

St. Mary's School
School Council
Operating Procedures
Approved Mar 15, 2022

1. DEFINITIONS

In these Operating Procedures:

- A. "School" means St. Mary's School;
- B. "Council" means the School Council for the School;
- C. "Parents" means legal guardian.
- D. "Regulation" means the School Councils Regulation as provided through Alberta Provincial Legislation;
- 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 students and the School;
- F. "Operating Procedures" means the governing document serving the same purpose as Bylaws referenced in the Regulations.

2. AUTHORITY

The St. Mary's 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

St. Mary's School Philosophy or mission or motto

Our mission is to provide for the intellectual, spiritual, emotional, social growth of our students, rooted in the Gospel Message of Christ.

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 consulting with the Principal and the School Board on matters relating to the School such as: the School philosophy, mission and vision, policies, improvement plans, and programs and directions 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 support and enhance student learning, encourage participation and promote the well-being of the School community;

- D. Create an annual report of School Council initiatives and communicate to the School Board and the School community;
- E. Make minutes from School Council meetings available to the public.
- F. Adhere to School Council's Code of Ethics;
- G. Consult with other School Councils and provincial organizations;
- H. Support an approach to education in which decisions are made collaboratively;
- I. Advise School Boards, Alberta Education or other provincial organizations on broader educational issues;

5. GOVERNANCE, MEMBERSHIP and DECISION MAKING

St. Mary's School Council uses a Town Hall Operating Style

- A. The membership of the School Council shall consist of:
 - i. All parents, as defined in 1C (above)
 - ii. The Principal of the School
 - iii. The Associate Principal.
 - iv. One or more teachers and staff of the School, elected or appointed by the teachers
 - v. One or more students.
 - vi. Others (list) as decided by the School Council
 - i. Parish Priest/Representative
 - ii. Trustee
 - iii. Community Member selected by the council willing to comply with section 8(1) of the Alberta School council resource manual and Education Act.
- B. The voting Members of the School Council shall consist of: All parents at the meeting as defined in 1C (above)
- C. The non-voting Members of the School Council shall consist of:
 - a. Principal
 - b. Associate Principal
 - c. Teacher Representative
 - d. Trustee
 - e. Parish Priest/Representative
 - f. Student Representative
 - g. Selected Community Member

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, called for discussion, and passed by the majority of School Council voting Members present at the meeting at which the vote was taken.
- C. A motion may only be made by voting Members.
- D. There will be no voting by proxy.

7. QUORUM

- A. Quorum will be attained when the majority of voting Members present at any meeting are parents (as defined in 1C above) of students enrolled in the School, and the Principal or designate is present.
- B. In the absence of a quorum:
 - i. If the parents and School Council Members present agree to proceed in the absence of a quorum, the School Council may continue for the purposes of discussion of issues.
 - ii. No motions shall be considered or approved.
 - iii. No decisions by consensus shall be reached.

8. EXECUTIVE and TERMS of OFFICE

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

- A. All Executive positions must be filled by parents (as defined in 1C above).
- B. Every parent is eligible to be elected to an Executive position on the School Council.
- C. The terms of office are from the close of the Annual General Meeting to the close of the following Annual General Meeting. Any elected Member may serve consecutive terms in the same position provided they have a child enrolled in the school.
- D. The Executive of the School Council 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 School Council meeting;
- E. Any Executive Member may resign his/her position by providing written notice to the Executive and the Principal.

- F. Any Executive Member may be removed from the Executive at any time with cause by a majority vote of the Executive whenever, in its judgment, the best interest of the School Council will be served.
- G. The Executive will carry out the day-to-day operation of the School Council.

9. DUTIES OF THE EXECUTIVE MEMBERS

A. Chair

It is expected that the School Council Chair will be a parent of a student enrolled in the School. Unless otherwise delegated, the Chair of the School Council will:

- 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. Decide all matters relating to rules of order at the meetings;
- v. Ensure that the School Council Operating Procedures are current and followed;
- vi. Be the official spokesperson of the School Council;
- vii. Ensure that there is regular communication with the whole School community;
- viii. Be an ex-officio member of all committees;
- ix. Review any communication to the School community prior to distribution and include the Principal in same;
- x. Stay informed about School Board policy that impacts School Council;
- xi. 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;
- xii. Have general responsibility for all activities of the School Council.

B. Vice-Chair

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

- 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 PIPA, of any personal information collected on behalf of the School Council;

- v. Assume responsibility, in consultation with the School Council, for communicating with the Fundraising Association or other parent groups within the School;
- vi. Promote teamwork and assist the Chair in the smooth running of the meetings;
- vii. Keep informed of relevant School and School Board policies;
- viii. Prepare to assume the position of Chair in the future;
- ix. Assist the Chair and undertake tasks assigned by the Chair.

C. Secretary

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

- i. Act as a recorder at each meeting and ensure that the minutes are prepared accurately to reflect the directions agreed to at the meeting;
- ii. Keep minutes, correspondence, records and other School 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 7 years;
- 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, as determined by the School Council, agendas, minutes, notices of meetings and notices of other events;
- v. Submit the names and positions of the new school council executive, to the executive Assistant of the Holy Spirit Superintendent within seven days of the election of the school council.

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:

- i. Keep accurate records of all financial transactions for 7 years;
- ii. Ensure that records are available upon request of the School Board, public or School community;
- iii. Present a full, detailed account of receipts and disbursements to the School Council as required by the School Council, and prepare the financial statements for the annual report;
- iv. Provide the annual financial report to the board and present at the School Council AGM.

E. Members at Large/Community Members/Fundraising Association Liaison/Others as decided by the School Council

These Members will:

- i. Share their professional knowledge, expertise and life experience;
- 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 community;
- v. Have a clear understanding of the School Council's objectives;
- vi. Attend School Council meetings;
- vii. Identify possible topics for agendas;
- viii. Serve as a liaison between the School Council and their organization or area of responsibility.

10.VACANCIES

With the exception of the School Council position filled by the Principal, 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.

11.MEETINGS

School Council meetings may be held in-person or using a virtual or online platform suitable for conducting School Council business, or a combination of the two. The executive, in collaboration with the principal, will determine the format of the meetings. Virtual meetings may include electronic voting which will be determined by the executive (ie. Raise Hand feature, chat window, mic, ballots via private messaging).

A. Annual General Meetings

Where the School 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 School Council will take place once each School year.

- i. The Annual General Meeting of the School Council shall be held not later than 30 days after the first instructional day of the School year and will be advertised throughout the School and the community at large at least 10 days in advance of the meeting via posters, website, social media, email, and/or newsletter.

- ii. All parents as defined in 1C above are eligible for election.
- iii. All parents as defined in 1C above are eligible to vote at the Annual General Meeting.
- iv. The business of the Annual General Meeting shall include:
 - a. the election of School Council Executive Members;
 - b. any proposed amendments to the Operating Procedures;
 - c. presentation of the financial statement of the previous year, if any.
- v. 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;

B. Special General Meetings

- i. 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 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.
- ii. At any Special General Meeting, all parents in attendance shall have the right to vote.

C. Regular Meetings

A minimum of five (5) regular School Council meetings will be held per School year or as called by the Executive. It will be decided when these meetings will take place at the Annual General Meeting. 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 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 as per the direction of the School Council and report on 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 its own 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.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.

16.DISPUTE RESOLUTION

- A. The School Council shall abide by the Dispute Resolution process outlined in the School Board's policies and regulations to address disputes between the principal and the school council with respect to policies proposed or adopted for a school.
- B. The School Council shall apply every effort to resolve internal disputes using the steps outlined in these Operating Procedures. If at any time, 10 parents, or 5 parents and 50% of the Executive Members of the School Council believe a dispute causing significant impairment of School Council operations is occurring, they may deliver a signed written letter to all Executive Members and the Principal requesting a Special General Meeting, and the following will apply:
 - i. The Chair will call a Special General Meeting of the School Council;
 - ii. The Secretary will provide a minimum of 5 days' written notice to all parents and School Council Members of the date, time, place and purpose of the Special General Meeting;
 - iii. At the Special General Meeting, all parents and School Council Members present will have an opportunity to hear and discuss the issues causing the dispute;
 - iv. On motion, a vote shall be taken respecting a proposed resolution to the dispute;
 - v. If a majority of voting Members present vote in favour of the resolution proposed, the School Council will immediately act upon it.

17.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.

18.DISSOLUTION

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 establish a Principal's 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.

19. **REVIEWS and AMENDMENTS**

Subject to any provincially or School 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 at the Annual General meeting.
- B. Notice of proposed changes to the Operating Procedures will be provided to the School community no less than 5 days before the meeting.
- C. The Operating Procedures of the School Council may be amended by a majority vote of the voting Members present at any scheduled Regular, Special or Annual General meeting of the School Council.

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 Mar 15 / 22

LAURIE KERKHOFF
Chair's Name

Laurie Kerkhoff
Chair's Signature

CATHERINE KERKHOFF
Secretary's Name

C&D
Secretary's Signature

Mark DeJong
Principal's Name

[Signature]
Principal's Signature