

Bishop David Motiuk Elementary / Junior High School Council Operating Procedures

1. DEFINITIONS

In these Operating Procedures:

- A. "School" means Bishop David Motiuk Elementary / Junior High School;
- B. "Council" means the School Council for the School;
- C. "Parents" means parent, legal guardian or primary caregiver 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. "Community Representative" means a person appointed as a member that has an interest in the school;
- F. "Operating Procedures" means the governing document serving the same purpose as Bylaws referenced in the Regulations;
- G. "Voting Parent" means a parent (as defined in 1C above) who is present at the time of a vote;
- H. "Directors At Large" means a person who is a representative of one or more classes, but is not limited to just that role

2. AUTHORITY The School 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 **Council never discussed a specific mission statement. The template offers this as a mission statement - both Annunciation and St. Clement have adopted this one in their operating procedures** The School Council will undertake discussions and activities that will enhance student learning and foster the well-being and effectiveness of our School community.

4. OBJECTIVES

The objectives of the School 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 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. Develop a communication plan to share information with parents and the community and facilitate communications with all educational stakeholders;
- E. Adhere to School Council's Code of Ethics;
- F. Consult with other School Councils and provincial organizations;
- G. Support an approach to education in which decisions are made collaboratively and wherever possible, at the school and classroom level;
- H. Advise School Boards, Alberta Education or other provincial organizations on broader educational issues;
- I. Facilitate the development of a common vision for our school';
- J. Encourage parents / guardians of the school to bring any concerns forth to their Director At Large in discussion prior to a School Council Meeting;
- K. Any concerns brought forth to the Director At Large will be discussed with the principal prior to the council meeting;
- L. Support the school and it's efforts to focus teachers' time and school resources on the essential tasks of teaching and learning;

5. GOVERNANCE, MEMBERSHIP and DECISION MAKING

The School Council uses a town hall Model of Governance for voting on issues and decisions that the representative council had discussed.

- A. The membership of the School Council shall consist of:

- 1) **11** parents as defined in 1C above, elected by parents at the Annual General Meeting. The parents elected shall represent all of the School community
 - 2) The Principal of the School
 - 3) One or more teachers from the School, appointed or elected by the teachers
 - 4) Others as decided by the School Council (optional)
- B. The voting Members of the School Council shall consist of: parents in attendance at that council meeting;
 - C. The non-voting Members of the School Council shall consist of: The Principal and Staff Members who do not have children registered at the school;
 - 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;
 - E. There is NO Proxy Voting, parents and legal guardians must be in attendance at the meeting to vote

6. Decisions at School 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 School Council Voting Members present at the meeting at which the vote was taken;
- C. QUORUM: The quorum for School Council meetings shall be **6**
 - a. 2 must be Executive Officers (ie: Chair, Vice Chair, Secretary and/or Treasurer)
 - b. 1 must be the Principal or Vice Principal
 - c. 1 must be a teacher
 - d. 2 must be members of the Executive School Council
- D. Quorum will be attained when the majority of Voting Members present at any School Council meeting are parents as defined in 1C above, and the Principal or a designate are present;
- E. In the absence of a quorum:
 - 1) If the parents and School Council Members present agree to proceed in the absence of a quorum, the School Council may continue for the purposes of discussion of issues
 - 2) No motions shall be considered or approved
 - 3) No decisions by consensus shall be reached

9. EXECUTIVE and TERMS OF OFFICE

The positions of the Executive shall consist of: Chair, Vice-Chair (or Co-Chair), Secretary and Treasurer (if required).

- 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 School Council;
- C. The terms of office are from the close of the Annual General Meeting to the close of the following Annual General Meeting. Any elected member may serve only **3** consecutive terms in the same position;
- D. The Executive of the School 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 School Council meeting;
- E. Any Executive member may resign his/her position by providing written notice to the Chair and Principal;
- 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 School Council will be served;
- G. The Executive will carry out the day-to-day operation of the School Council

10. DUTIES OF THE EXECUTIVE MEMBERS

A. Chair

It is expected that the School Council Chair will be a parent of a student enrolled in the School. Unless otherwise delegated, the Chair of the School Council will:

- 1) Chair all meetings of the School 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 School Council Operating Procedures are current and followed;
- 6) Be the official spokesperson of the School Council;
- 7) Ensure that there is regular communication with the whole School community;
- 8) Review any communication to the School community with the principal prior to distribution
- 9) Stay informed about School Board policy that impacts School Council;
- 10) Comply with the School Councils Regulation by providing the School Board with an annual report that summarizes the School Council's activities for the previous School year, including a financial statement relating to money, if any, handled by the School Council, no later than September 30th;
- 11) Have general responsibility for all activities of the School Council;

B. Vice-Chair

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

- 1) In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities;
- 2) In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
- 3) Work with and support the Chair and principal in agenda preparation;
- 4) Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- 5) Assume responsibility, in consultation with the School Council, for communicating with the Fundraising Association or other parent groups within the 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;
- 8) Prepare to assume the position of Chair in the future;
- 9) Have signing authority, if required, on any financial accounts together with the Chair and/or the Treasurer;
- 10) Assist the Chair and undertake tasks assigned by the Chair.

C. Secretary

Unless otherwise delegated, the Secretary of the School 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 School 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;
- 3) Maintain a dated record of all the Members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
- 4) Distribute, as determined by the School Council, agendas, minutes, notices of meetings and notices of other events;

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

D. Director At Large

Unless otherwise delegated, the Secretary of the School Council will:

- 1) Share their professional knowledge, expertise and life experience;
- 2) Encourage feedback and participation from community groups and individuals;
- 3) Communicate information of interest to the School Council and the School community;
- 4) Share information from School Council meetings with the community;
- 5) Have a clear understanding of the School Council's objectives;
- 6) Attend School Council meetings;
- 7) Identify possible topics for agendas;
- 8) Serve as a liaison between the School Council and their organization or area of responsibility.

E. Teacher Liaison

Unless otherwise delegated, the Secretary of the School Council will:

- 1) Promotes a collaboration, collegial model of decision making at the school and for the School Council and provides support of the decisions of the School Council;
- 2) Shares professional knowledge with School Council members;
- 3) Encourages parents and community members to become involved in school activities;
- 4) Shares School Council activities and information with other staffs, parents and community members
- 5) Follows the code of ethics and professional protocols set out by the Alberta Teachers' Association (ATA);
- 6) Represents the teachers' perspective;

F. Communications Officer

Unless otherwise delegated, the Secretary of the School Council will:

- 1) Work under the direct supervision of the School Council and undertake all responsibilities in consultation and cooperation with the Principal and the School Council Chair;
- 2) Apply his/her communications expertise to improve the links between the School Council and the School Community and to advance the goals and profile of the School Council;
- 3) Maintaining social media sites including but not limited to FaceBook, Twitter and Snapchat;
- 4) In consultation with the Principal and Chair:
 - a) Implement and evaluate a Communication Policy and a Communications Plan;
 - b) Prepare School Council Newsletters and the School Council's section of the school's newsletters
 - c) Provide information for the School Council section of the School Website to inform of the purpose and structure of the School Council / highlight activities and accomplishments of The School Council and to promote parental involvement;
 - d) Ensure that the information in the School Council section of the School's Parent Handbook is updated annually
 - e) Develop promotional material for the Annual General Meeting, Special Events, Projects and Programs and other School Council materials as directed by the School Council and in keeping with the School Council Communications Policy and the Communications Plan;

11.VACANCIES

With the exception of the School Council positions filled by the Principal and teacher representative, any vacancy of the School Council will be advertised to the parent community. Elections for a vacant position will be held at subsequent meetings of the School Council until the vacancy is filled.

12.MEETINGS

A. Annual General Meetings

Where the School 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 School Council will take place once each School year.

- 1) The Annual General Meeting of the School Council will be held in the month of **SEPTEMBER** or at an appropriate time during the School year as determined by the School Council. The meeting will be advertised throughout the School and the community no less than 2 weeks beforehand and will state the business to take place at the Annual General Meeting.
- 2) All parents as defined in 1C above are eligible for election.
- 3) All parents as defined in 1C above in attendance of the meeting, are eligible to vote at the Annual 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 philosophy, mission and vision, policies, improvement plans, programs and directions, and budget allocations to meet student needs;
- 4) The business of the Annual General Meeting shall include:
 - a. the election of School Council (Representative) and/or Executive (Town Hall) Members;
 - b. any proposed amendments to the Operating Procedures;

5) And may also include:

- a. plans 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;
- c. any evaluation of the School Council;

B. Special General Meetings

The School Council Executive may at any time give notice of a Special General Meeting of the School 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 School 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 School Council member may be suspended or expelled for the duration of the School year from attendance at any Regular School 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 interests of the School Council to do so.

13. MEETING AGENDAS

The Chair will work in partnership with the Principal 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 School Council may appoint committees that consist of School Council Members and/or School community members. Committees meet outside of School Council meetings to complete their assigned tasks as per the direction of the School Council and present a report of their activities at School Council meetings.

15. POLICIES

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

- A. The policies of the School Council will be reviewed at the beginning of every new School Council term to decide if each policy will be implemented for the new School Council and its term.
- B. Topics on which School Council may wish to develop guiding policies include, but are not limited to: Elections, Communication (Internal and External), Record Keeping, Fundraising, Privacy, Location of Meetings, Official Correspondence Address, New Member Orientation, School Council Evaluation, and Social Media.

16. SCHOOL COUNCIL FUNDRAISING

Subject to any provincially or School Board-mandated policies and/or regulations, the School Council may raise funds that do not require incorporation to obtain (e.g., not casinos, bingos, raffles).

- A. The School Council will, where possible, encourage the Fundraising Association to do the fundraising for the School, the School Council and the School community.
- B. Should the School Council choose to fundraise, funds may be given to the School to track and record, given to the Fundraising Association
- C. School Council funds given to the School will be subject to the School Board's policy on School Council fundraising and/or School-generated funds.
- D. In the absence of mutually agreed terms, School Council funds given to the Fundraising Association will be subject to the policies of the Fundraising Association.

17.FUNDRAISING ASSOCIATION and OTHER GROUPS OF PARENTS

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

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

18.CODE OF ETHICS

All School Council Members shall:

- A. Abide by the legislation that governs them;
- B. Be guided by the mission statements of the School and School Council;
- C. Endeavour to be familiar with the School's policies and operating practices and act in 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;
- 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 School Council;
- K. Not disclose confidential information;
- L. Limit discussions at School 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;
- P. Not accept payment for School Council activities.

19.CONFLICT RESOLUTION

The School Council shall abide by the Conflict Resolution Procedures outlined in the School Board's policies and regulations. If none exist, the School 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 School Council, are of the opinion that the School 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 School Council.
 - 2) The Secretary will provide a minimum of 5 days' written notice to all parents and School Council Members of the date, time, place and purpose of the Special General Meeting.
 - 3) At the Special General Meeting, all parents and School Council Members present will have an opportunity to hear and discuss the issues causing conflict.
 - 4) On motion, a vote shall be taken respecting a proposed resolution to the conflict.
 - 5) If the majority of voting Members present vote in favour of the resolution proposed, the School Council will immediately act upon it.

20.PRIVACY

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

21.DISSOLUTION

As per Alberta Provincial Legislation, only the Minister of Education has the authority to dissolve a School Council. If the School Council is dissolved, the Principal may choose to establish an advisory committee to perform some or all of the duties of the School 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 School 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 School Council may make any changes to these Operating Procedures deemed necessary to carry out its functions.

- A. The Operating Procedures will be reviewed for their relevance and effectiveness annually by the School Council Executive or by a committee established expressly for that purpose.
- B. The Operating Procedures of the School Council may be amended by a majority vote of the voting Members present at any scheduled meeting of the School 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.

These Operating Procedures have been accepted by a majority of the Members entitled to vote at a General meeting of the School Council. Signed this _____ day, of _____, 2017

Luis Dominguez
Chair's Name

Chair's Signature

Jennifer Thibodeau
Secretary's Name

Secretary's Signature

Theresa Volk
Principal's Name

Principal's Signature