

# AGENDA

Spruce Grove Composite High School Council

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**Tuesday November 16, 2021**

**7:00 pm**

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In Person and Virtual Meeting

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## Item

With peace, harmony and unity, we honor the land on which we stand as Treaty 6 territory. This is sacred land to many First Nation, Metis and Inuit, in particular our neighbors, Paul First Nation, Enoch Cree Nation, Alexis Nakota Sioux Nation, Alexander Cree Nation and our friends of the Metis Nation. We recognize and acknowledge Indigenous values, traditional teachings, ways of being, contributions and historical inequalities. We respect all cultures with an open heart and an open mind. We ALL heal together.

1. Welcome and Introductions
2. Approval of the November 16, 2021 Agenda
3. Approval of the September 21, 2020 Minutes
4. Parkland School Board Report
5. Administration Report
6. Canadian Parents for French Update
7. School Council Chair's Report
  - ❖ Money from Government for School Council
  - ❖ ASCA Virtual Engagement – no charge
  - ❖ COSC meeting – November 2, 2021 – 7:00 pm
  - ❖ COSC meeting – December 7, 2021 – 7:00 pm
8. Round Table

Date of Next Meeting – January 18, 2022

Adjournment of Meeting

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# Virtual Engagement Event

**November 27, 2021**

## School Council Engagement Opportunity

The Alberta School Councils' Association (ASCA) Board of Directors invites you to participate in a *Virtual Engagement* opportunity.



**Saturday, November 27, 2021  
1:00 pm – 4:00 pm**

*Engage with the ASCA Board of Directors on topics of importance to school councils and their communities: the current education environment, the draft K-6 curriculum, the Alberta School Council Engagement grant, the Assurance Framework, and information about ASCA's Proposed Advocacy Resolutions process.*

**Cost to attend is at no charge for parents/principals/teacher reps/student reps attending from ASCA Member School Councils. Attendees from NON ASCA Member School Councils may register for a \$25.00 fee.**

Presented via **Zoom** Conferencing **Webinar** platform. Join from a PC, Mac, iPad, iPhone or Android device.

Register in advance at:

<https://us06web.zoom.us/meeting/register/tZErde6hrT4vH9F9gJEWNA3u2Ayko8KG5fI2>

**REGISTRATION CLOSES MONDAY NOVEMBER 22ND AT 4:00 PM**

***Door prizes will be drawn for attending school councils!***

[Download PDF Information](#)

## School Council Annual Agenda Framework

*Creating an Annual Agenda or year-at-a-glance is an important step when planning School Council work for the year. A School Council would adapt the annual agenda to reflect their preferred level of engagement using this sample framework, shown below. A School Council would incorporate the activities and initiatives they decide to undertake for the year into the framework. For example, the planning for the School Council's involvement with a winter carnival may be an agenda item for the October/November meeting.*

Ed. Act 55(5): Items in black are activities that pertain to the operation of the school council.

ED. Act 55(4)(a) and (c): Items in blue are areas of parent engagement that will support Alberta Education's Assurance Framework. Processes, opportunities, and timing for participation will vary by School Division.

Leadership Quality Standard & Teaching Quality standard: Items in green relate to competencies identified in these Standards.

ASCA: Items in red relate to opportunities for member school councils.



### 1<sup>st</sup> Meeting of the Year (September or October)

- Welcome and orientation of new School Council members
  - Overview of legislation, regulations, policy and School Council operating procedures (addressing governance and the decision-making model), meeting Rules of Order
  - Overview of the current school budget and the process for advising regarding the next school year's budget
  - Refer to ASCA's School Council Resource Guide and ASCA's website as information sources for School Councils and parents
- Review School Council plan (if there is one)
- Discuss ASCA's School Council Engagement Task Force (register or re-register for it on website)
- Principal shares key events of upcoming school year
- Principal and teacher outline areas School Council may be involved, or their advice will be solicited
- Review school community needs assessments results from June
- Discussion of what School Council members would like to work on during the school year and their expectations of the School Council and individual School Council members
- Determine which School Council members will be reps with other education stakeholders and organizations and committee assignments (if any)
- Distribute reading materials or website addresses for School Council members to prepare for discussion at the next meeting

### 2<sup>nd</sup> Meeting of the Year (October or November – possible Annual General Meeting)

- Elections of Executive, presentation of School Council report (from previous year)
- Update School Council contact information with ASCA
- Discussion of the Jurisdiction's Three-year Education Plan
- Discussion of the School's Three-year Education Plan
- Create or review and update a School Council plan

### 3<sup>rd</sup> Meeting of the Year (November or December)

- Receive highlights of the Division's and School's Results Report
- Discuss assessment practices and/or Diploma Exam Results
- Accountability Pillar information presented as it pertains to the school, when available
- Discuss and submit a provincial education issue to ASCA for consideration at the Annual General Meeting (Proposed Advocacy Resolution)
- Committee reports

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Leadership Quality Standard & Teaching Quality standard: Items in green relate to competencies identified in these Standards.

ASCA: Items in red relate to opportunities for member school councils.

### 4<sup>th</sup> Meeting of the Year (December or January)

- Provide input for the next year's school budget (this may be an ongoing agenda item as needed)
- Provide input for the next year of the School's Three-year Education Plan (this may be an ongoing agenda item as needed)
- Committee reports

### 5<sup>th</sup> Meeting of the Year (January or February)

- Alberta School Councils' Association's Conference and AGM registration
- Committee reports

### 6<sup>th</sup> Meeting of the Year (February or March)

- Evaluation of any projects School Council is coordinating or involved in (this function is ongoing as projects are completed and reflecting the cycle of the projects undertaken)
- Discussion of ASCA Proposed Advocacy Resolutions

### 7<sup>th</sup> Meeting of the Year (March or April)

- Recruitment Strategies and Succession Planning for next year
- Prepare needs assessment
- Discussion of ASCA Proposed Advocacy Resolutions; advise voting delegate

### 8<sup>th</sup> Meeting of the Year (May or June – possible Annual General Meeting)

- Annual General Meeting (AGM) Planning (or being held)
- Share information from ASCA conference
- Renew Alberta School Councils' Association membership and other memberships pertinent to the School Council
- Needs Assessments sent to school community
- Celebrate your successes!!

At any School Council meeting during the year, Alberta School Councils' Association (ASCA) Members may decide to discuss and submit a provincial issue to ASCA for consideration at the Annual General Meeting. Please visit the ASCA website ([www.albertaschoolcouncils.ca](http://www.albertaschoolcouncils.ca)) for more details.



# Workshops

Audience	Foundation	Enhancement
<p><b>School Councils</b></p> <p><b>Groups of School Councils</b></p>	<p>School Council Introduction</p> <p>School Council Establishment</p> <p>School Council Purpose</p> <p>Fundraising Association Partnership Purpose</p> <p>Tools for Effective School Councils</p> <p>The Work of School Council: <i>It's NOT About the Meeting</i></p> <p>The School Council-Trustee Relationship</p>	<p>Operating Procedures</p> <p>Policies and Practices</p> <p>Effective Engagement in Your School Community</p> <p>Creating School Council Plans</p> <p>Building Positive Partnerships</p> <p>Managing School Council Meetings</p>
<p><b>School Division Administration</b></p> <p><b>Principals</b></p> <p><b>School Boards</b></p>	<p>School Council Purpose</p> <p>Partnering with Fundraising Associations</p> <p>The School Council-Trustee Relationship</p>	<p>Effective Principal Engagement and Collaboration with School Councils</p> <p>Creating and Managing Productive School Council Meetings</p>
<p><b>Fundraising Associations</b></p>	<p>Fundraising Association Introduction</p> <p>Fundraising Association Fundamental Principles</p>	<p>Fundraising Association Bylaws</p> <p>Fundraising Association Policies and Practices</p> <p>Fundraising Association Financial Practices</p>

*Workshops designed to empower school councils and promote diverse and inclusive parent engagement in public education.*

*Learning platforms for school councils, groups of school councils, division administration, school boards and fundraising associations.*

*Presented in two focus areas of foundation and enhancement levels.*



**School Councils, Groups of School Councils, Enhancement Workshops**

Enhancement	2-2.5 hours each	Audience	Requirements	FEE \$
<b>Operating Procedures</b>	A school council has discretion to decide what works best for them, within the context of legislation and their community. Topics include; model of governance, membership, decision making, terms of office, conflict resolution. Create Draft Operating Procedures with wording of clauses relevant to the school community for review and feedback.	A school council with a clear understanding of its legislated role, seeking to create operating procedures for the first time, or replace existing bylaws.	Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years.	Price Per Workshop:
<b>Policies and Practices</b>	School council policies should reflect legislation, the context of their communities, and the work their members choose to do. Topics include; communication - internal and external, record-keeping, fundraising and accounting, privacy, location of meetings, official mailing address, new member orientation, group evaluation, social media and conflict resolution. Create Draft Policies with wording of clauses relevant to the school community for review and feedback.	A school council with a clear understanding of its legislated role, seeking to create policies which will help to guide and define its processes and work.	Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years.	\$200 For 1 School Council in attendance.
<b>Effective Engagement in Your School Community</b>	School councils would like their school community to be dynamic, exciting places, where parents feel authentically engaged in supporting and enhancing student learning. Using local context, define effective engagement, identify existing challenges, explore possible solutions and create goals and plans focused on creating engagement opportunities for the school community which align with the expectations of the Assurance Framework.	A school council seeking to involve and engage the school community in supporting and enhancing student learning.	Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years.	\$500 For 3 - 5 School Councils
<b>Creating School Council Plans</b>	Meaningful involvement, recruitment and effective engagement require planning and goal setting. A plan should be simple to communicate and achievable - given the time and resources available. Exploration of the value of goal setting, planning, idea sharing, open discussion, consensus building. Aligning with the Assurance Framework, evaluation and potential modification are vital to the creation of ongoing plans. Overview of the school's Annual Education Plan, identifying areas where school council may assist in achieving identified targets, as well as ongoing school council progressive learning. Create Draft 1 Year Plan specifying actions, resources, outcomes and evaluation methods.	A school council with a clear understanding of its legislated role, seeking to identify and create goals that can be achieved within the current school year, in collaboration with the principal.	Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years. Principal is prepared to present summary of Annual Education Plan and identify areas where school council may choose to assist.	\$1000 For 6 or more School Councils in attendance.
<b>Building Positive Partnerships</b>	Building positive partnerships within the Education and general community can help school councils to be more effective in their advisory role. With a focus of supporting and enhancing student learning, Positive Partnerships are informative, collaborative, and respectful of boundaries and authorities. Discussion includes an examination of relationships, expectations, and protocols.	A school council aware of its legislated role seeking to identify and build relationships within, or outside of, the Education Community.	Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years.	
<b>Managing School Council Meetings</b>	Meaningful school council meetings require strong leadership and clear, easy to follow processes for all participants. Having a solid <i>Agenda</i> , some simple <i>Rules of Order</i> and learning how to <i>Direct Discussion</i> will help to ensure the school council meetings are not a waste of anyone's valuable time. Exploration of some common challenges for school council meetings and introduction of important solution-oriented tools are provided. Every meeting participant will benefit from this workshop!	A school council aware of its legislated role seeking to increase the efficiency and effectiveness of its meetings.	Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years.	

**72 hour CANCELLATION notice is required for all workshop bookings.**



**School Councils, Groups of School Councils, Foundation Workshops**

Foundation	1.5 hour each	Audience	Requirements	FEE \$
<p><b>School Council Introduction</b> Understanding language in the education community, legislation that mandates the rights, responsibilities and choices of school councils, as well as their value and importance, is the first step to creating a meaningful, vibrant school council and school community.</p>		<p>The community of a newly opened school or the community of an established school where no school council exists.</p>	<p>Invitation from principal or Division. Participants: minimum five parents (ideally) plus principal and one other school staff member.</p>	
<p><b>School Council Establishment</b> School council establishment must follow legislated requirements. Provided those requirements are met, school councils are permitted flexibility and choice in how they operate. Parents will make decisions regarding membership, governance and elect the executive resulting in the official establishment of their school council.</p>		<p>The community of a newly opened school or the community of an established school where no school council exists.</p>	<p>Invitation from principal or Division. Participants: minimum five parents or guardians plus principal and one other school staff member.</p>	
<p><b>School Council Purpose</b> Understanding the advisory role of school councils through a review of the legislation, exploring rights, responsibilities and choices including which topics/areas are open for discussion helps to guide school council and its work in the school community. Learning how to identify the work of school councils, how to frame a "personal issue" from a school council perspective and how to broach sensitive topics is essential for new and returning members.</p>		<p>A newly established school council, an existing school council with a majority of new members or a parent group struggling to separate a school council and fundraising association.</p>	<p>Invitation from principal or parent. Minimum five participants including school council Chair and principal.</p>	<p><b>Price Per Workshop:</b></p>
<p><b>Fundraising Association Partnership Purpose</b> Fundraising Associations (FRAs) are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. Positive, collaborative, mutually respectful relationships with the principal and school council are integral to the success of each and in the best interests of students. Clarity of who has authority for what, is essential.</p>		<p>A school community recognizing the need for two distinct groups and seeking to form a society for the purposes of fundraising, or with one in place needing assistance to understand their boundaries and role.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and (potential) fundraising association President and principal.</p>	<p><b>\$100 For 1 School Council in attendance.</b></p>
<p><b>Tools for Effective School Councils</b> Resources, tips, templates and tools will be provided to help participants to understand the culture of their local community and basic volunteer psychology. An exploration of school community culture/barriers, volunteer motivation, and strategies to increase the effectiveness of school councils will be offered.</p>		<p>A school council with a clear understanding of its legislated role, seeking to obtain strategies and tools related to fulfilling the role.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years.</p>	<p><b>\$250 For 3 - 5 School Councils in attendance.</b></p>
<p><b>The Work of School Council: It's NOT About the Meeting</b> School Councils often struggle with identifying the types of activities and work they should be doing in order to truly fulfil their legislated role. In this workshop, school councils are encouraged to examine what they are doing in relation to the Assurance Framework, their intended purpose and the intended result of their work, and then consider strategies to enhance school council's role in the school community, supporting expectations of the Assurance Framework.</p>		<p>A school council aware of its legislated role seeking to extend their positive influence beyond the school council meeting and into the school community.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Participants need to have taken "School Council Purpose" workshop within previous two years.</p>	<p><b>\$500 For 6 or more School Councils in attendance.</b></p>
<p><b>The School Council-Trustee Relationship</b> Understanding the relationship is vital to assist you in successfully furthering your role in the school community. School councils should understand the role of the school board Trustee, and the Trustee should be aware of their role with school council. A Trustee is a valued partner who can share school board information with parents they represent, and gather valuable parent perspectives from division school councils.</p>		<p>A school council aware of its legislated role seeking to build relationships AND/OR school board Trustees and senior division administration seeking clarity on the role of the Trustee with the school council.</p>	<p>Invitation from principal and one parent OR invitation from Trustee or the school board or senior administration. Minimum five participants including school council Chair and principal, and local school board Trustee OR school board Trustees and senior administration. Participants need to have taken "School Council Purpose" workshop within previous two years.</p>	

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