

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. "Parent" means a legal parent or guardian, or the 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 other than a Parent who has, in the opinion of the majority of the Parents of the 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;
- G. "Voting Member" means a Parent or Community Representative who is present at the time of a vote;
- H. "School Community" means Parents, Community Representatives and staff employed by the School;

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

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 consult with, the Principal or the School Board on matters relating to the School such as: the School philosophy, mission, vision, policies, improvement plans, programs, 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 enhance student learning, encourage participation and promote the well-being of the School community;
- D. Adhere to School Council's Code of Ethics;
- E. Consult with other School Councils and organizations;
- F. Support an approach to education in which decisions are made collaboratively and wherever possible, at the school and classroom level;
- G. Advise School Boards, Alberta Education or other organizations on broader educational issues;
- H. Facilitate the development of a common vision for the school;
- I. Encourage parents to bring concerns forth to the Council Chair or Principal prior to a Council Meeting;
- J. Support the school and it's efforts to focus teachers' time and school resources on the essential tasks of teaching and learning.

5. GOVERNANCE and MEMBERSHIP

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

- A. The membership of the School Council shall consist of:
 - 1) Parents;
 - 2) The Principal (or a designate) of the School;
 - 3) One or more teachers of the School, elected or appointed by the teachers;
 - 4) Community Representatives as decided by the School Council.

Bishop David Motiuk Elementary / Junior High School Council Operating Procedures

6. QUORUM

Quorum for a Council meeting will be attained when:

- A. The Chair and/or Vice Chair is present;
- B. The Secretary (or a Recording Secretary) is present;
- C. The Principal (or designate) is present;

In the absence of a quorum:

- D. If the Council Members present agree to proceed in the absence of a quorum, the School Council may continue for the purposes of discussion of issues;
- E. No motions shall be considered or approved;
- F. No decisions by consensus shall be reached.

7. DECISION MAKING

Decisions at Council meetings will be made by consensus as much as possible.

- A. If a decision is made by a vote, the motion must be moved, seconded and passed by the majority of Council Voting Members;
- B. A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting;
- C. The Voting Members of the School Council shall consist of Parents in attendance at that council meeting;
- D. The non-voting Members of the School Council shall consist of the Principal, Community Representatives and staff members of the School who do not have children registered at the School;

8. EXECUTIVE and TERMS OF OFFICE

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

- A. The Executive will carry out the day-to-day operation of the Council;
- B. All Executive positions must be filled by Parents;
- C. Any Parent is eligible to be elected to an Executive position;
- D. The Executive 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 elected member may serve, a maximum, of three (3) consecutive Terms in the same position;
- F. A Term is from the close of the Annual General Meeting to the close of the following Annual General Meeting;
- G. An Executive member may resign their position by providing written notice to the Chair and/or Principal;
- H. An 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.

9. DUTIES OF THE EXECUTIVE MEMBERS

A. Chair

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

- 1) Coordinate with the Principal on a regular basis and to establish meeting agendas;
- 2) Chair all meetings of the Council;
- 3) Decide on matters relating to the rules of order at Council meetings;
- 4) Ensure the Operating Procedures are current and followed;
- 5) Be the official spokesperson of the Council;
- 6) Ensure that there is open communication with the School Community;
- 7) Stay informed about School Board policies that impact the Council;
- 8) Provide the School Board with an annual report summarizing Council activities for the previous School year no later than September 30th;

Bishop David Motiuk Elementary / Junior High School Council Operating Procedures

- 9) Have general responsibility for the activities of the Council.

B. Vice-Chair

Unless otherwise delegated, the Vice-Chair will:

- 1) In the event of resignation, incapacity or 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 in agenda preparation;
- 4) Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- 5) Promote teamwork and assist the Chair in the smooth running of the meetings;
- 6) Keep informed of relevant School and School Board policies;
- 7) Assist the Chair and undertake tasks assigned by the Chair.

C. Secretary

Unless otherwise delegated, the Secretary 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 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 seven (7) years;
- 3) Maintain a dated record of all the members of the Council, who have knowingly provided their contact information, in compliance with PIPA;
- 4) Distribute, as determined by the Principal and/or Council: agendas, minutes, notices of meetings and notices of other events;.

In the absence of the Secretary, the Council shall choose a parent to act as the recording Secretary for the meeting.

D. Teacher Liaison

Unless otherwise delegated, the Teacher Liaison will:

- 1) Represent the teachers' perspective;
- 2) Promote a collaborative, collegial model of decision-making at the school;
- 3) Support the decision-making process and decisions made at Council meetings;
- 4) Share professional knowledge with the Council;
- 5) Share Council activities and information with school staff, parents and community representatives;
- 6) Follow the code of ethics and professional protocols set out by the Alberta Teachers Association;

10. VACANCIES

Any vacancy of an Executive position will be advertised to the parent community. Elections for that vacant position will be held at subsequent Council meetings until the vacancy is filled.

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.

- 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 Council. The meeting will be advertised throughout the School Community no less than two (2) weeks beforehand and will state the business to take place at the Annual General Meeting;
- 2) All Parents are eligible for election;

Bishop David Motiuk Elementary / Junior High School Council Operating Procedures

- 3) All Parents in attendance are eligible to vote;
- 4) The business of the Annual General Meeting shall include:
 - a. the election of the Executive 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 five (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 five regular School Council meetings will be held per School year or as called by the Executive. 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.

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 Council may appoint committees that consist of 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.

14. 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.

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).

Bishop David Motiuk Elementary / Junior High School Council Operating Procedures

- A. The 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 Council choose to fundraise, funds may be given to the School to track and record, given to the Fundraising Association or deposited in a bank account operated by the Council.
- 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.

16. 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.

17. 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 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.

19. 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.

- A. If at any time, ten (10) parents, or five (5) parents and at least 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 Council.
 - 2) The Secretary will provide a minimum of five (5) days written notice to all parents and Council Members of the date, time, place and purpose of the Special General Meeting.

Bishop David Motiuk Elementary / Junior High School Council Operating Procedures

- 3) At the Special General Meeting, all parents and 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 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 Council business.

21. DISSOLUTION

As per Alberta Provincial Legislation, only the Minister of Education has the authority to dissolve a School Council. If the Council is dissolved, the Principal may choose to establish an advisory committee to perform some or all of the duties of the 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 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 Council may be amended by a majority vote of the Voting Members present at any scheduled meeting of the Council;
- C. Notice of proposed amendments to the Operating Procedures will be provided to the School community no less than five (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.

Date 9/20/2022

Aman K. Rana
Chair's Name

[Original Signed]
Chair's Signature

Jennifer Pino-Willock
Secretary's Name

[Original Signed]
Secretary's Signature

Theresa Volk
Principal's Name

[Original Signed]
Principal's Signature