

School Councils Timeline for Principals

Date	Task	Legal Requirement
Sept/Oct	Hold First Meeting of the Year (if you have a council from last year)	For any school year, the first meeting of the school council must be held within 40 days after the start of the school year or as specified in the bylaws of the school council. (Provincial Legislation*)
Sept/Oct	Hold Establishment Meeting- If you are a new school or do not have a School Council	a school that is required to have a school council has no school council, the school must, in accordance with section 3, hold an establishment meeting within 40 days after the start of the school year. (Provincial Legislation*)
Sept 30	Ensure School Council Minutes from previous year are maintained by the school	Minutes from the previous year should: <ul style="list-style-type: none"> • be available for access by the public and the Board; • be saved electronically in the school's record centre in the appropriate folder for at least 7 years; • document the receipt, handling and use of any money by the school council.
Fall/ Spring	Review Accountability Achievement Results Consult on School Assurance Plan	Each school will submit their School Assurance Plan to the Superintendent by June 20th of each school year. Each fall, as Accountability Achievement Results are made available, schools will update their previous year's results and comments sections in the School Assurance Plans.
Spring/ Fall	School Budget- Suggest consult in Spring present in Fall- October	Principals shall be responsible and accountable for allocating their site resources to accomplish the goals established within their School Improvement Plan. Each principal shall establish a consultative decision-making process within each school, that includes all staff and School Council to: <ul style="list-style-type: none"> i) annually establish school goals; ii) develop strategies to achieve goals; and ii) implement evaluations to measure whether goals have been achieved. (PWPSD Policy CAA - Site Based Decision Making)
Late Spring	School Passes Additional Fees -suggest Second last School Council meeting of the year that School Council Pass a motion identifying extra fees for following year	Principals will consult with their school councils when setting fees for the next academic year. (PWPSD Policy HIAF - School Fees)
As applicable	Consult on school policies, Consult on school foundational statements (vision, principles, beliefs)	Provide opportunity for school council to provide advice on the development of the school's policies, and foundation statements, in any, respecting the school's vision, principles and beliefs (PWPSD Policy JC – School Councils)
Ongoing	Advertise School Council Meetings	School council meetings should be advertised at least 1 week prior using the school's social media, website and/or newsletter

* **Education Act** and **School Council Regulation** are both available at the [Alberta King's Printer](#)