School Council meetings with the Superintendent and Division School Council Chairperson. Chair Division School Council meetings when the chairperson is not available.
- **Secretary** – Record minutes for each meeting.

Agenda items should be forwarded to either the chairperson or the superintendent's executive assistant. The agenda will be drawn up jointly by the chairperson and the Superintendent.

There will be a minimum of 5 meetings, normally occurring on the first Monday evening of the month held at the board office. These meetings are open to the public.

CALL TO ORDER will be the reference for rules of procedure during the meetings.

Board Support for Division School Council Schools

1. The Division funds the registration fees of all School Councils for Alberta School Council Association (ASCA) membership. Per a Board motion passed at the January 2024 Board meeting, the Board allows the decision regarding ASCA membership to be made by school councils on an individual basis each year.
2. Division provides each school with \$250 for parent professional learning – can be used to offset costs to attend the annual ASCA conference.
3. Division pays for ASCA conference registration (1 per school).