

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

## SECTION 200 – Board Governance

### **POLICY 212: DIVISION COUNCIL OF SCHOOL COUNCILS**

#### BACKGROUND

The Board of Trustees endorses the formation of a Division Council of School Councils in order to strengthen the ongoing dialogue between the parties and to increase the involvement of parents.

#### POLICY

The Board of Trustees encourages the formation of the Division Council of School Councils for the Medicine Hat Public School Division (MHPSD) as a means to obtain:

- further input on Board policies, plans, programs; and
- to enhance communication among the school councils, the Board of Trustees, School-based Administrators, the Alberta Teachers' Association, MHPSD Administration, and the community.

#### GUIDELINES

1. The role of the Division Council of School Councils is primarily one of communication, input and networking.
2. The Division Council of School Councils has a consultative role and provides collective input to the School Board which is the duly elected decision-making body.
3. The prime functions of the Division Council of School Councils shall be to:
  - 3.1. Provide an opportunity for school councils to share matters of philosophy, policies and procedures relative to the education system.
  - 3.2. Enhance communication among the school councils, the Board and the community.
  - 3.3. Provide an opportunity to the school councils to collectively provide input to the Board and the Government of Alberta on educational matters.
  - 3.4. Provide an opportunity to discuss issues from a MHPSD point of view.
  - 3.5. Assist in the recognition and solution of matters of concern to the MHPSD community.
  - 3.6. Provide the resource for recruitment of appropriate parent volunteers/liaisons to serve on MHPSD and Provincial committees as required by MHPSD.

4. A representative of the Board shall meet regularly with the Council of School Councils to discuss with them their perceptions respecting the effectiveness of the operations of those councils.
5. Concerns of a specific nature regarding school personnel shall not be discussed at Division Council of School Councils meetings. Parents with specific concerns are encouraged to present those concerns directly to the teacher/principal.
6. The membership of the Division Council of School Councils shall consist of, but not be restricted to:
  - 6.1. School council designate from each school.
  - 6.2. School Board Trustee representative.
  - 6.3. Superintendent of Schools for the MHPSD or a designate.
  - 6.4. Classroom teacher selected by Local No. 1 of the Alberta Teachers' Association.
  - 6.5. School-based administrator selected by the School Administrators' Committee.
7. The membership of the Division Council of School Councils shall choose a Chair and other officers (as determined at the annual organizational meeting) from school council representatives at a meeting arranged on or before October 20th each year. The timing and frequency of future meetings will be determined at the annual organizational meeting.
8. The Chair may call for a show of hands at times to indicate support or non-support for an issue or to bring closure to the discussion on an issue.
9. The Chair of the Division Council of School Councils will be responsible for conducting the meeting and for establishing and circulating an agenda prior to each meeting. The Superintendent of Schools or designate shall serve as the administrative resource for the Council of School Councils. The Superintendent's office will facilitate meeting arrangements, agenda preparation and production.
10. At least one of the Division Council of School Councils meeting agendas shall include a presentation of budget information for MHPSD for the upcoming school year.
11. A quorum at any meeting of the Division Council of School Councils shall consist of no less than eight school council representatives from different schools, plus 2 members identified in membership categories 6: 6.1-6.5 of the procedures above.
12. Minutes of each of the meetings of the Division Council of School Councils will be kept and will be distributed to the members, to all Trustees, to all principals and to all MHPSD executive officers.
13. At its first regular meeting of each school year, the Division Council will select a member to be its representative on the Coordinating Committee.

**Approved:** January 20, 2004  
**Revised:** September 20, 2016

