

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 Education Act (2012) and the School Councils Regulations, 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 through meaningful involvement by all members of the school community.
- Facilitate collaboration and communication among all members of the school community.
- Keep the school board and all stakeholders informed, in cooperation with the principal, of the needs of the school

GOVERNANCE AND MEMBERSHIP

The membership for the school council shall consist of:

- The parents/guardians of students enrolled in this school
- The principal
- At least one teacher or support staff, elected or appointed by the teachers of the school
- Community members
- Others as decided

EXECUTIVE COMMITTEE

- All executive positions must be filled by parents/guardians of students enrolled in this school.
- Every parent/guardian of a student enrolled at this school is 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, or by parents/guardians registered to vote where elections are held through an online medium.
- The executive committee will prepare the agenda for all meetings and circulate minutes of the same.
- The executive committee will carry out the day-to-day operation of the School Council
- 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.

DUTIES OF THE EXECUTIVE

The positions of the Executive Committee shall consist of:

Chairperson

The chairperson plans meetings and prepares agendas, manages the School Council Blog, and acts as spokesperson for the school council (unless otherwise delegated). 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.

Secretary

The secretary keeps accurate minutes and records of the School Council meetings, and documents and files all correspondence and communications. 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.

COMMITTEES

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

SCHOOL COUNCIL BLOG

- School Council communications will be primarily through an online blog
- All executive members will have access to make posts to the blog, and to see all incoming comments
- All members will have access to view the blog
- Where member input is solicited, comments will not be posted directly for public viewing, but will be summarized by the executive and posted in summary format
- Administration and Trustees will provide posts to the blog at regular intervals

MEETINGS

- Meetings will be held between the Executive and Administration a minimum of four times per year at mutually agreeable dates. The purpose of these meetings will be to discuss items of concern related to the goals of the School Council, and to relate inputs from the School Council Blog to school Administration.
- The membership will be informed of the dates and times of the meetings a minimum of 14 days in advance through the School Council Blog, and any member may attend
- Special meetings of the School Council may be called at the written request of ten (10) parents/guardians of students enrolled at this school.
- Special meetings of School Council will be held where there are areas of concern that warrant in-person discussion, or where a presentation can be made to benefit members of the council.

- 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.

DECISION MAKING

- Decisions by School Council will be made by consensus as much as possible; if general agreement cannot be reached, decisions may be put to a vote. The decisions made by consensus must be stated clearly and recorded as such on the School Council Blog and in the records kept at the school.
- 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 voting. Results must be recorded on the School Council Blog and in the records kept at the school.
- Proxy votes will be accepted at in-person meetings if presented in writing with the voter's signature.
- Quorum will be attained when the majority of voting members are parents/guardians of students enrolled at this school.

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.
- The business of the AGM shall include:
 - Election of executive members
 - Plans or goals for the upcoming year
- Where appropriate measures can be taken to address the above, the Annual General Meeting may be held through and on-line medium

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. 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.
- The operating procedures of the School Council may be amended by a majority vote by the parents present at any scheduled meeting of the school council, or through a online vote.
- Notice of proposed operating procedure amendments must be circulated a minimum of 14 days prior to the vote.

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 on the School Council Blog and 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.

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.

CONFLICT RESOLUTION PROCEDURES

In accordance with Section 55(8) of the Education Act, 2012, the School Council will abide by the conflict resolution procedures outlined by the School Division.