

High Park School Council Operating Procedures

Phone 780.963.2222 / Fax 780.963.9399

40 Highridge Way, Stony Plain, AB T7Z 1R6

NAME

The name of the school council shall be School Council (S.C.).

MISSION

To foster the well-being and effectiveness of our school community and to enhance student learning.

GOALS

The goals of the school council, in keeping with the School Act and the School Councils Regulation, are to:

- Provide advice to the staff and principal on issues of importance, such as the school philosophy, mission and vision, school discipline policies, school growth plans, programs and directions and budget allocations to meet student needs.
- Stimulate continuous improvement in meaningful involvement by all members of the school community.
- Facilitate collaboration among all members of the school community.
- Support an approach to schooling in which decisions are made collaboratively and, wherever possible, at the school and classroom level.
- Facilitate the development of a common vision for our school.
- Keep the school board and all stakeholders informed, in cooperation with the principal, of the needs of the school
- Support the school in its efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.
- Facilitate communication with all educational stakeholders and the community.
- Provide guidance and assistance for school sponsored activities beyond the mandated curriculum in a fair and equitable manner to all parties involved.

GOVERNANCE AND MEMBERSHIP

The membership for the school council shall consist of:

- The parents/guardians of students enrolled in this school
- The principal
- Teachers and support staff
- Community members
- Others as decided

EXECUTIVE COMMITTEES

- All executive positions must be filled by parents/guardians of students enrolled in this school.
- Every member of THE SCHOOL COUNCIL and/or parent/guardian of a student enrolled at this school are eligible to be elected to an executive position.
- The terms of office are from the Annual General Meeting to the following Annual General Meeting.
- The executive can be elected by parents/guardians of students enrolled at this school attending the AGM or at the first school meeting by S.C. members.
- The executive committee will prepare the agenda for the general meeting and circulate minutes of the same.
- The executive committee will carry out the day-to-day operation of the School Council

DUTIES OF THE EXECUTIVE

The positions of the Executive Committee shall consist of:

Chairperson

The chairperson plans meetings and prepares agendas, facilitates school council meetings, acts as spokesperson for the school council (unless otherwise delegated) and supports the school council.

The chairperson ensures the school board receives an annual report from the school council.

Vice Chairperson

The vice chairperson assists the chairperson with duties, as assigned, and in the absence of the chairperson, assumes the duties of the chairperson. The vice chairperson is the designated Personal Information Protection Act (PIPA)/Privacy Officer of school council and manages personal information in compliance with PIPA.

Secretary

The secretary keeps accurate minutes and records of the School Council meetings, documents and files all correspondence and communications and keeps an accurate list of names and addresses of school members in compliance with the Personal Information Protection Act (PIPA). The secretary ensures all materials relating to School Council including resources (i.e. School Council Resource Manual), all meeting minutes and any relevant documents are organized and maintained in the School Council binder and are available to the public in an accessible location in the school.

VACANCIES

With the exception of the school council positions filled by the principal, the School Council may appoint members to fill vacancies until the election at the next annual general meeting.

COMMITTEES

The School Council may appoint committees that consist of School Council members and/or school community members. Committees report on their activities at School Council meetings and meet outside of School Council meetings to complete their assigned tasks.

SUGGESTED COMMITTEES

Classroom Coordination to:

- Find Classroom representatives for each class
- Coordinate class phone-out lists
- Manage Classroom representatives to facilitate communication between parents and school

Communications to:

- Maintain bulletin board in School Entranceway
- Ensure minutes and agendas are posted on school website
- Work to increase flow of information between school and parents

Staff Appreciation to:

- Present ideas for staff appreciation activities for the year (e.g., Breakfast, Potluck Interview night supper) to the School Council and PAL.
- Create subcommittees to coordinate activities

DECISION MAKING

- Decisions at the School Council meetings will be made by consensus as much as possible. The decisions made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- If a decision is made by a vote, the motion must be moved and seconded and passed by the majority of the School Council members present at the meeting. Results from the vote shall be recorded in the minutes of meetings.
- Proxy votes will be accepted if presented in writing with the voter's signature.

QUORUM

Quorum will be attained when the majority of voting members present at a meeting are parents/guardians of students enrolled at this school.

MEETINGS

- The first meeting of the School Council is held within 20 school days after the start of the school year.
- The School Council will meet a minimum of six times during the school year, in addition to the Annual General Meeting.
- The executive of the School Council will determine regular meetings dates.
- Meetings will take place at the school unless indicated with a minimum of 14 days' notice to change location.
- Special meetings of the School Council may be called by the executive or at the written request of ten (10) parents/guardians of students enrolled at this school.
- The School Council and P.A.L. will conduct separate meetings. If the School Council and P.A.L. decide to share a meeting time, the School Council meeting must be officially adjourned prior to the P.A.L. meeting being called to order.

ANNUAL GENERAL MEETING

- The annual general meeting of the School Council will be held at an appropriate time during the school year determined by the School Council
- The meeting will be advertised throughout the school at least 21 days in advance of the AGM date.
- Election of executive positions will take place at the AGM.
- All parents/guardians of students attending this school are eligible for election.
- All parents/guardians of students attending this school are eligible to vote at the AGM.
- The business of the AGM shall include:
 - Election of executive members
 - Proposed operating procedures amendments
 - Motion to accept a financial statement of the previous year (only if finances are transacted by school council)
 - Plans and budget for the upcoming year
 - Discussion of any major issues in which parents should have input, such as:
 - Changes to the vision or mission statement of the school
 - Major changes in the school program or focus

ANNUAL REPORT

- In accordance with School Council Regulations, the School Council through the School Council chairperson prepares and provides the school board with an annual report submitted by September 30th that includes:
 - A summary of school council's activities of the previous year
 - A financial statement
 - A copy of the minutes of each meeting
 - The school council will make the annual report available to all members of the school community.

AMENDMENTS TO THE OPERATING PROCEDURES

- The operating procedures remain in force from year to year, unless amended at the AGM.
- The operating procedures of the School Council may be amended by a majority vote of the School Council at an AGM.
- Notice of proposed operating procedure amendments must be circulated with the notice of AGM.

CODE OF ETHICS

All School Council members shall:

- Abide by the legislation that governs them
- Be guided by the mission statement of the school and the school council
- Endeavour to be familiar with school policies and operating practices and act in accordance
- Practice the highest standards of honest, accuracy, integrity and truth
- Recognize and respect the personal integrity of each member of the school community
- Declare any conflict of interest
- Encourage a positive atmosphere in which individual contributions are encouraged and valued
- Apply democratic principles
- Consider the best interests of all students
- Respect the confidential nature of some school business and respect limitations this may place on the operation of the school council
- Not disclose confidential information
- Limit discussions at School Council meetings to matters of concern to the school community as a whole.
- Use the appropriate communication channels when questions or concerns arise
- Promote high standards of ethical practice within the school community
- Accept accountability for decisions
- Not accept payment for School Council activities

PRIVACY

- The School Council shall adhere to the Personal Information Protection Act (PIPA).
- The School Council shall not share personal information for purposes other than those of school council business.

PROCEDURES

- The School Council may develop procedures for the duration of their term.
- The procedures of School Council will be reviewed at the beginning of every new Council term to decide if each procedure will be implemented for the new Council and its term.

FUNDRAISING SOCIETY – PARENT ADVISORY LEAGUE (P.A.L.)

- The School Council will communicate regularly with P.A.L. to support their activities and to solicit support for School Council activities.
- The School Council can develop policy to promote a productive, open and transparent relationship with P.A.L.
- School council will, where possible, encourage the fundraising society to do the fundraising for the school and the school community.

CONFLICT RESOLUTION PROCEDURES

In accordance with s17 (7.1) School Act, 1995, the school council will abide by the conflict resolution procedures outlined by the School Division.