

Ecole Secondaire Beaumont Composite High School School Council Operating Procedures

1. DEFINITIONS

In these Operating Procedures:

- A. "School" means Ecole Secondaire Beaumont Composite High School (ESBCHS);
- 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 and the School Act, Section 22, 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.
- G. "PAA" means the provincially registered society, Beaumont Composite High School Parent Advisory Association, whose mission is to raise funds through gaming activities, which will be used to support the students and staff of ESBCHS.

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 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, programs and 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 and non-gaming fundraising that will enhance student learning, encourage participation and promote the well-being of the School community;
- D. Submit requests to the PAA for funds to achieve School Council goals through gaming fundraising.
- E. Submit an Annual Report to the School Board and the School community by September 30th of each year, as required by provincial regulation.
- F. Develop a communication plan and/or policy to share information with parents and the community and facilitate communications with all educational stakeholders;
- G. Adhere to School Council's Code of Ethics;
- H. Support involvement with other School Councils and provincial organizations when appropriate;
- I. Support an approach to education in which decisions are made collaboratively;
- J. Support broader educational issues by advising School Boards, Alberta Education or other provincial organizations when appropriate.

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5. GOVERNANCE, MEMBERSHIP and DECISION MAKING

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

- A. The membership of the School Council shall consist of:
 - 1) All parents, as defined in 1c above
 - 2) The Principal, or designate, of the School
 - 3) One Teacher Representative, or designate, of the School, elected or appointed by the teachers
 - 4) One Student Representative, or designate, elected or appointed by the students
 - 5) One Community Representative, elected or appointed at, or following, the Annual General Meeting;
 - 6) Any other Executive member, elected or appointed at, or following, the Annual General Meeting;
- B. The voting Members of the School Council shall consist of all those listed in 5A;
- C. The non-voting Members of the School Council shall consist of all others in attendance.

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, seconded and passed by the majority of School Council voting Members present at the meeting at which the vote was taken.

7. QUORUM

- A. Quorum will be attained when 5 members are present, including a minimum of 4 parents and/or Executive members, and the Principal or designate is present. Teacher and student members do not count toward quorum.
- B. In the absence of a quorum:
 - 1) 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.
 - 2) No motions shall be considered or approved.
 - 3) 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, three Parent Representatives, one Fundraising Representative and one Community Representative.

- A. All Executive positions are expected, whenever possible, to be filled by parents, as defined in 1C above, with the exception of the Community Representative. If no parent is willing to fill the other positions, a non-parent may be elected or appointed. A non-parent may not run against a parent for any position.
- 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 4 consecutive terms in the same position.

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- 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 one other Executive member 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 judgement, 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

Unless otherwise delegated, the Chair 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) Decide all matters relating to rules of order at the meetings;
- 5) Ensure that School Council Operating Procedures are current and followed;
- 6) Be the official spokesperson of the School Council;
- 7) Ensure that there is regular communication with the whole School community;
- 8) Review any communication to the School community prior to distribution and include the Principal in same;
- 9) Stay informed about School Board policy that impacts School Council;
- 10) Have signing authority, if required, on any financial accounts together with the Vice-Chair and/or the Treasurer;
- 11) 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;
- 12) Have general responsibility for all activities of the School Council;
- 13) Have a vote at any meetings;
- 14) Have an understanding of the fundraising society, Beaumont Composite High School Parent Advisory Association, its Bylaws and the necessity of the two separate entities.

B. Vice-Chair

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

- 1) In the event of resignation, incapacity or leave of 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) Assume responsibility, in consultation with the School Council, for communicating with the Fundraising Association or other parent groups within the School;
- 6) Promote teamwork and assist the Chair in the smooth running of the meetings;
- 7) Keep informed of relevant School and School Board policies;
- 8) Have signing authority, if required, on any financial accounts together with the Chair and/or the Treasurer;
- 9) Assist the Chair and undertake tasks assigned by the Chair;
- 10) Have a vote at any meetings;

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- 11) Have an understanding of the fundraising society, Beaumont Composite High School Parent Advisory Association, its Bylaws and the necessity of the two separate entities.

C. Secretary

Unless otherwise delegated, the Secretary of the School Council 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 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;
- 3) Maintain dated records of attendance of Members of School Council who have attended meetings and, in compliance with PIPA, ensure the confidentiality of all contact information, emails and the like.
- 4) Distribute, as determined by the principal and School Council, agendas, minutes, notices of meetings and notices of other events;
- 5) Have a vote at any meetings;
- 6) Have an understanding of the fundraising society, Beaumont Composite High School Parent Advisory Association, its Bylaws and the necessity of the two separate entities.

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 financial records are available upon request of the School Board, public or School community;
- 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 Chair and/or Vice-Chair;
- 5) 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;
- 6) Supervise the affairs and preside at any meetings of the financial committee;
- 7) Have a vote at any meetings;
- 8) Have an understanding of the fundraising society, Beaumont Composite High School Parent Advisory Association, its Bylaws and the necessity of the two separate entities.

E. Staff, Student, Parent, Community and Fundraising Representatives

These Members will:

- 1) Share their professional knowledge, expertise and life experience;
- 2) Encourage feedback and participation from community groups and individuals;
- 3) Communicate information of interest to the School Council and the School community;
- 4) Share information from School Council meetings with the community;
- 5) Have a clear understanding of the School Council's objectives;
- 6) Attend School Council meetings;
- 7) Identify possible topics for agendas;
- 8) Serve as a liaison between the School Council and their organization or area of responsibility;

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- 9) Have a vote at any meetings;
- 10) Have an understanding of the fundraising society, Beaumont Composite High School Parent Advisory Association, its Bylaws and the necessity of the two separate entities.

10. VACANCIES

With the exception of the School Council positions filled by the Principal, teacher and student representatives, any vacancy of the School Council not filled at the AGM will be advertised to the parent community following the AGM. Elections for a vacant position may be held at subsequent meetings of the School Council until the vacancy is filled.

11. MEETINGS

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.

- 1) The Annual General Meeting of the School Council will be held on or before Oct. 31 in each year. The meeting will be advertised throughout the School and the community no less than 14 days' notice 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 School Council Executive Members
 - b. any proposed amendments to the Operating Procedures;
 - c. presentation of the 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 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 7 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

In addition to the AGM, a minimum of 6 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.

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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 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 School Council may raise funds that do not require incorporation to obtain (e.g., not casinos, bingos, raffles).

- A. The School Council may choose to raise funds through non-gaming activities if there are Executive members willing to do so.
- B. Should the School Council choose to fundraise, funds will be deposited in a bank account operated by the School 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 PAA will be subject to the policies of the PAA.

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 PAA 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 PAA and/or other groups of parents.

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17. CODE OF ETHICS

All School Council and individual Members shall:

- A. Abide by the legislation that governs them;
- B. Be guided by the mission statements of the School and School Council;
- C. Strive to be familiar with the District and School policies and the accompanying administrative procedures/regulations and act in accordance with them;
- D. Practice the highest standards of honesty, accuracy, integrity and truth;
- E. Respect the personal integrity of each member of the School community;
- F. Act in accordance with our School Council Operating Procedures;
- G. Declare any conflict of interest;
- H. Foster a positive atmosphere in which individual contributions are encouraged and valued;
- I. Consider the best interests of all students and the School community in our deliberations and decisions;
- J. Respect the confidential nature of some School business and respect limitations this may place on the operation of the School Council;
- K. Secure and never disclose confidential information;
- L. Focus discussions at School Council meetings to matters of concern to the School community as a whole;
- M. Prohibit discussions of personal or personnel related issues;
- N. Use the appropriate communication protocol when questions or concerns arise;
- O. Promote high standards of ethical practice within the School community;
- P. Accept accountability for School Council decisions.

18. CONFLICT RESOLUTION

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.

- i. If at any time, 10 parents, or 5 parents and 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 School Council.
 - 2) The Secretary will provide a minimum of 7 days' written notice to all parents and School Council Members of the date, time, place and purpose of the Special General Meeting.
 - 3) At the Special General Meeting, all parents and School 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 School Council will immediately act upon it.

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.

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20. 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 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.

21. 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 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 School Council may be amended by a majority vote of the voting Members present at any scheduled meeting of the School Council.
- C. Notice of proposed amendments to the Operating Procedures will be provided to the School community no less than 7 days before a meeting.

These Operating Procedures have been accepted by a majority of the Members entitled to vote at this Special General Meeting of the School Council.

Sept. 19, 2018
Date

Tracey Carr Tracey Carr
Chair's Name (printed) and Signature

Secretary's Name (printed) and Signature

Chris Pearce Chris Pearce
Principal's Name (printed) and Signature