

École Frère Antoine School
School Council
Operating Procedures
Approved January 17, 2017

1. DEFINITIONS

In these Operating Procedures:

- A. "School" means École Frère Antoine School;
- B. "Council" means the School Council for the School;
- C. "Parents" means parent, guardian or primary caregiver of any child enrolled in a K-6 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 1C above) who have, in the opinion of the majority of the Members of the School Council, 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.

2. AUTHORITY

The École Frère Antoine 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

The Mission/Philosophy of the École Frère Antoine School Council is: that we support the mission / philosophy of École Frère Antoine School and the Edmonton Catholic School District.

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 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;

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- D. Facilitate an annual performance evaluation of our Council and utilize the results as a means for any necessary improvements or changes;
- E. Develop a communication plan to share information with parents and the community and facilitate communications with all educational stakeholders;
- F. Adhere to Council's Code of Ethics;
- G. Consult with other Councils and provincial organizations;
- H. Support an approach to education in which decisions are made collaboratively;
- I. Advise School Boards, Alberta Education or other municipal and provincial organizations on broader educational issues.

5. GOVERNANCE, MEMBERSHIP and DECISION MAKING

École Frère Antoine School Council uses a Town Hall Model of Governance.

- A. The membership of the Council shall consist of:
 - i. All parents, as defined in 1C above;
 - ii. The Principal of the School;
 - iii. One or more teachers and staff of the School, elected or appointed by the teachers.
- B. The voting Members of the Council shall consist of:
All parents, as listed in 1C above.
- C. The non-voting Members of the Council shall consist of:
School community, as listed in 1E above (including but not limited to: principal, teachers, staff, trustees.)
- D. Attendees: Voting members must always exceed the number of non-voting members, as defined in 5B and 5C above.

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.
- C. Proxy votes will not be permitted.

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7. QUORUM

- A. A quorum for the transaction of business at any meeting of the Council is 50% of the elected Executive Members in addition to 3 other voting members and the Principal or Principal designate.
- B. In the absence of a quorum:
 - i. 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.
 - ii. No motions shall be considered or approved.
 - iii. No decisions by consensus shall be reached.

8. EXECUTIVE and TERMS of OFFICE

The positions of the Executive shall consist of: Chair, Vice-Chair, Secretary and 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 first day of the school year to the first day of the following school year. Any elected Member may serve unlimited consecutive terms in the same position.
- 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 Executive members and Principal.
- F. Any Executive Member may be removed from the Executive at any time with cause by a majority vote of the voting members 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

It is expected that the Council Chair will be a voting member, as defined in 1C.

Unless otherwise delegated, the Chair of the Council will:

- i. Chair all meetings of the Council;
- ii. Coordinate with the Principal to establish meeting agendas;

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- iii. Communicate with the Principal on a regular basis;
- iv. Decide all matters relating to rules of order at the meetings;
- v. Ensure that the Council Operating Procedures are current and followed;
- vi. Be the official spokesperson of the Council;
- vii. Ensure that there is regular communication with the whole School community;
- viii. Review any communication to the School community prior to distribution and include the Principal in same;
- ix. Stay informed about School Board policy that impacts Council;
- x. Comply with the Councils Regulation by providing the School Board with an annual report that summarizes the Council's activities for the previous School year, including a financial statement relating to money, if any, handled by the Council, no later than September 30th;
- xi. Have general responsibility for all activities of the Council.

B. Vice-Chair

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

- i. In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities until an election can be held at the next regular meeting;
- ii. In the absence of the Chair, supervise the affairs and preside at any meetings of the Council;
- iii. Work with and support the Chair in agenda preparation;
- iv. Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the Council;
- v. Assume responsibility, in consultation with the Council, for communicating with the Fundraising Association or other parent groups within the School;
- vi. Promote teamwork and assist the Chair in the smooth running of the meetings;
- vii. Keep informed of relevant School and School Board policies;
- viii. Assist the Chair and undertake tasks assigned by the Chair.

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C. Secretary

Unless otherwise delegated, the Secretary of the Council will:

- i. Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- ii. 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;
- iii. Distribute, as determined by the Council, agendas, minutes, notices of meetings and notices of other events.

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

D. Treasurer

Unless otherwise delegated, the Treasurer of the Council will:

- i. Keep accurate records of all financial transactions for 7 years;
- ii. Ensure that records are available upon request of the School Board, public or School community;
- iii. Ensure double counting takes place of all monies paid to the Council;
- iv. Be responsible for turning over all monies paid to the Council to the School Administrative Assistant responsible for Council funds;
- v. Present a full, detailed account of receipts and disbursements to the Council as required by the Council, and prepare and present the financial statements for the annual report at the AGM.

10. VACANCIES OF THE EXECUTIVE

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.

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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.

- i. The Annual General Meeting of the Council will be held in the month of May or at an appropriate time during the School year as determined by the 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.
- ii. All parents as defined in 1C above are eligible for election.
- iii. All parents as defined in 1C above are eligible to vote at the Annual General Meeting.
- iv. The business of the Annual General Meeting shall include but is not limited to:
 - a) Chair's annual report;
 - b) Treasurer's presentation of the financial statement of the previous year;
 - c) the election of Executive Members;
- v. The business of the Annual General Meeting may also include:
 - a) plans and 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;
 - c) any evaluation of the Council.

B. Special General Meetings

- i. Upon receipt of a written request of at least 10 voting members, with a description of the purpose for a Special General Meeting, the Chair must ensure a Special Meeting will be called within 14 days.
- ii. The Council Executive may at any time give notice of a Special General Meeting. Notice will be given at least 14 days before the meeting.

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- iii. A notice stating the time, date and place of the meeting, and a description of the matters to be dealt with will be provided to the School community at least 7 days before the Special General Meeting.
- iv. At any Special General Meeting all voting members in attendance at the Special General Meeting shall have the right to vote.

C. Regular Meetings

A minimum of five (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 by September 30th of the current school year. 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 a Special General Meeting called for that purpose, it is determined to be in the best interest of the Council to do so.

12. 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.

13. COMMITTEES

The Executive may appoint committees that are led by Council Members that consist of Council Members and/or School community members. Committees will meet outside of Council meetings to complete their assigned tasks as per the direction of the Council and report on their activities at Council meetings.

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14. 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 will be reviewed by the Executive at the beginning of every new Council term to decide if each policy will be implemented for the new Council and its 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, Fundraising, Privacy, Location of Meetings, Official Correspondence Address, New Member Orientation, Council Evaluation, and Social Media.

15. SCHOOL COUNCIL FUNDRAISING

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

- A. The Council will, where possible, encourage the Fundraising Association to do the fundraising for the School and the School community.
- B. Should the Council choose to fundraise, funds must be given to the School Administrative Assistant responsible for Council funds to track and record, as per School Board policy.
- C. Council funds given to the School will be subject to the School Board's policy on Council fundraising and/or School-generated funds.
- D. Should Council decide to donate funds to the Fundraising Association, a written copy of mutually agreed upon terms must be signed by both parties prior to the exchange of any funds.

16. PARTNERSHIP WITH OTHER PARENT GROUPS

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 and/or other groups of parents to support their activities and to solicit support for Council activities.

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- B. The Council may develop policies to promote a productive, open and transparent relationship with the Fundraising Association and/or other groups of parents.

17. CODE OF ETHICS

All Council Members shall:

- A. Abide by the legislation that governs them;
- B. Be guided by the mission statement of the School and Edmonton Catholic School Board;
- C. Endeavour to be familiar with School 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 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;
- P. Not accept payment for Council activities.

18. 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.

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- 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:
- i. The Chair will call a Special General Meeting of the Council.
 - ii. The Secretary will provide a minimum of 7 days' written notice to all parents and Council Members of the date, time, place and purpose of the Special General Meeting.
 - iii. At the Special General Meeting, all parents and Council Members present will have an opportunity to hear and discuss the issues causing conflict.
 - iv. On motion, a vote shall be taken respecting a proposed resolution to the conflict.
 - v. If a majority of voting Members present vote in favour of the resolution proposed, the Council will immediately act upon it.

19. PRIVACY

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

20. 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 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.

21. 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 must be reviewed by the Council by September 30th of each School year of the Council term.

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- B. Notice of proposed changes to the Operating Procedures will be provided to the School community no less than 5 days before the meeting.
- C. The Operating Procedures of the Council may be amended by a majority vote of the voting Members present at any scheduled Regular, Special or Annual General meeting of the Council.

These Operating Procedures have been accepted by a majority of the Members entitled to vote at a Regular General meeting of the Council.

Date: January 17, 2017

Chair's Name

Chair's Signature

Secretary's Name

Secretary's Signature

Principal's Name

Principal's Signature