

#1137156

**GUIDELINES FOR THE OPERATION OF
ADVISORY COUNCILS FOR SCHOOL LEADERSHIP**

Introduction

This form of Parent Organization is established and operated under the terms of Regulation 54/96; under Division Policies KMA, KMAC; and under Division Policy KMA-R regarding financial procedures.

1. Functions of Advisory Councils for School Leadership

The functions of Advisory Councils for School Leadership may include the following:

- 1.1 to ensure that every program and activity of the Advisory Council recognizes that the student is the most important and vital component in the educational system;
- 1.2 to act as a resource organization to the school, filling those needs not already covered by the government bodies or by other means;
- 1.3 to act as a resource organization to parents, providing information and assistance on school or Divisional activities, and activities which will enable them better to assist their students with their studies;
- 1.4 to facilitate effective communication between the community, the students, and the staff and administration of the school on matters of common interest;
- 1.5 to provide a regular forum for communication, liaison, and exchange of ideas and information among the members of the Advisory Council

ADOPTED	REVIEWED	REVISED	PAGE
11/Jun/96			1 of 8
Motion 11-02-96			

- 1.6 to assist and improve the educational process without usurping administrative authority.
- 1.7 to receive reports from the Principal regarding school programs, policies, organization, and activities, and to advise the Principal thereon;
- 1.8 to assist the Principal, where applicable, to become knowledgeable about current business, industry, and labour practices, and changing employment opportunities for students;
- 1.9 to receive reports and recommendations from students, where applicable, and to advise the Principal regarding student activities;
- 1.10 to advise on and initiate school-supportive adult activities in the school and community;
- 1.11 to review such Division policy proposals as may from time to time be presented for consideration by the Division's Board of Trustees, and to respond accordingly;
- 1.12 to form affiliations, where deemed appropriate by the Executive, with appropriate school-supportive organizations such as the Canadian Education Association, the Home and School/Parent Teacher Federation, and other similar educational organizations and associations.
- 1.13 to advise the principal about school policies, activities and organization, including
 - i. departmental and locally developed curricula
 - ii. cultural and extracurricular activities
 - iii. student discipline and behaviour policies
 - iv. community access to school facilities
- 1.14 to advise the principal about fund-raising and participate in fund-raising activities

ADOPTED	REVIEWED	REVISED	PAGE
11/Jun/96			2 of 8
Motion 11-02-96			

1.15 to advise the school board about the process of hiring and assigning principals; and such advice, if offered, to be submitted to the board

- i. in writing
- ii. before the end of February

1.16 to advise the principal and the school board about an annual budget for the school; and such advice, if offered, to be submitted to the board

- i. in writing
- ii. by January 15th

1.17 to participate in developing an annual school plan

2. Duties of Advisory Councils for School Leadership

2.1 An Advisory Council shall communicate with parents of children attending the school and community members so that it can properly represent their priorities and concerns.

2.2 An Advisory Council shall establish a means whereby it is regularly accountable to the school and community for its activities and expenditures.

3. Membership of Advisory Councils for School Leadership

See Regulation 54/96, particularly Sections 1, 6(1), and 7(1).

4. Meeting Requirements for Advisory Councils for School Leadership

4.1 Any 20 parents may demand by written submission stating the purpose, that the President call a General Meeting of the Advisory Council.

ADOPTED	REVIEWED	REVISED	PAGE
11/Jun/96			3 of 8
Motion 11-02-96			

See also Regulation 54/96, particularly Sections 4, 5 and 6.

5. Requirement for Principal to Call an Established Meeting

5.1 The principal of a school shall call an annual Establishment Meeting to form a parent organization no later than the third week of October, under the terms and procedures specified in Policy KMA.

- 5.2 The Annual Establishment Meeting shall be publicized as follows:
- a) By special notice in the school newsletter in the spring of the preceding year
 - b) By special notice in the school newsletter twice in the fall, the second notice no later than one week in advance of the date of the meeting
 - c) By Division-wide advertisement in the local newspaper in early September, arranged by the Superintendent or designate on behalf of all schools.

The Principal of the school shall ensure that all arrangements and preparations are made, and shall be the chairperson of the Annual Meeting for the period of the elections.

5.3 The Establishment Meeting shall be held at the school.

5.4 The first order of business at the Establishment Meeting shall be the decision, to be voted on by the parents/ guardians in attendance, regarding the form of parent organization the parents wish to establish.

Before the vote is taken the Principal shall review Division Policies KMA, KMA-R, KMAA, KMAB and KMAC, as well as Regulation 54/96, to help the assembly understand the main features of each form of parent organization.

5.5 If the decision is to form a Parent Council (or one of its subsidiary forms) then the remaining part of the meeting shall be devoted to the election of a Parent Council Executive, under the procedures and terms outlined in

ADOPTED	REVIEWED	REVISED	PAGE
11/Jun/96			4 of 8
Motion 11-02-96			

Policy KMAB.

Further, Division policies KMA, KMA-R, KMAA, and KMAB shall apply to the operation of the Parent Council (or one of its subsidiary forms) as applicable.

- 5.6 If the decision is to form an Advisory Council for School Leadership, then the meeting shall be adjourned, and the Principal shall, under the procedures and terms outlined in Regulation 54/96, arrange a second meeting to elect an Executive for the Advisory Council for School Leadership.

See Regulation 54/96, particularly Sections 6(2) and 6(3).

6. Executive of the Advisory Council for School Leadership

See Regulation 54/96, particularly Sections 6(2), 6(3), 7(1), 7(2), and all of Sections 9 and 10.

7. Duties of Executive

See Regulation 54/96, particularly Sections 10, 11, and 12.

8. Duties of the Principal (or designate) Regarding Advisory Councils for School Leadership

8.1 Shall be present at all meetings of the Advisory Council.

8.2 Shall advise the Advisory Council on Division Policy:

8.3 Shall assist the Advisory Council in conducting Advisory Council

ADOPTED	REVIEWED	REVISED	PAGE
11/Jun/96			5 of 8
Motion 11-02-96			

business. This may include:

- i) arranging for use of school facilities for meetings and activities, where appropriate;
- ii) providing consultation and advice on the organizational functioning of the Advisory Council;
- iii) providing occasional secretarial service, as available;
- iv) providing normal photocopying requirements of minutes, notices of meetings, and routine correspondence at no charge
- v) assisting the Advisory Council in distributing information to the community, consistent with Board policy, under the review of the principal.

8.4 Shall provide to the Advisory Council general information regarding all school activities, as appropriate

8.5 Shall, at each Advisory Council meeting, present a report on school activities which may include areas such as the following:

- i) Selected Curricula (especially where change has occurred)
- ii) Student Discipline Policy
- iii) School Budget
- iv) School Staffing and Enrolment
- v) Co-curricular Activities

8.6 Shall provide the treasurer advance notice for upcoming audits.

9. Committees of the Executive

See Regulation 54/96, particularly Section 12.

10. Rules of Order, Quorums, Voting Procedures

See Regulation 54/96, particularly Sections 11 and 12.

ADOPTED	REVIEWED	REVISED	PAGE
11/Jun/96			6 of 8
Motion 11-02-96			

11. Conducting the Financial Business of the Advisory Council for School Leadership

- 11.1 At least three Executive members, if an Executive exists, or other members if an Executive does not exist are to be established as signing officers.
- 11.2 Two signing officers (if an Executive exists the President or Treasurer and one other) shall be required to sign all cheques written on behalf of the Parent Organization.
- 11.3 No cheques shall be issued to any signatory of a cheque.
- 11.4 No cheques shall be issued or signed unless there is adequate documentation provided, so that the signing officers have full knowledge of the purpose of the payment. Full documentation is required as soon as possible after the expenditure.
- 11.5 Any cheque for over \$ 50.00 shall be issued only by specific resolution of the Executive. (For on-going financial projects a single annual resolution addressing the requirements of the project by setting a maximum payment amount is recommended.)
- 11.6 Before making any major purchase or entering into a contract with any supplier or outside organization, the Executive is advised to consult with the school division, so that such a purchase or contract can be reviewed with respect to legal requirements, tax rebate or tax exemption benefits, and purchase and tendering requirements under the Public Schools Act. Local preference should be considered in major purchases by Advisory Councils for School Leadership.

12. Constitutions for Advisory Councils for School Leadership

- 12.1 In cases where the school does not have on hand an established and duly adopted Constitution, the Advisory Council for School Leadership

ADOPTED	REVIEWED	REVISED	PAGE
11/Jun/96			7 of 8
Motion 11-02-96			

shall, as its first order of business, prepare and present to the next Annual Meeting of the Advisory Council for School Leadership a draft constitution to govern the operation of the Advisory Council.

12.2 Any Advisory Council for School Leadership constitution shall adhere to the requirements of this policy, but may otherwise include such additional features as shall be approved by the Advisory Council, by a two-thirds majority, at its next Annual Meeting.

12.3 The Principal shall submit a copy of the Constitution to the Superintendent.

12.4 Revision of the Constitution shall require a two-thirds majority.

12.5 See Regulation 54/96, particularly Section 12.

13. Lunch Programs Operated by Advisory Councils for School Leadership

Advisory Council - sponsored lunch programs operate under the direct supervision of the school principal. The regulations accompanying day care legislation require lunch programs to be under the direct supervision of the school principal if they are to be exempted from the normal day care regulations.

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ADOPTED	REVIEWED	REVISED	PAGE
11/Jun/96			8 of 8
Motion 11-02-96			