

# LEDUC COMPOSITE HIGH SCHOOL SCHOOL COUNCIL OPERATING PROCEDURES

## DEFINITIONS

1. In these Operating Procedures, the following definitions apply:
  - a. “School” means Leduc Composite High School;
  - b. “Council” means the School Council for the School;
  - c. “Parent” means any parent, guardian, or primary caregiver of any student attending an educational program at the School;
  - d. “Regulation” means the *School Councils Regulation* under the *School Act*; and
  - e. “School Community” means Parents, School administration, students, and persons other than Parents (as defined in 1.c. above) who have, in the opinion of the majority of the members of the School Council, an interest in the well-being of the School.

## AUTHORITY

2. The School Council derives its authority to participate in the education of students through Alberta Provincial Legislation, specifically Section 22 of the *School Act*, and the *School Councils Regulation* which supports it.

## MISSION STATEMENT/PHILOSOPHY

3. LCHS Mission Statement: Inspiring Success for Every Student, Every Day
4. The School Council will undertake discussions and activities which will enhance student learning and foster the well-being and effectiveness of our School Community.

## GOALS/PURPOSE

5. The goals of the School Council, in keeping with the School Act and the School Councils Regulation, are to do all of the following:
  - a. Represent the parent and student perspective by providing advice to and consulting with School administration 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. Develop special events which will foster the participation and well-being of the School Community;
  - c. Develop a communication plan to share information with the School Community and facilitate communications with all educational stakeholders;
  - d. Consult with other school councils and provincial organizations;
  - e. Advise school boards, Alberta Education, or other provincial organizations on broader educational issues;
  - f. Encourage a positive atmosphere where individual contributions are encouraged and valued;
  - g. Stimulate continuous improvement in meaningful involvement by all members of the School Community;
  - h. Facilitate collaboration among concerned participants of the School Community;
  - i. Support an approach to education in which decisions are made collaboratively and, wherever possible, at the School and classroom level;
  - j. Facilitate the development of a common vision for the School;
  - k. Facilitate a formal performance evaluation of the School Council and communicate the results of this evaluation to the school board and the School Community;

- l. Support the School in its efforts to focus teachers' time and School resources on the essential tasks of teaching and learning;
- m. Facilitate communication with educational stakeholders and the general community; and
- n. Comply with the School Councils Regulation by providing the school board with an annual report that summarizes the School Council's activities for the previous school year, including a financial statement relating to money, if any, handled by the School Council, no later than September 30th.
- o. Adhere to School Council's Code of Ethics.

## **GOVERNANCE, MEMBERSHIP and DECISION MAKING**

- 6. The School Council uses a Town Hall Operating Style and/or Model of Governance.
  - a. The membership of the School Council shall consist of the following:
    - i. All Parents, as defined in 1.c. above;
    - ii. The Principal of the School, in an advisory, non-voting capacity;
    - iii. A minimum of one teacher of the School;
    - iv. Other staff of the School;
    - v. One or more students, if appointed or elected by the students; and
    - vi. Others as decided by the School Council.
  - b. The Parent/other ratio may vary at times, but the number of Parent members must always exceed the number of administration, staff, students, and/or community representatives.

## **DECISION MAKING**

- 7. Decisions at School Council meetings, including the Annual General Meeting, will be made by consensus as much as possible.
- 8. A decision made by consensus must be stated clearly and recorded as such in the minutes of the meeting.
- 9. If a decision is made by a vote, the motion must be moved and passed by a simple majority of School Council voting members present at the meeting.

## **QUORUM**

- 10. Quorum will be attained when the majority of voting members present at any School Council meeting are Parents as defined in 1.c. above and the Principal or designate is present.
- 11. In the absence of a quorum, the following rules apply:
  - a. No motions may be considered or approved.
  - b. If a majority of 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 11.a will continue to apply.

## **EXECUTIVE COMMITTEE AND TERMS OF OFFICE**

- 12. The positions of the Executive Committee shall consist of a Chair, Vice Chair (or Co-Chair), Past Chair (optional), Secretary, and Treasurer (if required).
- 13. Every Parent is eligible to be elected to an Executive Committee position on the School Council.
- 14. All Executive Committee positions must be filled by Parents as defined in 1.c. above.
- 15. Despite 14, a member who is not a Parent may fill an Executive Position if no Parent is willing to be nominated into that position.

16. The terms of office are from the Annual General Meeting to the following Annual General Meeting. Any elected member may serve five (5) consecutive terms in the same position.
17. The Executive Committee of the School Council will be elected by School Council members 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.
18. The Executive Committee, through the Chair and in consultation with the Principal, will provide the agenda for all meetings and circulate minutes of the same.
19. The Executive Committee will carry out the day-to-day operation of the School Council.

## **DUTIES OF THE EXECUTIVE COMMITTEE AND SCHOOL COUNCIL MEMBERS**

### **20. Chair**

- a. It is expected that the School Council Chair will be a Parent of a student attending the School. Unless otherwise delegated, the Chair of the School Council will do all of the following:
  - i. Chair all meetings of the School Council;
  - ii. Coordinate with the Principal to establish meeting agendas;
  - iii. Communicate with the Principal on a regular basis;
  - iv. Call regular School Council meetings;
  - v. Decide all matters relating to rules of order at the meetings;
  - vi. Follow existing School Council operating procedures;
  - vii. Ensure that minutes are recorded and maintained;
  - viii. Have general supervision of all activities of the School Council;
  - ix. Be the official spokesperson of the School Council;
  - x. Assume responsibility, in consultation with the School Council, for communicating with the fundraising society or other parent groups within the School;
  - xi. Ensure there is regular communication with the School Community, beyond those who attend meetings;
  - xii. Stay informed about school board policy that impacts School Council;
  - xiii. Have signing authority, if required, on any financial accounts together with the vice-chair; and
  - xiv. Submit an annual report in conformance with the Regulations.

### **21. Vice Chair / Co-Chair**

- a. Unless otherwise delegated, the Vice-Chair of the School Council will do all of the following:
  - i. In the event of resignation, incapacity, or leave of absence of the Chair, fulfill the Chair's responsibilities;
  - ii. In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council;
  - iii. Work with and support the Chair in agenda preparation;
  - iv. Ensure the appropriate management, in compliance with Personal Information Protection Act (PIPA), of any personal information collected on behalf of the School Council;
    - v. Promote teamwork and assist the Chair in the smooth running of the meetings;
    - vi. Keep informed of relevant School and school board policies;
    - vii. Prepare to assume the position of Chair in the future;
  - viii. Have signing authority, if required, on any financial accounts together with the Chair; and
  - ix. Aid the Chair and undertake tasks assigned by the Chair.

## **22. Secretary**

- a. Unless otherwise delegated, the Secretary of the School Council will do all of the following:
  - i. Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting;
  - ii. Keep minutes, correspondence, records, and other School Council documents;
  - iii. Maintain a dated record of all the members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
  - iv. Distribute notices of meetings and other School Council events as required; and
  - v. Ensure all materials relating to the School Council—including resources (such as the Alberta School Council Resource Manual), all meeting minutes, and any relevant documents—are available to the public in an accessible location in the School;
- b. In the absence of the Secretary, the School Council shall choose a recording secretary for the meeting.

## **23. Treasurer (if required – see Fundraising clause)**

- a. Unless otherwise delegated, the Treasurer of the School Council will do all of the following:
  - i. Keep accurate records of all financial transactions;
  - ii. Ensure that records are available upon request of the school board or public;
  - iii. Be responsible for the deposits of all monies paid to the School Council in whatever bank, trust company, credit union, or treasury branch the School Council may order;
  - iv. Present a full, detailed account of receipts and disbursements to the School Council whenever requested by the School Council and prepare the financial statements for the annual report;
  - v. Provide School Council's accounting records to the school board upon request; and
  - vi. Supervise the affairs and preside at any meetings of the financial committee.

## **24. Past Chair (Optional)**

- a. The Past Chair of the School Council will do all of the following:
  - i. Serve in an advisory capacity to the new School Council;
  - ii. Act in the absence of both the Chair and Vice-Chair.

## **25. Members at Large / Community Members**

- a. These individuals will be key members of School Council who do all of the following:
  - i. Share their professional knowledge, expertise, and life experience with other School Council members;
  - ii. Encourage feedback and participation from community groups and individuals;
  - iii. Communicate information of interest to the School Council and the School Community;
  - iv. Share information from School Council meetings with the School Community;
  - v. Have a clear understanding of the School Council's goals and purpose;
  - vi. Respect confidentiality;
  - vii. Attend School Council meetings;
  - viii. Identify possible topics for agendas; and
  - ix. Serve as a liaison between the School Council and their organization or area of responsibility/expertise.

## **VACANCIES**

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

## **MEETINGS**

### **27. Regular Meetings**

- a. A minimum of six (6) regular School Council meetings will be held per school year or as called by the Executive Committee.
- b. Preference is for regular School Council meetings to occur monthly during the school year.
- c. It will be decided when these meetings will take place at the Annual General Meeting.
- d. The meetings will take place at the School, unless otherwise advertised.

### **28. Special Meetings**

- a. The School Council Executive Committee may at any time call a Special Meeting of the School Council by providing at least ten (10) days' notice in writing in the School newsletter or website or three (3) days' notice by telephone or email to all members.
- b. The notice will state the time, date, and place of the meeting and describe the matters to be dealt with.
- c. At any Special Meeting, all School Council voting members in attendance shall have the right to vote.

### **29. Annual General Meetings**

- a. 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.
- b. 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 School Council. The meeting will be advertised throughout the School Community for at least ten (10) days in writing in the school newsletter or website or three (3) days by telephone or email and will state the business to take place at the Annual General Meeting.
- c. The business of the Annual General Meeting shall include the following:
  - i. Election of School Council Executive Members; and
  - ii. Review of financial statements of the previous year.
- d. The business of the Annual General Meeting may also include the following:
  - i. Plans and budget for the upcoming year;
  - ii. Any proposed bylaw amendments;
  - iii. Discussion of any major issue in which all parents should have input, such as changes to the Vision or Mission; School policy; or other major changes in the School program or focus; and
  - iv. Any formal evaluation of the School Council.

## **MEETING AGENDAS**

30. 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 Committee and Principal as to the appropriateness of the item requested.

## **COMMITTEES**

31. The School Council may appoint committees that consist of School Council members and/or School Community members.
32. Committees may meet outside of School Council meetings to complete their assigned tasks and present a report of their activities at School Council meetings.

## **POLICIES**

33. Subject to any provincially or board-mandated policies and/or regulations, the School Council may make and implement policies in the School that the School Council considers necessary to carry out its functions.
34. The School Council may develop policy for the duration of its term.
35. 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.
36. Topics on which School Council may wish to develop guiding policies include, but are not limited to, Communication (Internal and External), Record Keeping, Fundraising, Privacy, Location of Meetings, Official Correspondence Address, New Member Orientation, School Council Evaluation, and Social Media.

## **SCHOOL COUNCIL FUNDRAISING**

37. Subject to any provincially or board-mandated policies and/or regulations, the School Council may raise funds that do not require incorporation to obtain (i.e., not casinos, bingos, raffles, etc.).
38. The School Council will, where possible, encourage the fundraising society to do the fundraising for the School, the School Council, and the School Community.
39. Should the School Council choose to fundraise, funds may be given to the School to track and record or may be deposited in a bank account operated by the School Council.
40. 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.

## **FUNDRAISING SOCIETY and OTHER GROUPS OF PARENTS**

41. The School Council recognizes and appreciates the efforts of other groups of parents striving to support and enhance the educational opportunities in the School.
42. The School Council will communicate regularly with the fundraising society and/or other groups of parents to support their activities and to solicit support for School Council activities.
43. The School Council may develop policies to promote a productive, open, and transparent relationship with the fundraising society and/or other groups of parents.

## **CODE OF ETHICS**

44. All School Council members shall do all of the following:
  - 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 School Council;
  - k. Not disclose confidential information;
  - l. Limit discussions at School 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; and
- p. Not accept payment for School Council activities.

### **CONFLICT RESOLUTION**

45. The School Council shall abide by the Conflict Resolution Procedures outlined in the school 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.
46. If, at any time, ten (10) Parents, or fifty percent (50%) of the 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:
- a. The Chair will call a Special Meeting of the School Council.
  - b. The Secretary will provide at least ten (10) days' notice in writing in the school newsletter or website or three (3) days' notice by telephone or email to the School Community of the date, time, place, and purpose of the Special Meeting.
  - c. At the Special Meeting, all Parents and School Council members present will have an opportunity to hear and discuss the issues causing conflict.
  - d. On motion, seconded by any Parent or School Council member present at the Special Meeting, a vote shall be held respecting a proposed resolution to the conflict.
  - e. If the combined majority of Parents and School Council members present vote in favour of the resolution proposed, the School Council will immediately act upon the resolution.

### **PRIVACY**

47. 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.

### **DISSOLUTION**

48. 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 forty (40) school days after the start of the next school year.

### **REVIEWS and AMENDMENTS**

49. 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.
50. 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.
51. The School Community will be given at least ten (10) days' notice in writing in the School newsletter or website or three (3) days' notice by telephone or email of proposed changes to the Operating Procedures.
52. 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.