

# Workshops

Audience	Foundation (Level 1)	Enhancement (Level 2)
<b>School Councils</b>	School Council Introduction & Establishment* School Council Purpose The Work of School Council: <i>It's NOT About the Meeting</i> The Assurance Framework and School Councils The School Council-Trustee Relationship Tools for Effective School Councils Fundraising Association Partnership Purpose Chair Basics: Not Just for Chairs! Masterful Minutes	Effective Engagement in Your School Community Managing School Council Meetings Operating Procedures* Policies and Practices* Creating School Council Plans*
<b>*NOT suitable for <u>Division Wide Learning</u></b>		
<b>School Division Administration</b>  <b>Principals</b>  <b>School Boards</b>	School Council Purpose The Assurance Framework and School Leaders The School Council-Trustee Relationship Partnering with Fundraising Associations	Effective Principal Engagement and Collaboration with School Councils Creating and Managing Productive School Council Meetings
<b>Fundraising Associations</b>	Fundraising Association Introduction Fundraising Association Fundamental Principles	Fundraising Association Bylaws Fundraising Association Policies and Practices Fundraising Association Financial Practices

*Learning opportunities designed to empower school councils and promote diverse and inclusive parent engagement in public education.*

*Learning platforms for school councils, division administration, school boards and fundraising associations.*

*Presented in two focus areas of foundation and enhancement levels.*

Foundation	1.5 hour each	Audience	Requirements
<b>School Council Introduction (\$200.00) &amp; School Council Establishment (\$200.00) NOTE: 2.5 hours</b> 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 decisions regarding membership, governance and elect the executive resulting in the official establishment of their school council.		The community of a newly opened school or the community of an established school where no school council exists.	Invitation from principal or Division. Legislation requires a minimum five parents or guardians plus principal and one other school staff member.
<b>School Council Purpose</b> Understanding the advisory role of school councils through a review of the legislation, exploring rights, responsibilities and choices including which topics/areas are open for discussion helps to guide school council and its work in 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.		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 School Council Chair. Recommended five participants including School Council Chair and principal.

For the following ✨ **FOUR workshops - participants need to have taken “School Council Purpose” workshop within the previous two years.**

<b>✨ The Work of School Council: It’s NOT About the Meeting</b> 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 the Assurance Framework, their intended purpose and the intended result of their work, and then consider strategies to enhance school council’s role in the school community, supporting the expectations of legislation and the Assurance Framework.		A school council aware of its legislated role seeking to extend its positive influence beyond the school council meeting and into the school community.	Invitation from principal or School Council Chair. Recommended five participants including School Council Chair and principal.
<b>✨ The Assurance Framework and School Councils</b> The Assurance Framework, introduced with the <i>Weighted Moving Average Funding Model</i> in February 2020 and implemented provincially in September 2020, is designed to demonstrate to Albertans that the education system is meeting student needs and that students are successful. The Assurance Framework is based on the importance of stakeholder engagement (i.e., parents on school councils) in a more meaningful planning process. School boards are responsible for the engagement of the parents of their students, and to provide the opportunity for school council engagement in developing the education plan, results report, and other items critical to student success. Principals are expected to create similar opportunities specific to the local context of their own school communities. All education partners share the responsibility for student growth - including parents and school councils!		A school council aware of its legislated role wishing to better understand the concepts and intended outcomes of the Assurance Framework, the expectations of the Leadership Quality Standard and Superintendent Leadership Quality Standard, and how/where school councils are expected to be engaged and supportive.	Invitation from principal or School Council Chair. Recommended five participants including School Council Chair and principal.
<b>✨ The School Council-Trustee Relationship</b> Understanding this 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 with school council. A Trustee is a valued partner who can share school board information with parents they represent, and school councils can provide valuable parent perspectives to aid in division planning and decisions.		A school council aware of its legislated role seeking to build meaningful relationships with its Trustee and School board.	Invitation from principal or School Council Chair. Recommended five participants including School Council Chair, principal, and local school board Trustee.
<b>✨ Tools for Effective School Councils</b> Resources, tips, templates and tools will be provided to help participants to understand the culture of their local community and basic volunteer psychology. An exploration of school community culture/barriers, volunteer motivation, and strategies to increase the effectiveness of school councils will be offered.		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 or School Council Chair. Recommended five participants including School Council Chair and principal.
<b>Fundraising Association Partnership Purpose</b> 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.		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 or School Council Chair. Recommended five participants including School Council Chair, principal, and (potential) fundraising association President.

### Chair Basics: Not Just for Chairs!

Chairing a school council meeting can be exciting, confusing or down-right scary! Having confidence with a clear understanding of Chair responsibilities and processes will help to keep meetings focused, productive and fun! Overview of the roles of the Chair, agenda preparation, duties of other members, communication, meeting management tools and skills.

School Council Chairs (new or experienced, current, or aspiring) with or without their principals, and any other interested parties.

### Masterful Minutes

Minutes are among the most important documents used to conduct business in a transparent and accountable manner. However, taking minutes can be daunting. Minute-takers are often expected to produce minutes out of chaotic and disorganized meetings. Understanding how much is too much, and what format is best in a school council setting will reduce stress and minimize conflict.

Explanation of the various types of minutes, the ideal format for school councils, and how to create and use templates efficiently.

School Council Secretaries (new or experienced, current, or aspiring) and any other interested parties.

For the following ✧ **FIVE workshops - participants need to have taken "School Council Purpose" workshop within the previous two years.**

## School Councils Enhancement Workshops

Price per WORKSHOP: \$300 +GST per SCHOOL COUNCIL

Enhancement	2 hours each	Audience	Requirements
✧ <b>Effective Engagement in Your School Community</b>	School councils would like their school community to be dynamic, exciting places, where parents feel authentically engaged in supporting and enhancing student learning. 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 which align with the expectations of the Assurance Framework.	A school council seeking to involve and engage the school community in supporting and enhancing student learning.	Invitation from principal or School Council Chair. Recommended five participants including School Council Chair and principal.
✧ <b>Managing School Council Meetings</b>	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. Exploration of some common challenges for school council meetings and introduction of important solution-oriented tools are provided. Every meeting participant will benefit from this workshop!	A school council aware of its legislated role seeking to increase the efficiency and effectiveness of its meetings.	Invitation from principal or School Council Chair. Recommended five participants including School Council Chair and principal.
✧ <b>School Council Operating Procedures</b>	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. Create Draft Operating Procedures with wording of clauses relevant to the school community for review and feedback.	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 or School Council Chair. Recommended five participants including School Council Chair and principal.
✧ <b>School Council Policies and Practices</b>	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. Create Draft Policies with wording of clauses relevant to the school community for review and feedback.	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 or School Council Chair. Recommended five participants including School Council Chair and principal.
✧ <b>Creating School Council Plans</b>	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. Exploration of the value of goal setting, planning, idea sharing, open discussion, consensus building. Aligning with the Assurance Framework, evaluation and potential modification are vital to the creation of ongoing plans. Overview of the school's Annual Education Plan, identifying areas where school council may assist in achieving identified targets, as well as ongoing school council professional development. Create Draft 1 Year Plan specifying actions, resources, outcomes and evaluation methods.	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 or School Council Chair. Recommended five participants including School Council Chair and principal. Principal is prepared to present summary of <i>Annual Education Plan</i> and identify areas where school council may choose to assist.

**72 hour CANCELLATION notice is required for all workshop bookings.**

## School Division Administration, Principals, School Boards **Foundation Workshops** Price per WORKSHOP: \$750 +GST

Foundation	1.5 hour each	Audience	Requirements
<b>School Council Purpose</b> Understanding the advisory role of school councils, from an administrative perspective, through a review of the legislation, exploring rights, responsibilities and choices including which topics/areas are open for discussion helps to guide school council and its work in the school community. Learning to identify the work of school councils, the role of the principal and Trustee, and how to frame a “personal issue” from a school council perspective are all important to building relationships in your school community.		A division group of principals, assistant or aspiring principals, and/or administrators and Trustees seeking to better understand the role of the school council in the school community, and the principal's role on school council.	Invitation from Division.  <b><i>This workshop is the recommended pre-requisite for other Admin workshops.</i></b>

For the following ✦ **FIVE workshops - participants need to have taken “School Council Purpose” workshop within the previous two years.**

<b>✦ The Assurance Framework and School Leaders</b> The Assurance Framework, introduced with the <i>Weighted Moving Average Funding Model</i> in February 2020 and implemented provincially in September 2020, is designed to demonstrate to Albertans that the education system is meeting student needs and that students are successful. The Assurance Framework is based on the importance of stakeholder engagement (i.e., parents on school councils) in a more meaningful planning process. School boards are responsible for the engagement of the parents of their students, and to provide the opportunity for school council engagement in developing the education plan, results report, and other items critical to student success. Principals are expected to create similar opportunities specific to the local context of their own school communities. All education partners share the responsibility for student growth - including parents and School Councils working alongside principals, division administration and Trustees!		A division group of principals, assistant or aspiring principals, and/or administrators, and Trustees wishing to better understand how to engage school councils in achieving the expectations of the Assurance Framework, Leadership Quality Standard, and Superintendent Leadership Quality Standard.	Invitation from Division. A mix of principals, administrators, and Trustees in attendance.
<b>✦ The School Council-Trustee Relationship</b> 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. Understanding the relationship between the Trustee and the school council is vital to assist you in successfully furthering your role in the school community. Trustees should be aware of their role with school council, and the school councils should understand the role of the school board Trustee.		A division group of principals, assistant or aspiring principals, and/or administrators and Trustees seeking clarity on the role of the Trustee with the school council and how to foster this important relationship.	Invitation from Division. A mix of principals, administrators, and Trustees in attendance.
<b>✦ Partnering with Fundraising Associations</b> 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 the Principal's role and who has authority for what, is essential for a successful year.		A division group of principals, assistant or aspiring principals, and/or administrators and Trustees seeking to understand the two distinct parent groups (School Council and FRA) and their boundaries and roles in the school community.	Invitation from Division.  <b><i>Recommended attendance by a member of the administration or Board.</i></b>

## School Division Administration, Principals, School Boards **Enhancement Workshops** Price per WORKSHOP: \$1000 +GST

Enhancement	2 hours each	Audience	Requirements
<b>✦ Effective Principal Engagement and Collaboration with School Councils</b> The principal is the key figure in creating an environment conducive to authentic parental participation and engagement. 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.		A division group of principals, assistant or aspiring principals, and/or administrators, Trustees seeking to explore how administrators can work effectively with school councils.	Invitation from Division. A mix of principals, administrators, and Trustees in attendance.
<b>✦ Creating and Managing Productive School Council Meetings</b> 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, tools, and strategies for running a productive meeting will ensure your school council meetings are welcoming, meaningful and a good use of everyone's time.		A division group of principals, assistant or aspiring principals, and/or administrators and Trustees seeking to understand the processes involved in planning and managing school council meetings appropriately.	Invitation from Division. A mix of principals, administrators, and Trustees in attendance.

**72 hour CANCELLATION notice is required for all workshop bookings.**

## Fundraising Associations **Foundation Workshops** Price per WORKSHOP: \$200 +GST per FUNDRAISING ASSOCIATION

Foundation	1.5 hour each	Audience	Requirements
<b>Fundraising Association Introduction</b> 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 or principal. Recommended five parents and principal in attendance.
<b>Fundraising Association Fundamental Principles</b> Fundraising Associations operate as legal entities with distinct rules to follow. This workshop will review the legislation and purpose of a Fundraising Association, it's role and relationships with the school community, the role of the Board, and how decisions are made. This workshop is designed to guide new and existing Boards and Association members with a review of principles and some operations best practices.		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 or one parent. Recommended five participants including fundraising association president, executive and principal in attendance.  <b>Recommended: Participants to have taken "School Council Purpose" workshop within previous two years.</b>

## Fundraising Associations **Enhancement Workshops** Price per WORKSHOP: \$325 +GST per FUNDRAISING ASSOCIATION

Enhancement	2 hours each	Audience	Requirements
<b>Fundraising Association Bylaws</b> 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. Create complete or partial drafting Bylaws ready to complete to present for review and/or approval to individuals seeking to form the fundraising association, or the members of the existing association/society.		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 principal or one parent of those forming the Board of Directors of the association/society. Recommended five parents from those forming the Board of Directors of the association/society in attendance. <i>Highly recommended:</i> Principal in attendance. <b>Previous workshop "Fundraising Association Introduction" or "Fundraising Association Fundamental Principles" within previous school year.</b>
<b>Fundraising Association Policies and Practices</b> 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. Create draft Policies and Procedures (up to five), using a common format to follow in the future, ready to share with members of the association/society.		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 principal or one parent of those forming the Board of Directors of the association/society. Recommended five parents from those forming the Board of Directors of the association/society. <i>Highly recommended:</i> Principal in attendance.  <b>Previous workshop "Fundraising Association Bylaws" within previous school year.</b>
<b>Fundraising Association Financial Practices</b> 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. Discussion of resource documents, templates and sample financial documents and reports to assist the association in creating a sound financial management plan.		A new, or established, incorporated fundraising association/society seeking to create, or revise, their financial practices.	Invitation from principal or one parent of those forming the Board of Directors of the association/society. Recommended five parents from those forming the Board of Directors of the association, particularly the Treasurer. <i>Highly recommended:</i> Principal in attendance.

**72 hour CANCELLATION notice is required for all workshop bookings.**