



# Workshops

|                                       | Foundation  | Enhancement   |
|---------------------------------------|---|---|
| <b>School Councils</b>                | Introduction & Establishment <i>(individual schools only)</i>   | Operating Procedures  |
|                                       | School Council Purpose**  | Policies and Practices  |
| <b>Groups of School Councils</b>      | Fundraising Association Partnership Purpose   | Effective Engagement in Your School Community   |
|                                       | Managing School Council Meetings  | Creating School Council Plans   |
|                                       | Tools for Effective School Councils   | Building Positive Partnerships  |
| <b>School Division Administration</b> | The Work of School Council: It's NOT About the Meeting  | Effective Principal Engagement and Collaboration with School Councils <i>(Division Administration only)</i>                         |
|                                       | The School Council-Trustee Relationship  | Creating and Managing Productive School Council Meetings <i>(Division Administration only)</i>                                      |
| <b>Fundraising Associations</b>       | Fundraising Association Introduction  | Fundraising Association Bylaws *  |
|                                       | Fundraising Association Partnership Purpose   | Fundraising Association Policies and Practices *  |
|                                       |   | Fundraising Association Financial Practices *  |

\* Fee based delivery

***Workshops designed to empower school councils and promote parent engagement in public education.  
Learning platforms for school councils, groups of school councils, division administration and fundraising associations.  
Presented in two focus areas of foundation and enhancement levels.***

\* NOTE \*\* School Council Purpose is a pre-requisite *(taken within the previous two years)* for all workshops (excluding *School Council Introduction & Establishment, and Fundraising Associations Workshops*). **72 hour CANCELLATION notice is required for all workshop bookings.**



## School Councils, Groups of School Councils, Division Administration Foundation Workshops

| Foundation  | 1.5 hour each | Audience   | Requirements   | Activities   |
|---|---------------|--|--|--|
| <p><b>Introduction &amp; School Council Establishment</b> (<i>Individual schools only</i>)</p> <p>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. 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 the decisions resulting in the official establishment of their school council and elect the executive.</p> <p><b>Note - duration is 3 hours, for individual school communities only.</b></p> |               | The community of a newly opened school or the community of an established school where no school council exists.   | Invitation from principal or Division. Participants: minimum five parents (ideally) plus principal and one other school staff member.  | Review legislation relevant to the establishment of a school council; exploring rights, responsibilities and choices, understanding the benefits and value of school council, open discussion and consensus building to determine membership and governance structure. Election of school council executive. |
| <p><b>School Council Purpose</b> (<i>general pre-requisite workshop**</i>)</p> <p>Understanding the legislated role of school councils including which topics/areas are open for discussion and which require caution helps to prevent tension and dysfunction within a school council and 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>   |               | 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.                             | Invitation from principal or parent. Minimum five participants including school council Chair and principal.   | Review of relevant legislation (Education Act), exploring rights, responsibilities and choices, advising examples and activities.  |
| <p><b>Fundraising Association Partnership Purpose</b></p> <p>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>  |               | 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.  | Invitation from principal and one parent. Minimum five participants including school council Chair and (potential) fundraising association President and principal. Previous workshop “Fundraising Association (FRA) Introduction” or “FRA Purpose”.   | Review of relevant legislation (Societies Act and Education Act), “Which Group” identification activities, case studies and the Principal’s role.  |
| <p><b>Managing School Council Meetings</b> (<i>up to 2 hours</i>)</p> <p>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. Every meeting participant will benefit from this workshop!</p>  |               | 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. Previous workshop “School Council Purpose”.  | Exploration of some common challenges for school council meetings and introduction of important solution-oriented tools.   |
| <p><b>Tools for Effective School Councils</b></p> <p>Resources, tips, templates and tools will be provided to help participants to understand the culture of their local community and basic volunteer psychology. Strategies to increase the effectiveness of school councils will be offered.</p>   |               | A school council with a clear understanding of its legislated role, seeking to obtain strategies and tools related to fulfilling the role.   | Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Previous workshop “School Council Purpose”.  | Identification of what school councils can do, and the resources available to assist. Exploration of school community culture/barriers and volunteer motivation.   |
| <p><b>The Work of School Council: It’s NOT About the Meeting</b></p> <p>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 their intended purpose and the intended result of their work, and then consider alternative means of including their school community.</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.  | Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Previous workshop “School Council Purpose”.  | Examination of the common “work” of school councils, how that work relates to the intended purpose and desired result of the work, and exploration of activities and processes that will enhance the school council’s presence in the school community.  |
| <p><b>The School Council-Trustee Relationship</b> </p> <p>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 on 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>  |               | 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. | 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. Previous workshop “School Council Purpose” taken within the last two years. | Review of legislated requirements (Education Act), common protocol, and proven practices to better understand the unique partnership that Trustees and school councils have. This is vital to successfully fulfilling their legislated roles in school communities.  |

\* NOTE \*\* School Council Purpose is a pre-requisite (*taken within the previous two years*) for all workshops (excluding *School Council Introduction & Establishment, and Fundraising Associations Workshops*). **72 hour CANCELLATION notice is required for all workshop bookings.**



## School Councils, Groups of School Councils, Division Administration Enhancement Workshops

| Enhancement  | 2 hours each | Audience  | Requirements   | Activities  |
|--|--------------|---|--|---|
| <p><b>Operating Procedures</b></p> <p>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.</p>   |              | 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. Previous workshop "Purpose" within previous two school years, more recently if majority are new members.   | Review of legislation relevant to school councils creating operating procedures (bylaws). Open discussion, idea sharing, and consensus building; wording of specific clauses relevant to the local community. Create <i>Draft Operating Procedures</i> for review and feedback.   |
| <p><b>Policies and Practices</b></p> <p>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.</p>   |              | 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. Previous workshop "School Council Operating Procedures" within previous school year.   | Review of legislation relevant to school councils creating policies. Open discussion, idea sharing, and consensus building; wording of specific policies relevant to the local community. Create <i>Draft Policies</i> for review and feedback.   |
| <p><b>Effective Engagement in Your School Community</b></p> <p>School councils would like their school community to be dynamic, exciting places, where parents feel authentically engaged in supporting and enhancing student learning. Not easily accomplished, effective engagement means many different things. Explore what this means in your school community, and how it might be achieved.</p>   |              | 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. Previous workshop "Purpose" within previous two school years, more recently if majority are new members.   | 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.  |
| <p><b>Creating School Council Plans</b></p> <p>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. Evaluation and potential modification are vital to the creation of ongoing plans. The school council plan should align with the school's plan.</p>  |              | 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. Previous workshop "School Council Purpose" within previous two school years, more recently if majority are new members. Principal is prepared to present summary of <i>Annual Education Plan</i> and identify areas where school council may choose to assist. | Exploration of the value of goal setting, planning, idea sharing, open discussion, consensus building. Overview of the school's <i>Annual Education Plan</i> , identifying areas where school council may assist in achieving identified targets, as well as ongoing school council progressive learning. Create <i>Draft 1 Year Plan</i> specifying actions, resources, outcomes and evaluation methods. |
| <p><b>Building Positive Partnerships</b></p> <p>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.</p>   |              | 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. Previous workshop "School Council Purpose".  | Identification of Education Partners, examination of relational components, expectations and protocols.   |
| <p><b>Effective Principal Engagement and Collaboration with School Councils (Division Administration ONLY)</b></p> <p>The principal is the key figure in creating an environment conducive to authentic parental participation and engagement. Effective school council engagement in school and division work, principals working effectively and collaboratively with school councils in a mutually respectful environment, and collaborative engagement of the school community in partnership with the principal and school council, are integral to success. <b>Note – duration varies 1½ to 3 hours.</b></p> |              | A division group of principals, administrators, trustees and school council reps (optional) seeking to explore how administrators can work effectively with school councils.<br><b>Note - intended for principals and senior administrative team members.</b> | Invitation from Division. Minimum ten principals/administrators/trustees in attendance. Recommended attendance by a member of the administration or Board.   | Review of Education Act and Regulations relevant to what opportunities are mandated for discretionary school council participation. Identifying school community culture/barriers, volunteer motivation, engagement activities and case studies.  |
| <p><b>Creating and Managing Productive School Council Meetings (Division Administration ONLY)</b></p> <p>Legislation mandates that school councils exist, but cannot tell them how to function effectively. Strong leadership of the principal plays a key role in defining the discussions and the level of engagement of a school council. Having knowledge and tools to ensure your school council meetings are welcoming, meaningful and a good use of everyone's time, are vital to the success of any school council.</p>  |              | A division group of principals, administrators and trustees seeking to understand the processes involved in planning and managing school council meetings appropriately.<br><b>Note - intended for principals and senior administrative team members.</b>     | Invitation from Division. Minimum ten principals/administrators/trustees in attendance.  | Examining the role of the principal on school council and strategies for running a productive meeting - agenda creation, rules of order and directing discussion during the meeting. Exploring case studies, changing the focus of school council business and ways to recognize productive participants at meetings.   |



**\* NOTE \*\* School Council Purpose is a pre-requisite (taken within the previous two years) for all workshops (excluding School Council Introduction & Establishment, and Fundraising Associations Workshops). 72 hour CANCELLATION notice is required for all workshop bookings.**

**Fundraising Associations Foundation Workshops**

| Foundation  | 1.5 hour each | Audience  | Requirements  | Activities  |
|---|---------------|---|---|---|
| <b>Fundraising Association Introduction</b><br>Incorporation of a legal society in Alberta requires specific steps. It is vital that individuals considering this action have clear understanding and knowledge relating to the society's operations and role within the school community, prior to creating this legal entity.   |               | A new or existing school community seeking basic "start-up" information related to incorporating a registered fundraising association/society.  | Invitation from one parent and principal. Minimum five parents and principal in attendance.   | Common terms definition, locating relevant clauses in existing legislation relating to fundraising associations/societies (Societies Act: bylaw changes, special resolution, dissolution, Education Act: School Council Purpose) and interpretation of clauses as they apply to specific community. |
| <b>Fundraising Association Partnership Purpose</b><br>Fundraising Associations (FRAs) are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. They can choose how to raise and spend funds, but cannot compel the principal or school community to participate/accept funds. 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. |               | A school community or group of parents seeking to incorporate a registered society for the purposes of fundraising, or that has one in place and needs assistance understanding the role and/or authority with the school council/school. | Invitation from principal and one parent. Minimum five participants including principal in attendance. <i>Recommended:</i> Previous workshop "School Council Purpose" within current or previous school year. | Review of relevant legislation (Societies Act and Education Act), "Which Group" identification activities, case studies and the Principal's role.   |

**Fundraising Associations Enhancement Workshops \* Fee based delivery**

| Enhancement  | 2 hours each  | Audience  | Requirements   | Activities  |
|--|---|---|--|---|
| <b>Fundraising Association Bylaws *</b><br>An incorporated fundraising association/society has the discretion to decide what bylaws work best for them, in keeping with the Societies Act, and within the context of their community. Topics include; model of governance, membership, decision making, terms of office, conflict resolution, bylaw changes, and dissolution.  |   | A new or existing school community intending to incorporate a society for the purposes of fundraising, seeking to clearly define their bylaws in keeping with their Objects of Incorporation and the Societies Act. Also an existing incorporated society seeking to re-examine or revise their current bylaws. | Invitation from one parent of those forming the Board of Directors of the association/society. Minimum five parents from those forming the Board of Directors of the association/society in attendance. <i>Highly recommended:</i> Principal in attendance. Previous workshop "Fundraising Association Introduction" or "Fundraising Association Partnership Purpose" within previous school year. | Review of legislation relevant to bylaws of a society. Open discussion, idea sharing, and consensus building, wording of specific clauses relevant to local community. Complete or partial drafting Bylaws ready to complete and present for review and/or approval to individuals seeking to form the fundraising association, or the members of the existing association/society. |
| <b>Fundraising Association Policies and Practices *</b><br>Fundraising association 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 and social media.  |   | A new, or established, incorporated fundraising association/society with a majority of members having a clear understanding of its legislated role, seeking to create policies that will help guide and define its processes and work.  | Invitation from one parent of those forming the Board of Directors of the association/society. Minimum five parents from those forming the Board of Directors of the association/society. <i>Highly recommended:</i> Principal in attendance. Previous workshop "Fundraising Association Bylaws" within previous school year.  | Review of legislation relevant to fundraising associations. Idea sharing, open discussion, consensus building. Drafting <i>Policies and Procedures</i> (up to five), using a common format to follow in the future, ready to share with members of the association/society.   |
| <b>Fundraising Association Financial Practices *</b><br>Fundraising associations are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. Following sound financial management and proven business practices are critical for continued success in the school community. Topics include – identifying financial risks, managing risk, basic financial practices, and how to make spending decisions. |  | A new, or established, incorporated fundraising association/society seeking to create, or revise, their financial practices.  | Invitation from one parent of those forming the Board of Directors of the association/society. Minimum five parents from those forming the Board of Directors of the association, particularly the Treasurer. <i>Highly recommended:</i> Principal in attendance.  | Review of legislation relevant to fundraising associations. Open discussion, idea sharing. Sharing of resource documents, templates and sample financial documents and reports to assist the association in creating a sound financial management plan.   |

**\* Fee based delivery: Site delivery \$400 + expenses. Remote delivery \$300 (up to 4 hours).**