Calmar Elementary School Council Operating Procedures

1. DEFINITIONS

In these Operating Procedures:

A. "School" means Calmar Elementary School;
B. "Council" means the School Council for the Calmar Elementary School;
C. "Parents" means any parent, guardian or primary caregiver of any child enrolled in an educational program at Calmar Elementary School;
D. "Student" means any child enrolled in an educational program at Calmar Elementary School.
E. "Community members" means persons other than parents, who have, in the opinion of the majority of the members of the School Council, an interest in the well-being of the School.
F. "School Community" collectively includes all members as defined in 1B – 1E above.
G. "Division" means Black Gold School Division.
H. "The Board" means Black Gold School Board.

2. AUTHORITY

The School Council derives its authority to participate in the education of our students through Alberta Provincial Legislation, specifically *Section 55 of the Education Act*, the *School Councils Regulation* which supports it, and *Black Gold Administrative Procedure 110*.

3. MISSION STATEMENT/PHILOSOPHY

The School Council will undertake discussions and activities which will support and enhance student learning and foster the well-being and effectiveness of our School Community.

4. GOALS/PURPOSE

The goals of the School Council, in keeping with the *Education Act,* the *School Councils Regulation*, and *Black Gold Administrative Procedure 110*, are to:

A. Create a culture of respect, collaboration and inclusion for the School Community;
B. Represent the Parent perspective by consulting with the principal to ensure students have opportunities to meet Ministry standards, fiscal management is sound and meets students' needs, and the School Community is taken into consideration during school based planning;
C. Advise the Principal and The Board on matters relating to the School and Division, including but not limited to: School's mission/philosophy/policies/rules/goals/improvement planning; division policies; budget; methods of communication; programs and extracurriculars offered; standards of student conduct; bullying issues; safety issues; school calendar; transportation; school infrastructure priorities; three-year education plans; annual education results; volunteers; etc;
D. Advise Alberta Education and other provincial organizations on broader educational issues;
E. Consult with and share ideas with other school councils and provincial organizations;
F. Participate in engagement opportunities to stay informed and interconnected, and to hold accountable the Alberta Education Assurance Framework and Professional Practice Standards;
G. Share information, facilitate communication, and collaborate with the School Community and all educational stakeholders;
H. Support a common vision for the School;
I. Encourage a positive atmosphere where individual contributions are encouraged and valued;
J. Encourage meaningful involvement by all members of the School Community;
K. Honor mutual trust and respect with all members to best support the wellbeing of the Students;
L. Support an approach to education in which decisions are made collaboratively;
M. Support the School in its efforts to focus teachers' time and the School resources on the essential tasks of teaching and learning;
N. Develop special events which will foster participation and well-being of the School Community;
O. Participate in the Division Council of School Councils and ASCA initiatives where possible;
P. Adhere to School Council's Code of Conduct (see 18 below).

5. GOVERNANCE and MEMBERSHIP

The School Council uses a **Town Hall** Operating Style and/or Model of Governance.

A. The membership of the School Council shall consist of:
   1) The majority of members must be Parents, as defined in 1C above;
   2) The principal of the School;
   3) Teachers and staff of the School;
   4) Interested Students and Community Members (optional).
B. The voting members of the School Council shall consist of Parents in attendance at the meeting.
C. The non-voting members of the School Council shall consist of all others.

6. DECISION MAKING

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 and passed by the majority of School Council voting members.

7. QUORUM

A. 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 designate is present.
B. In the absence of a quorum:
   1) No motions may be considered or approved.
   2) If a majority of Parents and School Council Members at the meeting agree to proceed in the absence of a quorum, the School Council will continue the meeting for purposes of discussion of issues, but point 1) above will continue to apply.

8. EXECUTIVE COMMITTEE, TERMS OF OFFICE and MEMBER ROLES

The positions of the Executive Committee shall consist of: Chairperson, Vice Chairperson, and Secretary.

A. All Executive Committee positions must be filled by Parents as defined in 1C above.
B. Every Parent is eligible to be elected to an Executive Committee position on the School Council.
C. The terms of office are one (1) year from the Annual General Meeting to the following Annual General Meeting. Any elected member shall serve no more than four (4) consecutive terms in the same position.
D. The Executive Committee 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, appointed at the first School Council meeting after the Annual General Meeting.
E. The Executive Committee will carry out the day-to-day operation of the School Council.
F. The Executive Committee, in collaboration with the Principal, shall retain the minutes for each meeting of the School Council for at least seven (7) years.
G. Any Executive Committee member unable to fulfill their term shall provide a letter of resignation to the council.

9. DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

A. **Chairperson/Chair**

It is expected that the School Council Chairperson will be a Parent, as defined in 1C above. The Chair should be someone who can work collaboratively and knows how to organize both programs and people. The Chair should actively encourage others to become engaged in meaningful ways. The Chair will reference the *Education Act,* the *School Councils Regulation*, and *Black Gold Administrative Procedure 110* when necessary

Unless otherwise delegated, the Chairperson 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 and ongoing basis;
4) Call regular, special and annual general School Council meetings;
5) Begin and end meetings on time and encourage or allow opinions on agenda topics;
6) Decide all matters relating to rules of order at the meetings;
7) Ensure the School Council operating procedures are up to date and followed;
8) Ensure that minutes are recorded and maintained;
9) Be the official spokesperson and have general supervision of all School Council activities;
10) Ensure there is regular communication with the whole school community;
11) Stay informed about school board policy that impacts School Council;
12) Provide an email address to the principal and division for communication;
13) Submit an annual report to the Superintendent by September 30th, summarizing the activities of the School Council in the previous school year.
14) As outgoing Chairperson, serve in an advisory capacity to the incoming Chairperson.

B. **Vice Chairperson**

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

1) In the event of resignation, incapacity or leave of absence of the Chairperson, fulfill the Chairperson's responsibilities;
2) In the absence of the Chairperson, supervise the affairs and preside at any meetings of the School Council;
3) Work with and support the Chairperson in agenda preparation;
4) Promote teamwork and assist the Chairperson in the smooth running of the meetings;
5) Keep informed of school and school board policies relevant to the school council;
6) Prepare to assume the position of Chairperson in the future.

C. **Secretary**

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

1) Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting;
2) Keep minutes, correspondence, records and other School Council documents;
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 notices and minutes of meetings and other School Council events as required;
5) Ensure all materials relating to the School Council, including resources (Alberta School Council Resource Manual), all meeting minutes and any relevant documents, are available to the public in an accessible location in the School as well as digital copies.

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

D. **Principal / Teachers / Members at Large / ECS Parent Representative / Classroom, Grade or Division Representatives / Community Members / Fundraising Association Liaison**

These individuals will be key members of School Council who:

1) Attend School Council meetings;
2) Share their professional knowledge and expertise with other School Council members;
3) Encourage feedback and participation from community groups and individuals;
4) Communicate information of interest to the School Council and the school community;
5) Share information from School Council meetings with the greater community;
6) Have a clear understanding of the School Council's goals and purpose;
7) Respect confidentiality;
8) Identify possible topics for agendas;

9) May serve as a liaison between the School Council and their organization or area of responsibility/expertise.
10) Principal will provide contextual information on matters relating to the School and seeks input from the School Community on decisions that affect the School.
11) At least one teacher representative may be present at School Council meetings.

10. VACANCIES

With the exception of the School Council positions filled by the principal and teacher representative, the School Council may appoint School Council members to fill vacancies until the election at the next Annual General Meeting.

11. MEETINGS

Virtual/electronic meetings may be conducted in place of, or in combination with physical meetings. No meetings shall be recorded without the expressed consent of those members in attendance.

A. Regular Meetings

A minimum of six (6) regular School Council meetings will be held per school year or as called by the Executive Committee. Dates for regular meetings will be set for the year at the first School Council meeting in September. The meetings will take place at the School, unless otherwise advertised.

B. Special Meetings

The School Council Executive Committee may at any time give notice of a Special Meeting of the School Council. Notice will be given at least 5 school 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 Meeting all Parents in attendance shall have the right to vote.

C. Annual General Meetings

Where the School Council hasn't been operational the year prior, an Establishment Meeting will be held in accordance with Section 3 of the School Councils Regulation, 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 within 20 school days after the start of the school year at an appropriate time as determined by the School Council. The meeting will be advertised throughout the school and the community no less than 14 days beforehand and will state the business to take place at the Annual General Meeting.
2) All Parents, as defined in 1C above, as well as all parents of students registered to attend in the upcoming school year, are eligible for election.
3) All Parents, as defined in 1C above, are eligible to vote at the Annual General Meeting.
4) The business of the Annual General Meeting shall include:
    a. The election of Executive Members if required.

    And may also include:
    a. School 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; major changes in the school program or focus; or formal evaluation of the school council.

13. 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 and present a report of their activities at School Council meetings.

14. POLICIES

Subject to any provincially or board mandated policies and/or regulations, the School Council may establish and implement policies in the School that the School Council considers necessary to carry out its functions.

A. The School Council may develop policy for the duration of a two (2) year term.
B. 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 adopted or archived;
C. Archived policies shall be kept for seven (7) years;
D. Topics on which School Council may wish to develop guiding policies include, but are not limited to: communication, record keeping, privacy, location of meetings, new member orientation, school council evaluation, use of virtual platforms, and social media.

15. 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.

16. SCHOOL COUNCIL FUNDRAISING

A. The School Council will encourage the fundraising society to do the fundraising for the School, the School Council and the School Community.
B. Should the School Council receive a gift of funds, they shall hand over the full amount to either the fundraising society or the School with recommendations for spending.
C. School Council cannot undertake fundraising endeavors that require a gaming license from the Alberta and Gaming Commission such as: casinos, bingos and raffles. Other fundraising activities are permitted.
D. The School Council recognizes and appreciates the efforts of the fundraising society and other groups of parents striving to support and enhance the educational opportunities in the School.

17. SCHOOL COUNCIL LIABILITY

Members of the School Council are covered by the Division's liability insurance while they are acting under the direction of an authorized school employee.

18. CODE OF CONDUCT

All School Council members shall:

A. Abide by the legislation that governs School Council;
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 and the rest of the School Community;
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;
M. Use the appropriate communication channels when questions or concerns arise;
N. Promote high standards of conduct 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 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, ten (10) Parents, or two (2) of the three (3) Executive Committee 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 written request signed by them to all School Council members, and the following will apply:
   1) The Chairperson will call a Special Meeting of the School Council.
   2) The Secretary will provide a minimum of five (5) school days' written notice to all Parents and School Council members of the date, time, place and purpose of the Special Meeting.
   3) At the Special Meeting, all Parents and School Council members present will have an opportunity to hear and discuss the issues causing conflict.
   4) On motion, seconded by any School Council parent member present at the Special Meeting, a vote shall be held respecting a proposed resolution to the conflict.
   5) If the majority of School Council parent members present vote in favour of the resolution proposed, the School Council will immediately act upon the resolution.

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 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 40 school days after the start of the next school year.

21. REVIEWS and AMENDMENTS

Subject to any provincially or 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 Committee or a committee established expressly for that purpose.
B. Notice of proposed changes to the Operating Procedures will be provided to the School Community no less than five (5) school days before the meeting.
C. 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.

These Operating Procedures have been accepted by a majority of the voting members at a meeting of the School Council.

Kara Kushinski Chairperson's Name	 Chairperson's Signature	Date Oct 13/22
KRISTA GARDNER Vice Chairperson's Name	K Gardner Vice Chairperson's Signature	Date Oct 13/22
Christine Sikliski Secretary's Name	 Secretary's Signature	Date Oct Nov 13/22
Bernadette Hawkins Principal's Name	B Hawkins Principal's Signature	Date Oct. 13/22