

CARDINAL LEGER JUNIOR HIGH SCHOOL COUNCIL OPERATING PROCEDURES

1. DEFINITIONS

In these Operating Procedures:

- A** “School” means Cardinal Leger Junior High School;
- B.** “Council” means the School Council for the School;
- C.** “Parents” means parent(s), guardian(s) or primary caregiver(s) of any child enrolled in an educational program at the School;
- D.** “Regulation” means the School Councils Regulation as provided through Alberta Provincial Legislation;
- E** “School Community” means persons other than Parents (as defined in 5A below) who have, in the opinion of the majority of the Members of the Council (as defined in 6a below), an interest in the well-being of the students and the School;
- F.** “Operating Procedures” means the governing document serving the same purpose as Bylaws referenced in the Regulations; and
- G.** “School Board” refers to the Edmonton Catholic School Board.

2. AUTHORITY

The Council derives its authority to participate in the education of our students through Alberta Provincial Legislation, hereinafter referred to as “legislation.”

3. MISSION STATEMENT/PHILOSOPHY

The mission of the Council is to support the mission and vision of CARDINAL LEGER JUNIOR HIGH School.

4. OBJECTIVES

The objectives of the Council, in keeping with the legislation, are to:

- A.** Represent the Parent perspective by providing advice to and consulting with the Principal and the School Board on matters relating to the School such as: The School

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philosophy, mission and vision, policies, improvement plans, programs and directions, and budget allocations to meet student needs;

B. Foster a positive, collaborative environment with a variety of opportunities for meaningful engagement by members of the School Community;

C. Support special events that will support and enhance student learning, encourage participation, and promote the well-being of the School Community;

D. Communicate information with Parents and the Community and facilitate communications with all educational stakeholders;

E. Adhere to Council's Code of Ethics (see Clause 18 below);

F. Consult with other Councils and provincial organizations;

G. Support an approach to education in which decisions are made collaboratively;

H. Advise School Boards, Alberta Education or other provincial organizations on broader educational issues; and

I. Any other initiatives determined by the members of the Council to help promote the Council's mission.

5. GOVERNANCE, MEMBERSHIP and DECISION MAKING The Council uses a **Town Hall** Operating Style and/or Model of Governance.

A. The membership of the Council shall consist of:

- 1) All Parents, as defined in 1C above;
- 2) The Principal of the School;
- 3) One or more teachers and staff representing the School; and
- 4) Others as decided by the Council.

B. The voting members of the Council shall consist of Parents that are in attendance at the meeting;

C. The non-voting members of the Council shall consist of the Principal, teachers and staff members of the School, and other members as decided by the Council;

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D. The Parent/other ratio may vary at times, but the number of Parent members must always exceed the number of administration, staff, students and/or community representatives.

6. DECISION MAKING

Decisions at Council meetings will be made by consensus as much as possible.

A A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.

B. If a decision is made by a vote, the motion must be moved, seconded and passed by the majority of Council voting members present at the meeting at which the vote was taken.

7. QUORUM

A. Quorum will be attained when the majority of voting members present at any Council meeting are Parents as defined in 1C above, and the Principal or designate is present.

B. In the absence of a quorum: 1) If the Parents and Council members present agree to proceed in the absence of a

quorum, the Council may continue for the purposes of discussion of issues; 2) No motions shall be considered or approved; and 3) No decisions by consensus shall be reached.

C. Meetings may be held without notice if a quorum is present, provided however that any business transaction at such meeting shall be ratified at the next regularly called meeting of the Council; otherwise they shall be null and void.

8. EXECUTIVE and TERMS OF OFFICE

The positions of the Executive shall consist of Chair, Vice-Chair, Secretary and Financial Liaison (Treasurer).

A. All Executive positions must be filled by Parents as defined in 1C above.

B. Every Parent is eligible to be elected to an Executive position on the Council.

C. The terms of office are from the time of election to the next Annual General Meeting.
Any

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elected member may serve 2 consecutive terms in the same position if re-elected to do so.

D. The Executive of the Council will be elected by Parents attending the Annual General Meeting or in the event of vacancies after the Annual General Meeting, elected by the voting Members present at a subsequent Council meeting.

E. Any Executive member may resign his/her position by providing written notice to the Board and Principal and that position will be put up to vote at the next regular Council meeting. The newly elected member will step into the resigning Executive Member's term as if he/she had been elected at the beginning of the term as defined in 8C above.

F. Any Executive member may be removed from the Executive at any time with cause by a majority vote of the Executive whenever, in its judgment, the best interest of the Council will be served.

G. The Executive will carry out the day-to-day operation of the Council.

9. DUTIES OF THE EXECUTIVE MEMBERS

A. Chair

Unless otherwise delegated, the Chair of the Council will:

- 1) Chair all meetings of the Council;
- 2) Coordinate with the Principal to establish meeting agendas;
- 3) Communicate with the Principal on a regular basis;
- 4) Decide all matters relating to rules of order at the meetings;
- 5) Ensure that Council Operating Procedures are current and followed;
- 6) Be the official spokesperson of the Council;
- 7) Be an ex-officio member of all committees of the Council;
- 8) Ensure that there is regular communication with the whole School Community;
- 9) Review any communication to the School Community prior to distribution and include the Principal in the same;

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- 10) Stay informed about School and School Board policy that impacts the Council;
- 11) Comply with the School Councils Regulation by providing the School Board with an annual report that summarizes the Council's activities for the previous School year by September 30th; and
- 12) Have general responsibility for all activities of the Council.

B. Vice-Chair

Unless otherwise delegated, the Vice-Chair of the Council will:

- 1) In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities until a new Chair is elected;
- 2) In the absence of the Chair, supervise the affairs and preside at any meetings of the Council;
- 3) Work with and support the Chair in agenda preparation;
- 4) Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the Council;
- 5) Assume responsibility, in consultation with the Council and Executive, for communicating with other Parent groups within the Council and School;
- 6) Promote teamwork and assist the Chair in the smooth running of the meetings;
- 7) Keep informed of relevant School and School Board policies; and
- 8) Assist the Chair and undertake tasks assigned by the Chair.

C. Secretary

Unless otherwise delegated, the Secretary of the Council will:

- 1) Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- 2) Keep minutes, correspondence, records and other Council documents, and ensure that all relevant documents (as per legislation) are available to the public in an accessible location in the School, for a period of 7 years; and

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- 3) Distribute, as determined by the Council, agendas, minutes, notices of meetings and notices of other events.

In the absence of the Secretary, the Council shall choose a recording Secretary for the meeting.

D. Financial Liaison(Treasurer)

Unless otherwise delegated, the Financial Liaison of the Council will:

- 1) Present a full, detailed account of receipts and disbursements to the Council as required by the Council, and prepare the financial statements for the annual report; and
- 2) Work collaboratively with the Fundraising Association.

E. Past Chair

The Past Chair of the Council will:

- 1) Serve in an advisory capacity to the new Chair and Council for 6 – 12 months following the term as Chair.

10. VACANCIES

With the exception of the Council positions filled by the Principal and teacher representative, any vacancy of the Council will be advertised to the Parent Community. Elections for a vacant position will be held at subsequent meetings of the Council until the vacancy is filled (refer as well to 8E.)

11. MEETINGS

A. Annual General Meetings

Where the Council has not been operational the year prior, an Establishment Meeting will be held in accordance with legislation; otherwise, an Annual General Meeting of the Council will take place once each School year.

- 1) The Annual General Meeting of the Council will be held on or before October 31st as determined by the Council. The meeting will be advertised throughout the School and the School Community no less than 2 weeks beforehand and will state the business to take place at the Annual General Meeting.

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2) All Parents in good standing according to the School Council Code of Ethics are eligible for election.

3) All Parents in good standing according to the School Council Code of Ethics are eligible to vote at the Annual General Meeting.

4) The business of the Annual General Meeting shall include: a. the election of Council Executive; and b. a Chair report from the previous year.

5) And may also include:

a. Plans and a budget for the upcoming year;

b. Discussion of any major issue in which all Parents should have input such as changes to the Vision or Mission of the School or School Board, School policy or other major changes in the School program or focus; and

c. any evaluation of the Council.

B. Special General Meetings The Council Executive may at any time give notice of a Special General Meeting of the Council. Notice will be given at least 5 days before the meeting. The notice will state the time, date and place of the meeting, and describe the matters to be dealt with. At any Special General Meeting, all Parents in attendance shall have the right to vote.

C. Regular Meetings A minimum of 5 regular Council meetings will be held per School year or as called by the Executive. It will be decided when these meetings will take place at the Annual General Meeting. The meetings will take place at the School, unless otherwise advertised.

Any Council member may be suspended or expelled for the duration of the School year from attendance at any regular Council meetings, if, upon a majority vote of voting members present at Special General Meeting called for that purpose, it is determined to be in the best interest of the Council to do so.

13. MEETING AGENDAS

The Chair will work in partnership with the Principal and Vice-Chair to establish the agendas for all meetings. Agenda item requests must be made through the Chair, who will, if necessary, consult with the Executive and Principal as to the appropriateness of the item requested.

14. COMMITTEES

The Council may appoint committees that consist of Council members and/or School Community members. Committees meet outside of regular Council meetings to complete their

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assigned tasks as per the direction of the Council. Committees must keep the Chair apprised of their progress and present a report of their activities at regular Council meetings.

15. POLICIES

Subject to any provincially or School Board-mandated policies and/or regulations, the Council may make and implement policies that it considers necessary to carry out its functions.

- A. The policies of the Council may be reviewed by a committee appointed by the Council at the beginning of every new Council term.
- B. Topics on which Council may wish to develop guiding policies include, but are not limited to: Elections, Communication (Internal and External), Record Keeping, Privacy, Location of Meetings, Official Correspondence Address, New Member Orientation, Council Evaluation, and Social Media.

17. FUNDRAISING ASSOCIATION RELATIONSHIP

The Council recognizes and appreciates the efforts of other groups of Parents striving to support and enhance the educational opportunities in the School.

- A. The Council will communicate regularly with the Fundraising Association to support their activities and to solicit support for Council activities.
- B. The Council may develop policies to promote a productive, open and transparent relationship with the Fundraising Association.

18. CODE OF ETHICS All Council members shall:

- A. Abide by the legislation that governs them;
- B. Be guided by the mission statements of the School and Council;
- C. Endeavour to be familiar with the School's policies and operating practices and action accordance with them;
- D. Practice the highest standards of honesty, accuracy, integrity and truth;
- E. Recognize and respect the personal integrity of each member of the School Community;
- F. Declare any conflict of interest;

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- G. Encourage a positive atmosphere in which individual contributions are encouraged and valued;
- H. Apply democratic principles;
- I. Consider the best interests of all students;
- J. Respect the confidential nature of some School business and respect limitations this may place on the operation of the Council;
- K. Not disclose confidential information;
- L. Limit discussions at Council meetings to matters of concern to the School Community as a whole;
- M. Use the appropriate communication channels when questions or concerns arise;
- N. Promote high standards of ethical practice within the School Community;
- O. Accept accountability for decisions; and
- P. Not accept payment for Council activities.

19. CONFLICT RESOLUTION

The Council shall abide by the Conflict Resolution Procedures outlined in the School Board's policies and regulations. If none exist, the Council shall apply every effort to resolve internal conflicts using the steps outlined in these Operating Procedures.

A. If at any time, 10 Parents, or 5 Parents and 50% of the Executive members of the Council, are of the opinion that the Council is in a state of conflict such that its operation is significantly impaired, they may deliver a signed written letter to all Executive members and the Principal requesting a Special General Meeting, and the following will apply:

- 1) The Chair will call a Special General Meeting of the Council;
- 2) The Secretary will provide a minimum of 5 days' written notice to all Parents and Council Members of the date, time, place and purpose of the Special General Meeting;
- 3) At the Special General Meeting, all Parents and Council members present will have an opportunity to hear and discuss the issues causing conflict;

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- 4) On motion, a vote shall be taken respecting a proposed resolution to the conflict;
and
- 5) If the majority of voting members present vote in favour of the resolution proposed, the Council will immediately act upon it.

20. PRIVACY

The Council shall adhere to the Personal Information Protection Act (PIPA), and shall not use or share personal information for purposes other than those of Council business.

21. DISSOLUTION

As per Alberta Provincial Legislation, only the Minister of Education has the authority to dissolve a Council. If the Council is dissolved, the Principal may choose to establish an advisory committee to perform some or all of the duties of the Council until the next School year. The Principal will perform the duties as outlined in Alberta Provincial Legislation with respect to the re-establishment of the Council within forty (40) School days after the start of the next School year.

22. REVIEWS and AMENDMENTS

Subject to any provincially or School Board-mandated policies and/or regulations, the Council may make any changes to these Operating Procedures deemed necessary to carry out its functions.

- A. The Operating Procedures may be reviewed for their relevance and effectiveness annually by the Council Executive or by a committee established expressly for that purpose.
- B. The Operating Procedures of the Council may be amended by a majority vote of the voting members present at any regular meeting of the Council.
- C. Notice of proposed amendments to the Operating Procedures will be provided to the School Community no less than 5 days before a meeting.

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These Operating Procedures have been accepted by a majority of the Council members entitled to vote at a regular meeting of the Council with due notification.

_____ Chair's Name

_____ Secretary's Name

_____ Principal's Name

Date March 2019

_____ Chair's Signature

_____ Secretary's Signature

_____ Principal's Signature

SEE ORIGINAL in Operating Procedures Binder at Cardinal Leger School