

**École Barrie Wilson Elementary School
School Council
Operating Procedures**

Approved _____

1. DEFINITIONS

In these Operating Procedures:

- A. "School" means École Barrie Wilson Elementary School;
- B. "Council" means the School Council for the School;
- C. "Parents" means parent, guardian or primary caregiver of any child enrolled in an educational program at the School;
- D. "Regulation" means the School Councils Regulation under the School Act;
- E. "School Community" means persons other than parents (as defined in 1C 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.

2. AUTHORITY

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

3. MISSION STATEMENT/PHILOSOPHY

Red Deer Public School District Philosophy

The Mission of the Red Deer Public School District is: Striving for excellence by inspiring learning and nurturing hope in every student.

At École Barrie Wilson School,

The Mission/Philosophy of the École Barrie Wilson School Council is: _____ To be updated once school has confirmed.



École Barrie Wilson Elementary School
School Council
Operating Procedures
Approved _____

4. GOALS/PURPOSE

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

- A. Represent the parent perspective by providing advice to and consulting with the principal and the 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 participation and well-being of the school community;
- C. Develop a communication plan to share information with parents and the 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. Foster a positive atmosphere where individual contributions are encouraged and valued;
- G. Stimulate continuous improvement in meaningful engagement 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 achievement of a common vision for the School;
- K. Facilitate a formal performance evaluation of our 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 the School resources on the essential tasks of teaching and learning;
- M. Comply with the School Councils Regulation by providing the school board with an annual report that summarizes the School Council's activities for the



**École Barrie Wilson Elementary School
School Council
Operating Procedures**

Approved _____

previous school year, including a financial statement relating to money, if any, handled by the School Council, no later than September 30th.

N. Adhere to School Council's Code of Ethics

5. GOVERNANCE, MEMBERSHIP and DECISION MAKING

___ École Barrie Wilson Elementary _____ School Council uses a Town Hall Operating Style

- A. The membership of the School Council shall consist of:
 - 1) All parents of students enrolled in the School
 - 2) The principal of the School
 - 3) All teachers and staff of the School
 - 4) Others as decided by the School Council (optional)
- B. The voting members of the School Council shall consist of: _all parents as defined in 1(c)_____
- C. The non-voting members of the School Council shall consist of: _School administration and staff and other community members_____
- D. The parent/other ratio may vary at times, but the number of parent members must always exceed the number of administration, staff, and/or community representatives.

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. The quorum for the transaction of any business at any regular meeting of the



École Barrie Wilson Elementary School
School Council
Operating Procedures

Approved _____

School Council will consist of five voting members, as defined above, of the School Council plus the principal or designate.

- A. In the absence of a quorum:
- 1) No motions may be considered or approved.
 - 2) If a majority of parents and School Council Members, which must include the principal or designate, 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 and TERMS of OFFICE

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

- 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; nominations may be made on behalf of others, or on behalf of self. At the election, each nominee must be given the opportunity to speak for 2 minutes to present their experience/skills/interest in the role.
- C. The terms of office are from the Annual General Meeting to the following Annual General Meeting. Any elected member may serve 3 consecutive terms in the same position.
- D. Elections will be determined by a majority vote (secret ballot). The current chair (or designate) will note vote, except for in the event of a tie. If the Chairperson's role is being voted on, the Vice Chair (or designate) would be called on to vote only in the event of a tie.
- E. The Executive Committee of the School Council will be elected by parents attending the Annual General Meeting. If all positions are not filled, the position will remain open until the next meeting where existing executive will fulfill duties until the position is filled.
- F. The Executive Committee, through the Chairperson and in consultation with the principal, will provide the agenda for all meetings and circulate minutes of the same;



École Barrie Wilson Elementary School
School Council
Operating Procedures

Approved _____

- G. The Executive Committee will carry out the day-to-day operation of the School Council.
- H. Resignations from the board will be accepted only when presented in writing.

9. DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

A. Chairperson

It is expected that the School Council Chairperson will be a parent of a student attending the school. 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 basis;
- 4) Call regular School Council meetings;
- 5) Decide all matters relating to rules of order at the meetings;
- 6) Follow existing School Council operating procedures;
- 7) Ensure that minutes are recorded and maintained;
- 8) Have general supervision of all activities of the School Council;
- 9) Be the official spokesperson of the School Council;
- 10) Ensure there is regular communication with the school community, beyond those who attend meetings, distribute notices of meetings and other School Council events as required;

- 11) Stay informed about school board policy that impacts School Council;
- 12) Have signing authority on any financial accounts together with the vice-chair or the treasurer;
- 13) Submit an annual report in conformance with the Regulations.
- 14) Expenses of no more than \$1000 may be spent by the President in emergency situations, on behalf of the School Council, in between meetings if required, with the consultation and approval of one other



École Barrie Wilson Elementary School
School Council
Operating Procedures

Approved _____

Board member.

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) Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;
- 5) Assume responsibility, in consultation with the School Council, for communicating with the fundraising society or other parent groups within the School;
- 6) Promote teamwork and assist the Chairperson in the smooth running of the meetings;
- 7) Keep informed of relevant school and school board policies;
- 8) Prepare to assume the position of Chairperson in the future;
- 9) Have signing authority on any financial accounts together with the Chairperson or the treasurer;
- 10) Aid the Chairperson and undertake tasks assigned by the Chairperson.

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;



**École Barrie Wilson Elementary School
School Council
Operating Procedures**

Approved _____

- 4) 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;

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

D. Treasurer

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

- 1) Keep accurate records of all financial transactions;
- 2) Ensure that records are available upon request of the school board or public;
- 3) 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;
- 4) Have signing authority on any financial accounts together with the Chairperson /or Vice Chairperson;
- 5) Present a full, detailed account of receipts and disbursements to the School Council at each School Council meeting and prepare the financial statements for the annual report;
- 6) Supervise the affairs and preside at any meetings of the financial committee.

E. Community Members and Fundraising Association Liaison

These individuals will be key members of School Council who:

- 1) Share their professional knowledge, expertise and life experience with other School Council members;
- 2) Encourage feedback and participation from community groups and individuals;
- 3) Communicate information of interest to the School Council and the



École Barrie Wilson Elementary School
School Council
Operating Procedures

Approved _____

school community;

- 4) Share information from School Council meetings with the community;
- 5) Have a clear understanding of the School Council's goals and purpose;
- 6) Respect confidentiality;
- 7) Attend School Council meetings;
- 8) Identify possible topics for agendas;
- 9) Serve as a liaison between the School Council and their organization or area of responsibility/expertise.

10. VACANCIES

Any vacancies of the School Council will be advertised to the parent community. Elections for vacant positions will be held at the next regular meeting of School Council. If this fails to fill the vacancy, position will remain open until position is filled.

11. MEETINGS

A. Regular Meetings

A minimum of five (5) regular School Council meetings will be held per school year or as called by the Executive Committee. . The meetings will take place at the School, unless otherwise advertised.

B. Special Meetings

- 1) The School Council Executive Committee may at any time give notice of a Special Meeting of the School Council or upon receipt of a written request of at least five (5) parents, with a description of the purpose for a Special Meeting, the Chair must ensure a Special Meeting will be



**École Barrie Wilson Elementary School
School Council
Operating Procedures**

Approved _____

called within fourteen (14) days.

- 2) A notice stating the time, date and place of the meeting and a description of the matters to be dealt with will be provided to the School Community at least 5 days before the Special Meeting.
- 3) At any Special Meeting all parents in attendance at the Special Meeting 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 one each school year.

- 1) The Annual General Meeting of the School Council will be held in the month of ____ June ____ or at an appropriate time during the school year as determined by the School Council. The meeting will be advertised throughout the school and the community no less than 2 weeks beforehand and will state the business to take place at the Annual General Meeting.
- 2) All parents as defined in 1C above 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
 - b. any proposed bylaw amendments;
 - c. financial statement of the previous year.
- 5) And may also include:
 - a. 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; school policy; or



**École Barrie Wilson Elementary School
School Council
Operating Procedures**

Approved _____

- other major changes in the school program or focus;
- c. any formal evaluation of the School Council.

12. MEETING AGENDAS

The Chairperson will work in partnership with the principal to establish the agendas for all meetings. Agenda item requests must be made through the Chairperson, who will, if necessary, consult with the Executive and principal as to the appropriateness of the item requested.

13. COMMITTEES

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

14. POLICIES

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.

- A. The school council may develop policy for the duration of their 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 implemented for the new School Council and its term.
- C. Topics on which School Council may wish to develop guiding policies include, but are not limited to: Communication (Internal and External), Record Keeping,



École Barrie Wilson Elementary School
School Council
Operating Procedures

Approved _____

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 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).

- A. The School Council will, where possible, encourage the fundraising society to do the fundraising for the school and the school community.
- B. If the School Council does fundraise, any funds raised will be kept in a School Council bank account Any 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.
- C. Money will not be borrowed by the School Council to fund any initiatives.
- D. Financial records will be audited prior to each Annual General Meeting by two non-board members of the School Council. They shall report their findings at the Annual Meeting.

16. FUNDRAISING SOCIETY 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 society 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 society and/or other groups of parents.



**École Barrie Wilson Elementary School
School Council
Operating Procedures**

Approved _____

17. CODE OF ETHICS

All School Council members shall:

- A. Abide by the legislation that governs them;
- B. Be guided by the mission statement of the school and School Council;
- C. Endeavour to be familiar with school 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;
- P. Not accept payment for School Council activities.

18. CONFLICT RESOLUTION

The School Council shall abide by the Conflict Resolution Procedures outlined in the school board's policies and regulations from Red Deer Public Board policy 6.04.01

15. In the event of an irresolvable conflict between the principal and the school council, the principal or the school council chairman may refer the matter in writing to the Superintendent of Schools. Should the Superintendent of Schools be unsuccessful in resolving the dispute within a period of 21 days following



École Barrie Wilson Elementary School
School Council
Operating Procedures

Approved _____

receipt of a referral, the Superintendent will place the matter on the agenda of the next private meeting of the Board of Trustees, together with his recommendation. The decision of the Board of Trustees will be final.

- A. If at any time, ten (10) parents, 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 Chairperson will provide a minimum of five (5) 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 parent or School Council member present at the Special Meeting, a vote shall be held respecting a proposed resolution to the conflict.
 - 5) 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.

19. 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.

20. DISSOLUTION

As per Alberta Provincial Legislation, only the Minister of Education has the



École Barrie Wilson Elementary School
School Council
Operating Procedures

Approved _____

authority to dissolve a School Council. If the School Council is dissolved, the Principal may 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.

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 must be reviewed for their relevance and effectiveness annually, by the School Council Executive Committee or a committee established expressly for that purpose.

- A. Notice of proposed changes to the Operating Procedures will be provided to the School Community no less than 5 days before the meeting.

- B. The Operating Procedures of the School Council may be amended once per year by a majority vote of the voting members present at any scheduled Regular, Special or Annual General meeting of the School Council.



École Barrie Wilson Elementary School
School Council
Operating Procedures
Approved _____

These Operating Procedures have been accepted by a majority of the members entitled to vote at a **Regular, Special or Annual General** meeting of the School Council.

Date _____

Chairperson's Name

Chairperson's Signature

Secretary's Name

Secretary's Signature

Principal's Name

Principal's Signature



**École Barrie Wilson Elementary School
School Council
Operating Procedures**
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