

School Councils Timeline for Principals

Date	Task	Legal Requirement
Sept	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 20 school 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 school days after the start of the school year. (Provincial Legislation*)
Sept 30	Submit Summary to the Board	14(1) The chair of a school council must prepare and provide to the board by September 30 of each year a report (a) summarizing the activities of the school council in the previous school year, and (b) including a financial statement relating to money handled by the school council in the previous school year, if any, and how the funds were used. (Provincial Legislation)
Fall	Schools Three Year Plan- Suggest you present and consult in fall. School handbook suggests March but I am not sure you have all the information you need until Sept.	Each school will develop and then submit a formal School Improvement Plan based on their Annual Education Results Report to the Superintendent by December 1 of each year. c) Each school will communicate their Annual Education Results Report and School Improvement Plan with their school community through their School Council (PWPSD Policy CAA - Site Based Decision Making)
Spring/ Fall	Schools 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: 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)

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